

## **Minutes of the meeting held on 16 April 2025**

### **Members present-**

1. Ruth Rhea Khan
2. Jhelum Ghosh
3. Biswajit Prasad Hazam
4. Kushal Chakraborty

### **Agenda:**

1. It was decided to share responsibility for the NAAC inspection accordingly:  
BP- Attendance registers update and remedial classes updating  
KC- Library book and getting colour printouts of the records  
JG-report writing, marks compiling, and progression  
RRK- any work that is leftover, any report writing or documentation
2. It was decided that report collection and viva voce for internship with HSDS for the students of semester 3 would be concluded by the end of 13 May 2025. Report Collection assistance to the Director of HSDS would be led by Professor Kushal Chakraborty. Professor Jhelum Ghosh and Professor Biswajit Prasad would be part of the Viva session when the External Examiner would be present.
3. It was decided that all faculty members would encourage students to attend the special remedial classes arranged for them, and mentorship of the allotted students would continue as per the records maintained.