

Minutes of the online departmental meeting held on 06.06.2023 at 11.30 am

The meeting was attended by all the faculty members of the department. The following agenda were discussed in the meeting.

The first agenda for discussion was regarding the admission of Sem-I students under NEP. Although clear university guidelines were yet to come, the department had a brief discussion regarding eligibility criteria for admission and the broad course structure.

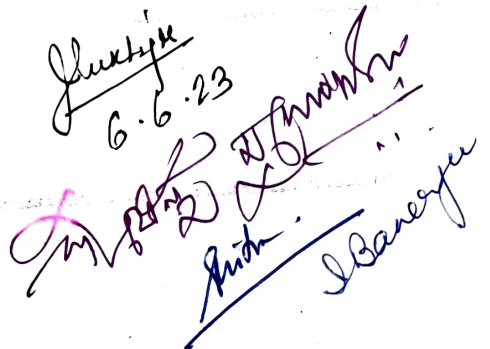
Next, the HoD raised the issue of updating departmental records as the IQAC has announced mock visits to the department in July to assess how prepared the departments are for the proposed AAA in November, 2023. After some discussion the members identified the areas where some work was pending and arrived at the following distribution of responsibilities.

Sl. No.	Item	Status	Responsibility	Deadline
1	Program and course outcomes are ready to be displayed on the college website	New PO and CO to be written after getting the detailed syllabus under NEP from CU.	SM (other teachers to help)	31.08.23
2	Distribution of syllabus among teachers is recorded and communicated to the students at the beginning of each semester	Previous distributions are there. New distribution to be decided in the next departmental meeting.	All teachers	-
3	Departmental routines since 2019-20	Ready	JM	-
4	Minutes of departmental meetings	Up to date	JM	-
5	Recrd of PTMs	Ready	JM	-
6	Record of all departmental events including student seminars, other seminars, etc.	Records are there but a consolidated report is to be prepared.	IB, SMI	30.06.23
7	Record of Continuous Internal Assessment of students	In Google Drive.	All	-
8	Record of remedial classes	In attendance sheet.	All	-

9	Record of mentor-mentee program		All	
	Teacher Profile (details of OP, RC, STC, publications, seminar attendance, paper presentation, etc. of individual faculty members)		All	
11	Self-appraisal diary of teachers		All	
12	Student admission details (no. of applications, no. of seats, no. of students admitted)	To be prepared.	SM, JM	30.06.23
13	Record of student results (including no. of students appeared and passed)	2020 data is required.	SM, JM	30.06.23
14	Record of student progression to higher' education and placement.	Ready	JM	
15	Seminar, Library Records (and stock register in case of lab based subjects)		SMI	

The HoD also placed before the members the idea of a new value-added course on personality and life skill development for the Sem-1 students. She said that she along with Dr S Mukherjee had a discussion with Prof Sarmila Banerjee regarding the matter. The members decided to take up the matter with the college authority and explore the possibility of starting such a course.

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



 Justice
 6.6.23
 S. Mukherjee
 S. Banerjee