

## ACTION REPORT

Curriculum Committee meeting held on 21.03.2025

POINTS DISCUSSED	SUGGESTED ACTION	RESPONSIBLE PERSON	ACTION TAKEN/STATUS
Conducting meetings (MEU , Curriculum Committee)	MEU every month and Curriculum committee once in 4 months	Curriculum Committee	Will be done regularly
Uploading Time table	To be done phase wise and to be cross checked	Phase coordinators	Will be uploaded after verification
Skill lab log book	Skill lab coordinators of each department	Skill lab coordinator	Ongoing
Common Google sheet for all faculty members	Data regarding NMC training in faculty development program (FDP)	MEU coordinator	Ongoing
Preparing list of faculty members attending BCME CISP 3,acme	Notice circulated from the principal office	MEU coordinator	Ongoing
Updating the activities of each MEU sub committee	To organize subcommittee meetings	Coordinators of each MEU sub committee	Will be done regularly

