



**SAMPLES OF DEPARTMENTAL
MEETING PROCEEDINGS OF
DIFFERENT DEPARTMENTS OF ADP
COLLEGE**


Principal,
A.D.P. College
Nagaon (Assam)

Departmental
CHAMP
Proceeding

THE
ORIGINAL
LONGBOOK

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Department Meeting Minutes,

Book/Khata

Department of Mathematics,
Anandaram Dhekial Phookan College,
Nagaon, Assam

Meeting of faculty members, Department of Mathematics

Date: 13th Aug '22 (Saturday)

Time: 2-00 P.M.

A meeting has been convened today, on 13th Aug '22 with the following agenda:

Agenda:

- 1) Distribution of syllabus
- 2) Miscellaneous

The meeting was held under the presidency of Dr. Gayabee Das, HOD Mathematics. Regarding the distribution of syllabus, we have decided to keep it same as like as previous year. After some discussion we have taken the following resolution:

Resolution - I

The distribution of syllabus is remained as the previous year.

Resolution - II

The dates for the seminar of each semester are taken on the last part of November '22.

Resolution - III

At the end of the syllabus of major course, there should be a class test for each semester.

The meeting was concluded by the vote of thanks.

Teacher Present:

1. Das
2. N. Das
3. P. Kalita

Meeting of faculty members, Department of Mathematics

Date: 29-10-22 (Saturday)

Time: 2-30 P.M.

A meeting has been convened today, on 29th Oct '22 with the following agenda:

Agenda:

1. Setting of question papers for sessional exam '22
2. Fixation of a date for seminars
3. Miscellaneous

The meeting was held under the presidency of Dr. Gayabee Das, HOD Mathematics in presence of other faculty members of the department. We have discussed ~~the~~ about the above agenda and after some discussion, we have the following resolution:

Resolution No. I

The question paper for the sessional examination '22 (will be held from 2-11-22) must be submitted on 1st Nov '22.

Resolution No. 2.

The date for the seminar of major ^(odd sem) classes is fixed as 16th Nov '22.

Resolution No. 3

The evaluation of answer scripts should be completed within 15 days after the end of the sessional examination.

The meeting was concluded by offering a cup of tea to all.

Thanks

Teacher Present:

1. Das
2. N. Das
3. P. Kalita

Meeting of faculty members, department of Mathematics

Time: 2-30 PM

Date: 23rd Feb '23

Thursday

A meeting has been convened with the following agenda:

Agenda:

1. Fixation of date for the seminar
2. Project topic
3. Miscellaneous

The HOD, of Mathematics, presided over the meeting. We have discussed about the agenda given above. At the end of the discussion we have taken the following resolutions:

Resolution - I

The dates of seminar of 2nd and 4th semester are fixed on 10th March '23. The students can present their topics by PPT or on board also.

Resolution - II

For the project paper of 6th semester students, only two students can select a topic in each group i.e. students can make their project groups only with two students.

A trial presentation should be given at the last part of April '23.

Resolution III

The project report should be presented through power point only.

The meeting was concluded by offering a cup of tea to all.

Thanks.

Teacher present

1. gaur
2. H. Sharma
3. B.

Meeting of faculty members, department of Mathematics

Date: 21st March '23 (Thursday)

Time: 2-30 PM

A meeting has been convened under the presidency of HOD, Mathematics with the following agenda:

1. Question paper setting for sessional exam '23
2. Project presentation
3. Miscellaneous

After the discussion of above agenda we have taken the following resolution:

Resolution No. I

The question paper for the sessional examination '23 for the even semester (which will be held from 1st April '23) should be submitted on or before 1st April '23.

Resolution No. II

The date of trial presentation of project report of 6th semester is fixed on 25th April '23 (Tuesday).

Resolution No. III

The new session will be started as notified by the college authority and the classes should be taken with the same syllabus as distributed previously.

The meeting is concluded with the vote of thanks.

Teacher present:

1. gaur
2. H. Sharma
3. B.

Meeting of Faculty Members, Department of Mathematics
 Date: 20th May '23
 Time: 2-30 PM

A meeting has been convened today
 at 2 PM on the following agenda:

1. Distribution of Syllabus
2. Miscellaneous

The meeting was held under the
 presidency of Dr. Jagadee Rao, HOD, under
 minutes regarding the distribution of syllabus
 and class distribution. The time taken was
 following resolutions:

Resolution - I: The distribution of 1st semester syllabus

- i) Paper: MAT-HE-1016: Unit-1: Dr. Jagadee Rao
 Unit-2: Dr. Nitin Saarna
 Unit-3: Mr. Parkej Kalita
- ii) Paper: MAT-HE-3036: Dr. Jagadee Rao
 Dr. Nitin Saarna
- iii) Paper: MAT-HE-3036: Dr. Jagadee Rao
 Dr. Nitin Saarna
- iv) Paper: MAT-HE-3016: Mr. Parkej Kalita

Resolution - II: Distribution of 3rd semester syllabus

- i) Paper: MAT-HE-3016: Mr. Parkej Kalita
 Part and
 Part time lecturer.
- ii) Paper: MAT-HE-3026: Dr. Jagadee Rao
- iii) Paper: MAT-HE-3036: Dr. Nitin Saarna
- iv) Paper: MAT-HE-3016: Dr. Nitin Saarna
 and
 Part time lecturer
- v) Paper: SEC-III → Mr. Parkej Kalita
- vi) Practical → Mr. Parkej Kalita

Resolution - III: Distribution of 5th semester syllabus

- i) Paper: MAT-HE-5016: Dr. Nitin Saarna
- ii) Paper: MAT-HE-5026: Dr. Jagadee Rao
- iii) Paper: MAT-HE-5016: (Number theory) Part time
- iv) Paper: MAT-HE-5026: (Prigin) Mr. Parkej Kalita

v) All practical - Mr. Parkej Kalita

Resolution - IV: Intend to hold weekly class notes
 seminar will be held in the month of

October '23

the meeting was concluded by the
 vote of thanks.

Teacher Present

- 1. Dr. Rao
- 2. N. Saarna
- 3. Kalita

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Departmental – Meetings, Minutes

Regularly the department of Geography call for Meetings on various agenda. Subsequently, the adopted resolution are implemented and adhered to strictly

20/4/23

Agenda → ① As per Ceautati University notification 2nd, 4th and 6th semesters should be conducted 10th April - 20th June, therefore the practical dates within the department is delineated.

② To conduct an add on course, extension programme to be conducted

③ A special lecture programme in continuation of career workshop to be conducted.

A departmental meeting in presence of Principal, ADP college is held on 20/4/23. A discussion on fruitful conduction of an add on course and extension programme is ~~taken~~^{done} and accordingly dates are demarcated. All faculty members and teachers are present in the meeting.

Signature

- ① Prasanta Kumar
- ② Binmita Barua
- ③ Paras Datta
- ④ Dr. Leppiyoti Hazarika
- ⑤ Heena Khan

- I) Add on course on Remote sensing and GIS
- ii) Statistical tools in Research
- iii) A webinar on Remote sensing and GIS
Special Lecture
- iv) Extension programme at Chaparala H.S school
'Geography at school level'
'Developing Basic Geographic Skills at school level'

08/06/2022

Agenda

- 1) DE/NE FUND ASSIGNMENT
- 2) General meeting
- 3) AMOUNTS BANK AND PAYMENT OF
- 4) Interest Amount - Bank & FUND
- 5) All present members

Signature

- 1) Ganga Prasad
- 2) Bhanu Prasad
- 3) Pradyumn
- 4) Kishore Prasad
- 5) Hari Prasad

09/07/2022

- Agenda: (1) To organize seminar in the month of August.
(2) Distribution of duties.

Agenda

Today, on (09/07/2022) a meeting was held to discuss about the organization seminar in the month of August as per principal order. For that for smooth conduction of the seminar duties has been assigned. HOD would act as supervisor of the programme. The responsibility of ^{and} communication with Khasia person would be done by Mr. Pradyumn K. Gogoi and rest anchoring of the programme will be done by Khasia Khan and rest of the monitoring will be done by Mr. Pradyumn K. Gogoi and Mr. Kishore Prasad.

Signature

- 1) Pradyumn K. Gogoi
- 2) Bhanu Prasad
- 3) Pradyumn
- 4) Kishore Prasad
- 5) Hari Prasad



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**Records of
Departmental
Meetings, Minutes
etc. Khata**

25/5/23

classmate

Date _____

Page _____

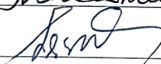
Today, a departmental meeting was held to discuss the following agendas. The meeting was presided over by Dr. Minamuddin Ahmed, HoD, History at presence of the following teachers
Time: 1:30 p.m.

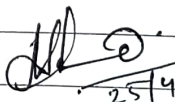
- 1) Review of the progression of course contents of both U.G. and P.G. Courses,
- 2) Distribution of in-complete units among the faculty members for completion within time-frame.
- 3) overall review on the departmental activities.

Resolutions:

- 1) Today's meeting resolved to complete the remaining parts of the syllabus of both the U.G. and P.G. Courses and accordingly distribute those units among the teachers. Each of the teachers took responsibility of completion of the same.
- 2) In the meeting, various activities of the department had also been reviewed.

Signature:

- 1) Minamuddin Ahmed,
- 2) 
- 3) Abhijit Bhanoti
- 4) Himangshu Shekhar Bora
- 5) Rani Doloy


25/4/23

Head

Department of History
A.D.P. College, Naga m.

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Departmental Proceeding

**Assamese Department
A.D.P. College, Nagaon**

Year - 201

০১/০৫/২০

তারিখ, ২২-০৫-২০২০

কার্যসূচী

- ১) আনুষ্ঠানিক কর্মসম্পন্ন উপস্থাপনা
- ২) অনুষ্ঠান

প্রোগ্রামিত কার্যসূচী

- ১) মিলন (সিডা)
- ২) (Librarian)
- ৩) অনুষ্ঠানসমূহ
- ৪) সর্বাঙ্গিক কর্মসূচী
- ৫)

অতিরিক্ত মূল্যে ০৫ টি কপি (Manuscript reading and preservation) কর্মসূচী কর্মসম্পন্ন সুসংগঠিত মূল্যবান কপিগুলি সঠিক আদালতসমূহে আনুষ্ঠানিক নিয়ন্ত্রিত হওয়া কর্মসূচী দেখে দিয়া -

- ৬) প্রদান করা / Flex - প্রীতীক্ষণে হস্ত, প্রস্তুতকৃত
- ৭) অতিরিক্ত কপিগুলি এবং আনুষ্ঠান - ৩ কপি কপি
- ৮) চাহ / ফুল - ৩ কপি সীম
- ৯) সর্বাঙ্গিক - জীবনসংক্রান্ত কর্মসূচী
- ১০) কর্মসম্পন্ন প্রতিবেদন - ৩ কপি প্রদান কপি
- ১১) সর্বাঙ্গিক কর্মসূচী - ৩ কপি কপি / ৩ কপি কপি
- ১২) সর্বাঙ্গিক কর্মসূচী - প্রীতী জীবন সর্বাঙ্গিক / ৩ মিলন (সিডা)

(Signature)

মুখ্য অধ্যাপক
অসমীয়া বিভাগ

মাননীয় ডেকিয়াল ফুলন মহাবিদ্যালয়, নগাঁও

TELLAR

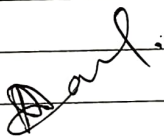
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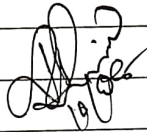


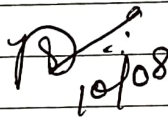
Departmental Meeting, Date - 10.08.2023

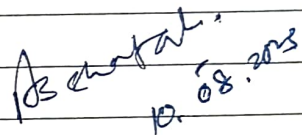
A departmental meeting was held on 10.08.2023 to discuss the following matters :

1. Distribution of the syllabus and routine.
2. Planning for the coming year
3. Discussion on proposed translation project and add on course.






10/08


10.08.2023

Teachers agreed to follow the routine as prepared by the HOD. It is also agreed all will follow course content as distributed by HOD after discussion.

It is decided that HOD would contact with the librarian to find possibility of increasing the number of books to be borrowed by major students.

It is also decided that principal be approached regarding purchase of more text books for major students.

CLASSIC


**EXECUTIVE
LONG BOOK**

Department of Philosophy
Amarendra Shrikrishna
College, Nagaur
Departmental Meeting

Date :- 10/11/2022.

A departmental meeting was held on 10th November, 2022. The topics and agenda of the meeting were basically the discussion on syllabus completion, performance of students in the sessional examination and the upcoming final examination of the three semesters. The H.O.D. and the other faculty members found the discussions satisfactory and the agendas fulfilled.

1. Anu Chak
10/11/2022

2. 
10/11/22

3. Neelika Borah
10/11/2022

PROCEEDINGS
DEPARTMENT OF STATISTICS
A.D.P. COLLEGE
NAGAON, ASSAM

Date: 08/08/2022
Name: Department of Statistics

A departmental meeting under the
Presidentialship of Dr. Rajiv Kumar, HOD is held
on 8/08/2022 at 11:30 AM to discuss the
following agenda:

Agenda

1. To discontinue the classes according to college routine
 2. To allot the course content of odd semester among the faculty members.
 3. To organize a lecture programme in the department by a workshop person from Kerala University.
 4. Others
- After thorough discussion among the faculty members of the department, the following resolutions are resolved:

Resolution 1:

The classes are allotted by the Head of the department among the faculty members and the contractual teacher according to college routine.

Resolution 2:

The course of odd semester is defined among the teachers.

Resolution 3:

Prepared of a contractual teacher in the department to meet the additional work load.

Resolution 4: Resolution is taken to invite Prof. K. V. K. of Gauhati University to deliver a talk on any technical topic which will be beneficial for our Major Students in the first week of September, 2022.

Dr. Apparna Barangi:
Dr. Rajiv Kumar (HOD):

[Signature]
RNL

Date: 17/01/2023

Venue: Department of Statistics

A departmental meeting under the Presidentship of Dr. Rajib Banerjee, HOD is held on 17/01/2023 at 12:30 PM to discuss the following agenda:

Agenda:

1. To allot the courses of even Semesters among the faculty members
2. To organise a skill development programme for six semester Major Students.
3. To organise an Extension programme
4. Others


After thorough discussion among the members of the department, the following resolutions are resolved:


Resolution 1: The courses of even Semester is distributed among the teachers of the department according to Syllabus of the Gauhati University.

Resolution 2: Resolution is taken to organise a skill development programme specially for 6th Semester Major Students in the last week of April, 2023

Resolution 3: Decision is taken to organise an extension programme among the School students in a school of Nagaon town.

Resolution 4: A proposal is taken to meet the excess work load by a Contractual teachers.

Dr. Aparna Barangi: 

Dr. Rajib Banerjee (HOD): 

Infinitee..

Departmental Proceedings
Dept. of Education

X class notebook

Date:- 26.10.2022

Time:- 2:00 PM

Place:- Dept. of Education

A departmental meeting has been organized by the Head of Education department to discuss on the following matters —

(i) Conducting a sessional examination of I, II and V semesters for both honours and general classes.

(ii) Making question papers for upcoming sessional examination.

(iii) Preparing examination duty charts for faculties.

(iv) Rendition of examination copies to evaluate among the faculty members.

All the faculty members of the department joined the meeting and discussed among themselves and came to the following conclusion —

(i) The date for sessional examination of the I, II and V semesters students have been fixed.

(ii) Question papers will be made in systematic way.

(iii) Examination duty charts have been made.

Signature of faculties —

1. Mr

2. Sabin Devi

3. Anurag

Date - 25.11.2022

Time - 11.00AM

Place - Dept. of Education

A departmental meeting has been organized by the Head of Education department to discuss on the following matters -

- (1) Commencement of SEC examination of III semester students.
- (2) Finalizing date and time to conduct SEC exam.
- (3) Dividing all the III semester students in groups for the SEC Examination,
- (4) Inviting a external for the SEC examination.

All the faculty members of Education department took part in the meeting and shared their opinions. By the end of the meeting the following decisions are made -

- (1) The date and time for SEC examination of the III semester students have been fixed.
- (2) All the students have been divided into two groups 'A' and 'B'.
- (3) The external will be invited for the SEC examination.

Signature of faculties -

1. 

2. 

3. 

Date: 18/01/2023

Time: 11:00 AM

Place: Dept. of Education

A departmental meeting has been organized by the Head of Education department to discuss on the following matters—

- (i) Discussion about the new session after NEP 2020 implementation.
- (ii) Distribution of papers for the new session among the faculty members.
- (iii) Distribution of class time table of the honours and generic classes.
- (iv) Commencement of practical examination of I and II semester students.

All the faculty members of the department joined the meeting and discussed among themselves and came to the following conclusions—

- (i) Papers have been suitably distributed among the faculties.
- (ii) The time-table for classes have been properly distributed.
- (iii) The date for practical examination of I and II semester students have been fixed and external will be invited for the examination.

Signature of faculties

1. Ash

2. Sakshi Devi

3. Prerna

Exclusive Long Book

DEPARTMENT PROCEEDINGS REGISTER (6)
DEPARTMENT OF POLITICAL SCIENCE
ANANDARAM DHEKIAL PHOOKAN COLLEGE

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14/2/22

A meeting of faculty members of Political Science held on 14/2/22 to discuss about - Departmental Seminar of all semester. Accordingly groups were formed from all semester students and topic is also selected for seminar. ~~For~~ 5th Sem Seminar Dr. Anjana Devi & Pranjali Nagarkar will conduct and 1st Sem. Seminar Dr. Suresh Nath & Piyush Debbarth has been entrusted. HOD of the Dept., asked all faculty members to make lottery of topic among students.

Faculty Members

① ~~Dr. Suresh Nath~~ 14/2/22

②

③ Anjana Devi

④ Pranjali Nagarkar

HOD
Department of Political Science
A.D.P. College
Nagaon, Assam
14/2/22

CLASSIC

EXECUTIVE

Departmental Meeting Proceedings

Department of Sanskrit

2015-2021

03/09/2022

Departmental meeting (VIVA, SEC)

A meeting was held on 03/09/2022 to discuss ^{about} the ^{date} viva for SEC paper of B.A. 4th Semester students.

Teachers' Signature

- 1) Rangmata Roy
- 2) Malenika Baruah
- 3) Chandana Sena

Students' Signature

- 1) Poojy Gohain
- 2) Tina Goswami
- 3) Violina Saikia
- 4) Kanchani Sarma

Proposal:

After a discussion the date for viva was fixed on 06/09/2022.

~~EDIKR~~
H.O.D.

21/10/2022

Departmental Seminar (B.A. 1st Semester)

A meeting was held on 21/10/22 in the department of Sanskrit to fix the date of the Seminar.

AGENDA:

- 1) fixing the date of the Seminar
- 2) fixing the topic of the Seminar

Signature of the teachers

1. Rangmata Roy
2. Malenika Baruah
3. Chandana Sena

Proposal:

After the discussion regarding the date and the topic of the Seminar of B.A. 1st Semester (HONOURS), the topic of the seminar was fixed as 'Parsha Mahabharata'. The date of the seminar was fixed as 01/11/2022.

Students' Signature

1. Sanjib Borah
2. Anil Saikia
3. Shantanu Rajbongshi
4. Anindya Nath
5. Gokindra Bordoloi
6. Banastee Borah
7. Kankana Choudhury

~~EDIKR~~
H.O.D.