**Academic session-2017-18**

**No.01**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-14.07.2017

**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.MISCELLENEOUS.

**OUTPUT:-**

1. THE MEETING WAS HELD ON 04/07/2017 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**

**No.02**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-31.08.2017

**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. ABOUT DEPARTMENTAL EXAMINATION
2. DEPARTMENTAL EXCURSION.
3. MISCELLENEOUS

**OUTPUT:-**

1. THE MEETING WAS HELD ON 31.08.2017 AT 2:15 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 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.**

**No.03**

**NAME OF THE DEPARTMENT :-**  EDUCATION

**DATE OF THE MEETING**:-28.02.2018

**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. About the complete of syllabus of 1st year (Hons. And General) and 2nd year (Hons. And General.)
2. MISCELLENEOUS

**OUTPUT:-**

1. THE MEETING WAS HELD ON 28.02.2018 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 3rd march 2018
3. UPCOMING PARENT-TEACHER MEETING WAS PROPOSED IN THE ABOVE SAID MEETING

**REMARKS:-**

**Academic calender will be followed in specific way.**