

Year- 2019-20

Date	Minutes of the meeting	Action taken
23.07.2019	<p>1. Resolved that a faculty profile be developed</p> <p>2. Training programmes for Non-teaching staff will be organised to facilitate the admission process like every year which in turn will be beneficial for both students and staff</p> <p>3. Resolved that the website should be developed</p> <p>4. Resolved that academic calendar should be prepared and circulated to the students</p> <p>5. Resolved that class tests will be taken regularly for academic uplift of the students</p> <p>6. Resolved that unitisation of syllabus should be done before the commencement of the 1st semester.</p>	<p>1. All the HODs are given the responsibility to monitor the attendance of the students with the help of NTS and departmental teachers.</p> <p>2. Unitisation of syllabus is uploaded</p> <p>3. On the basis of classes taken online, remedial classes for the slow learners are arranged.</p> <p>4. Arrangements are made for conduction of the online classes</p> <p>5. A reputed lawyer is contacted for legal advice regarding the second campus</p> <p>6. Feedback forms and SSS are circulated among students in online mode through google forms</p>
28.11.2019	<p>1. Resolved that the departments will be asked to conduct project work, field work educational tours consistent with the curriculum of their course.</p> <p>2. Resolved that legal advices should be continued for quick settlement for the construction of the second campus of the college at Padmanath lane</p> <p>3. Resolved that the as per the recommendations of the NAAC peer team a structured mentoring system should be reviewed for betterment.</p>	<p>7. The results of SSS are analysed and proper measures are adopted to deal with the problems</p> <p>8. The teachers are given the responsibility of mentoring the students and maintain records</p> <p>9. The teachers deliver lectures with PPT and provide e-resources to the students</p>
21.01.2020	<p>1. Resolved that the feedback form will be circulated among the students.</p> <p>2. Resolved that Prof Avijit Chakraborty will continue prepare the formats for student satisfaction survey and the college will circulate this</p> <p>3. Resolved that the research cell should be more active</p>	<p>10. Preparation for possible online examination started</p>

	<p>4. Resolved that when the students will come to receive their certificates, the concerned staff will record his/her present status (higher study/job/ preparation for competitive examination). At present the system is not error-free as suggested by the coordinator</p> <p>5. Resolved that departments will be encouraged to organise seminars, invited lectures etc.</p>	
10.05.2020	<p>1. Resolved that an examination committee meeting should be organised online for arrangement of online examination</p> <p>2. Resolved that Prof Kuntal Mitra and Prof Sujatra Bhattacharyya have to ensure smooth conduction of the examination in this covid scenario.</p> <p>3. Resolved that online classes should be continued in zoom or google platform. And more emphasis should be given on preparation of e-resources.</p> <p>4. Resolved that the central library will continue their value-added course online and NSS and NCC are also advised to introduce the same and increase their outreach activities and help the society maintaining the covid guidelines</p>	