

24/2019

Date: 13/8/2019

A meeting of Departmental Committee was held in the room of the HOD on 13/8/2019 at 4 pm.

### Agenda

1. ~~Confirmation~~ Confirmation of the proceeding of the last meeting

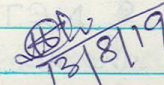
~~2. Com~~

2. Discussion on the action after VC visit

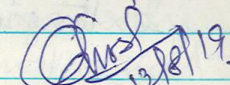
3. Misc.

### Members :

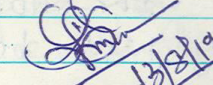
1. Prof. Sujata Maili (Choudhury), Head

  
13/8/19

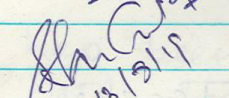
2. Prof. Chandradipa Ghosh, member

  
13/8/19

3. Dr. Sandip Kr. Sinha, member

  
13/8/19

4. Dr. Sumana Sankhel, member

  
13/8/19

### Resolutions

(\*) The proceedings of the last meeting is confirmed.

(\*) From Teacher-Parent meeting on 13/8/19 (3rd Sem & 1st Sem)

1. Special classes ~~should~~ be increased for NET/SET/GATE exams.
2. PG syllabus up-gradation for NET/SET/GATE ~~also~~ may be done.
3. Extension classes/special lectures to be increased.
4. Hostel facility to be provided for the students coming from distance places.

### \* Teacher-Student (3rd Sem)

ATR: The faculty members have discussed about the meeting. Last year we have revised the syllabus. The faculty members ~~also~~ will take care of the special classes regarding NET/SET/GATE exams. Another problem have been discussed and application for extension and special lectures will be sent to VC through Dean, Sc. faculty. For hostel facility, the University authority will be informed.

\* Teacher-Student (3rd Sem) meeting was held on 05.08.19 and the resolutions have been taken:

- ① Basic instruments to be increased for practical classes,
- ② To upgrade the computers in computer laboratory and
- ③ LCD (wall mounted) projectors to be
- ④ Wi-Fi connections to be

ATR : The faculty members discussed about the resolution of the T-S meeting. A list of instruments has been enlisted according to the demand of the students. Application will be sent to the VC for the purchase of the instruments and to upgrade the computers and to repair the wall-mounted LCD projectors and to provide sufficient animals for practical classes.

(\*) Departmental diary will be introduced according to the advice of the authority.

(\*) <sup>The faculty members</sup> We regularly maintain our department log book.

(\*) Garbage management is maintained in our department regularly and our garbage management-system has been accepted by University authority previously.  
class

(\*) Time table, ~~will be~~ has been corrected according to the direction of university authority by giving the name of the smart classroom.

(\*) Course objectives and outcome will be ~~with~~ written within 10 days and it will be submitted.

(\*) The secretary of the departmental Alumni association has been ~~to~~ informed to arrange meeting and to take initiatives to raise their funds and to ~~per~~ perform other activities of the alumni.

(\*) ~~for RUSA fund~~ A discussion ~~to~~ have been done among the faculty members for preparing a list of instruments for daily practical classes of the running students.

(\*) For RUSA fund, a list of instruments have been prepared by the four faculty members.

~~13/08/19~~  
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