

NOTICE

31/5/18

A meeting of the D.C. will be held on 6/6/18 at 12.30 pm at the Dept.

Members are requested to make it convenient to attend the meeting.

Agenda: 1. Confirmation of the proceedings of the meeting held on 22/5/18

2. To discuss the outcome of the Hon'ble Vice-Chancellor's visit on 30/5/18;

3. To prepare a list of items for the Pol. Sc. Research Lab.

A. Misc.

S.P.S. 31/5/18

HEAD

Department of Political Science
With Rural Administration
VIDYASAGAR UNIVERSITY
MIDNAPORE - 721102

1.

2. L. M. 31/5/18

3. Anand 31/5/18

4. G. N. 31.05.18


5. S. 4/6/18

6.

7. S. Bhattacharya

The D.C. Meeting held on 6/5/18 at 12.30 pm at the Dept.

Members Present

- 1.
2. Rij Menon 06/07/18
3. Anubhav 6/6/18
4. Ganesan 6.6.18
5.  = 6/6/18
- 6.
7. S. Bhattacharya 6/6/18

Meeting of the Departmental committee held on 6.6.18
The HOD took the chair.

Agenda 1

The proceedings of the last meeting read out and confirmed.

Agenda 2

To discuss the outcome of the Hon'ble vice-chancellor's visit on 30/5/18.

- The DC resolved to maintain Action Taken Reports (ATR) and to discuss them extensively. ATRs can be reviewed on a monthly basis. A separate register for ATR to be maintained.
- Teacher-student meetings will be held 2-3 times a year. The proceedings of the meetings will be discussed at the DC meetings. ATR of the meetings will be discussed.
- Parent meetings will be held 2-3 times a year.

- 5 minutes gap in between the classes to be maintained. This will be incorporated in the routine.
- Classes to be held in the smart classrooms. This too can be incorporated in the routine.
- The DC resolved to organise remedial/tutorial classes for weaker students.
- Departmental routine will be updated.

Agenda 3

To prepare a list of items for the Political Science Research Laboratory.

The DC resolved that the following list of items are needed for the lab:

- Air conditioning machine
- Floor mat
- 15 chair desks
- Door closers

Miscellaneous

There being no other item for discussion, the meeting ended with thanks to the chair.