

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	37
তারিখ / Date	13.04.26

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	Department of Chemistry
সময় Time	10:30 a.m.

১। ১১. ১৩.০৪.২৬	৮। ৮.	১৫। ১৫.
২। ১২. ১৩.০৪.২৬	৯। ৯.	১৬। ১৬.
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৪। ১৪. ১৩/৪/২৬	১১। ১১.	১৮। ১৮.
৫। ১৫. ১৩.০৪.২৬	১২। ১২.	১৯। ১৯.
৬। ১৬. ১৩/৪/২৬	১৩। ১৩.	২০। ২০.
৭। ১৭.	১৪। ১৪.	২১। ২১.

নং / No.	রেজল্যুশন / Resolution Adopted
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St. Paul's Cathedral Mission College

Department of Chemistry

Date: 10.04.2026

NOTICE

An emergency departmental meeting of the teaching staff will be held on 13.04.2026 (Monday) at 10:30 a.m. to discuss the following agenda. All members are requested to be present.

Agenda:

1. To confirm the minutes of the meetings held on 21.02.2026.
2. To discuss on the quarterly report of the department for the period January-March, 2026.
3. To review on different activities of the department since 21.02.2026.
4. To discuss on different activities of the department for the period April-June, 2026.
5. Miscellaneous.

KCM 10.04.26

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

Chemistry Teaching Staff Meeting Minutes

Minutes of the meeting held at the Department of Chemistry, SPCMC on 13.04.2026.

Date & Time: 10:30 am onwards

Venue: Departmental Staff Room

The meeting was held with 6 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) and Dr. Kaushik Basu (KB)

Members absent: Dr. Jishnunil Chakraborty (JC)

Agenda-1: Confirmation of the Minutes of the Meetings held on 21.02.2026

KKM read out the minutes of the last meeting held on 21.02.26. The house confirmed the same.

Agenda-2: Discussion on the quarterly report of the department for the period January-March, 2026

Regarding Quarterly Report (Jan-Mar, 2026) KKM briefed the house of decisions taken in the meeting held on 30.03.26 by college authority.

- a) Attendance record for Sem-3 classes to be recorded only till 31st January, 2026.
- b) As Sem-5 has had their end-semester exam in January, there is no attendance count for them in January, 2026.
- c) It has been decided that classes allotted to a teacher who is on duty leave (DL) should be recorded as such noting that the concerned teacher is on DL, if the college is open on that date and regular classes are running.
- d) Teachers are requested to inform the HoD if they take any kind of leave.
- e) For EL or CL, teachers should be marked absent in the corresponding dates in the quarterly report (Q.R.).
- f) For sem-4, a continuous attendance record should be maintained from the date of commencement of class.
- g) Classes where PYQs are discussed or revision work is done can be considered as tutorial classes and should be recorded as such.
- h) Remedial classes should be conducted as extra classes and should be reported as classes organized for weak learners.

KKM also reported that no peer teaching / group discussion / viva-voce have been possible to organize in the first quarter of 2026 in the department.

Agenda-3: Reviewing the different activities of the department since 21.02.2026

- a) KKM requested concerned faculties to compile the lesson plans and syllabus distribution relating to physical and inorganic chemistry-based CCF (Sem-5 onwards) and organic chemistry (Sem-6) onwards curriculum. KB was requested to share the syllabus distribution for the SEC A2 artificial Intelligence (AI) paper of Sem-2. This is to be uploaded in the college website.
- b) KKM requested concerned teaching members of the departments to share with him the previous year university exam question papers of Physical and Inorganic-based papers so that those can be uploaded at the college website.
- c) KKM reported that the gas pipeline project at the Chemistry Major and Minor labs is almost complete. A total of Rs. 1,10,000/- has been spent. The departmental alumni have generously contributed a total of Rs. 1,11,952/- for this purpose. A receipt for individual donations would be issued to the respective contributors shortly. Also, a plaque would be installed expressing the gratitude of the department and the college towards the donors.
- d) KKM reported that two of the Sem-4 students, namely Mr. Amrick Maity and Ms. Shramana Dey participated in the seminar "Chemvoice" organized by the department of Chemistry 'The Bhawanipur Education Society College' on 15.12.25 and the said students delivered oral presentation. The report of which was uploaded in the college website. This activity was missed to report in the last departmental meeting held on 21.02.2026. He also reported that a team of three students from Sem-6 has participated in the 'ChemiQuiz' competition organized by Department of Chemistry, Presidency University on April 07-08, 2026. Another team has attended the seminar associated with that event.
- e) AB reported that the rubbish material of the department has been successfully disposed of through the vendor appointed by the college.

Agenda-4: Discussing the proposed departmental activities for the period April-June, 2026

- a) KKM proposed that a nature-related seminar can be organized in the department, preferably around June, 2026.
- b) KKM requested AB to make efforts to organize an Add-On course preferably during April-June, 2026.
- c) KKM proposed that a lecture by one of the luminous alumni from the department can be organized on May, 2026.

Agenda-5: Miscellaneous

- a) KKM reported that two of the departmental students, Nilotpal Mullick and Sagnik Halder have secured good ranks in the IIT-JAM admission test. Nilotpal has secured AIR 55 while Sagnik has achieved AIR 136. The house congratulated both of them for their achievement. It was proposed that a board for displaying and highlighting the notable alumni should be hung around the department.
- b) KKM reported that despite his numerous attempts, no favourable response has come from Berger Paints regarding summer internship of Sem-4 students of the department. In this circumstance the students would have to do their internship through the college.
- c) KKM reported that the damages to the roof of the chemistry staff-room have been repaired, thanks to the prompt action taken by the vice principal and bursar of the college. The house thanked them both for their endeavour.

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

 19.08.26

Dr. Kalyan Kumar Mandal
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