

Year	Month	Date	Meeting Agenda
2017	<b>November</b>	08-11-2017	1. Planning about upcoming semester activities
2018	<b>January</b>	10-01-2018	1. Distribution of units among teachers 2. Planning for class distribution 3. Discussion about semester plans
	<b>February</b>	07-02-2018	1. Planning about syllabus Distribution. 2. Discussion about the selection of Class Representative
	<b>March</b>	19-03-2018	1. Discussion about semester examination results 2. Planning for application of different teaching methods. 3. Discussion about remedial class 4. planning about classroom MCQ PRACTICES
	<b>April</b>	16-04-2018	1. Planning about wall magazine 2. Planning about class presentations. 3. Discussion about students' attendance 4. Discussion about the study tour 5. planning of the farewell programme
	<b>May</b>	08-05-2018	1. Discussion for students active participation in academic works 2. Discussion on exam preparation 3.
	<b>July</b>	23-07-2018	1. Discussion on pertinent issues to the department. 2. The winter session plans-discussed the timeline and plans for the new session 3. Discussion on class schedule planning on re-test examination on 27th Aug 2018

	<b>August</b>	13-08-2018	<ol style="list-style-type: none"> <li>1. activities/community service - "clean Drive" to lembuchere market to be held on 24th August 2018</li> <li>2. planning about a syllabus portion in internal test</li> <li>3. Discussion regarding internal assessment- Assignments,, test and project presentation.</li> <li>4. discussed how to motivate and encourage the students to improve their attendance and class involvements</li> <li>5. identification of students who need extra care</li> </ol>
	<b>September</b>	05.09.2018	<ol style="list-style-type: none"> <li>1. planning about wall magazine</li> <li>2. planning about internal marks</li> <li>3. discussion on question paper making for the internal exam on 24-09-2018 and 25-09-2018</li> <li>4. Planning on organizing a Special lecture</li> <li>5. Making of book list regarding Postgraduate Course</li> </ol>
	<b>November</b>	07-11-2018	<ol style="list-style-type: none"> <li>1. Internal marks preparation</li> <li>2. distribution of work among the teachers</li> <li>3. monthly IQAC REPORT preparation planning</li> </ol>
2019	<b>January</b>	09-01-2019	<ol style="list-style-type: none"> <li>1. Meeting about organizing National seminar</li> </ol>
	<b>February</b>	06-02-2019	<p>Review of Academic activities, results and action plan. Planning for department alumni meeting</p>
	<b>March</b>	14-03-2019	<ol style="list-style-type: none"> <li>1. Discussion about previous day IQAC meeting</li> <li>2. Discussion about community service and Awareness programme</li> </ol>
	<b>July</b>	03-07-2019	<ol style="list-style-type: none"> <li>1. Discussion about the syllabus completion.</li> <li>2. Internal assessment plan</li> <li>3. Discussion about assignment</li> </ol>

	<b>August</b>	13-08-2019	<ol style="list-style-type: none"> <li>1. Discussion about syllabus completion</li> <li>2. Planning about club activities</li> <li>3. Discussion about Students participation in sports</li> <li>4. Class test</li> <li>5. Discussion regarding Social Outreach Programme with JUST</li> </ol>
	<b>September</b>	06-09-2019	<ol style="list-style-type: none"> <li>1. Exam preparation</li> <li>2. assignments in puja vacation</li> <li>3. planning of student fieldwork</li> </ol>
	<b>October</b>	03-10-2019	<ol style="list-style-type: none"> <li>1. Discussion of syllabus</li> <li>2. Club activities</li> </ol>
	<b>November</b>	06-11-2019	<ol style="list-style-type: none"> <li>1. Discussion about semester examination preparation</li> <li>2.</li> </ol>
	<b>December</b>	04-12-2019	<ol style="list-style-type: none"> <li>1. Preparation for final examination</li> <li>2. Remedial class planning</li> <li>3. class time table</li> </ol>
2020	<b>January</b>	16-01-2020	<ol style="list-style-type: none"> <li>1. Planning about ethnic day</li> <li>2. selection of volunteers for the ethnic day</li> <li>3. planning for organizing Ethnic Day</li> <li>4. planning for students meeting in regards to participate in the food stall</li> </ol>
	<b>February</b>	26-02-2020	<ol style="list-style-type: none"> <li>1. Decision regarding examination</li> <li>2. Planning of the sessional examination</li> <li>3. discussion on 'submission of 6th-semester project paper</li> <li>4. Marks distribution in pre-semester/sessional</li> </ol>
	<b>March</b>	04-03-2020	<ol style="list-style-type: none"> <li>1. Discussion on attendance</li> <li>2. Planning on unit test</li> <li>3. Discussion about syllabus coverage</li> </ol>
	<b>April</b>	08-04-2020	<ol style="list-style-type: none"> <li>1. Class test pattern</li> <li>2. Discussion about teamwork</li> <li>3. Planning for outdoor classes</li> <li>4. Club activities</li> </ol>
	<b>May</b>	06-05-2020	<ol style="list-style-type: none"> <li>1. class test discussion</li> <li>2. planning for a class test tentatively on 20/05/2020</li> </ol>

2021	<b>June</b>	19-06-2021	<ol style="list-style-type: none"> <li>1. For the promotion of 1st-semester students, we support the internal assessment for incomplete papers.</li> <li>2. Time is running out and they should start the next semester's classes, otherwise, they will be late in other sessions too.</li> <li>3. Regarding online examinations, students will not give importance and there may be challenges with copying and pasting. Students, on the other hand, have already completed sessional examinations in a physical state, allowing the remaining papers to be evaluated through an internal assessment in which 50% of the marks will be based on internal marks, 30% on presentations or assignments, and 20% on a 20-mark MCQ test.</li> <li>4. For the remaining examinations of the 3rd and 5th-semester full evaluation can be done on the basis of their internal assessments.</li> </ol>
	<b>November</b>	01-09-2021	<ol style="list-style-type: none"> <li>1. Preparation of Time table (blended)</li> <li>2. Planning about NAAC department report work</li> <li>3. The decision about the project marks the preparation</li> <li>4. Discussion related 6-semester internal marks</li> </ol>