**ACADEMIC SESSION-2020-21**

**NO.01**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-14.07.2020

**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.ROUTINE FOR NEW SEMESTER.

2.PREPARATION OF SEM-V AND SEM –III ROUTINE.

3.PROBLEMS OF TAKING ONLINE CLASSES DUE TO NETWORK ISSUES.

4.MISCELLENEOUS.

**OUTPUT:-**

1. THE MEETING WAS HELD ON 04/07/2020 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.
2. SEM-V AND SEM-III ROUTINE WILL BE PREPARE ACCORDING TO CENTRAL ROUTINE.
3. ONLINE CLASSES WILL BE DELIVERED THROUGH GOOGLE MEET AND SOME TIMES BY CONFERENCE CALL.

**REMARKS:-**

DUE TO NETWORK SOMETIMES STUDENTS ARE UNABLE TO JOIN THE CLASSES PROPERLY.

**NO.02**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-14.09.2020

**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.INTERNAL ASSESSMENT DISCUSSION

2.PREPARATION OF INTERNAL ASSESSMENT SCHEDULE.

3.SUBMISSION OF MARKS FOR INTERNAL ASSESSMENT.

4.MISCELLENEOUS.

**OUTPUT:-**

1. THE MEETING WAS HELD ON 14/09/2020 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.
2. THE INTERTNAL ASSESSMENT INCLUDES PRACTICAL EXAMINATION ALSO,SO THE SCHEDULE WILL BE MAINTAIN BY THE PUPILS AND AS WELL AS BY THE TEACHERS.
3. FOR THE ONLINE EXAMINATION QUESTION PAPER WILL BE SHARED ON TIME BY THE RESPECTIVE TEACHERS IN THE RESPECTIVE WHATSAPP GROUP.

**REMARKS:-**

DUE TO NETWORK SOMETIMES STUDENTS ARE UNABLE TO JOIN THE CLASSES PROPERLY.ONLINE INTERNAL EXAM WILL BE DONE BY GOOGLE FORM.

 **NO.03**

**NAME OF THE DEPARTMENT :- EDUCATION**

**DATE OF THE MEETING:-22.01.2021**

**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 the ongoing online classes.**
2. **To discuss about the library stock checking and submission of all borrowed books.**

 **3.MISCELLENEOUS.**

**OUTPUT:-**

**1. THE MEETING WAS HELD ON 22/01/2021 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.**

**2. The main agenda was about ongoing online classes. The students are very inattentive and poor attendance of them are there.**

**3. The teachers are trying to solve the problems regarding online classes. They are providing some study material for progression of the syllabus.**

**REMARKS:-**

**DUE TO NETWORK SOMETIMES STUDENTS ARE UNABLE TO JOIN THE CLASSES PROPERLY.ONLINE INTERNAL EXAM WILL BE DONE BY GOOGLE FORM. Study material will be provided as per syllabus and the need of the students.**

**NO.04**

**NAME OF THE DEPARTMENT :- EDUCATION**

**DATE OF THE MEETING:-06.06.2021**

**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 the upcoming supplementary exam.**

**2. To discuss about online classes.**

**3. To discuss about departmental development.**

1. **miscellaneous.**

**OUTPUT:-**

**1. THE MEETING WAS HELD ON 06/06/2021 WITH THE PRESENCE OF ALL FACULTY MEMBERS OF THE EDUCATION DEPARTMENT.**

**2.One of the main agenda of the said meeting was supplementary exam.**

**3.The online classes are going as well.**

**4. Departmental academic monitor and academic calendar will be maintain properly.**

**REMARKS:-**

**DUE TO NETWORK SOMETIMES STUDENTS ARE UNABLE TO JOIN THE CLASSES PROPERLY.ONLINE INTERNAL EXAM WILL BE DONE BY GOOGLE FORM. Study material will be provided as per syllabus and the need of the students.**