



# 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: 12.12.23

## Notice

It is here by notified that a departmental meeting is scheduled to be held on **15.12.23 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 M.Voc (Food Technology, Nutrition and Management) and lab attendant of Nutrition Dept. are informed to be presented in this said meeting.

*Apurba Giri*  
10/12/23

Dr. Apurba Giri

H.O.D

Department of Nutrition,

Mugberia Gangadhar Mahavidyalaya

Head

Dept. of Nutrition

Mugberia Gangadhar Mahavidyalaya

*Swapan Kumar Misra* 10.12.23

Dr. Swapan Kumar Misra

Principal

Mugberia Gangadhar Mahavidyalaya

Principal

Mugberia Gangadhar Mahavidyalaya



Members present

Members Present

1. Swapan Kumar Misra
2. Apurba Giri
3. Moumita Sengupta
4. Madalisa Roy
5. Khokan Chandra Gayan.
6. Ayan Mondal
7. Prabin Vana
8. Pranati Bera
9. Prabal Nanti Das

**Resolution:**

1. Planned Routine outline and assigned teachers for routine making
2. Planned Academic calendar for department as per university timelines.
3. Allotted portion of syllabus to individual teachers for teaching in upcoming semester.
4. Distributed mentors for mentor-mentee program for every batch.
5. Discussed and planned several upcoming departmental programme like winter picnic, reunion, fare well program, 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*  
15/12/23

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



*Swapan Kumar Misra*  
15.12.23  
**Dr. Swapan Kumar Misra**  
Principal  
Mugberia Gangadhar Mahavidyalaya

**Principal**  
Mugberia Gangadhar Mahavidyalaya