

## Minutes of the Departmental Meeting held on 10<sup>th</sup> August, 2023

Members present –

1. Shri Sumit Deb                      Associate professor and Head of Department
2. Dr Prashanta Sarkhel            Associate Professor
3. Shri Subhrajyoti Chowdhury   Associate Professor
4. Dr Iadeishisha Kharbangar    Assistant Professor
5. Shri Baristar Lyngkhoi          Assistant Professor
6. Dr Khrawborlang Nongsiej    Assistant Professor

The HOD called the meeting to order.

The following issues were discussed during the meeting –

- a) the minutes of the last meeting was read and confirmed.
- b) Matters regarding to classes under NEP 2020 and the old syllabus which the 3<sup>rd</sup> and 5<sup>th</sup> Sem students were still simultaneously was discussed at length. It was decided to extend all possible support to both the systems for the smooth functioning of the academic year.
- c) The matter regarding the progress of the departmental magazine was discussed.
- d) A suitable date for the release of the magazine was to be decided with consultation with the Principal in charge,

The meeting ended with a vote of thanks to and from the chair.

## Minutes of the Departmental Meeting held on 13<sup>th</sup> December, 2023

Members present –

- |                               |  |
|-------------------------------|--|
| 1. Shri Sumit Deb             | Associate professor and Head of Department |
| 2. Dr Prashanta Sarkhel       | Associate Professor                        |
| 3. Shri Subhrajyoti Chowdhury | Associate Professor                        |
| 4. Dr Iadeishisha Kharbangar  | Assistant Professor                        |
| 5. Shri Baristar Lyngkhoi     | Assistant Professor                        |
| 6. Dr Khrawborlang Nongsiej   | Assistant Professor                        |

The HOD called the meeting to order and welcomed all the members.

The following points were discussed during the meeting –

- a) the minutes of the last meeting was read out and confirmed.
- b) the successful implementation of classes under the NEP – 2020 was discussed and all members were given credit for the smooth functioning of the same.
- c) Matters regarding evaluation of answer scripts was discussed and all possible help on the matter would be extended by the members of the department on the same during the central evaluation process.
- d) It was informed to the faculty that the mercury switch of the second gas plant had been successfully replaced by the service engineer and the plant was now in perfect condition.
- e) The stock of chemicals, glassware and apparatus was also checked and ratified.
- f) The list of chemicals, glassware and apparatus needed for the practical classes during the next semester was placed before the house which was duly approved by the members.

After wishing all members a very happy winter vacation, the meeting ended with a vote of thanks to and from the chair.