

Dr. Amiya Kumar Panda
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Date: March 14, 2017

To

1. Prof. Ajay Kumar Misra, Teacher Member
2. Mr. Mrinal Kanti Maity (F/O: Anwesha Maity, Sem II student)
3. Mr. Tarun Kanti Pal Chowdhury (F/O: Ms. Kabita Pal Chowdhury, Sem II student)
4. Mr. Tarapada Jana (F/O: Mr. Manik Jana, Sem IV student)
5. Mr. Tarapada Jana (F/O: Mr. Manik Jana, Sem IV student)

Subject: Parent-Teacher Committee Meeting

Sir/madam,

A meeting of the Parent-Teacher Committee of the Department of Chemistry and Chemical Technology, Vidyasagar University has been Convened on March 21, 2017 at 16:45 hrs in the office of the Head, Department of Chemistry and Chemical Technology, Vidyasagar University.

I have the pleasure to invite you in the said meeting.

With sincere regards,


Amiya Kumar Panda

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Resolution of the Parent-Teacher Committee meeting held on March 21,
2017

Members present:

1. Prof. Amiya Kumar Panda (Head, Department of Chemistry and Chemical Technology, Vidyasagar University)
2. Prof. Ajay Kumar Misra, Member
3. Mr. Tarun Kanti Pal Chowdhury (F/O: Ms. Kabita Pal Chowdhury)
4. Mr. Mrinal Kanti Maity (F/O: Ms Anwasha Maity)

Proceedings:

Prof. Amiya Kumar Panda, HOD, welcomed the members of the newly constituted Parent-Teacher Committee in its first meeting. He sought valued opinion from the members. Members opined as follows:

1. Mr. Tarun Kanti Pal Chowdhury requested that the tiffin/lunch break could be changed to 40 minute instead of the existing 30 minute time.
2. Parents requested the HOD to kindly take care about the completion of the syllabi.
3. Mr. Mrinal Kanti Maity opined that it would be more convenient for the students if the academic calendar be so scheduled that the students get substantial time in preparing for different competitive academic examinations, viz., NET.

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4. Prof. Ajay Kumar Misra advised the guardians to encourage their wards to study more. He also requested the guardians to advise them not to depend on notes/handouts.

HOD once again sincerely acknowledged the presence of the members of the Parent-Teacher Committee and their valued opinion.

The meeting ended with thanks to the chair.

A handwritten signature in black ink, appearing to read 'Amiya 27/2/12'.

(Amiya Kumar Panda)