**ACADEMIC SESSION-2021-22**

**NO.01**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-02.08.2021

**MEMBERS PRESENT:-**

1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,4. MOUMITA DAS,5. MOUSUMI ADHIKARI

**PURPOSE OF THE MEETING**:-TO FULLFILL ACADEMIC OBJECTIVES OF THE DEPARTMENT .

**AGENDA:-**

1. **To discuss about the upcoming sem-VI online examination.**
2. **To discuss about syllabus of ongoing online classes.**

3.MISCELLENEOUS.

**OUTPUT:-**

1. THE MEETING WAS HELD ON 02.08.2021 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.
2. One of the main agenda of the said meeting was upcoming semester VI(hons and general) examination .The exam will be conducted by the department through online mode.
3. The question paper will be share in respective WhatsApp group and student will be directed to submit their respective answer copy in scan pdf form to respective mail-id.
4. The syllabus progression for online classes were also discussed by the teacher.
5. Syllabus progression report will be also made by the teachers.

**REMARKS:-**

**Classes and examinations will be held through online mode.**

**No.02**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-25.10.2021

**MEMBERS PRESENT:-**

1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,4. MOUMITA DAS,5. MOUSUMI ADHIKARI

**PURPOSE OF THE MEETING**:-TO FULLFILL ACADEMIC OBJECTIVES OF THE DEPARTMENT .

**AGENDA:-**

1. To discuss about the upcoming college restart programme.
2. To discuss about the upcoming online and offline (blended) mode classes starting.
3. To discuss about the structure of the upcoming class schedule.
4. .MISCELLENEOUS.

**OUTPUT:-**

1. THE MEETING WAS HELD ON 25.10.2021 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.
2. One of the main agenda of the said meeting was about the upcoming college restart programme after the covid pandemic situation.
3. After the college restart programme of the classes of every semester both hons and general will be blended mode.The student will be directed to come specific days in a week for offline classes and rest of the days there will be online classes.
4. The department will prepare a blended mode (both offline and online) routine or class schedule for every semester that will be followed by the teachers as well as by the students.

**REMARKS:-**

**Blended mode wil be organized by the teachers will the help of students as per their need and requirement.**

**No.03**

**NAME OF THE DEPARTMENT :- EDUCATION**

**DATE OF THE MEETING:-22.03.2022**

**MEMBERS PRESENT:-**

**1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,4. MOUMITA DAS,5. MOUSUMI ADHIKARI**

**PURPOSE OF THE MEETING:-TO FULLFILL ACADEMIC OBJECTIVES OF THE DEPARTMENT .**

**AGENDA:-**

**1. To discuss about the NAAC related departmental work.**

**2. To discuss about the academic monitor updatation**

**3. To discuss about Guadian meeting proposal for upcoming days.**

**4. .MISCELLENEOUS.**

**OUTPUT:-**

**1. The meeting was held on 22.03.2022 at 12 noon with the presence of all faculty members of the education department.**

**2. One of the main agenda of the said meeting was about NAAC visit related departmental work.**

**3. Some NAAC related documentation and departmental data has to be orgnisded. The faculty members will be worked together for the above said work.**

**4. Academic monitor has to be prepared .Every teacher has to maintain all the activities related to the academic work in the academic monitor book.**

**5. Upcoming parent teacher meeting was proposed in the above said meeting**

**REMARKS:-**

**NAAC related departmental work will be well distributed among the teachers.**

**No.04**

**NAME OF THE DEPARTMENT :- EDUCATION**

**DATE OF THE MEETING:-24.06.2022**

**MEMBERS PRESENT:-**

**1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,4. MOUMITA DAS,5. MOUSUMI ADHIKARI**

**PURPOSE OF THE MEETING:-TO FULLFILL ACADEMIC OBJECTIVES OF THE DEPARTMENT .**

**AGENDA:-**

**1. To discuss about upcoming extension lecture.**

**2. To discuss about the academic monitor upgradation.**

**3. To discuss about upcoming Gaudian meeting .**

**4. .MISCELLENEOUS.**

**OUTPUT:-**

**1. The meeting was held on 24.06.2022 at 12 noon with the presence of all faculty members of the education department.**

**2. One of the main agenda of the said meeting was about upcoming parents teacher meeting.**

**3. As per departmental plan extension lecture will be held in some days.**

**4. Students should be well informed about extension lecture.**

**REMARKS:-**

**According to the academic plan extension lecture will be organized by the department for all the honors and general students.**