

DEPARTMENT OF SOCIOLOGY

MINUTES 2021-2022

MEETING-1

Dt:04-01-2021

Meeting 1-Agenda:

- DRC meeting issues
- Intermediate Classes and Syllabus
- Attendance of MID Exams
- Teaching Diaries & Teaching Plans

Resolutions:

It is resolved to

- Intermediate syllabus to complete in the end of this month either in Online or Offline.
- Exams will be held as per the schedule of BIE in the month of March
- To fill the Google Spread sheet about the particulars of MID Exams attendance
- To complete the Teaching Diaries & Plans about both Online & Offline classes
- Degree syllabus should be completed by the End of this month and upload E-Content also

Meeting -2 – Agenda:

- BOS Meeting
- Online Classes & Offline Classes
- Exam Fees pay last date
- Teaching Diaries

Resolutions:

It is resolved to

- Discussed about BOS meeting which is held at ANUR on 22-1-21
- (a) 4 years degree (honours)
- (b) Life skills and Skill Development papers
- (c) Environment Education is mandatory in III semester
- (d) No internals to LF & SD subjects.
- To conduct Offline classes to all degree students from 27th onwards, working
- Hours 10.00 to 4.30.pm
- Announcement of Exam Fee last date to all classes groups
- To update the Teaching Diaries and Teaching Plans

Meeting -1 Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none"> ➤ Intermediate syllabus to complete in the end of this month either in Online or Offline ➤ Exams will be held as per the schedule of BIE in the month of March ➤ To fill the Google Spread sheet about the particulars of MID Exams attendance ➤ To complete the Teaching Diaries & Plans about both Online & Offline classes ➤ Degree syllabus should be completed by the End of this month and upload E-Content also 	<ul style="list-style-type: none"> ➤ Intermediate syllabus was completed in Online ➤ Post the Old Questions Papers in the students group for preparation of BIE Exams ➤ Filled the Google Spread sheet ➤ Updated the Teaching Diaries & Teaching Plans ➤ Completed the degree syllabus ➤ E-content was uploaded

MEETING-3

Dt:-22-04-2021

Meeting -3 – Agenda:

- ❖ Jr. Intermediate Pre-final Exams
- ❖ Online classes to II & III year students
- ❖ Regarding permissions

Resolutions:

It is resolved to

- ❖ To conduct pre-final examinations to Jr. Inter students through Online.
- ❖ Students have to submit their Answer papers physically to the respective depts.,
- ❖ Question paper should be sent in PDF Format to the respective groups
- ❖ To take classes for II & III year degree students through Online from 26-4-21
- ❖ One hour permissions and Half-day CL's are not applicable to Half-day colleges

Meeting -2 - Resolutions	Action Taken Report
It is resolved to <ul style="list-style-type: none">• To conduct Offline classes to all degree students from 27th onwards , working Hours 10.00 to 4.30.pm• Announcement of Exam Fee last date to all classes groups• To update the Teaching Diaries and Teaching Plans	<ul style="list-style-type: none">• From 27th January onwards classes has taken Offline.• The Examination Fee circular was posted in student groups• Updated Teaching Diaries and Teaching Plans

MEETING-4

Dt:-04-08-2021

Meeting -4 – Agenda:

- Surprise visit of RIO
- Daily reports to college mail
- Students attendance
- Staff class work regularity

Resolutions:

It is resolved to

- Up date class works reports daily, any time RIO sir visit
- Students attendance must be taken in online
- Teach mint app must be follow for teaching
- Staff will be taken classes regularly without fail

Meeting -3 - Resolutions	Action Taken Report
It is resolved to <ul style="list-style-type: none">❖ To conduct pre-final examinations to Jr. Inter students through Online.❖ Students have to submit their Answer papers physically to the respective depts.,❖ Question paper should be sent in PDF Format to the respective groups❖ To take classes for II & III year degree students through Online from 26-4-21	<ul style="list-style-type: none">❖ Conducted Pre-final exam to Sr.Inter only(Jr.HES No)❖ Question paper prepared and sent in pdf format to student group❖ Valued and marks recorded❖ Degree classes has taken in Online regularly

MEETING-5

Dt:-25-08-2021

Meeting -5- Agenda:

- Degree II sem students regularity
- Classes running regularly
- Admissions –Hike
- Students Fee Structure

Resolutions:

- It is resolved to
- Take any action to regularise of degree students
- All the staff members have to take classes without fail
- Take any action to improve Admissions
- All the staff member have to post fee structure to students groups

Meeting -4 - Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none">▪ Up date class works reports daily, any time RIO sir visit▪ Students attendance must be taken in online▪ Teach mint app must be follow for teaching▪ Staff will be taken classes regularly without fail	<ul style="list-style-type: none">▪ Complete the class and update the data▪ Students attendance was taken in Online▪ Classes has taken in Teach mint app only▪ Daily class work is going on without fail

MEETING-6

Dt:-27-08-2021

Meeting -6- Agenda:

- ★ College takeover issues
- ★ Appointment of lecturers
- ★ Invigilation duties

Resolutions:

It is resolved to

- ★ To prepare college has takeover by Govt.,
- ★ Appointment of lecturers has applicable their eligibility
- ★ All the staff members have been do invigilation's duties for conduct of exams smoothly

Meeting -5 - Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none">● Take any action to regularise of degree students● All the staff members have to take classes without fail● Take any action to improve Admissions● All the staff member have to post fee structure to students groups	<ul style="list-style-type: none">● Classes have taken daily to violet of students irregularity● Class work was going on in Teach mint app● Do canvassing to improve admissions● Fee structure of students was post in students groups

MEETING-7

Dt:-00-00-2021

Meeting -7- Agenda:

- + OTLP App
- + Preparation of Timetable
- + Up-load the classes
- + Preparation of PPT's

Resolutions:

It is resolved to

- + Download OTLP app for degree classes
- + To take Inter classes any platform
- + Preparation of Timetable without any clashes
- + After complete the class work to upload
- + To Prepared to PPT's on related syllabus

Meeting -6 - Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none">★ To prepare college has takeover by Govt.,★ Appointment of lecturers has applicable their eligibility★ All the staff members have been do invigilation's duties for conduct of exams smoothly	<ul style="list-style-type: none">★ Process will be started to college was absorb in govt.,★ All the staff members has ready with relevant certificates to verification★ Ready to do Invigilation duties

MEETING-8

Dt:-15-09-2021

Meeting -8- Agenda:

- Workload & Timetable
- Teaching Diaries & Teaching Plans
- Curricular , Co-Curricular works
- MID Exams
- About Slow learners

Resolutions:

It is resolved to

- To Prepared Dept., workload & Timetable
- Update Teaching Diaries & Teaching Plans
- Allotment of Assignments and Seminars
- Preparation of MID Exam Question papers
- Conduct of MID Exams
- TO prepared MCQ and Short questions for slow learners

Meeting -7- Resolutions	Action Taken Report
It is resolved to	
✦ Download OTLP app for degree classes	✦ Taken Intermediate classes In Google meet
✦ To take Inter classes any platform	✦ OTLP app was to only Regular faculty
✦ Preparation of Timetable without any clashes	✦ Timetables were prepared
✦ After complete the class work to upload	✦ Completed the class work immediately to upload
✦ To Prepared to PPT's on related syllabus	✦ PPT's were prepared on related syllabus

Meeting -9- Agenda:

- Intermediate practical exams
- Degree Practical exams
- Degree Theory exams
- Invigilation's duties
- First year classes
- Intermediate study hours

Resolutions:

It is resolved to

- Prepare to conduct of practical exams from 27-3-2022
- Prepare to conduct of Degree practical exams from 22-3-2022 to 29-3-22
- Prepare to conduct of Degree Theory exams from 31-3-2022 to 28-4-2022
- All the staff members must be do examination invigilation with out fail
- To Take First year Degree classes regularly
- To conduct of Intermediate study hours

Meeting -8- Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none"> ➤ To Prepared Dept., workload & Timetable ➤ Update Teaching Diaries & Teaching Plans ➤ Allotment of Assignments and Seminars ➤ Preparation of MID Exam Question papers ➤ Conduct of MID Exams 	<ul style="list-style-type: none"> ➤ Workload and Timetable was completed ➤ Updated Teaching Diaries & Teaching Plans ➤ Assignments and Seminars were Allotted ➤ Prepared MID QP, Conducted of MID Exams , valued and marks recorded
<ul style="list-style-type: none"> ➤ TO prepared MCQ and Short questions for slow learners 	<ul style="list-style-type: none"> ➤ Prepared MCQ and Short questions to slow learners

Meeting -10- Agenda:

- ★ Summer vacation
- ★ Inter & Degree Invigilation's
- ★ Online Classes

Resolutions:

It is resolved to

- ★ TO take summer vacation from 9-5-2022 to 5-6-2022
- ★ Every staff member must be do Invigilation's
- ★ To take Online classes of next sem

Meeting -9- Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none">• All the staff members must be do examination invigilation duty with out fail• To Take First year Degree classes regularly• To conduct of Intermediate study hours	<ul style="list-style-type: none">• Invigilation Duties has done• Degree classes has going on• Conducted Intermediate study hours

MEETING-11

Dt:-19-07-2022&27-8-2022

Meeting -11- Agenda:

- Degree V sem SEC Courses
- IV sem Internship
- Commissioner sir Visit

Resolutions:

It is resolved to

- Preparation of V sem SEC courses E-content
- Allotment of IV sem Internship Mentors
- All records are update for commissioner sir visit

Meeting -10- Resolutions	Action Taken Report
<p>It is resolved to</p> <ul style="list-style-type: none">★ TO take summer vacation from 9-5-2022 to 5-6-2022★ Every staff member must be do Invigilation's★ To take Online classes of next sem	<ul style="list-style-type: none">★ Examinations were completed★ Online classes are going on

MEETING-12Dt:-22-10-2022**Meeting -12- Agenda:**

- ❖ Induction Programme
- ❖ Orientation programme
- ❖ Bridge Course
- ❖ Compensate Holiday(13-8-2022,Second Saturday)

Resolutions:

It is resolved to

- ❖ Conduct of Induction programme for I Degree students from 31-10 & 1-11-2022 to 4-11-2022
- ❖ Conduct of Orientation programme on 5-11-2022
- ❖ Conduct of Bridge course November 2nd week
- ❖ Conduct of National seminars
- ❖ Conduct of activities to issued dates
- ❖ Compensate holiday declared on 25-11-2022

Meeting -11- Resolutions	Action Taken Report
It is resolved to <ul style="list-style-type: none">● Preparation of V sem SEC courses E-content● Allotment of IV sem Internship Mentors● All records are update for commissioner sir visit	<ul style="list-style-type: none">● Preparation of SEC E-content is going on● Allotted Internship mentors● All records are updating


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