



MUGBERIA GANGADHAR MAHAVIDYALAYA

P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA

NAAC Re-Accredited B+Level Govt. aided College

CPE (Under UGC XII Plan) & NCTE Approved Institutions

DBT Star College Scheme Award Recipient

E-mail : mugberia_college@rediffmail.com // www.mugberiangangadharmahavidyalaya.ac.in

Date: 08.05.18

Notice

It is here by notified that a departmental meeting is scheduled to be held on **11.05.18 at 3p.m.** at Dept. of Nutrition, Mugberia Gangadhar Mahavidyalaya. All the faculty members including programme in charge of B.Sc Nutrition (Hons) & B.Voc (Food Processing) and lab attendant of Nutrition Dept. are informed to be presented in this said meeting.

Apurba Giri 08/05/18

Dr. Apurba Giri

H.O.D

Department of Nutrition,

Mugberia Gangadhar Mahavidyalaya

**Head
Dept. of Nutrition
Mugberia Gangadhar Mahavidyalaya**

Swapan Kumar Misra 08-05-2018

Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

**Principal
Mugberia Gangadhar Mahavidyalaya**



Members present

1. Apurba Giri
2. Chandan Khewra
3. Keya Dash
4. Rikta Saha
5. Pransati Bera
6. Moumita Samanta

Resolution:

1. Allotted portion of syllabus to individual teachers for teaching in upcoming semester.
2. Planned Routine outline and assigned teachers for routine making
3. Planned Academic calendar for department as per university timelines.
4. Distributed mentors for mentor-mentee program for every batch.
5. Discussed and planned several upcoming departmental programme like induction program, guardian meeting, fresher's program, teachers day, nutrition month celebration, etc.
6. Discussed possible ways of improvement of students and implementation steps.
7. Discussed duration and dates for several community program, field visit, industrial excursion and industrial training for upcoming session.
8. Shortlisted books for purchasing in central library.
9. Shortlisted instruments, chemicals, etc. for purchase for the upcoming sessions practical classes.
10. Discussed on department cleaning and premises.
11. Planned for proper documentation of departmental activities.
12. Miscellaneous

Apurba Giri
11/05/18

Dr. Apurba Giri
H.O.D
Department of Nutrition,
Mugberia Gangadhar Mahavidyalaya
Head
Dept. of Nutrition
Mugberia Gangadhar Mahavidyalaya



Swapan Kumar Misra 11.05.18
Dr. Swapan Kumar Misra
Principal
Mugberia Gangadhar Mahavidyalaya
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