

DEPARTMENTAL MINUTES HELD ON 6TH MARCH, 2026

The Department of Economics held an internal meeting amongst the faculty members on 6th March 2026 at the Departmental Staff Room from 12 noon onwards. The members present were Dr. Sudeshna Mitra, Dr. Indrani Banerjee, Dr. Jaya Mukherjee and Dr. Shirsendu Mukherjee.

The first Agenda of the meeting was discussed. It was regarding the

1. Up gradation of Computers

The faculty members discussed the need for upgrading departmental computer systems. The Head of Department (HOD) Dr. Sudeshna Mitra informed that the matter has already been reported to the Coordinator of the Computer Committee. It was further decided that a formal letter will be submitted to the concerned authority requesting necessary arrangements for 11 students for the academic year 2026. The next agenda was taken up which was

2. System Requirements and Infrastructure

After discussion, the following minimum requirements were agreed upon:

- Installation of MS Office 2016 or later versions
- Operating System: Windows 11
- Minimum RAM: 4 GB

The committee of teachers resolved that necessary infrastructural modifications should be undertaken to meet these requirements. Next the Agenda of internet connectivity was discussed.

3. Internet Connectivity

The department expressed concern regarding the current internet facilities. It was unanimously agreed to submit an appeal to the appropriate authority for improving internet connectivity within the department. Next the dates of the Annual Students Seminar for the year 2026 was discussed by the teachers.

4. Students' Seminar

The revised date for the Students' Seminar was finalized as **24th March 2026** (rescheduled from 31st March 2026). The approved seminar theme is:

“Economic Impact of the Recent West Asian Crisis on the Global Economy.”

It was decided that students from **Semester 6 and Semester 1** will participate and present their papers.

5. *Econograph 2025*

It was noted with concern that the department could not publish *Econograph 2025* due to the absence of student submissions.

The HOD, Dr. Sudeshna Mitra reported that the Quarterly Report of the department -must be prepared by all the faculty members and submitted to her by the end of the month.

Moreover, she reminded everyone that the Excel sheet for students' attendance be updated.

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

NOTICE**Dated 4th March, 2026**

A meeting of the department of Economics to be held on 6th March, 2026 at 12pm in the staff room. All faculty members are requested to attend the meeting positively. The following agenda to be discussed in the meeting.

Agenda

1. Up gradation of existing computers in the staff room.
2. System Requirements and infrastructural modifications of the computer systems.
3. Internet Connectivity.
4. Annual Students Seminar
5. Departmental Journal 'Econograph', 2025
6. Preparation of Quarterly Report of the Department.