

GOUR MAHAVIDYALAYA

Department of B.VOC (Healthcare)

ACCREDITED BY NAAC (2nd Cycle) B⁺

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Date : 2.9.2024

NOTICE

Subject: D.C. Meeting Notice Regarding 1st Semester Class Test and Answer Script Showing

This is to notify all members of the Department of Health Care (B.Voc) that a Departmental Committee (D.C.) meeting has been scheduled as follows:

- **Date:** 3.9.24
- **Time:** 2 P.M
- **Venue:** Room No -114

Agenda of the Meeting:

1. Finalizing the schedule and format for the 1st Semester Class Test.
2. Discussing protocols and timelines for answer script evaluation and distribution to students.
3. Setting objectives and responsibilities for fellow teachers in ensuring effective examination management.

Objectives for Fellow Teachers of Healthcare (B.Voc):

- Ensure timely preparation and distribution of question papers in line with the syllabus.
- Maintain transparency and accuracy in the evaluation of answer scripts.
- Foster an environment of feedback and improvement through clear explanation of marks during answer script showing.
- Promote student engagement and academic growth by addressing any queries or doubts arising from the test.

All department members are requested to attend the meeting punctually and actively contribute to the discussions for seamless execution of the planned activities.

By Order

DR. Aktar Islam

[Head of the Department]

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