



MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

Ph. (Off) 2543-5687/2555-6325 (PL) 2530-2008

E-mail : mkcollegeprincipal@gmail.com

Ref No.....

Date.....

Departmental Notice

Subject: Upcoming Meeting and Key Agenda Items for Faculty

Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **15th July 2018**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Discussion on changes to the syllabus for the upcoming semester.
- Evaluation of student feedback on current courses.

Pradeep
H.O.D, dept of computers





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Minutes of the Meeting held on 15th July 2018

Key Decisions:

- The syllabus for the upcoming semester was reviewed, and necessary changes were proposed to update course content in line with current trends.
- Student feedback was discussed, with suggestions for enhancing course clarity and pacing.



Imit Choudhury

Arpita Bhedra

Sourav Malakar

Manish Shree-



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Departmental Notice

Subject: Upcoming Meeting and Key Agenda Items for Faculty

Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **28th August 2018**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Discussion of course offerings for the upcoming academic year.
- Review of workload distribution among faculty members.

Rheda
Chos, Department of Computer
523



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Minutes of the Meeting held on 28th August 2018

Key Decisions:

- A review of course offerings was conducted, with the introduction of new electives in emerging fields.
- Workload distribution was balanced across faculty members, factoring in teaching, research, and administrative responsibilities.

Arpita Bheda.

Soupar Malakar

Amit Choudhury

Manish Shew.



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Departmental Notice

Subject: Upcoming Meeting and Key Agenda Items for Faculty


Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **17th November 2018**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Ensuring a balanced and engaging academic program.
- Identification of faculty members to lead specific sessions.
- Coordination of technical requirements and support.

Rshedw
C.H.O.D, Department of
Computer Sc





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Minutes of the Meeting held on 17th November 2018

Key Decisions:

- The need for a more interactive and engaging program structure was emphasized, with suggestions for incorporating hands-on projects and group work.
- Faculty members were assigned to lead specific sessions for the upcoming semester.
- A review of technical requirements (software, hardware, etc.) was carried out to ensure availability for the new semester.

Arpita Bhadra

(H.O.D, Computer Sc.)



*Arpita Bhadra
Souparv Mallick
Amit Choudhary
Manish Shukla*



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Departmental Notice

Subject: Upcoming Meeting and Key Agenda Items for Faculty

Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **19th December 2018**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Allocation of internal and external practical duties.
- Updates on practical assignments, subject-wise.





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Minutes of the Meeting held on 19th December 2018

Key Decisions:

- Faculty members were assigned to manage internal and external practical sessions for each subject.
- Updates were provided on practical assignments, with some requiring revisions to reflect industry standards.



Arpita Bhadri
Sourav Malakar
Amit Choudhury
Manish Sheu



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Departmental Notice

Subject: Upcoming Meeting and Key Agenda Items for Faculty

Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **11th January 2019**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Evaluation of student feedback on current courses.
- Subject allocation for the upcoming semester.

Rhedri
C/O, department of
computer sci)





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Minutes of the Meeting held on 11th January 2019

Key Decisions:

- The student feedback was reviewed, and areas for improvement in course content and delivery were identified.
- Subject allocation for the upcoming semester was discussed and finalized.



Arpita Bhaduri
Souparna Malakar
Amit Choudhury
Manish Shewo.



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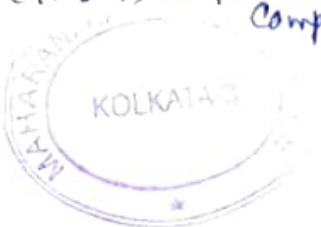
Dear Faculty Members,

This is to inform all faculty members of the upcoming departmental meetings scheduled for the second half of **17th February 2019**. The meetings will be conducted to discuss important academic matters. Kindly review the proposed agenda items below and be prepared to actively participate in the discussions.

Agenda:

- Procurement of hardware lab instruments (Microcontroller Kits, Digital Electronics Lab instruments, etc.).

P. S. Ghosh
H.O.D., Department of
Computer Sc





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Minutes of the Meeting held on 17th February 2019

Key Decisions:

- The need for new laboratory instruments to support practical coursework in electronics and computer science was recognized.
- A budget was allocated for the purchase of necessary equipment.



Aspita Bhedw.
Sourav Mallick
Amit Choudhary
Manish Shaw.