

Year- 2021-22

Date	Minutes of the meeting	Action taken
06.07.21	<p>1. Resolved that maintaining covid directive the members of admission committee should monitor the 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 time table subcommittee will set the routine in such a way so that the students will not face any data related issue.</p> <p>4. Resolved that usual Training programme for Non-teaching staff will be organised to facilitate the admission process.</p> <p>5. Resolved that an examination committee meeting will be called for upcoming examination.</p>	<p>1. All the HODs are given the responsibility to monitor the online/offline attendance of the students with the help of departmental teachers.</p> <p>2. Unitisation of syllabus is done by the departments.</p> <p>3. The teachers continue the mentoring system</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. The NSS and NCC units actively resume their usual activities</p>
21.01.2022	<p>1. Resolved that the examination committee will make the necessary arrangements for the pending upcoming examinations.</p> <p>1. Resolved that like previous year office staff Sri Surajit Das will handle the examination portal of the college if and when required.</p> <p>2. Resolved that academic support will be provided to the teachers so that they can be released for FDP, orientation and refresher course in online mode. The teachers are asked to verify the authentication of the agency.</p>	
19.04.22	<p>1. Resolved that a feedback forms will be circulated in online mode although the students are now doing classes in physical 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 proper measures will be adopted to maintain the covid protocol when taking offline classes. The students are advised to use mask and the college will provide the sanitizer in each of the floors of the building.</p> <p>4. Resolved that necessary arrangements will be made for pending AQAR preparation. Prof Debasree De will continue to act as UGC officer who will inform the updates from UGC website.</p>	