

Minutes of Meeting held on 24.02.25

A departmental meeting was held on 24th February, 2025 which was chaired by Dr Indrani Banerjee, the senior most faculty member of the department. All the faculty members except Dr. Sudeshna Mitra, who was on leave, were present.

The first agenda that was discussed in the meeting was uploading of both theoretical and tutorial marks of Semester 1 and Semester 3 examinations under CCF system. It was decided that marks will be uploaded on 03.03.25 and 04.03.25 (second half).

It was further discussed that special classes would be taken for Semester 3 and Semester 6 students on Friday 28.02.25. So accordingly routine was finalised by the Head of the Department, Dr Shirsendu Mukherjee (acting Head in the absence of Dr. Sudeshna Mitra) and all teachers gave their consent.

10.00 – 10.45	10.45 -11.30	11.30 – 12.15
SEM 3 (SM)	SEM 3 (IB)	SEM3 (JM)
	SEM 6 (JM)	SEM6 (IB)

Dr. Shirsendu Mukherjee came up with the idea that Semester 3 would be asked to prepare a presentation of their practical project and present it in class in front of all faculty members. The dates fixed for the student's presentation were 04.03.25 or 07.03.25.

He further suggested that Semester 6 students would be asked to prepare a presentation of their tutorial project and also make a Wall Magazine (virtual mode) and put it up in the college website. The last date for final submission was fixed at 15.03.25 and the topic for the Wall Magazine was "Environment and Sustainability".

The Minute Book was to be updated by the department latest by 8th March, 2025 and Dr. Indrani Banerjee was given this responsibility to do the work.

Dr. Shirsendu Mukherjee requested all the faculty members to update their personal profile on the college website

Dr. Jaya Mukherjee was entrusted with the work of finalising points for departmental profile latest by 8th March, 2025.

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

I Banerjee
24/2/25

M. Mitra
24/2/25

J. Mukherjee
24.2.25
Mitra
24/2/25