

17/10/23

A meeting was held in F1-12 from 2:40 - 3:15 PM

to discuss and decide on the following:-

Agenda

i) Attendance of students - ways & means to encourage them to be regular in class?

ii) Syllabus completion.

iii) Assignment for internal assessment (during Puja Vacation)

Agenda - Minutes

1) To involve them in field studies and activities to encourage them to be regular in classes.

2) 50% of the syllabus of 1st and 3rd semester is completed. (Course code - 703 C) first semester 20% of the syllabus is over.

3) It was decided to give assignment of 12 marks to both 1st semester & 3rd semester to be done during puja vacation. It will be part of their internal assessment.

Members present-

1) Dr. Sharmistha Rakshit

2) Dr. Mainul Islam

3) Rajesh K. Nath.

for 17/10/23

17/10/23

17/10/23

1/2/24

A meeting was held in A-11 from 10-1 pm to discuss and decide the following

Agenda

- 1) Syllabus distribution for the 2024 even semester.
- 2) Activities to be organised in the Department during the said semester.
- 3) Book fair, 2024 and book procurement as per requirement

Minutes

- 1) Syllabus of MA 2nd and 4th semester was distributed among 5 regular and one visiting faculty of the Department.
- 2) The Department planned to organise a national seminar by the end of the year. The theme that was tentatively decided was 'Problems and Prospects of North East India'. It was decided that we will look for sponsorship by writing proposals and sending them to various organisations.
- 3) The SIPARD has been contacted for providing internship to our MA 4th semester students. We are yet to receive any confirmation from their end.
- 4) An activity to be held in June, 2024 on the LGBTQIA+ rights.
- 5) In lieu of the upcoming book fair, 2024, it was requested to the faculty to foresee the book requirements for the upcoming book fair.

Members present —

- 1) Dr. Sharmistha Rakshit
- 2) Dr. Mainul Islam
- 3) Rajesh Kumar Nath

1/2/24

11/2/24

11/2/24

4) Dr. Rajeshree Debbarma

5) Ksh. Myleodee Dees

6) Abhijit Dees

Ksh. Myleodee Dees

01-2-24

01-02-24

12/24

Action taken:-

1) Proposal for providing internship was sent to SIPARD via email.

2) The proforma for national seminar is being made.

20/6/24

A departmental meeting was held to discuss and plan about the upcoming semester (odd semester, 2024) from 10 AM to 11 AM in Room FI-11.

Members present:-

- | | |
|---------------------------|---------------------------|
| 1) Dr. Sharmista Ramesh | 20/6/24 |
| 2) Dr. Mainul Islam | 20/6/24 |
| 3) Mr. Rajesh Kr. Nath | 20/6/24 |
| 4) Dr. Rajeshree Debbarna | 20-6-24 |
| 5) Ms. K. Myledee Devi | Ksh. Myledee Devi 20/6/24 |
| 6) Mr. Abhijit Deeg | 20/6/24 |

Agenda:-

- 1) Plan about the possible time to begin the MA 3rd semester classes.
- 2) Distribution of syllabus.
- 3) Plan for the Elective Papers - Computer Skills and NSS.

Minutes -

- 1) It was planned to start the MA 3rd semester classes from 1st July, 2024 and take permission of Principal.
- 2) Syllabus was distributed for both MA 2nd and 1st semester course among the faculty members of the Department.
- 3) It was planned to request the Departments of Physical Education and Computer Science to take classes for NSS and Computer Skills papers respectively.

Action taken

- 1) Permission of Principal (verbally), a notice was sent (through official WhatsApp group) to the Students that their classes will begin from the 1st of July, 2024.
- 2) Syllabus distribution was done.
- 3) Departments of Physical Education and Computer Science were requested to take the NSS and Computer Skills classes respectively via email and consent received from them through the same.

3/9/24

A departmental meeting was held in Room no. F-11 to day to discuss and decide on the following -

Agenda

- 1) Class arrangement - for 4th September, 2024 as 3 teachers will be absent and one teacher on 5th September, 2024
- 2) Internal exam.
- 3) In charge of the Department on 4th & 5th September, 2024

Minutes -

- 1) Classes were arranged during absence of 3 teachers on 4th September, 2024 and one teacher on 5th September, 2024
- 2) After getting approval from exam cell, internal exam was planned to be conducted between 18th to 27th Sep, 2024. Syllabus for the same to be prepared and sent to the students by the teachers by 6th September, 24. An email communication was made to the teachers on 30th Sep, 2024
- 3) An email communication was made to Sir Mainul to be the incharge of the Department during absence of Sharmistha Rakshit on 4th & 5th Sep, 24.

Teachers present

- 1) Dr. Sharmistha Kaleshit
- 2) Dr. Mainul Islam
- 3) Rajesh Kumar Nath
- 4) Dr. Rajeshree Debbasma
- 5) K. Nylee Dee Deeli
- 6) Abhijit Deo.

Sa 3/9/24
@ 3/9/24

3/9/24

3/9/24

3/9/24

Action taken:-

1) class schedule was rearranged for 4th and 5th ~~september~~, 2024. The schedule was shared with the students via official whatsapp groups and classes were conducted accordingly.

2) Exam (Internal I) for MA I and MA III is scheduled from 23rd to 27th September 2024 and the students were informed about it on 9th September, 2024 via official whatsapp groups.