

A departmental meeting was held today from 9 AM to 12:20 PM in Room F1-11 to discuss and decide on some work to be conducted in the Department.

Members present-

- 1) Dr. Mainul Islam 11/8/23
- 2) Dr. Sharmistha Rakshit 11/8/23
- 3) Mr. Rajesh Kumar Nath 11/8/23
- 4) Dr. Rajeshree Debbarma 11/8/23
- 5) Miss Ksh. Myledee Deui - Ksh. Myledee Deui 11/8/23

Agenda

- 1) Departmental Evaluation 2022-2023
- 2) Handbook for the Department.

Minutes

- 1) The work for responding to the questions sent to the Department in the name of 'Departmental Evaluation 2022-2023' was divided among the members of the department.
- 2) It was decided to finish the work of framing a departmental handbook at the earliest. Miss K. Myledee Deui volunteered to take the responsibility. However all members discussed with her the framework of the same.

Action Taken:

Departmental evaluation 2022-23 was done properly but handbook is not yet ready. Will be done shortly.

3/08/23

A departmental meeting was held in room F1-11 from 9.20 AM to 12.30 PM to discuss and decide on some issues / activities / responsibilities in the department for the upcoming academic session.

Members present-

1. Dr. Mainul Islam (initials) 3/8/23
2. Dr. Sharmistha Rakshit 3/8/23
3. Mr. Rajesh Kumar Nath 3/8/23
4. Dr. Rajeshree Debbarna 3/8/23
5. Miss Ksh. Mykadee Debi. Ksh. Mykadee 3/8/23

Agenda:

- 1) Syllabus distribution of UG & PG Syllabus
- 2) Distribution of Departmental responsibilities among the members of the Department.
- 3) Planning the orientation programme to be held for the Freshers of the Department.
- 4) To conduct a quiz competition for the ^{class} ~~Minors~~ - ~~V to VIII~~ students in Sepai Para school
1. The Syllabus of UG (both NEP & Old) & the PG Syllabus was distributed among the members so that they can get sufficient time to prepare

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for the upcoming classes in the upcoming session.

2. The various works & activities of the department were discussed and the responsibilities related to them were divided among the members.
3. We planned to conduct a departmental orientation programme for the Freshers in both online and offline mode. We envisioned to conduct it during 5th September to 8th September where we ~~are~~ ^{will be} less involved in the invigilation work of the semester exam. We planned to propose our plans regarding the programme to our Principal and seek his guidance on the same.
4. After discussion with the Principal, the department planned for organising a quiz competition with the class VI to VIII students of Sepairara school on 14th August, 2023 in lieu of Independence Day.

Action Taken :-

1. The Departmental Orientation was organised offline mode in the campus.
2. The Quiz competition was a grand success at Sepairara SB School on 14th Aug 2023.

Date 19/10/23

A departmental meeting was held in the room no P. 11 at 2.30 PM. The meeting was presided by Dr. Mainul Islam (HOD).

Members Present -

1. Dr. Mainul Islam
 2. Dr. Sharadksha Rakshit
 3. Rajesh Kumar Nath
 4. Dr. Rajeshree Dethurra
 5. Ksh. Myledee Devi
 6. Abhijit Dey
- Dr. Mainul Islam 19/10/23
Dr. Sharadksha Rakshit 19/10/23
Dr. Rajesh Kumar Nath 19/10/23
Dr. Rajeshree Dethurra 19/10/23
Ksh. Myledee Devi 19/10/23
Abhijit Dey 19/10/23

Agenda

- ① Syllabus completed
- ② Organising Debate competition.
3. Submission of Assignment
4. Miscellaneous

Minutes -

1. It was discussed about the completion of syllabus for all semesters. Everybody informed more than 70% of their part has been completed.
2. It was decided the dept. will organise a ~~deb~~ debate competition among the students of Political Science Dept. The Topic decided 'One nation one Election' on the month of November. But the date will be decided after discussion with ~~the~~ authority.
3. It was decided that the ~~the~~ Political Science student (Major) will submit 2 assignments and 1 assignment for both Minor and interdisciplinary students.

Action Taken Reports

1. The debate competition was organized on 30th Nov 2022.
2. As per the decision - assignment were taken from the students.