

MEETING RESOLUTION BOOK

মিটিং নং /Meeting No.	35
তারিখ /Date	25.11.25

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	Departmental Staff
সময় Time	1:00 pm Room

NAME OF MEMBERS PRESENT	
511. <i>[Signature]</i>	518. R. Pradhan.
512. <i>[Signature]</i>	519. <i>[Signature]</i>
513. <i>[Signature]</i>	5110. <i>[Signature]</i>
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নং /No.	রেজল্যুশন / Resolution Adopted

St. Paul's Cathedral Mission College

Department of Chemistry

Date: 18. 11. 2025

NOTICE

An all-staff meeting of the department of Chemistry will be held on 25. 11. 25 (Tuesday) at 1:00 pm to discuss the following agenda. All members are requested to be present.

Agenda:

1. To confirm the minutes of the meetings held on 26. 04. 2025, 10. 05. 2025 & 21. 05. 2025.
2. To discuss the falling off students' strength in the department.
3. To discuss the NAAC related matters.
4. To discuss the proposed academic activities of the department for the session 2025-2026.
5. To discuss the matters in organizing the Alumni Meet in the Academic session 2025-2026.
6. To discuss the feasibility of Summer Internship project of semester-II students.
7. To discuss Students' feedback on the departmental affair.
8. To purchase chemistry books.
9. Miscellaneous

18.11.25

Dr. Kalyan Kumar Mandal
Associate Professor
Head, Department of Chemistry
St. Paul's C.M. College
33/1, Raja Rammohan Roy Sarani
Kolkata-700 009

Minutes of the meeting held at the Department of Chemistry, SPCMC on 25.11.2025.

The meeting was held with 7 teaching members and 4 non-teaching members of the department with Dr. Kalyan Kumar Mandal, head of the department, presiding the same.

Members present: (Teaching staff): Dr. Kalyan Kumar Mandal (KKM), Dr. Anil Kumar Barik (AKB), Dr. Ankan Sanyal (AS), Dr. Biswajit Pal (BP), Dr. Jaydip Gangopadhyay (JG), Dr. Kaushik Bose (KB) and Dr. Jishnunil Chakraborty (JC)

(Non-Teaching staff): Mr. Ratikanta Pradhan (RP), Mr. Gautam Manna (GM), Mr. Kamaljit Singh and Pabitra Routh

Minutes of the Meeting (MoM):

Agenda-1: Confirmation of the minutes of the meetings held on 26. 04. 2025, 10. 05. 2025 & 21. 05. 2025.

KKM read out the minutes of the previous meetings held on 26.04.25, 10.05.25 and 21.05.25. The house confirmed the minutes.

Agenda-2: Discussion on the falling off students' strength in the department.

KKM reported that there are currently no students left in Sem-I. Those who have taken admission have all taken transfer certificates after Puja Holidays. All the members expressed their deep concern and anguish regarding the diminution of the student strength. KKM asked if the department can put forward any suggestions to the college authority to improve the admission. AB expressed his opinion that let the college ask the department about the same. It was suggested by the house that the grim scenario regarding declining student strength may be put up for discussion by the HoD in the next meeting of the Academic Committee.

Agenda-3: Discussion on the NAAC related matters.

1. KKM reported that the lesson plans up to semester IV have already been uploaded and the same for Sem-V needs to be uploaded. He requested the faculties involved in teaching physical chemistry and inorganic chemistry to prepare their lesson plans and send to KKM for uploading in the departmental profile of the college website as soon as possible.
2. KKM reported that the list of notable alumni is almost ready. He acknowledged the help of AB and KB in preparing the list. This will soon be uploaded in the college website.
3. KKM requested the faculty members from inorganic and physical specialization to upload the University Question papers in the college website. QPs related to organic chemistry and a few general QPs have already been uploaded.

Agenda-4: Discussion on the proposed academic activities of the department for the session 2025-2026.

1. KKM reported that he has already talked to Mr. Kalyan Sarkar, an alumnus of this college and presently working as a Senior Scientist in the Geological Survey of India regarding an academic visit of tour

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MEETING RESOLUTION BOOK

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departmental students at the GSI HQ at Kolkata. He also informed that our Teacher-in-Charge Dr. Sudipta Midday has already approached the GSI authority formally and our application has received initial approval from their end. The exact date of the visit is yet to be finalized. KKM requested BP to follow-up the issue further with his friend Dr. Krishnendu Maity, presently Director (Chemical) of GSI.

2. The house decided to proceed with the format finalized in previous meetings in framing the class routine, regarding particularly to the issue of allotment of number of teachers in practical classes. It was also decided that as the situation is volatile, the standing policy may be amended in the future if the situation so demands.

Agenda-5: Discussion to organize the Alumni Meet in the Academic session 2025-2026.

The house decided that the picnic for the Sem-III and Sem-V students should be merged with the upcoming reunion meeting to be held on 21.12.2025. A subscription fee of Rs. 300/- would be charged per head from students for this purpose. It was also decided that the faculties willing to participate in the alumni meet would contribute Rs. 1500/- per head.

Agenda-6: Discussion on the feasibility of Summer Internship project of semester-II students.

KKM reported that conversation with the Berger Paints is in progress regarding a possible Internship Programme for Semester-III students. Our TIC has already officially sent a proposal to the competent authority of the Rishra Factory regarding this. The programme is likely to be held in the summer of 2026.

Agenda-7: Discussion on the Students' feedback on the departmental affair.

KKM reported that student feedbacks were collected from the Sem-IV students on 29.07.2025 where 10 out of the total 14 students participated in the event. The reports were uploaded in the departmental portal of the college website.

Agenda-8: Purchasing the chemistry books.

KKM informed the house that the college authority has issued forms regarding the purchase of books in the library. He requested the faculties to complete the paperwork for the same within the due date. The total allocation for the department is Rs. 33,000/-. It was decided by the house that books worth 10,000/- would be purchased for organic, inorganic (including analytical) and physical sections, while books worth Rs. 3000/- would be procured for various SEC courses.

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

Read and confirmed.

CCM 21.02.26

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