

### **Minutes of the meeting held on 1.8.2019 at 4 pm.**

Principal and Chairperson presided over the meeting.

1. It was resolved that a seminar on intellectual property right will be organized by the college shortly.
2. Teachers will be requested to submit requisition for books and other materials for the new academic session.
3. It was resolved that Academic Journal for the year will be published shortly with contribution from the staff of the college. Contribution from outside the college will also be accepted.
4. Department wise academic schedule will be prepared.
5. Departments are requested to organize field excursion for the students.

### **On the basis of the resolution following compliances have been made:**

1. A one-day seminar on Intellectual Property Right was organized on 19.9.2019. The speakers were Mr. Subir Debnath, Advocate, Calcutta High Court, Mr. Soham Banerjee, Advocate, Calcutta High Court and Mr. Ankit Agarwal, Advocate, Calcutta High Court.
2. Teachers have submitted their requisition. The procurement is in process.
3. The publication of Academic Journal is in process with contribution received.
4. Departments prepare the academic schedule.
5. Department of education has made the necessary arrangements for the field excursion and the trip is scheduled to be conducted on 22 – 24 November 2019. Departments of Bengali, English, History and Geography have reported that they would organize field excursions in December.

**7.11.2019**

**Minutes of the meeting held on 7.11.2019 at 4 pm.**

Principal and Chairperson presided over the meeting.

1. It was resolved that Departments will organize special remedial classes for the weak students for the upcoming University examination.
2. Departments will organize parent-teacher meet.
3. Infrastructural development including renovation work will start soon utilizing RUSA 2.0 grant. E-tender will be called soon.
4. Seminar/workshop on environment awareness program will be organized and initiatives will be taken by Department of Geography along with IQAC.
5. Principal will form the Admission Committee 2020-21 in consultation with Teachers' Council being approved by the Governing Body.

**On the basis of the resolution following compliances have been made:**

1. Departments are taking tutorial/special classes for the weak students.
2. Parent-teacher meet was organized by some of the departments.
3. All initiatives and formalities are in progress and the procurement and renovation work will start soon. As the e-tender and civil work is highly technical matter we have arranged technical assistance from the South DumDum Municipality.
4. A symposium has been organized by the college in the end of February (27.2.2020) on 'The Kolkata Mangrove Dialogue: In search of sustainable coping strategies for freshwater and waste plastic management in the Indian Sundarbans' in collaboration with the NGO 'soceo'.
6. Principal has formed the Admission Committee 2020-21 in consultation with Teachers' Council to be approved by the Governing Body later.

**12.3.2020**

### **Minutes of the meeting held on 12.3.2020 at 4 pm.**

Principal and Chairperson presided over the meeting.

1. Departmental results of the previous semester examination have been analyzed and departments are requested to prepare for the mid-term examination to be held in the month of April 2020 for the ongoing semester.
2. Departments are requested to arrange special classes for the weak students and parents will be informed.
3. Departments will organize seminars/workshops on the current academic issues.
4. Renovation of library will start soon.

### **On the basis of the resolution following compliances have been made:**

1. As the Corona virus pandemic started and the college has been closed since middle of the March 2020, mid-term/internal assessment could not be organized in due time. The assessment has been postponed.
2. Departments started arranging special/remedial classes (online) for weak students.
3. Seminars/workshops (online) were organized on 3.6.2020 and 12.6.2020 by the IQAC, 18.6.20 by the department of Geography & IQAC and on 20.6.2020 by the Central Library & IQAC. The topics were 'Health Insurance in Post-Covid era', 'Malignancy, Symptoms and Treatment in Post COVID Era', 'Climate Change and Cryospheric Biodiversity and Libraries in the Post-Pandemic Days' respectively.
4. Renovation process of library has started.

**22.6.2020**

**Minutes of the meeting held on 22.6.2020 (online meeting) at 4 pm.**

Principal and Chairperson presided over the meeting.

1. Departments are requested to introduce value-added course and certificate courses.
2. The process of publication of academic journal for the next academic session will start soon.
3. Departments are requested to conduct departmental academic activities like workshop/quiz competition/webinars etc. online.

**On the basis of the resolution following compliances have been made:**

1. No such course could be introduced so far due to pandemic situation.
2. Articles from staff of the college and the outside are being sought for the purpose.
3. Department of Economics has conducted one quiz competition. Department of Philosophy, Education, Economics, Bengali and IQAC are organizing webinars on various topics.

**August 2020**