

### Minutes of the Online Departmental Meeting held on 12.05.2021

The meeting was chaired by Dr Jaya Mukherjee and attended by all the faculty members.

The first agendum that was discussed was the progress of syllabus after one month of completion of Honours classes. The faculty members reported their progress regarding the ECOA syllabus and discussed the class performance of students in each paper. Discussion was also held regarding the ECOG syllabus.

The second issue that came up for discussion was student attendance. It was decided that the overall attendance percentage of the students would be posted in the official Whatsapp groups by the Head of the Department to make them aware of their present attendance status. The Head assured the faculty members that she will hold a special talk with some students who have been found to be very irregular in class.

Dr. J. Mukherjee raised the topic of the practical paper which she was sharing with Dr Indrani Banerjee. She told that they would divide the students into two groups and conduct online practical classes.

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

Jaya Mukherjee 12.5.21  
Indrani Banerjee 12/5/21  
J. Banerjee 12/5/21  
Mishra 12/5/21