

### Minutes of the departmental meeting held on 05.08.2022

The meeting was attended by all the faculty members of the department.

The first agenda that came up for discussion was the commencement of odd semester classes from 16.08.2021. The Head requested Dr Sudeshna Mitra to take up the responsibility of preparing the departmental routine this time as she herself was busy with preparation of the master routine. Dr Mitra readily agreed to the same.

As is the usual practice before the start of every semester, the members had a brief discussion regarding the distribution of syllabus. The final distribution is attached herewith. They also decided to have a discussion with the students of 3<sup>rd</sup> and 5<sup>th</sup> semester regarding their choice of SEC and DSE paper.

In the miscellaneous section, the Head reported that Arunima Saha and Swarnali Saha, who had earlier been given strong warning by the department for having very poor attendance, had come to college to meet her and they have assured her that from now on they would attend classes on a regular basis. Swarnali Saha however reported that she had some health issues that often prevented her from attending classes. The HoD has told her to submit necessary documents to the college in case she fails to attend classes regularly. The members unanimously agreed that they should be given another chance to prove themselves.

The meeting ended with a vote of thanks to the chair.

*Handwritten signatures and dates:*  
Sudeshna Mitra 5.8.22  
J. Banerjee 25/8/22  
H. Manjunath 5.8.22  
S. Saha 5/8/22