

Date :

Time :

Place :

### Departmental Meeting held on 4<sup>th</sup> April, 2025

A meeting of the Department of Economics was held on 04.04.25 at the staff room at 1 pm. It was chaired by Dr. Sudeshna Mitra, HOD and attended by all the faculty members.

The main agenda of the meeting was a discussion of the distribution of responsibilities among faculty members for completing the task of Academic Audit of the department of Economics for the period 2019 – 2025.

The task of preparation and completion of the syllabus distribution under CCF till Semester IV would be done by Dr. Shirsendu Mukherjee.

The lesson plan of teachers (including teaching techniques and assessment methods) to be made by Dr. S. Mukherjee also. Assessment methods could include seminars, interactions in class, peer teaching, if possible MCQs etc.

The Add-on-Course conducted by the department was done and ready.

The feedback, Report/Summary of Parent Teachers Meeting would be done by Dr. Indrani Banerjee.

The Reports of Events and activities conducted by the department so far would be compiled jointly by Dr. S. Mukherjee and Dr. I. Banerjee.

It was decided that the individual profile of the teachers should be updated and finally uploaded in the college website. The teachers should keep a record of Calcutta University assignments year-wise, and details of RC/OP/STC etc.

The final pass-out results of students in the years 2022, 2023 and 2024 would be compiled by Dr. J. Mukherjee and Dr. S. Mitra. Moreover, progression to higher education and placements of students to be also recorded by the above two teachers.

Preparation of the Minutes Book of the department and uploading the same in the college website to be managed by both Prof I. Banerjee and Prof S. Mitra.

The process of identifying the Slow Learners to be done through the performance of students in class room and feedback received from teachers on their assigned class work. It was further decided that during the first two weeks of the month of February Remedial and Review classes would be held to prepare the students for their semester examinations.

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

I Banerjee  
4/4/25

Indri 4/4/25  
J Mukherjee 4.4.25  
S Mitra 4/4/25  
04/4/25