

**MINUTES OF THE MEETING WITH ALL THE HEADS OF DEPARTMENTS HELD ON**  
**23.08.2017 (WEDNESDAY)**

The meeting with the Heads of all the Departments is held today (23.08.2017) in the Principal's Room to discuss the following agenda.

Agenda:

1. Holding of classes regularly
2. Academic atmosphere
3. Attendance of the students
4. Submission of Departmental routines
5. Miscellaneous.

The Teacher-in-Charge, Prof. Shipra Halder acts as the Chairperson of the meeting. The following members are present in the meeting.

Members present:

1. Dr. Mukul Kumar Mitra, Co-ordinator, I.Q.A.C.
2. Dr. Amitava Dutta, Secretary, Teachers' Council
3. Dr. Asutosh Kumar
4. Dr. Sanchita Bose
5. Dr. Sreejata Biswas
6. Dr. Prasenjit Sarkar
7. Dr. Radharaman Bar
8. Dr. Atreyee Mukherjee
9. Sri Partha Bhattacharya
10. Sri Bimal Sarkar
11. Smt. Ajeya Sarkar, Convener, Routine Committee (Arts)
12. Smt. Tulika Chakravorti
13. Smt. Shukla Das (Sarkar)
14. Smt. Moumita Sarkar (Samanta)
15. Sri Arup Debnath
16. Smt. Susmita Koner
17. Smt. Aditi Das
18. Smt. Sabiha Tazeen
19. Sri Jaharlal Das, Govt. Nominee, G.B.

The Heads of the Departments inform in the meeting that all the classes allotted in the routine are held regularly. They also promise that they will keep vigil watch in this regard. If any problem arises in holding classes the Heads will bring to the notice of TIC. Some of the Heads pointed out the problem regarding overlapping of classes with Bangabasi College, particularly for the periods between 10-00 a.m. to 10-45 a.m. It is decided that case to case study will be made in consultation with the concerned Heads. Finally the matter will be discussed with the authority of Bangabasi College. It is a unanimous feeling in the meeting that more and more classes are to be allotted at 6-40 a.m. which is an exclusive

time for our College. The Heads are requested to accommodate maximum number of classes at 6-40 a.m. and also assure of holding these classes.

Sri Arup Debnath, Head of the Department of English informed in the meeting that the English Department takes the Elective English classes and Alternative English classes in regular basis. The members thankfully acknowledge their efforts.

Dr. Prasenjit Sarkar narrated a few problems and inconveniences faced by him in conducting theoretical as well as practical classes in Anthropology, particularly, in the field work outside the campus. Dr. Sarkar is requested to contact TIC to resolve such problem whenever it will arise.

Dr. Prasenjit Sarkar urged in the meeting to make Room No. 304 (Smart Room) available for taking Anthropology practical classes regularly as before.

Dr. Prasenjit Sarkar and Dr. Sreejata Biswas informed in the meeting about the unhygienic construction of the common teachers' room in the 2<sup>nd</sup> floor allotted for Zoology and Anthropology Departments. Both of them also intimated the TIC about this problem in writing. It is decided that the College Authority will visit the newly renovated room to have an idea about inconveniences. If necessary, the matter may be referred to the Co-ordination Committee.

All the Heads of Bio Science Departments complains about the non-availability of key of the recently renovated lavatory near Zoology/Anthropology Department at 2<sup>nd</sup> floor. It is hoped that the problem will be solved soon with the intervention of Sri Jaharlal Das.

Regarding the maintenance of Central Stock Register, as the question raised by Dr. Prasenjit Sarkar, it is decided that the Central Stock Register will include only the items purchased with the Adhoc Grant given by UGC. But for the items used exclusively by a Department and purchased with the requisition of the concerned Department are to be included in the concerned Departmental Register.

A serious matter is raised by Dr. Sreejata Biswas. She informed that at the time of Dr. Sandeep Sinha the fund received from UGC as Adhoc Grant had been utilized to procure a good number of items which are distributed among different Departments. All are recorded in the Central Register. In this occasion a Video Camera was procured in the name of Zoology Department. But Dr. Biswas reported that she did never see the Camera. It is decided that the Camera is to be searched out and handed it to the Zoology Department as early as possible.

Dr. Radharaman Bar reports that some benches are lying in Room No. 313 (previously N1) without legs. He also points out that all the fans and lights are operated with one switch. According to him it is very inconvenient. He requests to install individual switch for each fan and light. The meeting hopes that this problem will be solved soon with the intervention of Sri Jaharlal Das.

Regarding sending of message to the students it is reported that Software will be installed soon for bulk message etc.

It is decided that the students who attend classes very few will not be allowed to send up if the Heads of the concerned Department do not agree. This rule will be strictly obeyed.

Attention will be given to improve the suffocation problem in room no. 222 as reported by Smt. Moumita Sarkar (Samanta).

In response to the report by Dr. Sanchita Bose it is decided that faulty fans in room no. 302 will be repaired soon.

Dr. Atreyee Basu raised a problem regarding the non-availability of room for taking Chemistry classes. The room which was used by Chemistry Department is now being used by Hindi Department

after the introduction of Honours in Hindi. So the Chemistry Department is now in crying need for a room for exclusive use in taking Chemistry classes.

To resolve the problem of subject combination in our College a Combination Review Committee is formed with the following members. They will suggest the possible combination of subjects to be offered to the students of Arts Section for the session 2018-2019 and onward.

Members of the Combination Review Committee:

1. Smt. Ajeya Sarkar
2. Dr. Sanchita Bose
3. Smt. Tulika Chakravorti
4. Sri Bimal Sarkar

It is reported in the meeting that very unpleasant utterance and nonacademic discussions are often held in the Lounge. The discussions are sometimes held in so loud voice that it makes simply noise inside the Lounge. As a result teachers cannot concentrate their mind to prepare for the classes. They even cannot perform academic works, viz. prepare routine, examine scripts; read books, tabulation works etc. The meeting has taken it seriously. All the teachers are requested to maintain the atmosphere inside the Lounge to be worthy of teaching and learning.

The meeting ends with thanks to the Chair.

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