

Year- 2020-21

Date	Minutes of the meeting	Action taken
04.07.2020	<p>1. Resolved that maintaining covid directive the members of admission committee will come to the college for supervision of the online admission process</p> <p>2. Resolved that an online admission committee meeting will be convened for admission criteria of the different departments.</p> <p>3. Resolved that the online teaching platform should be strengthened for the newly admitted students.</p> <p>4. Resolved that Training programmes for Non-teaching staff will be organised to facilitate the admission process which in turn will be beneficial for both students and staff</p> <p>5. Resolved that an examination committee meeting will be called for upcoming examination.</p> <p>6. Resolved that the departments should organise webinars</p>	<p>1. All the HODs are given the responsibility to monitor the online attendance of the students with the help of departmental teachers.</p> <p>2. Unitisation of syllabus is uploaded</p> <p>3. The teachers continue the mentoring system online personally.</p> <p>4. Feedback forms and SSS are circulated among students</p> <p>5. The results of SSS are analysed and proper measures are adopted to deal with the problems</p> <p>6. Various webinars are organised by department of Bengali, English, Economics and Library.</p>
16.09.2020	<p>1. Resolved that academic support will be provided to the teachers so that they can be released for FDP, orientation and refreshers course in online mode</p> <p>2. Resolved that the examination committee will make the necessary arrangements for the pending upcoming examinations.</p> <p>3. Resolved that office staff Sri Surajit Das will handle the examination portal of the college if and when required.</p> <p>4. Resolved that as per the recommendations of the NAAC peer team a structured mentoring system should be introduced personally by the teachers.</p>	<p>7. The teachers deliver lectures with PPT and provide e-resources to the students</p> <p>8. The new server for the examination system is purchased and passed through the finance meeting.</p>
10.03.2021	<p>1. Resolved that a feedback forms will be circulated in online mode</p> <p>2. Resolved that Prof Avijit Chakraborty will</p>	

	<p>handle the formats for students satisfaction survey and the college will circulate this</p> <p>3. Resolved that a server space will be purchased for smooth conduction of the examination. Previously the students send their mail to the mail id provided by the departments. However the college decides to instruct all the students to send their answer scripts in the said examination portal.</p> <p>4. Resolved that Prof Debasree De will continue to act as UGC officer who will inform the updates from UGC website.</p>	
02.05.2021	<p>1. Resolved that the online examination will be contined through newly purchased server system as it facilitated both the students and the teachers.</p> <p>2. Resolved the teachers are advised to take the classes which is PPT-based along with normal online classes</p> <p>3. Resolved that the central library will continue their value-added course and NSS and NCC are also advised to introduce the same and increase their outreach activities maintaining covid protocol.</p>	