**ACADEMIC SESSION-2018-19**

**NO.01**

NAME OF THE DEPARTMENT :- EDUCATION

DATE OF THE MEETING:-31.07.2018

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.SULLABUS DISTRIBUTION AMONG THE TEACHERS

2.UPDATING THE ACADEMIC MONITOR

3. To discuss about routine and academic calendar.

3.MISCELLENEOUS(seminar, extension lecture, workshop etc.)

OUTPUT:-

1. THE MEETING WAS HELD ON 31.07.2018 at 2.00 p.m WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.

2. SYLLABUS WAS WELL DISTRIBUTED AMONG THE TEACHERS.

3. ACADEMIC MONITOR WILL BE MAINTAIN PROPERLY BY THE RESPECTIVE TEACHERS.

REMARKS:-

Academic Monitor will be followed by the teachers and department will take necessary steps to a organise extension lecture.

 **NO.02**

NAME OF THE DEPARTMENT :- EDUCATION

DATE OF THE MEETING:-25.09.2018

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 question preparation for upcoming test examination.

2. To organise educational tour.

3. MISCELLENEOUS

OUTPUT:-

1. THE MEETING WAS HELD ON 25.09.2018 AT 12.00 PM WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.

2. One of the main agenda of the said meeting was upcoming departmental test examination .The exam will be conducted by department.

3. BEFORE THE EXAM WE HAVE TO PROGRESS OUR SYLLABUS AS PER UNIVERSITY GUIDLINE.

4. UPCOMING PARENT-TEACHER MEETING WAS PROPOSED IN THE ABOVE SAID MEETING

REMARKS:-

Departmental excursion will be held as per schedule. The parent teacher meeting will be organised in some course.

**NO.03**

NAME OF THE DEPARTMENT :- EDUCATION

DATE OF THE MEETING:-03.10.2018

MEMBERS PRESENT:-

1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,

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

AGENDA:-

1. Guardian meet for educational excursion.
2. Academic matters.

 3. MISCELLENEOUS

OUTPUT:-

1. THE MEETING WAS HELD ON 03.10.2018 AT 12:00 PM WITH THE PRESENCE OF some FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.

2. Two topics of 1st year hons will be complete within december 2018.

3. UPCOMING PARENT-TEACHER MEETING WAS PROPOSED IN THE ABOVE SAID MEETING

REMARKS:-

Academic calendar will be followed in specific way. Educational excursion will be organised as per schedule with the help of parents consent.

**NO.04**

NAME OF THE DEPARTMENT :- EDUCATION

DATE OF THE MEETING:-25.03.2019

MEMBERS PRESENT:-

1. DR.PRODIP DAS,2. MRIGANKA NARAYAN DAS,3. SWAPNA JHA,

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

AGENDA:-

1. Remedial classes for part-III hons students.
2. Test exam for part-I(HONS AND GENERAL )students.
3. Marks submission for test exam.
4. EXAM COPY DISTRIBUTION AND EVALUATION.

 5 . MISCELLENEOUS

OUTPUT:-

1. THE MEETING WAS HELD ON 25.03.2019 AT 12:00 PM WITH THE PRESENCE OF some FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.

2. Two topics of 1st year hons will be complete within december 2019.

3. THE MAIN AGENDA OF THE SAID MEETING WAS PROCESSING REMEDIAL CLASS FOR PARTY-III HONS STUDENT.

REMARKS:-

Academic calendar will be followed in specific way. EVALUATION WILL BE DONE IN SPECIFIC TIME.