



# 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

Notice

01.8.2019

It is hereby notified that a departmental meeting will be held on 05.8.2019 (Monday) at 3.15 pm at the departmental staff room to discuss the following agenda —

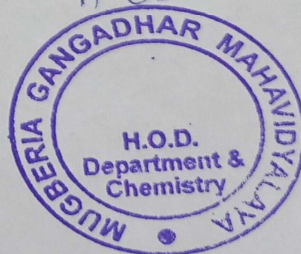
- i) Syllabus distribution of sem I, II, III (Both Hons. + Gen.)
- ii) Routine
- iii) Teacher's diary
- iv) mentorship
- v) Misc.

All the teaching and non-teaching members of the department are requested to be present on the said meeting.

- 1.
2. Mrigendra Midya
3. Gouram Kr. Jana
4. Minakshi Maity
- 5.
6. Sayan Das Gangi
7. Soumen Mondal
8. Ribhu Maity

*[Signature]* 01.8.2019.

HOD



# Resolution of the meeting 05.08.2019

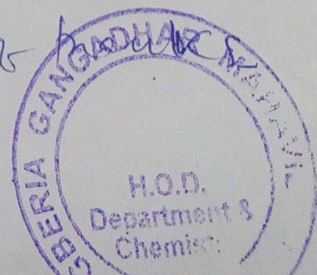
## members present:

1. ~~Swapan Kr. Mishra~~
2. ~~Dr.~~
3. ~~Dr. Subodhakar~~
4. ~~Dr.~~
5. Ribhee Maity,
6. Minakshi Maity
7. Soya Dev Sanyal
8. Soumen Mondal
9. ~~Dr. Subodhakar~~

After thorough discussions the following decisions were taken

- 1) It was resolved that the syllabus related to organic, Inorganic and physical chemistry for the corresponding core and generic papers will be taught by the corresponding specialized teacher of the department. Keeping this in mind the syllabus was distributed and the chart was attached.
- 2) Regarding routine, it was resolved that for full time teacher about 22 classes will be allotted per week in the routine and for SACT, 12-15 classes will be allotted both for odd and even Semesters.
- 3) It was also decided that teachers will maintain to write the teacher's diary on regular basis.
- 4) Regarding mentorship, all the students of 1st, 2nd and 3rd year are distributed under a mentorship program. For each 15 students, one mentor will be identified and that distributions will be recorded in the mentor-mentee khata.

The meeting ends with vote of



meeting held on 5/1/2020

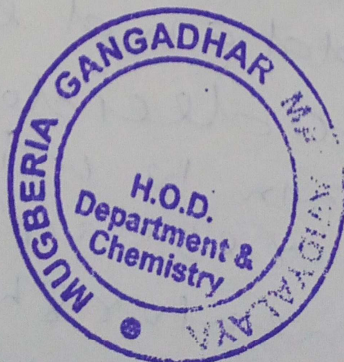
### Agenda

- 1.
2. ~~Pr.~~
3. ~~H/S~~
4. ~~Pr.~~
- 5.
6. ~~Says & Sun~~
7. ~~Women Ward~~

1) Internal assessment

### Resolutions.

- 1) By the fruitful discussions regarding 1st and 2nd internal assessments, ~~that~~ it was resolved unanimously that ~~the following~~ 1st and 2nd internal assessments will be taken by the teachers ~~and~~ in an alternative way i.e. ~~the~~ one group of three teachers will take 1st internal and another group of three teachers will take 2nd internal exams.
- 2) Before the exam, the syllabus <sup>and date etc</sup> will be intimated to the students.
- 3) It was also resolved that the answer scripts of the exam will be shown to the students for their betterment in future exam.



meeting held on 10/3/2020

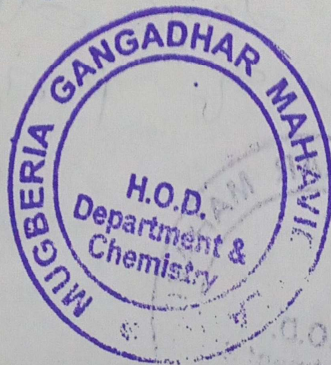
### Agenda

- 1) Class teaching during lockdown period
- 2) Exams

1. Govt
2. Govt
3. Govt
4. Govt
5. Govt
6. Govt
7. Govt

### Resolutions

- 1) In view of COVID 19 pandemic, as the college will remain closed for an uncertain period, so in this departmental meeting it was resolved that the classes of sem I, II and III will be continued by conference call by creating a whatsapp group for providing necessary information to the students.
- 2) It was also decided that the next internal assessments will also be taken via viva-voce mode through phone call.
- 3) It was advised that all the faculty members will be concerned about the notifications from the college authority and as well as from the Govt. of West Bengal.



Meeting held on 18/11/21

Agenda

- 1) Routine
- 2) COVID protocol
- 3) Misc.

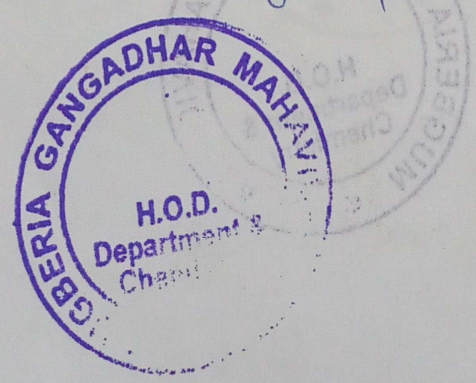
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Meu

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- 18.

Resolutions.

- 1) After a long pandemic situation, as the institute opened on 16th Nov. 2021, and so it was ~~the foremost~~ as the situation was not still normal, so it was resolved that all the students and faculty members must have to wear masks during college time and frequently wash their hands with soap and sanitizer prepared by the department.
- 2) Routine for off line classes will be provided within four days by the HOD.
- 3) It was also decided that if any worse case regarding COVID arised, then the ~~all~~ classes & ~~the~~ all the Sem will be closed for one or two days depending upon the decision of principal sir.



Meeting held on 02/03/23

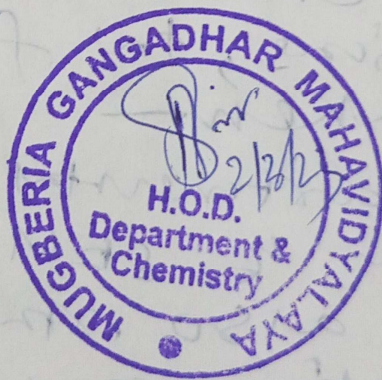
1. Swapan Kumar Mishra
2. Dr
3. P. Ribhu Maity
4. Mrigendu Midya
5. Goutamkr Jena
6. Minakshi Maity
7. Narottam Subudhar
8. Soumen K. Mohapatra

### Resolutions

The meeting started taking principal sir in chair. After thorough discussions, the following decisions were taken—

- i) The departmental head placed the routine of SEM II, IV & VI for discussions and also stated that if any modification required, that will be corrected in the revised routine and will be placed shortly.
- ii) Regarding taking of B.Voc and m.voc classes, principal sir suggested to send a proposal to him by stating that if any extra classes needed for those departments are taken in p day new extra remuneration are to be provided to those teachers.
- iii) It is resolved that every teachers will take at least two mentor-mentor classes in a month and will record the minutes in separate Khata allotted to him.
- iv) For coming NAAC, it was decided that department will arrange at least four career counselling program, four ppt presentation, two problem solving classes in May, 2023.

- v) Teachers are suggested to upload lecture video of them in the social media or in the whatsapp group of the students.
- vi) principal sir requested to collect question bank for 1 to 5 years and shared it to the students.
- vii) It was resolved that E.A.E.CC Exam classes will have to be taken by the departmental teachers for their department so that projects works could be done more effectively by the students.



## Notice

6/4/23

It is hereby notified that ~~an~~ an urgent meeting ~~to~~ will be held today on 6/4/23 in the department at 2.15 p.m. All are requested to be present in the said meeting.

- Agenda
- i) up-coming parent-teacher-student meeting.
  - ii) ~~misc~~ Lecture workshop and wall magazine
  - iii) misc.

Jr.  
6/4/23



## Resolutions

1. ~~Agenda~~ 6/4/23
2. ~~Agenda~~ 6/4/23
3. Ribhu Maity
4. Mrigendra Midya
5. Minakshi Maity
6. Gourmou Mondal

- 1) It was unanimously decided that all of us will be present in the said parent-teacher-student meeting and actively participate <sup>in the</sup> discussion and discussion of agenda mentioned.
  - 2) It was also informed to all that a lecture workshop supported by Indian Academy of Science will be held in the department on 18/5/23 & 19/5/23 and also informed about the publication of wall magazine, 2023 ~~to~~ tentatively on 19/4/23. All are agreed to be present.
  - 3) In the misc. item, ~~for~~ it was resolved that we all will try to be regular in the class.
- The meeting ends ~~at~~ with vote of thanks.



## Notice

Date: 25/04/23

An urgent meeting will be held on 26.4.23 ~~in the department~~ in the department at 2.15pm please ensure everyone to be present in the said meeting.

### Agenda

- i) wall magazine publication
- ii) upcoming Lecture workshop
- iii) Regularity in class
- iv) Timely taken of class
- v) ~~in~~ organizing quiz, debate, seminars etc.
- vi) misc.

J. S. 25/4/23  
HOD

### Resolution

26/4/23

1. Ribhu Maity
2. Narottam Subastar
3. Mrigendra Midya
4. Goutamkr. Jena.
- 5.
- 6.

- i) It was resolved that <sup>each</sup> teacher will ~~be~~ try to regular in class and will maintain timely ~~the~~ taken of class and will try to complete the syllabus timely.
- ii) It was also decided that quiz, debate, seminar etc. will be organized side by side of routine classes.
- iii) It was also requested <sup>to all</sup> to be present in both wall magazine and upcoming lecture workshop without fail.
- iv)

