

Minutes of the Department of Economics

Date: 7 April 2026

The Department of Economics held an academic meeting on 7th April, 2026 from 11.30 am in the staff room. The meeting was chaired by Prof Sudeshna Mitra, Head of the Department, and attended by all the faculty members. The Agenda of the meeting were discussions on academic reporting, documentation practices, and departmental activities.

Proceedings:

1. Quarterly Report of the Department

The department discussed the preparation of the Quarterly Report that is to be submitted by the HOD, Dr. Sudeshna Mitra, to the Teacher-in- Charge at the end of March, 2026. Faculty members were encouraged to provide alternative suggestions to improve the process. Any difficulties faced while filling out the form should be reported to the concerned authority.

2. Extracurricular Achievements Documentation

It was resolved that extracurricular achievements should be supported with relevant links (where available), particularly from the college website, covering activities from the last three months. The department will share the necessary details.

It was further suggested by Dr. Jaya Mukherjee that information such as date, name, and links be compiled in an Excel sheet and then the compiled document will be uploaded in the Quarterly Report.

3. Report on Classes Conducted

All faculty members are required to prepare a report on the number of classes taken and allotted, based on their individual Self-Appraisal Reports.

4. Commencement of Classes

It was noted that Semester VI classes commenced on 16 February 2026. Clarification is required regarding the commencement date of Semester III classes.

5. Record of Suspended Classes

It was decided that whenever classes are suspended during any semester, the details must be properly recorded and updated periodically.

6. Maintenance of Weekly Teaching Records

Each faculty member must maintain a weekly record of classes conducted for each semester.

7. Compilation of “Econograph”

It was decided that the departmental publication (journal) Econograph should be compiled by 30 May 2026. The possibility of bringing out the journal for the year 2025 will be explored by Dr. Shirsendu Mukherjee. The matter will be reviewed by the concerned faculty member.

8. Internship Programmes

Internship programmes discussed by HOD were considered. The department will take a final decision after obtaining approval from the Nodal Officer.

9. Remedial Classes

It was resolved that remedial classes should be conducted and recorded by each teacher after completion of the syllabus and before the commencement of examinations of each semester.

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