

# DEPARTMENTAL MEETING RESOLUTION 2022-23



**Sripat Singh College**  
**(Estd. 1949. Govt. Sponsored)**

P.O.: Jiaganj • Dist. Murshidabad • West Bengal-742123

Phone: (03483) 255351, Tele Fax: (03483) 256961,

[www.sripatsinghcollege.edu.in](http://www.sripatsinghcollege.edu.in), E-mail: [sscollege2009@gmail.com](mailto:sscollege2009@gmail.com)



Date: 18.07.2022

**NOTICE**

A departmental meeting will be held on 25.07.2022 at 2.00 pm. in the departmental Staff room to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Departmental routine (P.G. & U.G.)  
2) Syllabus distribution (P.G. & U.G. both Honours & General)  
3) Miscellaneous

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Anil Modan
- 3) Mitali Sikdar
- 4) Ambalina Sankar
- 5) Tannay Malakar
- 6) Chaitali Upadhyay
- 7)
- 8)

*Ranabir Nath*

HOD  
Department of Bengali,  
Sripat Singh College  
Associate Prof. & Head of Dept  
Bengali Dept. (PG+UG)  
Sripat Singh College  
Nagari, Murshidabad

Date: 25.07.2022

**RESOLUTION**

The meeting started at 2.05 pm. in the departmental staff room.

**Item No. 1.** To consider the preparation of the departmental routine for the session 2022-2023, it is resolved that the classes are distributed properly among the faculties. This meeting approves the final departmental routine and the classes will be held as per college notification.

**Item No. 2.** To consider the distribution of the syllabus (P.G. & U.G both Honours & General), it is resolved after a detail discussion the whole syllabus had been distributed properly among the faculties. This meeting approves it.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Anil Modan
- 3) Mitali Sikdar
- 4) Sumit Banerjee
- 5) Tannay Malakar
- 6) Chaitali Upadhyay
- 7) Ambalina Sankar
- 8)

*Ranabir Nath*  
HOD *Dr. Ranabir Nath*  
Department of Bengali, Associate Prof. & Head of Dept  
Sripat Singh College, Bengali Dept. (PG+UG)  
Sripat Singh College  
Nagari, Murshidabad



Date: 07.11.2022

**NOTICE**

A departmental meeting will be held on 14.11.2022 at 2.00 pm. in the departmental Staff room to discuss about the following agenda. All the faculty members are requested to attend the meeting.

Agenda: 1) Class assessment schedule,

2) Completion of the update of the syllabus (P.G. & U.G both Honours & General)

3) Question paper setting (P.G & U.G both Honours & General)

4) Miscellaneous

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Ambalika Sarkar
- 3) Amal Modak
- 4) Mitali Tikader
- 5) Tanmay Malakar
- 6) Chaitali Upadhyay
- 7)
- 8)

*Ranabir Nath*  
HOD  
Department of Bengali  
Sripat Singh College  
Bengali Dept. (PG+UG)  
Sripat Singh College  
Nagani, Murshidabad

Date: 14.11.2022

**RESOLUTION**

The meeting started at 2.05 pm. in the departmental staff room.

**Item No. 1.** To consider the preparation of the schedule for the class assessment (Hon.& Gen), it is resolved that will be organised on and from November 28-30, 2022. This meeting approves this decision.

**Item No. 2.** After discussion among the teachers it is reported that the syllabus has been completed in the schedule time.

**Item No. 3.** Setting of question papers among the teachers is resolved as follows: Paper T-1: Dr. Ranabir Nath, Paper-T-2 : Chaitali Upadhyay, Paper--3: Ambalika Sarkar, Paper-T-4: Tanmay Malakar, AECC- Dr. Subrata Das, SEC- Dr. Debjani Bhowmik Chakroborty. P.G. Sem-1—Dr. Ranabir Nath & Dr. Amal Modak. Sem-3, Dr. Mitali Tikader & Dr. Debjani Bhowmik Chakroborty.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Ambalika Sarkar
- 3) Amal Modak
- 4) Mitali Tikader
- 5) Tanmay Malakar
- 6) Chaitali Upadhyay
- 7)

*Ranabir Nath*  
HOD  
Department of Bengali  
Sripat Singh College  
Bengali Dept. (PG+UG)  
Sripat Singh College  
Nagani, Murshidabad



Date: 10.02.2023

NOTICE

A departmental meeting will be held on 17.02.2023 at 2.00 pm. in the department to discuss about the following agenda.  
All the faculty members are requested to attend the meeting.

- Agenda:** 1) Completion update of the syllabus (P.G. & U.G both Honours & General)  
2) Question set for Test Examination (UG Honours & General)  
3) Feedback from the students  
4) Miscellaneous

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Amal Modak
- 3) Mitali Mukherjee
- 4) Tannoy Malakar
- 5) Chaitali Upadhyay
- 6) Ambalika Saha
- 7)
- 8)

Ranabir Nath  
HOD Dr. Ranabir Nath  
Department of Bengali & Head of Dept.  
Bengali Dept. (PG+UG)  
Sripat Singh College  
Sripat Singh College  
Nagani, Murshidabad

Date: 17.02.2023

RESOLUTION

The meeting started at 2.05 pm. in the departmental staff room.

**Item No. 1.** After detailed discussion about completion update of the syllabus (P.G., Hons. & Gen. Sem-1 & 2), it is reported that the whole syllabus has been completed. This meeting approves this decision.

**Item No. 2.** Setting of question papers among the teachers is resolved as follows: Paper-T-1: Dr. Ranabir Nath, Paper-T-2: Dr. Debjani Bhowmik Chakroborty, Paper-T-3: Dr. Amal Modak, Paper-T-4: Sri Sumit Bandyopadhyay.  
AECE- Dr. Ranabir Nath, SEC- Dr. Amal Modak.

**Item No. 3.** To consider the feedback status from the students (Hon. & Gen. Part-I & II), it is reported that the response from the student for feedback is satisfactory and shown in the following manner,

Sem-1, No. of students 60

Sem-2, No. of students 44

P.G No of Students 60 : Good-60%, Very good-25% & Excellent-15%

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) Sumit Banerjee
- 2) Amal Modak
- 3) Mitali Mukherjee
- 4) Tannoy Malakar
- 5) Chaitali Upadhyay
- 6) Ambalika Saha
- 7)

Ranabir Nath  
HOD  
Department of Bengali & Head of Dept.  
Sripat Singh College  
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# DEPARTMENT OF BOTANY

## Sripat Singh College

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Ref. No.: .....

Date: 02.08.2022.

### NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 09.08.2022 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. Departmental routine,
2. Syllabus distribution,
3. Miscellaneous.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
(Head, Dept. of Botany  
Sripat Singh College)

The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>



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Ref. No.: .....

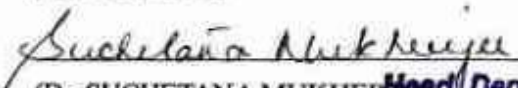
Date: 20.09.2022

### NOTICE

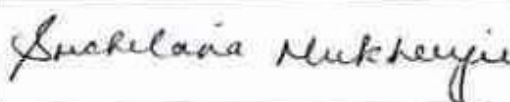
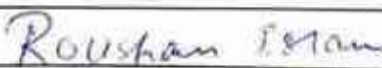
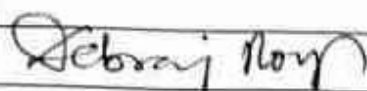
A meeting of Department of Botany, Sripat Singh College will be held on 27.09.2022 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. 1<sup>st</sup> Internal Examination Schedule
2. Completion update of the syllabus,
3. Miscellaneous

  
(Dr. SUCHETANA MUKHERJEE) **Head, Dept. of Botany**  
HoD, Department of Botany **Sripat Singh College**

The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	
DR. ROUSHAN ISLAM	
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	



## Minutes of Botany departmental meeting held on 27.09.2022

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	Suchetana Mukherjee
DR. ROUSHAN ISLAM	Roushan Islam
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	Debraj Roy

Dr. Suchetana mukherjee mentioned about the agendas of the meeting and put much emphasis on completion of the syllabi of each of the respective classes before the start of the ensuing test examination of the college.

He enquired each of the faculty members about covering their respective portions of the syllabi in the classroom and expressed his content about the ongoing classes in the department.

All the members ensured to complete the respective portions of the syllabi well before the start of the test examinations.

Replacement of waterlogged and clogged pipes for the smooth conduct of practical classes has been added by Dr. Roushan Islam.

For sufficient light in all rooms, the replacement of electric switchboards and electric tubes will be shortly communicated to the TIC (Asis Kumar Sen) through proper channels, as ensured by the Head of Department (HOD).

Suchetana Mukherjee

(Dr. SUCHETANA MUKHERJEE)

HoD, Department of Botany

Head, Dept. of Botany  
Sripat Singh College



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Ref. No.: .....

Date: 22.11.2022

### NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 29.11.2022 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. Test examination of 3<sup>rd</sup> year,
2. Completion update of the syllabus,
3. Feedback from the students
4. Miscellaneous
5. Parent Teacher Meeting

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
Head, Dept. of Botany  
HoD, Department of Botany  
Sripat Singh College



The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>



## Minutes of Botany departmental meeting held on 29.11.2022

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	Suchetana Mukherjee
DR. ROUSHAN ISLAM	Roushan Islam
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	Debraj Roy

Dr. Suchetana mukherjee mentioned about the agendas of the meeting and put much emphasis on the overall preparation of the 3<sup>rd</sup> year students (Hons. and pass course) regarding the upcoming test examinations.

All the faculty members ensured the successful completion of the syllabi of the respective classes and expressed their confidence about good performance of the students in the coming test examinations.

Dr. Suchetana mukherjee also proposed to get students feedback on all the aspects of the department. In that context, all the present faculty members accepted the proposal and it was decided unanimously that the feedback forms will be served to the student immediately before the start of the test examinations.

Suchetana Mukherjee  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany

Head, Dept. of Botany  
Sripat Singh College



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Ref. No.: .....

Date: 17.01.2023

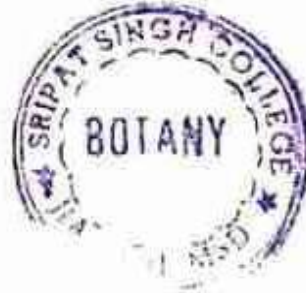
### NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 24.01.2023 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. Test examination of 2<sup>nd</sup> year,
2. Completion update of the syllabus,
3. Feedback from the students
4. Miscellaneous

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
Head, Dept. of Botany  
Sripat Singh College



The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

## Minutes of Botany departmental meeting held on 24.01.2023

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

Dr. Suchetana Mukherjee mentioned about the agendas of the meeting and put much emphasis on the overall preparation of the 2<sup>nd</sup> year students (Hons. and pass course) regarding the upcoming test examinations.

All the faculty members ensured the successful completion of the syllabi of the respective classes and expressed their confidence about good performance of the students in the coming test examinations.

Dr. Suchetana Mukherjee also proposed to get students feedback on all the aspects of the department. In that context, all the present faculty members accepted the proposal and it was decided unanimously that the feedback forms will be served to the student immediately before the start of the test examinations.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
Head, Dept. of Botany  
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Ref. No.: .....

Date: 07.02.2023

## NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 14.02.2023 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

### AGENDUM:

1. Test examination of 1<sup>st</sup> year,
2. Completion update of the syllabus,
3. Feedback from the students
4. Miscellaneous

*Suchetana Mukherjee*

(Dr. SUCHETANA MUKHERJEE)

HoD, Department of Botany

**Head, Dept. of Botany  
Sripat Singh College**



The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

## Minutes of Botany departmental meeting held on 14.02.2023

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	Suchetana Mukherjee
DR. ROUSHAN ISLAM	Roushan Islam
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	Debraj Roy

Dr. Suchetana Mukherjee mentioned about the agendas of the meeting and put much emphasis on the overall preparation of the students of 1<sup>st</sup> year (Hons. and pass course) regarding the upcoming test examinations.

All the faculty members ensured the successful completion of the syllabi of the respective classes and expressed their confidence about good performance of the students in the coming test examinations.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
Head, Dept. of Botany  
Sripat Singh College



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Ref. No.: .....

Date: 23.06.2023

### NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 30.06.2023 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. Departmental routine,
2. Syllabus distribution,
3. Miscellaneous.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE) Head, Dept. of Botany  
HoD, Department of Botany Sripat Singh College



The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

## Minutes of Botany departmental meeting held on 30.06.2023

(Dr. SUCHETANA MUKHERJEE) HoD. Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

Dr. Suchetana Mukherjee mentioned about the agendas of the meeting and put much emphasis on making a fresh class routine before the start of the new session.

All the members agreed upon the same and ensured to exert sincere cooperation in preparing a fresh class routine within a week.

The syllabi of the 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year hons. as well as pass course were also evenly distributed among the departmental faculty members.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
Head, Dept. of Botany  
Sripat Singh College



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Ref. No.: .....

Date: 23.11.2023

### NOTICE

A meeting of Department of Botany, Sripat Singh College will be held on 30.11.2023 at 2:00 PM in the departmental staffroom. All the faculty members of the department are requested to be present in the meeting.

#### AGENDUM:

1. Class assessment schedule,
2. Completion update of the syllabus,
3. Miscellaneous

*Suchetana Mukherjee*

(Dr. SUCHETANA MUKHERJEE)

HoD, Department of Botany

Head, Dept. of Botany  
Sripat Singh College



The following members are requested to be present.

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>



## Minutes of Botany departmental meeting held on 30.11.2023

(Dr. SUCHETANA MUKHERJEE) HoD, Department of Botany	<i>Suchetana Mukherjee</i>
DR. ROUSHAN ISLAM	<i>Roushan Islam</i>
Mrs. BHASWATI CHOTTOPADHYAY	
Mrs. SHRABANI PAUL	
SABINA YEASMIN	
MR. DEBRAJ ROY	<i>Debraj Roy</i>

Dr. Suchetana Mukherjee mentioned about the agendas of the meeting and put much emphasis on completion of the syllabi of each of the respective classes before the start of the ensuing test examination of the college.

He enquired each of the faculty members about covering their respective portions of the syllabi in the classroom and expressed his content about the ongoing classes in the department.

All the members ensured to complete the respective portions of the syllabi well before the start of the test examinations.

*Suchetana Mukherjee*  
(Dr. SUCHETANA MUKHERJEE)  
HoD, Department of Botany  
Head, Dept. of Botany  
Sripat Singh College



## মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	4
তারিখ / Date	16/08/2022

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Chemistry Lab
সময় / Time	12-15 P.M.

১। 1. Indranil Saha	৮। 8. Biswas, Kundu
২। 2. Raju Ghosh	৯। 9.
৩। 3. Abu Raihan	১০। 10.
৪। 4. Subrata Ghosh	১১। 11.
৫। 5. Amit Kumar B. Saha	১২। 12.
৬। 6. Mominul Maudal	১৩। 13.
৭। 7. Md Habib	১৪। 14.

১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

নং / No. রেজল্যুশন / Resolution Adopted

The meeting was called & presided by the HOD of the dept. viz. Dr. Indranil Saha.

It was unanimously discussed & resolved that i) New and provisional routine for 2022-23 was discussed & finalized & shared with all stakeholders.

ii) The students who will be absent in the theory class may be debarred from attending from the practical class.

iii) Class allotments in routine done for all Sem viz. 1st sem, 3rd sem & 5th sem.

iv) All the faculty was requested to submit the marks of 4th Sem C.C. within 25th August, 2022 as the 1st date of marks uploading is 27th August, 2022 in the K.U. university portal.

Parent Teacher (PTM) meeting has been unanimously scheduled for next week, subject to T.I.C.'s approval at a specified date & time.

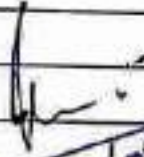
Indranil Saha  
16/08/22

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.		উপস্থিত সভাগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	
তারিখ / Date	21/3/23		সময় / Time	2:30 pm.
১। ১.	Indrail Saha	১০১ ৮.	১০১ ১৫.	
১। ২.	Raja Ghosh	১০১ ৯.	১০১ ১৬.	
০। ৩.	Amit Kumar Das	১০১ ১০.	১০১ ১৭.	
০। ৪.	Mr. Habib	১১১ ১১.	১০১ ১৮.	
০। ৫.	Abu Raihan	১২১ ১২.	১০১ ১৯.	
০। ৬.	Manirul Mandal	১০১ ১৩.	১০১ ২০.	
১। ৭.	Ranu Singha	১০১ ১৪.	১১১ ২১.	

নং / No.	রেজল্যুশন / Resolution Adopted
1.	Meeting was presided by HOD of Dept. Dr. I. Saha. <del>Keeping</del> Keeping the issue of leadership in mind, it has been unanimously decided that the senior-most teacher (ie. Manirul Mandal) will be the next HOD. However, it is to be mentioned that both <del>are</del> <sup>are</sup> <del>too</del> <sup>too</sup> of our colleagues Dr. Amit Kr. Kumar & Mr. Manirul Mandal had been verbally <del>recommended</del> <sup>recommended</sup> .
2.	Since Dr. Indrail Saha, existing HOD leadership tenure will end on 26.3.2023, next HOD will take charge from 27.3.2023. It may be mentioned that Mr. Mandal joined <sup>college</sup> on 1.1.20.
2.	Syllabus Distribution will be unanimously decided in subsequent meeting.
3.	Teaching-learning process should be implemented sincerely from here on.
4.	Keeping in mind the existing college notice No. 160 dtd 18.3.23, regarding leadership, till the matter is resolved, present leadership will continue <sup>upto</sup> <sup>26.3.23</sup> and this has been decided unanimously.

  
 Head,  
 Jiganti, Murshidabad, WB-741122

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	6
তারিখ / Date	31/03/23

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Dept. of Chemistry
সময় / Time	3:10 pm

১১১. Amit Kumar Kundu	১১০. B. Sharmila Datta Barick	১১১ 16.
১১২. Indrit Saha	১১১ ০.	১১১ 18.
১১৩. Debalek Mr. Prigunat	১০১ 10.	১১১ 17.
১১৪. Md Habib	১১১ 11.	১১১ 18.
১১৫. Manirul Mandal	১১১ 12.	১১১ 19.
১১৬. Abu Raihan	১০১ 13.	১০১ 20.
১১৭. Rana Singha	১১১ 14.	১১১ 21.

নং / No.	রেজল্যুশন / Resolution Adopted
1.	Dr. Amit Kumar Kundu accept Headship of Dept. of Chemistry from 20th March, 2023 as per notice of Teacher in Charge, Sripot Singh college (Notice No. - 160, dated 18th March, 2023).
2.	Mr. Abu Raihan <sup>requested</sup> <del>asked</del> for 4 days attendance in college. This will be informed to T.C, Sripot Singh college.
3.	Dr. Indranil Saha (Former head) will handover everything related to Headship to present head Dr. Amit Kr. Kundu next week.
	N.B. This meeting is conducted in presence of TCS, Sripot Singh College.

মিটিং রেজল্যুশন বই  
MEETING RESOLUTION BOOK

সি/নং/Meeting No.	তারিখ/Date	উপস্থিত সদস্যদের নাম NAME OF MEMBERS PRESENT	সময়/Time	Chem. Lab
1.1	06/04/2023	Dr. B.	10:30	06/04/2023
1.2		Dr. B.	10:30	
1.3		Dr. B.	10:30	
1.4		Dr. B.	10:30	
1.5		Dr. B.	10:30	
1.6		Dr. B.	10:30	
1.7		Dr. B.	10:30	

সি/নং / Resolution Adopted

1. Discussion of routine [11 & 14 & 15] would be done soon.
2. P. Day of Dr. Raja Ghosh will be change from Saturday to Monday & <sup>the</sup> routine would be modified accordingly.
3. A comprehensive list of chemicals/plastics/glasswares would be prepared by the concerned teacher.
4. Syllabus statement for 6<sup>th</sup> sem already done unanimously with consultation from the respected teacher attached hereby <sup>with copy</sup> the details. ## ##
5. Distribution of project works & topic was done among the 6<sup>th</sup> sem students.
6. Discussion about completion of syllabus was done. The most of 6<sup>th</sup> sem was covered within short available time.
7. Feedback form from the students [Even Semester] has been received.

Miscellaneous: It was unanimously decided that a Parent-Teacher Meeting (PTM) would be arranged with the parents of 6<sup>th</sup> sem students.

সি/নং / Resolution Adopted

Brigade Singh College  
Department of Chemistry  
Meeting Resolution  
Resolution Adopted

Date: 04-04-2023

Resolution:

1. Formation of routine [2<sup>nd</sup>, 4<sup>th</sup>, and 6<sup>th</sup> SEM] would be done soon.
2. A comprehensive list of chemicals/plastics and glass wares would be prepared by the concerned teacher.
3. Syllabus statement for 4<sup>th</sup> and 6<sup>th</sup> SEM (Chem., GE and FCC) already done unanimously along with consultation.
4. Distribution of project works and topic was done among the 6<sup>th</sup> SEM students.
5. Discussion about completion of syllabus was done. Most of the topic of syllabus of 2<sup>nd</sup> SEM was covered within short available time.
6. Feedback form from the (Even semester) students has been received.
7. P. Day of Dr. Raja Ghosh will be change from Saturday to Monday and Department routine would be modified accordingly.

Miscellaneous:

1. It was unanimously decided that a Parent-Teacher Meeting (PTM) would be arranged with the parents of 6<sup>th</sup> sem students.
- Resolved: The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.

मिटिंग रेजल्यूशन बहि  
MEETING RESOLUTION BOOK

Sl. No./Rolling No.	उपस्थित सदस्यगण नाम NAME OF MEMBERS PRESENT	TP/Place
10th Date	11/05/23	
211	Arif Hussain Khan	301 10
212	Raja Ghosh	301 10
213	Masrur Hossain	301 10
214	M. J. Hossain	301 10
215	Dr. M. Hossain	301 10
216	Dr. M. Hossain	301 10
217	Ram Singh	301 10

No. / No.	उद्योग / Resolution Adopted
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1. Internal exams will be held according to the table.

Internal Exam Notice of Sem-II

Date & Time	Paper	Examiner
25.05.2023 (12:00 noon)	CHEMPT-1 (Pg)	Dr. Anil K. Karak
25.05.2023 (1:00 p.m.)	CHEMPT-2 (Pg)	Dr. Anil K. Karak
25.05.2023 (2:00 noon)	CHEMPT-3 (Pg)	Dr. Anil K. Karak
25.05.2023 (3:00 p.m.)	CHEMPT-4 (Pg)	Dr. Anil K. Karak
25.05.2023 (4:00 p.m.)	CHEMPT-5 (Pg)	Dr. Anil K. Karak

INTERNAL EXAM NOTICE OF SEM-IV

List of Examiners

Paper	Date & Time	Examiner
CHEMPT-6	26.05.2023 (11:00 a.m.)	Dr. Anil K. Karak
CHEMPT-7	26.05.2023 (12:00 noon)	Dr. Anil K. Karak
CHEMPT-8	26.05.2023 (1:00 p.m.)	Dr. Anil K. Karak
CHEMPT-9	26.05.2023 (2:00 p.m.)	Dr. Anil K. Karak
CHEMPT-10	26.05.2023 (3:00 p.m.)	Dr. Anil K. Karak

2. Question papers will be prepared for internal exams according to the respective examiners.

No. / No.	उद्योग / Resolution Adopted
	Miscellaneous
1.	It has been decided to update stock chemicals/glass-ware/plastic ware.

Sriant Singh College  
Department of Chemistry  
Meeting Resolution  
Resolution Adopted

Date: 11-05-23

Resolution

1. Question papers will be prepared for internal exams by the respective examiners
2. Internal exams of 2<sup>nd</sup> sem and 4<sup>th</sup> sem will be held according to the table.

INTERNAL EXAM NOTICE OF SEM-II

List of Examiners

Date & Time	Paper	Examiner
25.05.2023 (12:00 noon)	CHEMPT-1 (Pg)	Dr. Anil K. Karak
25.05.2023 (1:00 p.m.)	CHEMPT-2 (Pg)	Dr. Anil K. Karak
25.05.2023 (2:00 noon)	CHEMPT-3 (Pg)	Dr. Anil K. Karak
25.05.2023 (3:00 p.m.)	CHEMPT-4 (Pg)	Dr. Anil K. Karak
25.05.2023 (4:00 p.m.)	CHEMPT-5 (Pg)	Dr. Anil K. Karak

INTERNAL EXAM NOTICE OF SEM-IV

List of Examiners

Paper	Date & Time	Examiner
CHEMPT-6	26.05.2023 (11:00 a.m.)	Dr. Anil K. Karak
CHEMPT-7	26.05.2023 (12:00 noon)	Dr. Anil K. Karak
CHEMPT-8	26.05.2023 (1:00 p.m.)	Dr. Anil K. Karak
CHEMPT-9	26.05.2023 (2:00 p.m.)	Dr. Anil K. Karak
CHEMPT-10	26.05.2023 (3:00 p.m.)	Dr. Anil K. Karak

Miscellaneous

1. It has been decided to update the stock of chemicals/glass-ware/plastic ware.

Resolution: The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.

মিটিং রেজল্যুশন বই  
MEETING RESOLUTION BOOK

উপস্থিত সদস্যের নাম NAME OF MEMBERS PRESENT	স্বাক্ষর/স্বাক্ষর SIGNATURE
১.১. মানিক মন্ডল	১১/১১
১.২. আরিফুল ইসলাম	১১/১১
১.৩. আরিফুল ইসলাম	১১/১১
১.৪. আরিফুল ইসলাম	১১/১১
১.৫. আরিফুল ইসলাম	১১/১১
১.৬. আরিফুল ইসলাম	১১/১১
১.৭. আরিফুল ইসলাম	১১/১১
১.৮. আরিফুল ইসলাম	১১/১১

ক্র.সং./No.	রেজল্যুশন / Resolution Adopted
1.	Most of 2nd Sem. Students performed well in the internal exam and 4th Sem. students performed in the internal exam reasonably well. So it was decided unanimously that 4th Sem. internal exam has to be taken again and also needed that faculty will take the necessary action to improve student.
2.	It has been notified to the students that all students should fill up feedback form and submit it.
Miscellaneous:	
1.	Update of necessary equipments has to be done for smooth running of practical classes, it was decided unanimously in the meeting.
2.	It was unanimously decided to maintain a student register book for students information viz, student ID, Aggregate of marks (Semester wise), current status of the students etc. In this regard, prescribed Google sheet has been forwarded to students, after collecting the data, it should be updated in the register book.

ক্র.সং./No.	রেজল্যুশন (Resolution Adopted)
Sript Singh College Department of Chemistry Meeting Resolution Resolution Adopted	
Date: 11-05-23	
Resolution:	
1.	Most of the 2 <sup>nd</sup> sem. students performed well in the internal exam and 4 <sup>th</sup> sem. students performed in the internal exam reasonably well. So it was decided unanimously that internal exam of 4 <sup>th</sup> sem. has to be taken again and also resolved that the faculty will take the necessary action to improve the performance of students.
2.	It has been notified to the students that all students should fill up feedback form (2 <sup>nd</sup> , 4 <sup>th</sup> and 6 <sup>th</sup> Sem. students).
Miscellaneous:	
1.	Various miscellaneous issues were discussed, including Update of necessary Equipments of the department for smooth running of the practical classes.
2.	It was unanimously decided to maintain a Student's Register Book for students information viz, Student ID, Aggregate of marks (Semester wise), Current status of the students etc. In this regard prescribed Google sheet has been forwarded to students, After collecting the data should be updated in the spreadsheet.
Resolved: The department meeting concluded with resolutions as the above agenda items. Each resolution was discussed and voted upon.	

মিটিং রেজলুশন বই  
MEETING RESOLUTION BOOK

ক্র/No	উপস্থিত সভাপতির নাম	তার/Date
১.১	Arif Rahman Khan	14.11.23
১.২	Masrurul Hossain	20.11.23
১.৩	Raja Ghosh	25.11.23
১.৪	Prof. Saikat	29.11.23
১.৫	Prof. Saikat	29.11.23
১.৬	Dr. Arun K. Kundu	29.11.23
১.৭	Raja Ghosh	29.11.23

১. Examiners names for 4th sem internal exam and practical exam have decided in the meeting.
২. Examiners names for 6th sem practical exam has been decided in the meeting.
৩. Internal Exam date (4th sem) will be held according to following table.

INTERNAL EXAM NOTICE OF SEM-IV

Paper	Date & Time	Examiner
CHEM401	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM402	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM403	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM404	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM405	13.08.2023 (11:00 am)	Dr. Arun K. Kundu

৪. Practical Exam (4th sem) will be held according to the following schedule:

Practical Exam Notice of Sem IV

Paper	Date & Time	Examiner
CHEM401-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM402-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM403-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM404-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM405-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman

৫. Question papers will be prepared for internal exam (4th sem) by the respective examiners.

ক্র/No	রেজলুশন / Resolution Adopted
	Miscellaneous:
১	In the departmental meeting it was unanimously decided that prize will be distributed to the topper of each semester from the Department.

Bipar Singh College  
Department of Chemistry,  
Narsingh Sadar, Hailujiang  
Bihar (India)

Date: 06-01-23

Resolution:

- Examiner's name for 4<sup>th</sup> SEM internal and practical exam have been decided in the meeting.
- Examiner's name for 6<sup>th</sup> SEM practical exam has been decided in the meeting.
- Internal exam date for 4<sup>th</sup> SEM will be held according to the following schedule.

INTERNAL EXAM NOTICE OF SEM-IV

Paper	Date & Time	Examiner
CHEM401-4	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM402-4	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM403-4	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM404-2 (Pr)	13.08.2023 (11:00 am)	Dr. Arun K. Kundu
CHEM405-4 (Pr)	13.08.2023 (11:00 am)	Dr. Arun K. Kundu

Practical Exam Notice of Sem-IV

Paper	Date & Time	Examiner
CHEM401-Pr-4	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM402-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Dr. Arif Rahman
CHEM403-Pr	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman
CHEM404-Pr	13.08.2023 (11:00 am)	All faculty members
CHEM405-Pr-4 (Pr)	13.08.2023 (11:00 am)	Dr. Arun K. Kundu & Mr. Arif Rahman

Miscellaneous

- In the departmental meeting it was unanimously decided that prize will be distributed to the topper of each semester from the Department.

Resolved: The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.



Notice

Date: 17.7.2022

It is notified for all concerned that a departmental meeting will be held on 15.7.2022 at 3 p.m. at department of Economics to discuss the following agenda:

Agenda

1. Syllabus distribution of 1st semester

1. AkSen

2. Anurag Kumar Choudhary

Resolution

Date: 15.7.2022

Signature:

1. Sujin Das
2. AkSen
3. Anurag Kumar Choudhary

It is resolved that the syllabus of 1st Sem is distributed as follows: -

HCC-T-1 - AKC, SKD

HCC-T-2 - SKD, AKC

HCC-T-1 - AKS, AKC

GICC-T-1 - AKC,

Sujin Das

HOD  
Department of Economics  
Sripat Singh College

15.7.2022

Notice

Date, 9.8.2022

It is notified for all concerned that a departmental meeting will be held to discuss the following agenda on 10.8.2022 at 3 P.M., at Department of Economics.

Agenda

1. Departmental routine

*Sujin K. Das,*

HOD  
Department of Economics  
Sri Sri Singh College

1. Routine

2. Arunima Kumar Choudhury

Resolution

Date-10.8.2022

Signature

1. Sujin K. Das
2. Arunima Kumar Choudhury

It is resolved that the final departmental routine is prepared and approved unanimously and all faculties will take classes accordingly.

*Sujin K. Das,*

HOD  
Department of Economics  
Sri Sri Singh College

Notice

Date 6.12.2022

It is notified for all concerned that a departmental meeting will be held on 18.12.2022 at ~~10.00 AM~~ 3 P.M at Dept. of Economics to discuss about the internal examination of Sem-1.

Sujon Kr. Das

HOD  
Department of Economics  
Sripat Singh College

1. Arsen

2. Anura Kumar Choudhary

Resolution

Date 23.12.22

Signature:

1. Sujon Kr. Das

2. Arsen

3. Anura Kumar Choudhary

It is resolved that the internal exam of Semester I will be taken on 23.12.2022. The paper setting and evaluation of answer scripts will be distributed as follows:

Question paper Setting:

HCC - T-1	-	AKC
HCC - T-2	-	SKD
HGE - T-1	-	AKC
GCC - T-1	-	SKD

Evaluation:

HCC - T-1	-	AKC
HCC - T-2	-	SKD
HGE - T-1	-	AKC
GCC - T-1	-	SKD

Sujon Kr. Das,

HOD  
Department of Economics  
Sripat Singh College

Notice

Date: 18.03.2022

It is notified that a departmental meeting will be held on 21.9.2022 at 3 P.M. at Dept. of Economics for the discussion on following Agenda:

Agenda:

1. Syllabus completion update
2. Parents-Teacher meeting
3. Feed back from students

Sujin Verma

HOD  
Department of Economics  
Sri Pratap Singh College

1. Akshay

2. Anurupa Kumar Choudhary

Resolution

Date: 21.3.2022

Signature

1. Sujin Verma

2. Akshay

3. Anurupa Kumar Choudhary

Agenda-1: It is discussed that Syllabus of all Semesters has been completed successfully in time. It is decided that few remedial classes will be taken as per requirement from Student's end.

Agenda-2: It is discussed that a parent-teacher meeting will be arranged in the 3rd week of April, 2022.

Agenda-3: It is decided that in order to take the feed-back from our students about teaching, learning, etc., a google form will be given to all in the last week of April, 2022. Later on, all the teachers will discuss the feedback given by them and will take necessary arrangements.

Sujin Verma

HOD  
Department of Economics  
Sri Pratap Singh College

**SRIPAT SINGH COLLEGE**  
**DEPARTMENT OF ENGLISH**

Date: 05/08/2022

NOTICE

It is hereby notified to all the teachers of the department that a meeting will be held on 13/08/2022 at 1.00 p.m. to discuss the following agenda:

1. To read and confirm the proceedings of previous meeting.
2. Evaluation of students through continuous mock test.
3. Distribution of answer scripts.
4. Misc

*Ami*  
05/08/22

*So Pan*  
05.08.22  
HOD  
Department of English  
Sripat Singh College

*R*  
05/08/22

*RR*  
05/08/2022

*Am*  
05/8/22

*D. Vasanthakumari*  
05/08/22

**SRIPAT SINGH COLLEGE**  
**DEPARTMENT OF ENGLISH**

Date: 13/08/2022

Resolutions:

1. All the proceedings of the previous meeting are being unanimously read and confirmed.
2. It is unanimously resolved that students will be evaluated through continuous mock test throughout the session. Concerned teachers will decide the mode of evaluation.
3. List of teachers for evaluation of KU Sem IV answer scripts:  
CC-8 NY  
CC-9 AM  
CC-10 RSM  
SEC- EKP  
PCC and PSEC TR and NS.

*Am*  
13.08.22

*So*  
13.08.22  
HOD  
Department of English  
Sripat Singh College

*Am*  
13/8/22

*R*  
13/08/2022

*R*  
13/08/22

*A*  
15/08/22

**SRIPAT SINGH COLLEGE**  
**DEPARTMENT OF ENGLISH**

Date: 10/11/2022

NOTICE

It is hereby notified to all the teachers of the department that a meeting will be held on 18/11/2022 at 2.00 p.m. to discuss the following agenda:

1. To read and confirm the proceedings of previous meeting.
2. Classes.
3. Internal Assessment.
4. Misc.

*[Signature]*  
10/11/22

*[Signature]*  
HOD 10.11.22  
Department of English  
Sripat Singh College

*[Signature]*  
10/11/2022

*[Signature]* *[Signature]*  
10/11/22 10/11/22

*[Signature]*  
10/11/22

**SRIPAT SINGH COLLEGE**  
**DEPARTMENT OF ENGLISH**

Date: 18/11/2022

**Resolutions:**

1. All the proceedings of the previous meeting are being unanimously read and confirmed.
2. Even semester classes will commence as per the availability of new class routine.
3. All the teachers will arrange Internal Assessment through online mode from their assigned texts. Date and time of the exam will be communicated by concerned teachers.

*So Pava*  
18.11.22  
HOD  
Department of English  
Sripat Singh College

*Prini*  
18/11/22

*Am*  
18/11/22

*R*  
18/11/2022

*R.*  
18/11/22

*W. Mahapatra*  
18/11/22





# Sripat Singh College,

Jiaganj, MSD, W.B

## Department of Environmental Science

### Departmental Meeting

Date-10/01/2022

**Whereas** the meeting is about the departmental routine, class distribution, syllabus unitization, any other

The meeting is held 10/01/2022 online. All the teachers are present & discussed about the process.

**Resolved** that the departmental routine will be made after central routine published by the college.

**Resolved** that both the teachers will take initiatives for routine adjustment, syllabus distribution within fifteen days from this meeting.

#### Member Present:

Rakesh Pal

Amitava Kar



Deptt. of Env. Sc.  
Sripat Singh College  
Jiaganj, Murshidabad  
**Deptt of Env. Sc**  
Sripat Singh College

# Sripat Singh College

Jiaganj, MSD, W.B

Department of Environmental Science

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Departmental Meeting

Date-11/02/2022

**Whereas** the meeting is about the Educational tour in Water Treatment Plant, PHE Department, Govt. of West Bengal, Azimganj, Murshidabad for the partial fulfillment of the syllabus of 3 rd & 5 th semester, 2022

The meeting is held 11/02/2022 online. All the teachers are present & discussed about the process.

**Resolved** that the excursion will be on 11 th March, 2022. All the students are advised to take participate in this programme from 10:30 a.m.

**Resolved** that the field study report will be made by the students within fifteen days from the date of visit that plant.

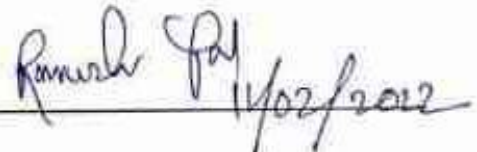
**Member Present:**

Rakesh Pal

Amitava Kar

Amitava Kar  




  
11/02/2022

Deptt. of ENV. SC.  
Sripat Singh College  
Jiaganj, Murshidabad  
**Deptt of Env. Sc**  
Sripat Singh College



**Sripat Singh College,**

**Jiaganj, MSD, W.B**

**Department of Environmental Science**

Departmental Meeting

Date-17/02/2022

Whereas the meeting is about the evaluation & marks allotment on portal of university about 2 nd semester programme course on AECC (ENVS).

The meeting is held 17/02/2022 online. All the teachers are present & discussed about the process.

Resolved that marks allotment of internal will be done before 21 st September as final for smooth convenience. Both teachers will act as examiner.

Resolved that the process starts after the opening of marks portal of University.

**Member Present:**

**Amitava Kar**

**Rakesh Pal**

*Amitava Kar*  
*Rakesh Pal*



*Rakesh Pal*  
17/02/22

**HoD**  
Deptt. of ENV. SC. 7  
Sripat Singh College  
Deptt of Env. Sc  
Jiaganj, Murshidabad

**Sripat Singh College**



# Sripat Singh College,

Jiaganj, MSD, W.B

Department of Environmental Science

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Departmental Meeting

Date-10/03/2022

**Whreas** the meeting is about the internal examination of 1 st semester, 2023.

The meeting is held 10/03/2023 online. All the teachers are present & discussed about the process.

**Resolved** that the questions will be made of maximum of 20 marks. Each Question will be two marks for assessment.

**Resolved** that both the teachers will make questions within four days after the meeting.

**Member Present:**

Amitava Kar

Rakesh Pal



Deptt. of **HoD** SC  
**Deptt of Env Sc**  
Jiaganj, Murshidabad  
**Sripat Singh College**



# Sripat Singh College,

Jiaganj, MSD, W.B

## Department of Environmental Science

### Departmental Meeting

Date-18/05/2022

**Whereas** the meeting is about the internal examination of 6<sup>th</sup> semester, 2022.

The meeting is held 18/05/2022 online. All the teachers are present & discussed about the process.

**Resolved** that the questions will be made of maximum of 20 marks. Each Question will be two marks for assessment. The examination will be offline mode at the Department of Env.Sc.

**Resolved** that both the teachers will make questions within four days after the meeting.

#### **Member Present:**

**Rakesh Pal**

**Amitava Kar**



**HOD,**  
Deptt. of ENV. SC.  
**Deptt of Env.Sc**  
Sripat Singh College  
Jiaganj, MSD, W.B



# Sripat Singh College,

Jiaganj, MSD, W.B

Department of Environmental Science

Departmental Meeting

Date-17/07/2022

Whereas the meeting is about the evaluation & marks allotment on portal of university about 2 nd semester programme course on AECC (ENVS), Theory Paper (Marks-40).

The meeting is held 17/07/2022 online. All the teachers are present & discussed about the process.

Resolved that marks allotment of <sup>Theory</sup> ~~internal~~ will be done before 28 th September as final for smooth convenience. Both teachers will act as examiner.

Resolved that the process will start after the opening of marks portal of University.

Member Present:

Rakesh Pal

Amitava Kar



HoD  
Sripat Singh College  
Deptt of Env. Sc

Sripat Singh College



# Sripat Singh College,

Jiaganj, MSD, W.B

## Department of Environmental Science

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### Departmental Meeting

Date-20/07/2022

**Whereas** the meeting is about the departmental routine, class distribution, syllabus unitization for odd semesters (I, III, V).

The meeting is held 20/07/2022 online. All the teachers are present & discussed about the process.

**Resolved** that the departmental routine will be made after central routine published by the college.

**Resolved** that both the teachers will take initiatives for routine adjustment, syllabus distribution within fifteen days from this meeting.

**Member Present:**

**Rakesh Pal**

**Amitava Kar**



Deptt. of **HND SC.**  
Sripat Singh College  
Deptt. of **Env. Sc**  
Jiaganj, Muishajad  
Sripat Singh College

# Sripat Singh College

Jiaganj, MSD, W.B

Department of Environmental Science

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Departmental Meeting

Date-02/09/2022

**Whereas** the meeting is about the Educational tour in Sillery Gaon, Darjeeling, W.B for the partial fulfillment of the syllabus of 3 rd & 5 th semester, 2022

The meeting is held 02/09/2022 ~~off~~ine. All the teachers are present & discussed about the process.

**Resolved** that the excursion will be held in the mid month of November, 2022. The exact date will be finalized after booking rail ticket with confirmation & other accommodation & transport facilities with confirmation.

**Resolved** that the process will start after the meeting with students & with the consent letter from parents within first week September, 2022.

**Member Present:**

**Rakesh Pal**

**Amitava Kar**

*Amitava Kar*  
*Rakesh Pal*



*Rakesh Pal*  
*Amitava Kar*

Deptt. of Env. Sc.  
Sripat Singh College  
Jiaganj, MSD, W.B.  
**Sripat Singh College**





# Sripat Singh College,

Jiaganj, MSD, W.B

Department of Environmental Science

Departmental Meeting

Date-04/01/2023

**Whereas** the meeting is about the departmental routine, class distribution, syllabus unitization for even semesters (II, IV, VI). The meeting is held 04/01/2023 offline. All the teachers are present & discussed about the process.

**Resolved** that the departmental routine will be made after central routine published by the college.

**Resolved** that both the teachers will take initiatives for routine adjustment, syllabus distribution within fifteen days from this meeting.

**Member Present:**

Rakesh Pal

Amitava Kar

*Amitava Kar*  
*Rakesh Pal*



*[Signature]* 04/01/23

**HoD**

Deptt. of Env. Sc.  
Sripat Singh College  
Sripat Singh College



# Sripat Singh College,

Jiaganj, MSD, W.B

## Department of Environmental Science

### Departmental Meeting

Date-12/04/2023

**Whereas** the meeting is about the internal examination of 6<sup>th</sup> semester, 2023.

The meeting is held 12/04/2023 ~~off~~line. All the teachers are present & discussed about the process.

**Resolved** that the questions will be made of maximum of 20 marks. Each Question will be two marks for assessment. The examination will be offline mode at the Department of Env.Sc.

**Resolved** that both the teachers will make questions within four days after the meeting. Evaluation of marks will be showed after ten days of internal test.

#### Member Present:

Amitava Kar

Rakesh Pal

*Rakesh Pal*  
*Amitava Kar*



*Rakesh Pal*

Deptt. of ~~HOD~~ SC.  
Sripat Singh College  
Deptt of Env. Sc  
Jiaganj, Murshidabad  
Sripat Singh College

**Sripat Singh College**  
**Department of Geography,**

**Notice for General Meeting**

**Date: 18/05/2022**

Dear Faculty Members,

Notice is hereby given to faculty members that the meeting of Department of Geography will be held on **25.05.2022 Wednesday** at 3.00 PM. in the departmental Computer Lab to conduct the following activities of the Department.

**AGENDA**

1. Analysis of 2nd Internal examination result,
2. Geographical Excursion
3. Feedback from the students
4. Miscellaneous

So, I am requesting to all faculty members are please to attended the meeting as per schedule time.

Thanking You,

  
Head of The Department of Geography

  
23.5.22

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

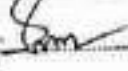


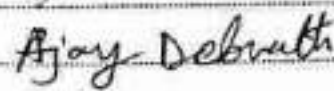
মিটিং এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting

মিটিং এর স্থান : / Venue of Meeting :

মিটিং এর সময় : / Time of Meeting

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১		২/৯	১৭/১৭
২/২		১০/১০	১৮/১৮
৩/৩		১১/১১	১৯/১৯
৪/৪		১২/১২	২০/২০
৫/৫		১৩/১৩	২১/২১
৬/৬		১৪/১৪	২২/২২
৭/৭		১৫/১৫	২৩/২৩
		১৬/১৬	২৪/২৪

Sripat Singh College

Department of Geography, Meeting Resolution

Date: [25/05/2022] Time: [3.00 PM] Location: [Departmental Computer Lab]

### AGENDA

1. Analysis of 2nd Internal examination result,
2. Geographical Excursion
3. Feedback from the students
4. Miscellaneous

### Resolution:

#### 1. Analysis of 2nd Internal Examination Result:

The department reviewed the results of the 2nd Internal Examination.

Overall, the performance of students has improved compared to the previous examination.

HOD will compile a detailed analysis report, which will be shared with the faculty and students for feedback and improvement.

#### 2. Geographical Excursion:

The proposed geographical excursion to Batabari, Jalpaiguri was discussed and approved.

The excursion is scheduled for Month of June.

HOD will coordinate the excursion details, including transportation, itinerary, and safety measures.

#### 3. Feedback from the Students:

The department received valuable feedback from students regarding the course content, teaching methods, and facilities.

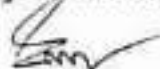
Faculty members will review the feedback and take necessary actions to address any concerns raised by the students.

#### 4. Miscellaneous:

Various miscellaneous issues were discussed, including Update of necessary Equipment's of the department and Sweeping Cleaning.

**Resolved:** The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.

**Adjournment:** The meeting was adjourned at 4.30 PM.

  
Approved by:

**Sripat Singh College**  
**Department of Geography,**

**Notice for General Meeting**

**Date: 03/08/2022**

Dear Faculty Members,

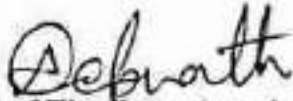
Notice is hereby given to faculty members that the meeting of Department of Geography will be held on **10.08.2022 Wednesday at 3.00 PM.** in the departmental Computer Lab to conduct the following activities of the Department.

**AGENDA**

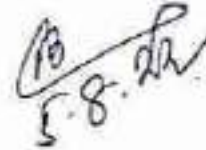
- 1. Departmental routine,**
- 2. Syllabus distribution,**
- 3. Miscellaneous**

So, I am requesting to all faculty members are please to attained the meeting as per schedule time.

Thanking You,



Head of The Department of Geography



# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

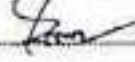


মিটিং এর ক্রমিক সংখ্যা : / Serial No. of Meeting :

মিটিং এর তারিখ : / Date of Meeting

মিটিং এর স্থান : / Venue of Meeting :

মিটিং এর সময় : / Time of Meeting

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১		২/৯	১৭/ 17
২/২		১০/ 10	১৮/ 18
৩/৩		১১/ 11	১৯/ 19
৪/৪	Ajay Debnath	১২/ 12	২০/ 20
৫/৫		১৩/ 13	২১/ 21
৬/৬		১৪/ 14	২২/ 22

### Sripat Singh College

#### Department of Geography, Meeting Resolution

Date: [10/08/2022] Time: [3.00 PM] Location: [Departmental Computer Lab]

##### Agenda

1. Departmental routine,
2. Syllabus distribution,
3. Miscellaneous & as a requirement of the Dept.

##### Resolution:

###### Agenda 1: Departmental Routine

**Background:** Discussion regarding the departmental routine, including schedules, office hours, and any changes needed.

**Discussion:** The discussion on departmental routines, any proposed changes, and reasons behind them.

**Resolution Details:** The department resolves to maintain the existing departmental routine.

###### Agenda 2: Syllabus Distribution

**Background:** Discuss the distribution of syllabi for the upcoming academic term.

**Discussion:** The discussion regarding syllabus distribution, including timelines and procedures.

**Resolution Details:** The department resolves to distribute syllabi for the upcoming academic term to students by 17/08/2022. Faculty members are responsible for ensuring timely distribution and addressing any questions or concerns from students.

###### Agenda 3: Miscellaneous

Various miscellaneous issues were discussed, including Update of necessary Equipment's of the department and Sweeping Cleaning.

**Resolved:** The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.

**Adjournment:** The meeting was adjourned at 4.30 PM.

  
Approved by:

**Sripat Singh College**  
**Department of Geography,**

**Notice for General Meeting**

**Date: 02/11/2022**

Dear Faculty Members,

Notice is hereby given to faculty members that the meeting of Department of Geography will be held on **09.11.2022 Wednesday at 3.00 PM.** in the departmental Computer Lab to conduct the following activities of the Department.

**AGENDA**

1. Parent-Teacher meeting held on Tentative Date as suitable for the Dept.,
2. Analysis of 1st Internal examination result,
3. Completion update of the syllabus,
4. Feedback from the students,
5. Miscellaneous

So, I am requesting to all faculty members are please to attained the meeting as per schedule time.

Thanking You,

*Debnath*

Head of The Department of Geography

*AD*  
3-11-2022

# MEETING RESOLUTION BOOK

মিটিং-এর ক্রমিক সংখ্যা : / Serial No. of Meeting :  
মিটিং এর স্থান : / Venue of Meeting :

মিটিং এর তারিখ : / Date of Meeting

মিটিং এর সময় : / Time of Meeting

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	<i>[Signature]</i>	৯/৯	১৭/১৭
২/২	<i>[Signature]</i>	১০/১০	১৮/১৮
৩/৩	<i>[Signature]</i>	১১/১১	১৯/১৯
৪/৪	<i>Ajay Debnath</i>	১২/১২	২০/২০
৫/৫		১৩/১৩	২১/২১
৬/৬		১৪/১৪	২২/২২
৭/৭		১৫/১৫	২৩/২৩
৮/৮		১৬/১৬	২৪/২৪

## Sripat Singh College

### Department of Geography, Meeting Resolution

**Date:** [09/11/2022] **Time:** [3.00 PM] **Location:** [Departmental Computer Lab]

#### Agenda

1. Parent-Teacher meeting held on Tentative Date as suitable for the Dept.,
2. Analysis of 1st Internal examination result,
3. Completion update of the syllabus,
4. Feedback from the students,
5. Miscellaneous & as a requirement of the Dept

#### Resolution:

##### Agenda 1: Parent-Teacher Meeting (PTM) Planning

**Background:** The department needs to plan for a Parent-Teacher Meeting (PTM) to enhance communication and engagement with the parents of our students.

**Discussion:** The discussion regarding PTM planning, including the proposed date and logistics.

**Resolution Details:** It is resolved that the Parent-Teacher Meeting (PTM) will be held on 17/11/2022, and the department will collaborate to make the event successful.

##### Agenda 2: Analysis of 1st Internal Examination Results

**Background:** The department needs to assess the performance of students in the 1st Internal Examination to identify areas of improvement.

**Discussion:** The discussion about the examination results and any concerns or action points.

**Resolution Details:** The department resolves to analyze the 1st Internal Examination results and take necessary actions to address student performance issues.



### **Agenda 3: Completion Update of the Syllabus**

**Background:** The progress of completing the syllabus needs to be discussed to ensure that it aligns with the academic calendar.

**Discussion:** The discussion about syllabus completion and different challenges or updates.

**Resolution Details:** The department resolves to review the syllabus completion status regularly and adjust teaching schedules if needed to ensure timely coverage of all topics.

### **Agenda 4: Student Feedback**

**Background:** The department values student feedback to improve the teaching and learning experience.

**Discussion:** The feedback received from students and any proposed actions.

**Resolution Details:** The department resolves to continue collecting and analyzing student feedback, using it as a basis for improvement. Feedback collection mechanisms will be enhanced, and action will be taken on specific issues raised by students.

### **Agenda 5: Miscellaneous**

Various miscellaneous issues were discussed, including Update of necessary Equipment's of the department and Sweeping Cleaning.

**Resolved:** The department meeting concluded with resolutions on the above agenda items. Each resolution was discussed and voted upon.

**Adjournment:** The meeting was adjourned at 4.30 PM



**Approved by:**

**Sripat Singh College**  
**Department of Geography,**

**Notice for General Meeting**

**Date: 15/03/2023**

Dear Faculty Members,

Notice is hereby given to faculty members that the meeting of Department of Geography will be held on **22.03.2023 Wednesday at 3.00 PM.** in the departmental Computer Lab to conduct the following activities of the Department.

**AGENDA**

1. 1st Internal examination schedule,
2. One day Filed Work
3. Miscellaneous

So, I am requesting to all faculty members are please to attained the meeting as per schedule time.

Thanking You,

*Debraj*

Head of The Department of Geography

*AB*  
*20-3-23*

Sl  
No.1

# Sripat Singh College

## Department of Geography, Meeting Resolution

Date: [22/03/2023] Time: [3.00 PM] Location: [Departmental Computer Lab]

### A G E N D A

1. 1st Internal examination schedule,
2. One day Filed Work
3. Miscellaneous

#### **Resolution:**

##### **Agenda 1: 1st Internal Examination Schedule**

**Background:** Discussion regarding the scheduling of the 1st Internal Examination for the Semester – II, IV and VI students of the department.

**Discussion:** The discussion on the examination schedule, including proposed dates, and any concerns.]

**Resolution Details:** The department resolves to schedule the 1st Internal Examination as follows:

- Dates: 28/03/2023
- Responsibility: Dr. Ajoy Debnath

##### **Agenda 2: One-Day Field Work**

**Background:** Discussion regarding the planning and execution of a one-day fieldwork activity for Semester - IV students.

**Discussion:** The discussion about the fieldwork, including objectives, locations, and logistical arrangements.

**Resolution Details:** The department resolves to organize a one-day fieldwork activity on 15/04/2023 with the following details:

- Objectives: River Bank Erosion Study
- Locations: Boyra Mouza, Lalgola
- Faculty Lead: Dr. Sucheta Mukherjee

##### **Agenda 3: Miscellaneous**

Various miscellaneous issues were discussed, including Update of necessary Equipment's of the department and Sweeping Cleaning.

**Resolved:** The department meeting concluded with resolutions on the above agenda items.

Each resolution was discussed and voted upon.

**Adjournment:** The meeting was adjourned at 4.30 PM

Approved by: 

**Sripat Singh College**  
**Department of Geography,**

**Notice for General Meeting**

**Date: 17/05/2023**

Dear Faculty Members,

Notice is hereby given to faculty members that the meeting of Department of Geography will be held on **24.05.2023 Wednesday at 3.00 PM.** in the departmental Computer Lab to conduct the following activities of the Department.

**AGENDA**

1. Analysis of 2nd Internal examination result,
2. Geographical Excursion
3. Feedback from the students
4. Miscellaneous

So, I am requesting to all faculty members are please to attained the meeting as per schedule time.

Thanking You,

Head of The Department of Geography

*Debnath*      *A*  
23-5-23

# Sripat Singh College

## Department of Geography, Meeting Resolution

Date: [24/05/2023] Time: [3.00 PM] Location: [Departmental Computer Lab]

### AGENDA

1. Analysis of 2nd Internal examination result.
2. Geographical Excursion
3. Feedback from the students
4. Miscellaneous

### **Resolution:**

#### **1. Analysis of 2nd Internal Examination Result:**

The department reviewed the results of the 2nd Internal Examination.

Overall, the performance of students has improved compared to the previous examination. HOD will compile a detailed analysis report, which will be shared with the faculty and students for feedback and improvement.

#### **2. Geographical Excursion:**

The proposed geographical excursion to Silary Gaon was discussed and approved.

The excursion is scheduled for Month of June.

HOD will coordinate the excursion details, including transportation, itinerary, and safety measures.

#### **3. Feedback from the Students:**

The department received valuable feedback from students regarding the course content, teaching methods, and facilities.

Faculty members will review the feedback and take necessary actions to address any concerns raised by the students.

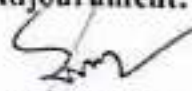
#### **4. Miscellaneous:**

Various miscellaneous issues were discussed, including Update of necessary Equipment's of the department and Sweeping Cleaning.

**Resolved:** The department meeting concluded with resolutions on the above agenda items.

Each resolution was discussed and voted upon.

**Adjournment:** The meeting was adjourned at 4.30 PM.

  
**Approved by:**

## NOTICE

Date - 22.12.22

It is notified for information of all concerned that a meeting will be held on 3rd January 2023 at 11:30 a.m. in the staff room.

Agenda - 1. Change of headship.  
2. Miscellaneous

Shruti Datta Bandy  
HOD \* Dept. of History  
S.S. College.

Signature of the  
teachers

1. Sagar Sahu

2. Eshika Rani

3. Samir Bhattarai

4. Swapan Kumar Sahoo

H O D  
Department of History  
Sripat Smith College  
Jaganj, Murshidabad

## Resolution

Date - 3.1.23  
Place - Staff room

Signature of the  
teachers.

1. Emili-Rui
2. SHARAN KUMAR SARKAR
3. Somnath Chatterjee
4. Sagar Sinha

Matters discussed -  
The following matters have been discussed in the meeting.

1. Smt. Emili-Rui has been selected as the head of the department for the next two years.
2. Sri Sagar Sinha has proposed to organize an international seminar.

Sharmila Datta Banik  
HOD, Dept. of History

H. O. D  
Department of History  
Sri Singh College  
Jaganj, Murshidabad



Sripat Singh College  
Department of Mathematics

Date: 03.08.2022

NOTICE

A departmental meeting will be held on 10.08.2022 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda: 1) Departmental routine,  
2) Syllabus distribution (SEM-I, SEM-III; SEM-V).  
3) Miscellaneous

Signature of the faculty members

- 1) B M Ujjal Afson
- 2) Proxanta Mondal
- 3) Ashok Raj Mahali

Sudhanshu K. Bhowmik  
HOD

Department of Mathematics,  
Sripat Singh College





**Sri Pat Singh College**  
Department of Mathematics

Date: 10.08.2022

RESOLUTION

The meeting started at 3.00 pm. in the department.

Item No. 1. To consider the preparation of the departmental routine for the session 2022-2023

It is resolved that the classes are distributed properly among the faculties. This meeting approves the final departmental routine and the class will be held as per college notification.

Item No. 2. To consider the distribution of the syllabus ( SEM-I, SEM-III; SEM-V )

It is resolved after a detail discussion that the whole syllabus had been distributed properly among the faculties. This meeting approves it.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B M Ujjal Afsar
- 2) Boorinta Mondal
- 3) Ashok Raj Mahali

HOD

Department of Mathematics,  
Sri Pat Singh College



Sri Pat Singh College  
Department of Mathematics

Date: 20.09.2022

NOTICE

A departmental meeting will be held on 27.09.2022 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

Agenda: 1) 1<sup>st</sup> Internal examination schedule, (SEM-I, SEM-III; SEM-V),  
2) Miscellaneous

Signature of the faculty members

- 1) B M Ujjwal Afsan
- 2) Boosanta Mondal
- 3) Ashok Raj Mahali

*Suchanishu K. Ghosh*  
HOD

Department of Mathematics,  
Sri Pat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 27.09.2022

RESOLUTION

The meeting started at 3.00 pm. in the department.

Item No. 1. To consider the preparation of the schedule for the 1<sup>st</sup> internal examination schedule (SEM-I, SEM-III; SEM-V)

It is resolved that will be organised on and from 02.10.2022. This meeting approves this decision.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B M Uzzal Afza.
- 2) Bozanta Mondal
- 3) Ashok Raj Mahali

*Sushant Kumar Shrivastava*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
Department of Mathematics

Date: 02.11.2022

NOTICE

A departmental meeting will be held on 09.11.2022 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

**Agenda:** 1) Parent-Teacher meeting

2) Analysis of the 1<sup>st</sup> Internal Examination result (SEM-I, SEM-III; SEM-V),

3) Completion update of the syllabus

4) Feedback from the students

5) Miscellaneous

Signature of the faculty members

1) B M Uzzal Afsan

2) Prasanta Mandal

3) Ashok Raj Mahali

*Sudhanshu K. Bhowmik*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 09.11.2022

RESOLUTION

The meeting starts at 3.00 pm. in the department.

**Item No. 1.** To consider the fix up the date of the Parent-Teacher meeting (SEM-I, SEM-III; SEM-V)

It is resolved that the Parent-Teacher meeting will be held on 19.11.22, at 2pm. This meeting approves this decision.

**Item No. 2.** To consider the Analysis of the 1<sup>st</sup> Internal Examination result (SEM-I, SEM-III; SEM-V)

It is reported that the performance of the 81% of students is satisfactory and also resolved that the faculties will take the necessary action to enrich the students.

**Item No. 3.** To consider the completion update of the syllabus (SEM-I, SEM-III; SEM-V)

It is reported that the syllabus has been completed as the department fix for this assessment. This meeting approves this decision.

**Item No. 4.** To consider the feedback status from the students (SEM-I, SEM-III; SEM-V)

It is reported that the response from the student for feedback is satisfactory and shown in the following manner,

Good-41%, Verygood-46% & Excellent-13%

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B M Ujjwal Afreen
- 2) Brasmata Mondal
- 3) Ashok Raj Mahali

*Sudhanshu K. Biswas*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 07.12.2022

NOTICE

A departmental meeting will be held on 14.12.2022 at 3.00 pm, in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Analysis of the 2<sup>nd</sup> Internal Examination result (SEM-I, SEM-III; SEM-V),  
2) Feedback from the students  
3) Miscellaneous

Signature of the faculty members

- 1) B M Uzzal Afsan
- 2) Bhasanta Mandal
- 3) Ashok Raj Mohali

*Sudhanshu K. Bhatnagar*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sri Pat Singh College**  
**Department of Mathematics**

Date: 14.12.2022

RESOLUTION

The meeting started at 3.00 pm. in the department.

**Item No. 1.** To consider the Analysis of the 2<sup>nd</sup> Internal Examination result (SEM-I, SEM-III; SEM-V)

It is reported that the performance of the 89% of students is satisfactory and also resolved that the faculties will take the necessary action to enrich the students.

**Item No. 2.** To consider the feedback status from the students (SEM-I, SEM-III; SEM-V)

It is reported that the response from the student for feedback is satisfactory and shown in the following manner.

Good-40%, Verygood-44% & Excellent-16%

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) *V. N. Ujjwal Arsen*
- 2) *Beosanta Mondal*
- 3) *ASHOK R. J. Mahali*

*Sudhanshu K. Bhowmik*  
HOD

Department of Mathematics,  
Sri Pat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 01.02.2023

NOTICE

A departmental meeting will be held on 08.02.2023 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Departmental routine,  
2) Syllabus distribution ( SEM-II, SEM-IV; SEM-VI),  
3) Miscellaneous

Signature of the faculty members

- 1) B. M. Ujjal Afshan
- 2) Broxanta Mondal
- 3) Ashok Raj Mahali

*Sudhanshu K. T. Bhowmik*  
HOD

Department of Mathematics,  
Sripat Singh College





**Sri Pat Singh College**  
**Department of Mathematics**

Date: 08.02.2023

RESOLUTION

The meeting started at 3.00 pm. in the department.

**Item No. 1.** To consider the preparation of the departmental routine for the session 2022-2023

It is resolved that the classes are distributed properly among the faculties. This meeting approves the final departmental routine and the class will be held as per college notification.

**Item No. 2.** To consider the distribution of the syllabus (SEM-II, SEM-IV; SEM-VI)

It is resolved after a detail discussion that the whole syllabus had been distributed properly among the faculties. This meeting approves it.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B M Uzzal Afson
- 2) Beozanta Mondal
- 3) Ashok Raj Mahali

*Sudhanshu K. Bhowmik*  
HOD

Department of Mathematics,  
Sri Pat Singh College



Sripat Singh College  
Department of Mathematics

Date: 15.03.2023

NOTICE

A departmental meeting will be held on 22.03.2023 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

Agenda: 1) 1<sup>st</sup> Internal examination schedule (SEM-II, SEM-IV; SEM-VI),  
2) Miscellaneous

Signature of the faculty members

- 1) *Ab N Uzzal Afza*
- 2) *Brosanta Mondal*
- 3) *Ashok Raj Mohali*

*Sudhanshu Keshav*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 22.03.2023

RESOLUTION

The meeting started at 3.00 pm, in the department.

Item No. 1. To consider the preparation of the schedule for the 1<sup>st</sup> Internal examination schedule (SEM-II, SEM-IV; SEM-VI)

It is resolved that will be organised on and from 29.03.23. This meeting approves this decision.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B m Vysal Arjan
- 2) Rozantra Mandal
- 3) Ashok Raj Mahali

*Sudhanshu Kishore Das*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
Department of Mathematics

Date: 05.04.2023

NOTICE

A departmental meeting will be held on 12.04.2023 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

**Agenda:** 1) Parent Teacher meeting

2) Analysis of the 1<sup>st</sup> Internal Examination result (SEM-II, SEM-IV; SEM-VI),

3) Completion updates of the syllabus,

4) Feedback from the students

3) Miscellaneous

Signature of the faculty members

1) B M Ujjwal Agrawal

2) Pravin Kumar Mandal

3) Ashok Raj Neelani

*Sudhanshu K. Bhatnagar*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 12.04.2023

RESOLUTION

The meeting starts at 3.00 pm. in the department.

**Item No. 1.** To consider the fix up the date of the Parent-Teacher meeting (SEM-I, SEM-III; SEM-V)

It is resolved that the Parent-Teacher meeting will be held on 21.04.23, at 2pm. This meeting approves this decision.

**Item No. 2.** To consider the Analysis of the 1<sup>st</sup> Internal Examination result (SEM-II, SEM-IV; SEM-VI)

It is reported that the performance of the 77% of students is satisfactory and also resolved that the faculties will take the necessary action to enrich the students.

**Item No. 3.** To consider the completion update of the syllabus (SEM-II, SEM-IV; SEM-VI)

It is reported that the syllabus has been completed as the department fix for this assessment. This meeting approves this decision.

**Item No. 4.** To consider the feedback status from the students (SEM-II, SEM-IV; SEM-VI)

It is reported that the response from the student for feedback is satisfactory and shown in the following manner,

Good-39%, Verygood-44% & Excellent-17%

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B M Uzzal Afsan
- 2) Beesanta Mandal
- 3) Ashok Raj Mahali

*Sudhanshu K. Pattnaik*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 03.05.2023

NOTICE

A departmental meeting will be held on 11.05.2022 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

Agenda: 1) 2<sup>nd</sup> Internal examination schedule,  
2) Miscellaneous

Signature of the faculty members

- 1) BM Uzzal Afsan
- 2) Brounata Mandal
- 3) Ashok Raj Mahali

*Sudhanshu K. Mishra*  
HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 10.05.2023

RESOLUTION

The meeting started at 3.00 pm, in the department.

Item No. 1. To consider the preparation of the schedule for the 2<sup>nd</sup> Internal examination schedule (SEM-II, SEM-IV, SEM-VI).

It is resolved that will be organised on and from 17.05.2023. This meeting approves this decision.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) BM Ujjwal Afova
- 2) Prasanta Mondal
- 3) Ashok Raj Mahali

*Sudhakar Biswas*

HOD

Department of Mathematics,  
Sripat Singh College



**Sripat Singh College**  
**Department of Mathematics**

Date: 17.05.2023

NOTICE

A departmental meeting will be held on 24.05.2023 at 3.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Analysis of the 2<sup>nd</sup> Internal Examination result (SEM-II, SEM-IV; SEM-VI) ,  
2) Feedback from the students  
3) Miscellaneous

Signature of the faculty members

- 1) B M Ujjwal Afsan
- 2) Booranta Mandal
- 3) Ashok Raj Mehali

*Suchanshu K. Bhowmik*

HOD

Department of Mathematics,  
Sripat Singh College





**Sripat Singh College**  
**Department of Mathematics**

Date: 24.05.2023

RESOLUTION

The meeting started at 3.00 pm. in the department.

**Item No. 1.** To consider the Analysis of the 2<sup>nd</sup> Internal Examination result (SEM-II, SEM-IV; SEM-VI)

It is reported that the performance of the 83% of students is satisfactory and also resolved that the faculties will take the necessary action to enrich the students.

**Item No. 2.** To consider the feedback status from the students (SEM-II, SEM-IV; SEM-VI)

It is reported that the response from the student for feedback is satisfactory and shown in the following manner,

Good-41%, Verygood-47% & Excellent-12%

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) B.M. Ujjwal Afsan
- 2) Prasanta Manda
- 3) Ashok Raj Mahali

*Sudhanshu K. Mishra*

HOD

Department of Mathematics,  
Sripat Singh College

## NOTICE - 25

Date: 08.12.2022

A departmental meeting is convened on 20.12.2022 in departmental research lab at ~~11.30am~~ 11.30am to discuss about the appointment of new HOD after completion of the tenure of Ms. Debjani Mandal.

D. Mandal

08.12.2022

Head and Assistant Professor  
ept. of Molecular Biology & Biotechnology  
Sripat Singh College  
Jagajy Murshidabad

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

Dept. of MBBT

মিটিং নং / Meeting No.	0	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place Sripat Singh College
তারিখ / Date	20/12/22		সময় / Time 11.30 A.M.
১। 1.	Debjani Mandal	১। 8.	১৫। 15.
২। 2.	Abhishek Basu	২। 9.	১৬। 16.
৩। 3.	Sayantani Basu	৩। 10.	১৭। 17.
৪। 4.	Manali Biswas	৪। 11.	১৮। 18.
৫। 5.	Pallab Bhattacharya	৫। 12.	১৯। 19.
৬। 6.		৬। 13.	২০। 20.
৭। 7.		৭। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
	Meeting convened by Ms. Debjani Mandal, HOD, Dept. of Molecular Biology and Biotechnology, Sripat Singh College, Jangam for appointment of new HOD after completion of her tenure.
	Ms. Debjani Mandal had been acting as the Head of Dept. of Molecular Biology and Biotechnology since 03/01/2018. It was decided in previous meetings that the appointment of head will follow a cyclical order with a tenure of 2 years. However, due to covid pandemic and unavoidable problems of Ms. Manali Biswas, the tenure of Ms. Mandal is extended. For the later reason, Dr. Abhishek Basu is taking assuming the responsibility of head in good faith that upon completion of his tenure or any reasons for resignation from the position of head by Dr. Abhishek Basu, Ms. Manali Biswas will assume the responsibility of HOD. All the members have vouched to cooperate with HOD in all academic and professional responsibilities. Ms. Debjani Mandal will be the head of the

✓  
 23/12/22  
 Teacher-in-Charge  
 Sripat Singh College  
 Jangam, Malda

The outgoing Head of the department Ms. Debjani Mandal has handed over the following items to the incoming Head of the Department Dr. Abhishek Basm

- ① All files
- ② Cash amount : 1150/- (Rs. One Thousand one hundred fifty rupees only)

Debjan Mandal 03/01/2023  
Handed over current

Assistant Professor  
Dept. of Molecular Biology  
and Biotechnology  
Sripal Singh College, Jagani, M.S.D.

Abhishek Basm  
Taken over current

03/01/23  
Head and Assistant Professor  
Dept. of Molecular Biology & Biotechnology  
Sripal Singh College  
Jagani, Murshidabad

NOTICE-26

Date: 27.02.2023

A departmental meeting is convened on  
6.3.23 at 12.30pm in departmental research lab  
to discuss about the upcoming departmental tour  
and Seminar/conference. ~~Organization~~ ~~Research~~ ~~and~~ ~~funding~~.

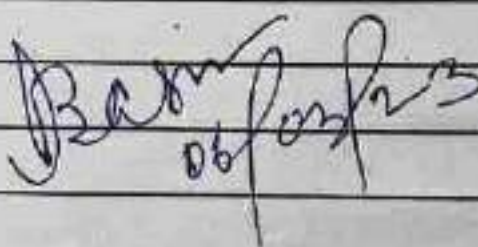
Shyamsunder Dasg

27.2.23

Head and Assistant Professor  
Dept. of Molecular Biology & Biotechnology  
Sripat Singh College  
Murshidabad

**মিটিং রেজল্যুশন বহি**  
**MEETING RESOLUTION BOOK**

মিটিং নং / Meeting No.		উপস্থিত সভ্যগণের নাম	স্থান / Place
তারিখ / Date	06/03/23	NAME OF MEMBERS PRESENT	MBBT Dept. 12.30 pm
১। 1. Abhishek Basu	১। 8.	১৪। 15.	
২। 2. Subjani Mandal	২। 9.	১৫। 16.	
৩। 3. Sayantani Basu	৩। 10.	১৬। 17.	
৪। 4. Bilkan Ghoshal	৪। 11.	১৭। 18.	
৫। 5. Manali Biswas	৫। 12.	১৮। 19.	
৬। 6.	৬। 13.	১৯। 20.	
৭। 7.	৭। 14.	২০। 21.	

নং / No.	রেজল্যুশন / Resolution Adopted
①	A Departmental tour will be conducted in Tea Gardens of Tea research Institute of North Bengal.
②	A seminar/conference will be organized by Department of MBBT of Dept. of Chemistry w/ Collaboration.
③	Funding for the aforementioned seminar will be obtained (applied) from Dept. Science & Tech & Biotech, WB.
	 Basu 06/03/23
	Head and Assistant Professor Dr. J. Mahanta Singh & Mahanta Smit Singh College Jagan, Murshidabad

NOTICE - 27

Date: 6.06.2023

A departmental meeting is convened<sup>d</sup> on 12.06.2023 in departmental research lab at 12.30pm to discuss about the theory & practical classes of the department & modification of syllabus.

Abhishek Basu

06.06.2023

Head and Assistant Professor  
dept. of Molecular Biology & Biotechnology  
Sripal Singh College  
Jaganj Murshidabad

Discussion of Syllabus under 4-year degree Course.

## মিটিং রেজল্যুশন বহি

### MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place সময় / Time
তারিখ / Date		Dept. of MBBT 12:30 pm
১। 1. Abhishek Basu	৮। 8.	১৫। 15.
২। 2. Debjani Mandals	৯। 9.	১৬। 16.
৩। 3. Masaki Biswas	১০। 10.	১৭। 17.
৪। 4. Pooja Bhatnagar	১১। 11.	১৮। 18.
৫। 5.	১২। 12.	১৯। 19.
৬। 6.	১৩। 13.	২০। 20.
৭। 7.	১৪। 14.	২১। 21.

নং / No.	রেজল্যুশন / Resolution Adopted
1.	Curriculum should be advanced as per the needs of the Industries.
2.	Practical Courses should be included in SEC papers.
3.	Mammalian physiology, Developmental Biology & Bioprocess technology should be reconsidered for inclusion in the syllabus.

Abhishek Basu  
Head and Assistant Professor  
Dept. of Molecular Biology & Biotechnology  
Shree Singh College  
Jaganj, Murshidabad



NOTICE-28

Date: 12.06.2023

A departmental meeting is convened on 27.06.2023 in departmental research lab at 11:30 am to discuss about the routine, syllabus distribution and theory & practical classes of new session 2023-2024.

Abhishek Basu

12.06.2023  
Head and Assistant Professor  
Dept. of Molecular Biology & Biotechnology  
Sriyat Singh College  
Jaganj Murshidabad

Meeting No.

Name of the members present

Date: 27.06.2023

Place: Research Lab

Time: 11:30 am

1. Abhishek Basu
2. Debjani Mandal
3. Manali Biswas
4. Bibhas Bhattacharya

### Resolution Adopted

1. The same routine will be followed for the upcoming semester until the central class routine is given by the college.
2. The practical classes will be taken jointly by ~~Dr.~~ Manali Biswas & Bibhas Bhattacharya and Abhishek Basu & Debjani Mandal.
3. ~~4<sup>th</sup> Sem GE~~ and 4<sup>th</sup> Sem GE and 2<sup>nd</sup> Sem GE theory & practical classes will be conducted jointly due to the less number of students opted for MBBT GE.
4. Syllabus distribution will be done in the next meeting.

Abhishek Basu  
Head and Assistant Professor  
dept. of Molecular Biology & Biotechnology  
Sripat Singh College  
Jaganj Murshidabad



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 23.07.2022

## NOTICE

It is hereby informed to all concerned that a departmental meeting will be held on 30.07.2022 at 2.00 pm. in the Seminar Hall, Room No. 05, to discuss the following agenda. All the faculty members are requested to attend the meeting.

Thanks, with regards.

- Agenda:**
- 1) Departmental routine
  - 2) Preparation of Attendance book
  - 3) Class & Syllabi Distribution discussion
  - 4) Miscellaneous

**Head**

Dept. of Philosophy

**HEAD**

Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad

**Signature of the faculty members:**

- 1.
- 2.
- 3.
- 4.



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 30/07/2022

## Meeting Resolution

Signature of the faculty members:

1. Anujit K. S.
2. Faruk Abdulla
3. Asole K. Mandal
4. Suraiya Yeasmin

The meeting started at 2.05 pm. in the Seminar Hall, Room No. 5.

### Item No. 1

The HoD mentioned about the agendas of the meeting and put much emphasis on making a provisional class routine before the start of the new session.

All the members agreed upon the same and ensured to exert sincere cooperation in preparing a fresh class routine within a week.

### Item No. 2

HoD seeks the cooperation of all teachers in preparing the attendance book. All the faculty members assured necessary cooperation in this regard.

### Item No. 3

The syllabi of the 1<sup>st</sup> year, 2<sup>nd</sup> year and 3<sup>rd</sup> year hon. as well as pass-course were also evenly distributed among faculty members of the department.

As there is no further discussion, the HoD declared the meeting over.

*P. Nanda*

HoD

Dept of Philosophy

HEAD

Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 14.09.2022

## NOTICE

It is notified for information of all concerned that a departmental meeting will be held on 21.09.2022 at 2.00 pm. in the Principal Chamber, Academic Building to discuss the following agenda. All the faculty members are requested to attend the meeting.

Thanks, with regards.

### Agenda:

- 1) Revision of Departmental routine
- 3) 1<sup>st</sup> & 2<sup>nd</sup> year Internal examination schedule
- 4) Miscellaneous

**Head**

Department of Philosophy

**HEAD**  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad

### Signature of the faculty members:

- 1.
- 2.
- 3.
- 4.



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 21.09.2022

## Meeting Resolution

Signature of the faculty members:

1. Prasenjit Nanda
2. Samiya Yeasmin
3. Faruk Abdulla
4. Azolu Kumar Mondal

The meeting starts at 2.05 pm. in the Seminar Hall, Room No. 5.

### Item No. 1

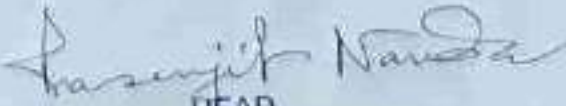
The HoD mentioned about the agendas of the meeting. At the beginning of the meeting, the Head mentions the need for some revisions in the routine and asks for some suggestions from all the faculties.

All the members agreed upon the same and ensured to exert sincere cooperation in preparing a fresh class routine within a week.

### Item No. 2

HoD Dr. Nanda drew the attention of all the faculties regarding the overall preparation of the 1<sup>st</sup> & 2<sup>nd</sup> year Internal Examination. and seeks suggestion from the faculty members as to when the internal examination may be scheduled.

As there is no further discussion, the meeting ended with vote of thanks.

  
HEAD

Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 09.11.2022

## NOTICE

It is notified for information of all concerned that a departmental meeting will be held on 16.11.2022 at 3.00 pm. in the Principal Chamber, Academic Building to discuss the following agenda. All the faculty members are requested to attend the meeting.

### **Agenda:**

1. Analysis of 1<sup>st</sup> & 2<sup>nd</sup> year Internal examination result,
2. 3<sup>rd</sup> year Internal examination schedule
3. Completion update of the syllabus
4. Miscellaneous

*P. Nanda*

**HoD**

Department of Philosophy

### **Signature of the faculty members:**

1. *Prasenjit Nanda*
2. *Som*
3. *Smriti Yeasmi*
4. *Asole Kr. Mondal*

**HEAD**  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad



Date: 16.11.2022

**Minutes of our departmental Meeting**

**Signature of the faculty members:**

1. Faruk Abdulla
2. Prasenjit Kundu
3. Smitaisha Yeasmin
4. Asolai Kr. Mondal

The meeting starts at 3.05 pm. in the Principal Chamber, Academic Building.

**Agenda No. 1**

The HoD mentioned about the agendas of the meeting and looked at each student's scores and suggested some remedial classes for those who didn't do so well on the test. The faculty agreed to this and made sure that the students were given remedial classes prior to the final exams of the university.

**Agenda No. 2**

The HoD spoke to all the faculties about the overall preparation of Internal Examination for 3<sup>rd</sup> year and asked the faculty members to suggest when the internal examination can be scheduled.

**Agenda No. 3**

The Head of Department ensures the timely completion of the syllabus by all the faculties. All the faculty members were really confident that the students would do well in the upcoming 3<sup>rd</sup> internal exams.

As there is no further discussion, the meeting ended with vote of thanks.

  
HEAD  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad





Date: 25.01.2023

**NOTICE**

It is hereby informed to all concerned that a departmental meeting will be held on 01.02.2023 at 2.00 pm. in the Seminar Hall, Room No. 05, to discuss the following agenda. All the faculty members are requested to attend the meeting.

Thanks, with regards.


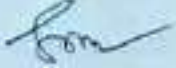

**Agenda:**

- 1) Analysis of 3<sup>rd</sup> year Internal examination result
- 2) Feedback from the students
- 3) Miscellaneous

  
**HoD**  
Dept. of Philosophy

**HEAD**  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad

**Signature of the faculty members:**

1. 
2. 
3. 
4. Asoka Kr. Mondal



# Sripat Singh College

Department of Philosophy

Jiaganj, Murshidabad, West Bengal-742123

Date: 01.02.2023

## Minutes of our departmental Meeting

Signature of the faculty members:

1. P. Nanda
2. Asole Kumar Mandal
3. Sruja Yasmin
4. Faruk Abdulla

The meeting starts at 3.05 pm. in the Seminar Hall, Room No. 05.

### Agenda No. 1

Each student of 3<sup>rd</sup> year results was analysed in subtle ways. For a few students who did not perform well in the exam, the HoD suggested taking remedial classes. The suggestion was accepted by all the faculty members and remedial classes were started before the final exams of the University.

### Agenda No. 2

HoD Dr. Nanda suggested faculties to get feedback from students on all aspects of department. The proposal was accepted by all the current faculty members and it was unanimously decided that feedback forms would be given to the students right before the final exams.

As there is no further discussion, the meeting ended with vote of thanks.

HEAD  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad



Date: 22<sup>nd</sup> March, 2023

**NOTICE**

All the faculty members are hereby notified of the scheduled departmental meeting to take place on 29<sup>th</sup> March, 2023 at 2:00 pm in Seminar Hall., Room No. 05, to discuss the following agenda. All the faculty members are requested to attend the meeting.

**Agenda:**

- 1) Parent-Teacher Interactive Session/Meeting
- 2) Miscellaneous

HoD

Dept. of Philosophy

**Signature of the faculty Members:**

1. Prasenjit Nanda
- 2.
3. Ak. Mandal
- 4.

HEAD  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad



Date: 29<sup>th</sup> March, 2023

**Meeting Resolution**

Signature of the faculty members:

1. Prasenjit Nanda
2. Faruk Abdulla
3. Suraiya Yeasmin
4. Asole Kumar Mondal

The meeting starts at 2.05 pm. in the Seminar Hall, Room No. 5.

**Item No. 1**

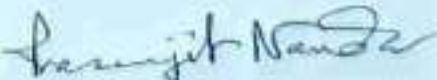
Dr. Prasenjit Nanda mentioned about the necessity of parent-teacher meeting to improve the attendance of the students in the classroom. All the present faculty members opined the same in this regard.

Prof. Suraiya Yeasmin also opined that such meetings will definitely lead to better communications between the teachers and the parents of the students.

Following a productive meeting between the HoD and faculties, it was proposed that the teacher-parent interactive meeting could take place at a later date. Subsequently, it was agreed that the meeting would take place on 5<sup>th</sup> April, 2023.

**Item No. 2**

In addition, after a discussion of various other issues, the head concluded the meeting.

  
HEAD  
Department of Philosophy  
Sripat Singh College  
Jiaganj, Murshidabad

03/02/22

A meeting of physics department faculties held at 1 PM. Syllabus and classes distribution of 5<sup>th</sup> and 6<sup>th</sup> semester has been discussed. A routine is prepared.

Sibi Prasad Gatta  
03/02/22

Sign

HOD,  
Department of Physics  
Sripat Singh College

1.

2. Asit Kumar Mondal

3. ~~\_\_\_\_\_~~ 03/02/22

4. Ghattacharjee

5. ~~\_\_\_\_\_~~

01.03.22

A meeting of physics department is called on 3.3.22 at 1 PM

Agenda: - Routine and syllabus distribution for SEM IV and SEM VI.

(ii) Miscellaneous.

S. Gatta

01/03/22

HOD

Department of Physics  
Sripat Singh College

Signatures

1. Asit Kumar Mondal.

2. ~~\_\_\_\_\_~~

3. ~~\_\_\_\_\_~~

4. B. Har

5.

6. Ghattacharjee

03.03.22

A meeting is held about routine. of sem IV and V.  
HCC, PCC & GE. Everything has been discussed.

Signatures

1. Asit Kumar Mondal

2.

3. Bhatta

4. Bhatta

5.

6. Bhattacharjee

Signature

HOD  
Department of Physics  
Sripat Singh College

A meeting is called to discuss the  
syllabus distribution of forth coming coming  
SEM-II (HCC, GE and PCC) and J

24.03.22

Sign:

1)

2) Asit Kumar Mondal

3) Bhatta

4) Bhatta

5) Bhattacharjee

The meeting started at 12 noon following  
issues are discussed. - 26/03/22

1. Syllabus distribution of SEM-II (HCC, GE & PCC)

2. Classes of SEM-II (HCC, GE & PCC) will commence from  
28.03.22

3. Hi Bi

Sign:

1.

2.

3. Bhatta

4. Bhatta

5. Bhattacharjee

Signature

HOD  
Department of Physics  
Sripat Singh College

NOTICE

04/04/2022

A departmental meeting will be held on 11/04/22 to discuss the following agenda. All the faculty members are requested to attend the meeting.

- ① Selection of Examiners for forthcoming examination of Semester 2, 4 and 6.

Sibi Prasad Saha  
HOD  
Department of Physics  
Sripat Singh College

Resolution

11/04/2022

The meeting started at 12:05 PM. It has been decided anonymously that the faculty members will take the responsibility of examination according to the following schedule:

phy-h-cc-t13	theory + Practical + internal
	DPD
Phy-h-ec-t14	AH
phy-h-dse-t-03	PB
phy-h-dse-t-04	All Teachers.
Phy-G-DSE-T-02	NH.
Phy-G-DSE-T-04	SM.
PHY-H-CC-T/P-08	SM.
PHY-H-CC-T/P-09	AH.
PHY-H-CC-T/P-10	PB.
PHY-H-G-T/P-02	DPD
PHY-G-CC-T-04	DPD.
PHY-G-CC-T-04	SB
PHY-G-CC-T-02	SB/NH
PHY-H-CC-T/P-03	SB.

Sibi Prasad Saha

HOD  
Department of Physics  
Sripat Singh College

Sudip Bhattacharya  
Shubray Meher,  
Fabam Bitter



# Sripat Singh College

## Department of Physics

Date: 06.06.2022

### NOTICE

A departmental meeting will be held on 13.06.2022 at 12.00 pm, in the online platform to discuss about the following agenda. All the faculty members are requested to attend the meeting.

**Agenda:** 1) Selection of examiners for forthcoming examination of semester VI, IV and II as per schedule of Kalyani University.

Signature of the faculty members

- 1) Asit Kumar Mondal.
- 2) Amarendra Sarker
- 3) Raban Bitter

*Debi Prasad Satta*

HOD  
Department of Physics,  
Sripat Singh College

HOD  
Department of Physics  
Sripat Singh College

Date: 13.06.2022

### RESOLUTION

The meeting starts at 12.05 pm, in the online platform.

**Item No. 1.** To consider the selection of Examiners of the forthcoming examination of semester VI, IV and II as per schedule of Kalyani University. It has been decided anonymously that the faculty members will take the responsibility of examination and evaluation according to the following schedule-

6th Semester Examination (honours)						
Paper	date	Topic	Theory	Practical	Internal	attendan
phy h-cc-1-13	15.06.2022	Electromagnetic Theory	DPD	27.06.2022	NH	DPD
phy h-cc-5-14	16.06.2022	Statistical Mechanics	AH	28.06.2022	AH	AH
phy h-die-1-03	18.06.2022	Nano Materials and Applications	PB	29.06.2022	DPD	PB
phy h-die-1-04	18.06.2022	Dissertation	All Teachers	30.06.2022	ALL Teachers	
6th Semester Examination (Programme)						
Paper	date	Topic	Theory	Practical	Internal	attendan
PHY G DSE T 02	21.06.2022	Digital, Analog Circuits and Instrumentation	NH	NH (by 06.07.2022)	PB	NH
PHY G SEC T 04	25.06.2022	Industrial Safety	SM	SM	SM	SM
4th Semester Examination (honours)						
Paper	date	Topic	Theory	Practical	Internal	attendan
PHY H CC T/P-08	19.07.2022	Mathematical Physics III	SM	SM (01.08.2022)	AH	
PHY H CC T/P-09	20.07.2022	Currents of Modern Physics	AH	DPD (02.08.2022)	DPD	
PHY H CC T/P-10	21.07.2022	Analog Systems and Applications	PB	PB (03.08.2022)	PB	
PHY H-SEC- T/P-02	22.07.2022	Renewable Energy & Energy harvesting	DPD		NH	



4th Semester Examination (GE)						
Paper	date	Topic	Theory	Practical	Internal	attendance
PHY-H-GE-T/P-02	22.07.2022	Waves and Optics	DPD	AH(04.08.2022)	NH	
4th Semester Examination (PCC)						
Paper	date	Topic	Theory	Practical	Internal	attendance
PHY-G-CC-T-04	29.07.2022	Solid State Physics	SB	SB (by 06.08.2022)	SM	
PHY-G-SEC-T-02	30.07.2022	Electrical Circuits and Network Skills	NH		SB	
2nd Semester Examination (honours)						
Paper	date	Topic	Theory	Practical	Internal	attendance
PHY-H-CC-T/P-03	17.08.2022	Electricity and Magnetism	PB	PB (29.08.2022)	SB	PB
PHY-H-CC-T/P-04	18.08.2022	Waves and Optics	AH	AH (30.08.2022)	DPD	AH
2nd Semester Examination (GE)						
Paper	date	Topic	Theory	Practical	Internal	attendance
PHY-H-GE-T/P-02	20.08.2022	Waves and Optics	DPD	DPD (31.08.2022)	AH	DPD
2nd Semester Examination (PCC)						
Paper	date	Topic	Theory	Practical	Internal	attendance
PHY-G-CC-T-04	26.08.2022	Waves and Optics	PB	PB (by 03.09.2022)	AH	PB

With no more points in the agenda, the meeting ended with vote of thanks.

*Debi Prasad Satta*

HOD  
Department of Physics,

HOD  
Department of Physics  
Sriyat Singh College

Signature of the faculty members:

- 1) Anil Kumar Mondal
- 2) Amitabha Halder
- 3) Raban Bhattar
4. Nandini Halder

Date 24/7/22

A meeting of Phys. dept. faculties is here by called on 18.7.2022 at 1:30 pm. to discuss the following agenda

- 1) Stock Register
- 2) Purchase Register
- 3) Misc.

Sign:

Sibi Prasad Satta

1)

2)

3) ~~Holder~~

4) Shaliniyandul

5)

6) N. Halder

7) Chattopadhyay

8)

HOD  
Department of Physics  
Sriyat Singh College

18/07/2022

A meeting of physics dept. faculties has been held on 18/7/22 at 1:30 P.M. The following decisions have been taken.

(i) Stock register Cum Purchase register was taken by ~~the~~ principal on March, 2020 from ~~the~~ the physics department. The same was not returned during the long lock down period due to Covid-19 and till now. Under this circumstances, the dept. has decided to prepare another fresh Stock register and a separate purchase register as suggested advised by T.E. Teacher In Charge.

(ii) The department has also decided to re-arrange apparatus on ~~exposed~~ tables & almirah.

Date: 21/02/2023

A meeting of Dept of Physics has been held

on 21/02/2023 at 12: Pm. Dr. A. Halder has proposed the name of Mr. Paban Bittery as Head the next Head of the depart. of Physics.

The rest of the faculties members have agreed with the proposal. Dr. D P Datta, the head of will hand over the charges on 1st ~~Apr~~ April, 2023.

Sign:

- ① ~~Dr. A. Halder~~
- ② Shaktinagar Mondal
- ③ Asit Kumar Mondal
- ④ Gobindopada Pakiz
- ⑤ Paban Bittery
- ⑥ Sudip Bhattacharjee
- ⑦ Nandini Halder

Debi Prasad Datta

HOD  
Department of Physics  
Snpat Singh College

# NOTICE-1

Date: 05/04/2023

A meeting (Departmental) will be held on 20/04/2023 at 2:00 pm. in our department. All are requested to attend the meeting.

## Agenda

- 1) Discuss the distribution of Syllabus of SEM-IV
- 2) Routine
- 3) Prep. Day
- 4) Misc.

Rabon Bitter

HOD  
Department of Physics  
Sripat Singh College

## Sign

- 1) Sudip
- 2) Babbar
- 3) Babbar
- 4) Sibi Prasad Saha
- 5) Rabon Bitter
- 6)
- 7) Sudip Bhattacharjee
- 8) Nandini Halder

Date: 12/04/23

The meeting starts at 2:00 pm. HOD discussed about syllabus distribution of SEM-IV (HCC, GE & PCC). Further, he discussed about routine for SEM-II, IV & V. In this routine, prep day of S. Mondal and S. Bhattacharjee has been changed from Wednesday to Friday (S.M.) and from Friday to Tuesday (S.B.). The meeting has been disband as no agenda left to discuss.

Sign.

B. H. Ray  
HOD  
Department of Physics  
Sripat Singh College

- 1) Shekhar Mondal
- 2) ~~Shakir~~
- 3) ~~Shreya~~
- 4) ~~Shreya~~
- 5) Nandini Halder
- 6) Sudip Bhattacharjee



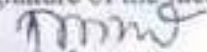


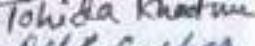

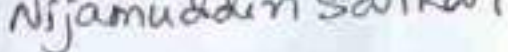
Date: 12.07.2022

NOTICE

A departmental meeting will be held on 18.07.2022 at 2.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Analysis of the class assessment output (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> SEM ),  
2) Miscellaneous

Signature of the faculty members

- 1) 
- 2) 
- 3) 
- 4) 
- 5) 
- ④ 

  
HOD

Department of Pol.Sc.,  
Sripat Singh College

Department of Political Science  
Sripat Singh College



Sripat Singh College  
Department of Political Science

Date: 18.07.2022

RESOLUTION

The meeting starts at 2:05 pm. in the department.

**Item No. 1.** To consider the Analysis of the class assessment output (2<sup>ND</sup>, 4<sup>TH</sup> & 6<sup>TH</sup> SEM)

It is reported that the performance of the 80% of students is satisfactory and also resolved that the faculties will take the necessary action to enrich the students.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1)
- 2)
- 3) Ismail Shauq
- 4) Tehida Kart
- 5) Alif Baskar
- 6) Nizamuddin SARTKART

HOD

Department of Pol. Sc,  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College

Department of Pol. Science  
Sripat Singh College



Sripat Singh College  
Department of Political Science

## NOTICE

Date: 15/02/2023

A departmental meeting will be held on 22.02.2023 at 2.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda: 1) 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> sem syllabus distribution.  
2) New routine for upcoming session Jan-June 2023.

Signature of the faculty members:

- 1) *[Signature]*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) *[Signature]*
- 5) *[Signature]*

*[Signature]*  
HOD

Department of Pol.Sc,  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College





Sripat Singh College  
Department of Political Science

Date: 22.02.2023

RESOLUTION

The meeting starts at 2.05 pm. in the department.

Item No. 1. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> sem syllabus distribution has been done by making module.

Item No.2 To consider the preparation of the departmental routine for the session Jan-June 2023

It is resolved that the classes are distributed properly among the faculties. This meeting approves the final departmental routine and the class will be held as per college notification.

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) *[Signature]*
- 2) *[Signature]*
- 3) *[Signature]*
- 4) *[Signature]*
- 5) Nijamuddin Saikati
- 6) *[Signature]*

*[Signature]*  
HOD

Department of Pol. Sc,  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College



Sripat Singh College  
Department of Political Science

## NOTICE

Date: 12/04/2023

A departmental meeting will be held on 28.04.2023 at 2.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1. Internal examination of 6<sup>th</sup> sem  
2. Question paper setting  
3. Feedback from students

Signature of the faculty members

- 1)
- 2)
- 3)
- 4)
- 5) Nijamuddin Sattikoti
- 6)

HOD

Department of Pol.Sc,  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College



Sripat Singh College  
Department of Political Science

Date: 28.04.2023

RESOLUTION

The meeting starts at 2.05 pm. in the department.

Item No. 1. To consider the preparation of the schedule for the internal assessment of sem 6<sup>th</sup> (Hons & Prog)

Item No.2 To consider the question setter as per syllabus (Hons & Prog)

It is resolved that the following papers will be prepared by the concern faculties.

POL-H-T13- Abdul Kader Ahammed, POL-H-T-14-Shibu Paul, POL-H-DSE-T-03-Dilip Sarkar  
POL-H-DSE-T-04-Ismail Sk., POL-G-DSET-03 &04 Nijamudding Sarkar, POL-G-GE-T-02  
Shibu Paul

*Dilip Sarkar*

HOD

Department of Pol. Sc.,  
Sripat Singh College

HOD  
Department of Pol. Science  
Sripat Singh College

Signature of the faculty members

- 1) *Adm*
- 2) *Isma*
- 3) *Ismail Sk*
- 4) *Dilip Sarkar*
- 5) *Tohida Khatun*
- 6) *Nijamuddin Sarkar*



Sripat Singh College  
Department of Sanskrit

Date: 01.11.2022

NOTICE

A departmental meeting will be held on 09.11.2022 at 2.00 pm. in the department to discuss about the following agenda. All the faculty members are requested to attend the meeting.

- Agenda:** 1) Internal examinations of 5<sup>TH</sup>, 3<sup>RD</sup> & 1<sup>ST</sup> Sem.  
2) Question paper setting.  
3) Miscellaneous.

Signature of the faculty members

- 1) D. Mandal 01.11.22
- 2) M. Sarkar 01.11.22
- 3) P. De 01.11.22
- 4) S. Gupta 01.11.2022
- 5) S. Gupta 01.11.2022

T. K. Karmore  
01.11.22

HOD  
Department of Sanskrit,  
Sripat Singh College

HOD  
Department of Sanskrit  
Sripat Singh College



Sripat Singh College  
Department of Sanskrit

Date: 09.11.2022

RESOLUTION

The meeting started at 2.10 pm. in the department.

**Item No. 1.** To consider the preparation of the schedule for the internal assessment Sem V, III & I (Hons & Gen).

It is resolved that will be organised on and from NOVEMBER 24- 26, 2022( SEM V), DECEMBER 8 - 14, 2022(SEM III), DECEMBER 15- 16, 2022( SEM I). This meeting approves this decision.

**Item No.2.** To consider the question setter as per syllabus (Hons.& Gen.SEM-V, III / I .

It is resolved after a detail discussion that the following papers will be prepared by the concerned faculties as:

**Paper-**

SANS-H-CC-T-11, SANS-H-CC-T-05, SANS-H-CC-T-01 & SANS-G-CC-T-03, TUTAN BARMAN,  
SANS-H-CC-T-12, SANS-H-CC-T-06, SANS-H-CC-T-02 & SANS-G-SEC-T-01, PRIYANKA DEY,  
SANS-H-DSE-T-01, SANS-H-CC-T-07, SANS-H-GE-T-01 & SANS-G-GE-T-01, DEBLEENA  
MANDAL,

SANS-H-DSE-T-02, SANS-H-SEC-T-01 & SANS-G-SEC-T-03, MOUMITA SARKAR,  
SANS-G-DSE-T-01, SANS-G-DSE-T-02 & SANS-H-GE-T-01, SHAMPA BISWAS,

With no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

- 1) M. Sarkar 09.11.22
- 2) P. DeY 09.11.22
- 3) Shampa Biswas 10.11.2022
- 4)
- 5) D. Mandal 09.11.22

T. KAMMAN 09.11.22

HOD

Department of Sanskrit,  
Sripat Singh College  
HOD

Department of Sanskrit  
Sripat Singh College



Sriyat Singh College  
Department of Sanskrit

Date: 28.04.2023

RESOLUTION

Meeting started at 2:05 pm. in the department.

No. 1. To consider the preparation of the schedule for the internal assessment Sem VI (Hons & Gen) resolved that will be organised on and from June 26-28, 2023. This meeting approves this decision.

No. 2. To consider the question setter as per syllabus (Hons & Gen SEM-VI). Resolved after a detail discussion that the following papers will be prepared by the concerned faculties

SANS-H-CC-T-13, TUTAN BARMAN, Paper- SANS-H-CC-T-14, PRIYANKA DEY, Paper- SANS-H-DSE-T-03, DEBLEENA MANDAL, Paper- SANS-H-DSE-T-04, MOUMITA SARKAR, Paper- SANS-G-DSE-T-03 & SANS-G-DSE-T-04, SHAMPA BISWAS, SANS-G-GE-T-02, TUTAN BARMAN, SANS-G-SEC-T-04, DEBLEENA MANDAL.

No. 3. To consider the feedback status from the students (Hons. & Gen. Part-VI) reported that the response from the student for feedback is satisfactory. The department resolves to continue collecting and analyzing student feedback, using it as a basis for improvement. Feedback mechanism will be enhanced, and action will be taken on specific issues raised by students.

As no more points in the agenda, the meeting ended with vote of thanks.

Signature of the faculty members

Mandal 25.04.23

Sarkar 28.04.23

Sharma 29.04.2023

Devi 28.04.23

T. Barmann 28.04.23

HOD

Department of Sanskrit,  
Sriyat Singh College

HOD

Department of Sanskrit  
Sriyat Singh College