

CHANDIDAS MAHAVIDYALAYA

KHUJUTIPARA, NANOOR, BIRBHUM,

WEST BENGAL-731215

A GOVERNMENT AIDED DEGREE COLLEGE

AFFILIATED TO THE UNIVERSITY OF BURDWAN

NAAC ACCREDITED IN 2011 & 2016



TEACHERS' COUNCIL MINUTES

Notice for meeting of the Teachers' Council and Staff Council

It is notified for all members of the Teachers' Council that a meeting is scheduled to be held at 2:15 P.M. on 21.12.2021 (Tuesday) at Vivekananda Seminar hall to transact the following issues-

Agenda:

1. To read and confirm the resolutions adopted in the last meeting
2. Organising of Inaugural ceremony for New Building and St. Union Office and Meeting Hall including the naming of that building (staff Council related)
3. NAAC related Issue in detail-all steps of recording and final presentation before mock visit
4. Conducting of Semesters' university-final exam in online mode

Relook at the points relating to NAAC

a) Recovery and update of any short comings found in the last Presentation in the month of October, 21(7th to 10th)

b)

Documentation at Personal/Individual level	Documentation at Departmental/Collective level
<p style="text-align: center;"><u>Two tier mechanism-</u></p> <p>A. Conducting of activities (Planned in the deptt)-Notice to activates</p> <p>B. Analysis at the individual level</p> <p style="text-align: center;"><u>-Steps-</u></p> <ol style="list-style-type: none"> 1. Planning of Teaching-learning-i) area of syllabus ii) Teaching plan/module 2. Teaching-learning-i) Use of ICT classes at normal period and digital classes at lockdown period 3. Continuous evaluation/informal evaluation-i) Class Test ii) St Seminar/quiz/extempore iii) Project assignment 4. Analysis of Evaluation-for every evaluation process (either taking single evaluation/ all evaluation for every target student)= <i>Slow learners or advanced learners</i> 5. Steps taken/measures adopted- Conducting of remedial classes and correspondence with the concerned Parents in P&T meet 6. Grievance address-either evaluation related or syllabus related or any thing 7. Mentor-Mentees (taking all student – Hons. and Pass)-<i>Issues addressed</i> 8. Be sure with the matching of corresponding resolution adopted in the 	<p style="text-align: center;"><u>Three tier mechanism-</u></p> <p>A. Planning-</p> <p>B. Conducting/Organising-</p> <p>C. Analysis/Reporting</p> <p style="text-align: center;"><u>-Steps-</u></p> <ol style="list-style-type: none"> 1. Departmental Meeting-resolution-i) Recording of Syllabus Distribution and teaching Plan/module ii) Conducting of Ice breaking and Aptitude test iii) assignment of preparing of question of aptitude test 2. Displaying of syllabus-distribution and plan of teaching in the college website-preparing it at <u>soft form</u> and pass it to IQAC 3. Conducting of Ice breaking-at beginning and Aptitude Test 4. Analysis in depth of the Aptitude Test keep records 5. Planning of Academic activities for the department-i) emphasis on ICT-teaching, ii) conducting of departmental Seminar/Webinar/Spl. lecture and iii) Outreached programme 6. Conducting of Departmental Seminar/Webinar/Spl. lecture-either by departmental teacher or by invited resource person and Out reached programme

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	২১.১২.২১

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

स्थान / Place	Vivekananda Ashram
समय / Time	2:15 pm onwards

311. Dr. Klaus Rohner
312. Franz Kunkl Franz
313. Bertram Bahr 21/12/21.
814. Baikunthamath Pal 21.12.21
315. Indrajit Mandal 21/12
316. Kanika Mukhopadhyay 21.12.21
917. Suman Pal 21.12.21

- 51 8. Newlink Day. 21.12.21.
 51 9. Anup Kr. Rano 21/12/21
 501 10. Subhajit Mondel 21.12.21
 551 11. Kironmoy Mandal 21-12-21
 1 521 12. Aziz Hassan 21.12.21
 501 13. Kafiullah 21-12-21
 581 14. SK Minhajuddin 21.12.21

- 58 | 15. Manabendra R7 21.12.21
59 | 16. Arijit Ghosh 21/12/21
60 | 17. Bhaskar Ghosh 21/12/21
61 | 18. Arghya Ghosh 21.12.21
62 | 19. Nirajan Munje 21.12.21
63 | 20. Bipattaran Raj
64 | 21. Anuj Bag

নং / No.	রেজল্যুশন / Resolution Adopted
22.	Md. Sahidul Islam
23.	Sabina Easmin 21/12/21
24.	Md. Alamgir Khan 21/12/21
25.	Jahan B. Momen 21/12/21
26.	Tapasi Mahtab 21.12.21
27.	Sutapa Pal 21.12.21
28.	Samsun Nihar 21/12/21
29.	Nikhat Yassin 21/12/21
30.	Rishmi Khatun 21/12/21
31.	Anusmita Sen Das 21/12/21
32.	Mousumi Roy Chowdhury 21.12.21
33.	Subhas Singher Roy 21/12/21
34.	Soyant Bf 21/12/21
35.	Abhiramda Chakraborty 21/12/21

The meeting starts under the chairmanship of the Principal, Dr Sh. Ataur Rahman. He welcomed everyone to the meeting. After deliberation, the following resolutions are adopted :-

The resolutions of the last meeting are read and ratified unanimously by the Teachers' Council.

Agenda-2, relating to the Inaugural Ceremony for the new building and other related issues, are delegated to the Staff Council meeting scheduled to be held after this TC meeting.

The Principal and the IBAC Co-ordinator had already laid out in detail the planning and documentation required for our preparation for NAAC in the Agenda / Notice itself.

All the vital points relating to NAAC documentation including Teaching-Learning activities as well as Evaluation related activities are read, explained and clarified to all the members present at the meeting. Since a few of the faculty members raised certain doubts regarding the documentation process, they were duly clarified by both the Principal and Dr. Subhas Singh Roy, the IBAC Co-ordinator.

Since the authorities have decided to

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MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
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উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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নং / No.

রেজল্যুশন / Resolution Adopted

conduct mock - NAAC visits to each department from the next month onwards to check their preparedness, all HODs and teachers are minutely instructed regarding the process of documentation and presentation so they may be able to present their departmental documentation in a proper way. The departments will be informed about the visit in due course of time.

Lastly, the university Intermediate Old Semester Examination which is scheduled to be held soon requires preparation on the part of the Examination Committee and the individual teachers. The examination is supposed to be held in the online mode and all the teachers are instructed to communicate their e-mail ids for receiving of the answer scripts to the authorities at the earliest so it may be communicated accordingly to the students concerned.

As no other issue remains to be discussed, the meeting ends with thanks to the Chair.

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	03.01.22

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Vivekananda Hall
সময় / Time	

- ১। ১. Sk. Akbar Rahman
- ২। ২. Sushmita Sen Das
- ৩। ৩. Alakbrenta Nandi
- ৪। ৪. Tapasi Maitra
- ৫। ৫. Ranu Roy
- ৬। ৬. Subhas Singha Roy
- ৭। ৭. Sanjib Ruidas.

- ৮। ৮. Anuj Bag
- ৯। ৯. Nikhat Yasmin
- ১০। ১০. Bhaskar Ghosh.
- ১১। ১১. Bipattaran Ray
- ১২। ১২. Arghya Ghosh.
- ১৩। ১৩. Md. Sahidul Islam
- ১৪। ১৪. Arjit Ghosh

- ১৫। ১৫. Manabendra K.
- ১৬। ১৬. Aziz Hossain
- ১৭। ১৭. Md. Alamgir Khan 03/01/22
- ১৮। ১৮. Syam B.
- ১৯। ১৯. Nirjan Mukherjee
- ২০। ২০. Asit Kr. Saitan.
- ২১। ২১. Kaustubh Mukherjee 03/01/2022

নং / No.	রেজল্যুশন / Resolution Adopted
২২	Sanjib Roy 03/01/2022.
২৩	Slr 03/01/2022
২৪	Atik 3/1/22
২৫	Baikunthnath Pal 3.1.22
২৬	Anaware Murshid 3.1.22
২৭	@24 3/1/22
২৮	Abhinanda Chakraborty 3/1/22.

Notice

For meeting of the Teachers' Council (2:15 pm onwards)

All the faculty members of our college are hereby informed that a meeting of Teachers' Council will be held on 03rd January, 2022, Monday from 2:15 pm onwards in the Vivekananda Seminar Hall to discuss the following agenda.

All are requested to remain present at the said meeting very actively.

Agenda:

- Resuming online mode of classes due to Covid Lockdown 2.0
- Online routine
- NAAC related updates.
- Miscellaneous

(Barun Ball)

Secretary T.C.

The meeting starts under the chairmanship of the Principal, Dr. Sh. Ottar Rahman, who welcomed all the colleagues present to the meeting. After deliberation, the following resolutions are adopted:-

The resolutions of the last meeting are read and ratified unanimously by the Teachers' Council.

The primary agenda of this TC meeting was to discuss the immediate resumption of the online mode of class since the Government has announced another round of lockdown from the month of January to combat the Covid pandemic in the face of surging cases across the state and nation. The normal, off-line, on-campus classes will thus remain suspended from 3.1.22 to 15.1.22 as specified by the Govt. Order. Till then, the online classes will resume as per a new routine and teachers are expected to perform their academic duties and discharge them accordingly. The students will be informed about the online class schedule as decided through the departmental whatsapp groups, gmail and through the College app.

The HODs and departmental teachers are instructed to submit the online

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MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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নং / No.	রেজল্যুশন / Resolution Adopted
	routine at the earliest [by 4.1.22] so that online classes may resume smoothly from 5.1.22.
	The preparation for the University Online Exam continues as planned and the teachers are reminded once again to submit their e-mail ids as soon as possible for due communication to the students.
	As no other issue remains to be discussed, the meeting ends with thanks to the chair.

MEETING RESOLUTION BOOK

स्थान / Place	Vivekananda
समय / Time	Seminar Hall. 1.15 p.m. -

নং / No.	রেজল্যুশন / Resolution Adopted
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For meeting of the Teachers' Council (1:15pm onwards)

All are requested to remain present at the said meeting very actively.

- To read and confirm the resolutions adopted in the last meeting
- Uses of Smart Class room
- Discussion on leave
- Absence of students & addressing
- Activities and updating of NAAC related work
- Misc.

8/4/22

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8.8.22

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809 08.04.2022

Ray
8/4/22

~~Harini~~ 12/04/22 K. Mandel 28-04-22

Examin
08.04.22

Josh
08/04/22
8.4.22

(Barun Ball)

Secretary, T.C.
Secretary
Teacher's Council
Mandir Mahavidyalaya
Khujutpara, Birbhum

Bpal
8.4.22

Bhushan
08.04.22

9/04/22

Rano
8-4-22

8.04.22

8.04.21
12.09.22

G. G. Hail
8.1.22

নং / No.	রেজল্যুশন / Resolution Adopted
22.	Arijit Ghosh
23.	Manabendra R7
24.	Md. Sahidul Islam
25.	Subhajit Mondal
26.	Sayanjan Brij
27.	Karim Mukherjee
28.	Kasimullah
29.	K. Mandal
30.	For 12.04.22.
31.	Atk. 12/4/22
32.	Suman Palit 12/04/2022
33.	Atk. 12.4.22
34.	Atk. 12.4.22
35.	Atk. 12/4/22

The meeting starts under the chairmanship of the Principal, Dr. Sh. Haur Rahman; he welcomed all the colleagues to the meeting. After deliberation, the following resolutions are adopted :-

The resolutions of the last meeting are read and ratified unanimously by the Teachers' Council.

The Teachers are addressed by the Principal regarding the proper use of the smart class rooms.

Not only is the importance of the use of ICT discussed but the principal also asserted how important it is to maintain the devices and handle them properly. Sometimes, the devices are not shut down properly after use and

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মিটিং নং / Meeting No.	
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উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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নং / No.	রেজল্যুশন / Resolution Adopted
	<p>that causes technical problems for future classes. The teachers are thus requested to ensure the proper shut down of all devices after use.</p>
	<p>The Teachers are also requested by the principal to fill in their leaves in the attendance register properly. They should mention whether the leave is expected to be casual, earned, medical or otherwise. They are also asked to keep the record properly so there may not be any miscounting of leaves for any faculty member.</p>
	<p>Since after the covid period students have shown the tendency to stay away from on-campus classes and attendance has been a recurrent issue, the Teachers are instructed to communicate the issue with the students and remind them of the importance of attending on-campus</p>

classes since it also carries a substantial percentage of marks in their university examination.

The updates regarding NIAAC-work are discussed and the documentation process is expected to continue without much changes or difference. The departments are expected to keep all their activity documentation updated and ready to be shown to the authorities as and when required.

Since no other issue remains to be deliberated, the meeting ends with thanks to the chair.

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	27.5.22

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Vivekananda Seminar Hall
সময় / Time	2:15 pm onwards

- ১। 1. Sk. Ataur Rahman
- ২। 2.
- ৩। 3. Abinanda Chakraborty
- ৪। 4. Suman Palia
- ৫। 5. Arghya Ghosh.
- ৬। 6. Bhaskar Ghosh.
- ৭। 7. Pina Das

- ৮। 8. Sabina Eysamin
- ৯। 9. Anup Kumar Ray
- ১০। 10. Kironmoy Mandal
- ১১। 11. Subhajit Mondal
- ১২। 12. Ratankumar Acharya
- ১৩। 13. Md. Sahidul Islam
- ১৪। 14. Nirjan Mukherjee

- ১৫। 15. Chanda Ghosh
- ১৬। 16. Alabrata Nandi
- ১৭। 17. Md. Hafizullah
- ১৮। 18. SK Minarajuddin
- ১৯। 19. Sumita Sen Das
- ২০। 20. Mousumi Roychowdhury
- ২১। 21. Kartar Mukherjee

নং / No.	রেজল্যুশন / Resolution Adopted
	২২। Subhas Singha Roy 27 th 5.22
	২৩। Sutapa Pal 27.5.22
	২৪। Samson Alihan 27.5.22
	২৫। Japar B. Mondal 27/5/22
	২৬। Baikunthana Pal 27.5.22
	২৭। Ball

Notice

For meeting of the Teachers' Council (2:15 pm onwards)

All the faculty members of our college are hereby informed that a meeting of Teachers' Council will be held on 27th May, 2022, Friday from 2:15 pm onwards in the Vivekananda Seminar Hall to discuss the following agenda.

All are requested to remain present at the said meeting very actively.

Agenda:

- Centralized internal class test in offline mode and form fill up.
- NAAC related updates.
- Miscellaneous

(Barun Ball)

Secretary T.C.

The meeting starts under the Chairmanship of the Principal, Dr. Sh. Akbar Rahman. He cordially welcomed all his colleagues to the meeting and expected their due attention and interaction in the meeting. After deliberation, the following resolutions are adopted :-

The resolutions of the last meeting are read and ratified unanimously by the Teachers' Council.

The main agenda of the meeting is the discussion regarding the tentative Sem - II, IV and VI university examination to be held in June - July 2022. Since the university has notified that the upcoming examination will be held using the online / Blended mode, the teachers are instructed to prepare accordingly. The email ids for receiving of the answer scripts is to be communicated to the Examination Cell at the earliest for due communication to the students through official notification. For students opting for the offline mode, they will be permitted to come and submit their answer scripts directly to the college office if they have issues of connectivity or device. The teachers and all staff of the college are asked

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উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	
সময় / Time	

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নং / No.

রেজল্যুশন / Resolution Adopted

To extend their utmost help and assistance to the students so the examination may be conducted smoothly without any trouble or issue.

Any issue regarding the examination must be brought to the immediate attention of the Principal for due resolution.

Also, the centralized Internal Class Test is supposed to be held in the offline mode. The dates for the examinations are :-

6 th Sem — 7.6.22	} Starts	
4 th Sem — 21.6.22		} 11 a.m.
2 nd Sem — 22.6.22		

The Teachers are asked to be vigilant during the examination and to extend all support accordingly.

The NAAC-related updates are discussed and the Principal once again reminded everyone of the need for on-time documentation and

Subsequent presentation :

Since no other issue remains to be discussed, the meeting ends with thanks to the Chair.