

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	৪৬
তারিখ / Date	21.02.26

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	Department of Chemistry
সময় Time	12:00 noon

১১.	৮। ৮.	১৫। ১৫.
১২.	৯। ৯.	১৬। ১৬.
১৩.	১০। ১০.	১৭। ১৭.
১৪.	১১। ১১.	১৮। ১৮.
১৫.	১২। ১২.	১৯। ১৯.
১৬.	১৩। ১৩.	২০। ২০.
১৭.	১৪। ১৪.	২১। ২১.

St. Paul's Cathedral Mission College

Department of Chemistry

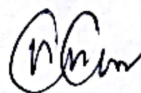
Date: 09.02.2026

NOTICE

A departmental meeting will be held on 21.02.2026 (Saturday) at 12:00 noon to discuss the following agenda. All members are requested to be present.

Agenda:

1. To confirm the minutes of the meetings held on 25.11.2025.
2. To review on different activities of the department since 25.11.2025.
3. To organize students' seminar for the academic session 2025-2026.
4. To prepare the quarterly report of the department for the period January-March, 2026.
5. To discuss on different activities of the department for the period April-June, 2026.
6. Miscellaneous.



09.02.26

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 21.02.2026.

Time: 12:00 noon

Venue: Departmental Staff Room

The meeting was held with 5 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), and Dr. Kaushik Basu.

Members absent: Dr. Jaydip Gangopadhyay (JG) and Dr. Jishnunil Chakraborty (JC)

Minutes of the Meeting (MoM):**Agenda-1: Confirmation of the Minutes of the Meetings held on 25.11.2025.**

KKM read out the minutes of the last meeting held on 25.11.25. The house confirmed the same.

Agenda-2: Reviewing on the different activities of the department since 25.11.2025.

3. KKM requested concerned faculties to compile the lesson plans and syllabus distribution relating to physical and inorganic chemistry-based papers of both CBCS (except Sem 5 and 6) and CCF (except Sem 1, 2, 3 and 4) curriculum. This is to be uploaded in the college website.
4. KKM reported that the alumni list has been uploaded at the college website. However, the Years of Passing has to be updated in some cases. It was also decided the existing list has to be expanded.
5. KKM requested concerned faculties to either upload or send him the pdfs of the university question papers of inorganic and physical chemistry major papers. He reported that he has already uploaded as many minor question papers he found and also the full set of organic chemistry-related major papers.
6. KKM reported that a successful academic visit to the Geological Survey of India, Head Quarters at Kolkata has been held on 09.01.26. The house specially thanked our alumni Sri Kalyan Sarkar who had extended his helping hand in bringing the visit to fruition. The house also appreciated the help extended by Dr. Krishnendu Maiti, DG of Chemical Science Division, GSI, who have had a long association with the department as the Ph.D. scholar of Dr. Biswajit Pal. KKM Personally thanked BP for his initiatives regarding the visit.
7. The routine was discussed and it was decided from this point on, two faculties will be allotted to each practical session.
8. KKM reported that the alumni meet of the department has been successfully held on 21.12.2025 in which a total of 117 participants were present. The house congratulated and applauded the efforts of the Alumni Advisory team whose untiring efforts made the event a grand success.
9. Regarding summer internship programme for the students of the department, KKM reported that he had been in contact with Mr. Prantik Biswas of Berger Paints, Rishra. An official conformation is still awaited.
10. KKM reported that feedback from students of Sem-V for session 2024-25 has been uploaded.

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MEETING RESOLUTION BOOK

11. KKM informed that all necessary documents including booklist and supporting quotations have been submitted in the prescribed format to the library for the proposed purchase of books. However, the library staff has informed that the supplier has expressed their inability to supply quite a few books initially sought for. Under this circumstance, the names of the alternative books have been also submitted by AS, AB and KKM.

12. KKM reported that the existing gas supply arrangements of the departmental laboratories has been a matter of serious scrutiny by both Green Audit and the gas supplier for the past couple of years. The latter has expressed their unwillingness to supply gas cylinders on many occasions as they strongly disapprove the current arrangement which they feel are not adherent to security protocols and standards. After a talk with KKM, their representative met with the Teacher-in-charge and has submitted their proposal which will cost approximately Rs. 1,20,000/-. The college has expressed financial constraints in implementing this right now. This matter was raised in the Alumni Meet held on 21.12.25 where KKM sought permission from the body gathered there that the Rs. 16,000/- that remains in the funds after the Second Alumni Meet held on December, 2024, be used as an initial payment for the project. The alumni heartily agreed to the proposal. Moreover, they decided to contribute further in this cause. The decision was conveyed to the bursar of the college. On 21.01.26, the work order was issued and an advance payment of Rs. 50,000/- was made. The work started accordingly, and is almost finished. Till date a total contribution of Rs. 1,09,452/- has been deposited in the designated bank account by 90 of our alumni for this purpose. The department whole-heartedly appreciates and applauds this generous gift. It has been decided that a commemorial plaque will be established at the laboratory acknowledging the contributions made by the alumni and a certificate will be issued to each contributor at an opportune occasion. The whole matter has already been reported to the Governing Body of the College.

13. KKM informed that a Mid-term test on papers DSCC-3 and DSCC-4 has been taken for Sem-III Major students on 06.02.26. The result has been published. He has also collected the feedback for the Sem-III Major students.

Agenda-3: Organization of the Students' Seminar for the Academic Session 2025-2026.

Regarding students' seminar for the session 2025-2026, it was decided that the seminar would be held on 07.03.2026 at Room No. 4 and KKM would act as the convener. It was also decided that AB would propose the title of the seminar as early as possible and would guide the students for their preparation.

Agenda-4: Preparation of the quarterly report of the department for the period January-march, 2026.

KKM reported that the IQAC has issued a format in which they have sought a quarterly report of classes taken by faculties, student attendance and miscellaneous other data from the department. He handed over the document to each of the faculties and requested them to update their data. A few queries arose such as the status of allotted class in case the concerned teacher is otherwise engaged in other duties assigned by the university or the college. KKM said that he would clarify the issues from the Teacher-in-charge. KKM also requested the faculties to take periodic class tests of students as that is a prominent criterion of the form issued.

Agenda-5: Discussion on different activities of the department from the period April-June, 2026.

1. KKM proposed that a lecture series in the form a seminar be organized featuring alumni of our department that are engaged in research in various institutes and universities of across the world. He also insisted that the seminar should preferably be offline. The house supported this initiative.

2. It was decided that a fourth Add-on Course would be organized by the department, if the situation permits.

Agenda-6: Miscellaneous

1. KB pointed out the dilapidated condition of the roof at the chemistry staffroom. KKM reported that it has already been pointed out to the authority and they have assured of repairing the same on an urgent basis.

2. KKM proposed that a few flower pots be placed around the department as part of the beautification drive. He also aid that Sri Goutam Manna can be asked to maintain those plants. However, maintenance during holidays is a major concern. BP pointed out that lack of sunlight can be another problem. BP also pointed out that due to the ongoing building renovation work, the plants on the side of Departmental Store is covered in dust. KKM said that he would ask Goutam Manna to wash those.

3. AB pointed out that the rubbish material accumulated in the department should be removed.

4. AB also proposed that Goutam Manna and Kamaljit Singh be instructed to remain in the Inorganic Chemistry Lab in ground floor so that the various lab works can be smoothly conducted.

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

Read and Confirmed

Dr. KKM

13.04.26

Dr. Kalyan Kumar Mandal
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