বিদ্যাসাগর বিশ্ববিদ্যালয়
VIDYASAGAR UNIVERSITY
Department of Physics

RESOLUTION OF THE DEPARTMENTAL COMMITTEE MEETING

Date: 17.09.2024 **Venue:** Department of Physics, Vidyasagar University

Agenda:

1. To discuss about the Students' Feedback and the required Action

Members Present:

1. Prof. Radha Raman Pal 17-9-24
2. Prof. Paresh Chandra Jana 17/9/24
3. Prof. Satyajit Saha 17/09/24
4. Prof. Surajit Ghosh 17/9/24
5. Prof. Swarnendu Sarkar, HOD 17/9/2024
6. Dr. Kuntal Chatterjee 17.9.24
7. Biswajit Das 17.09.2024.

Resolution:

1. The Students' Feedback (Semesters II & IV :2023-2024) of individual faculty members have been thoroughly discussed. On the basis of these reports the following were noted.
   i. The extensive effort put in by all faculty members in classroom teaching and providing adequate encouragement to students were acknowledged.
   ii. The faculty members resolved to look into the aspects they can improve on based on the students' feedback.
   iii. All members agreed to make the classes more interactive and use ICT as much as possible during teaching hours so as to uplift the interest of the students. The members further agreed to discuss the prospects of the courses in research.
   iv. Providing adequate reference materials and relevant textbooks related to the classes were also discussed.

   The meeting ended with thanks to the chair.

VIDYASAGAR UNIVERSITY

Department of Chemistry

Midnapore 721102, West Bengal, India

Date: 05.09.2024

NOTICE

A Departmental Committee (DC) meeting will be convened on **10.09.2024** (Tuesday) at 2:30 p.m. to discuss the following agendas:

1. To confirm the proceedings of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024.
2. Discussion about the Students' feedback report regarding evaluation of teachers for the academic session 2023-2024.
3. Miscellaneous

Please make it convenient to attend the same.

With best regards,

Subal Chandra Manna 05/09/2024

Prof. Subal Chandra Manna
Head
Department of Chemistry & Chem. Tech.
Vidyasagar University

Head
Department of Chemistry
Vidyasagar University
Midnapore - 721102

Seen 5/9/24

Seen 5/9/24

Seen 5/9/24

Seen S. Ray 05.09.24

Seen 5/9/24

Seen 6/9/24

VIDYASAGAR UNIVERSITY
Department of Chemistry and Chemical Technology
Midnapore 721102, West Bengal, India

Proceeding of the Departmental Committee (DC) meeting held on 10.09.2024 at 2:30 p.m.

Members present:

Prof. Subal Chandra Manna, Head, Department of Chemistry, in the Chair. 10/9/2024

Prof. Ajay Kumar Misra

Prof. Amiya Kumar Panda 10/09/2024

Prof. Sudipta Dalai 10/9/2024

Prof. Sumita Roy Sumita Roy 10.09.24

Dr. Anirban Basu Anirban Basu 10.09.24

Venue: Office of the Head, Department of Chemistry and Chem. Tech., VU

Agendas:

1. To confirm the proceedings of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024.
2. Discussion about the Students' feedback report regarding evaluation of teachers for the academic session 2023-2024.
3. Miscellaneous.

Resolutions:

1. The proceeding of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024 were read and confirmed.

2. Students' feedback report regarding evaluation of individual faculty members for the academic session 2023-2024 have been discussed thoroughly on the basis of the reports as received from IQAC.

a) Students feed back reports as received from IQAC office was discussed thoroughly and the members had been requested to act as per the analysis received from IQAC. DC also resolved that following points to be considered to cater in a better way to the students.

i) More reference books to be procured in the library.

ii) To provide more updated study materials to the students.

iii) To repair the out of order laboratory instruments.

iv) Laboratory infrastructure should be improved.

3. Miscellaneous: HoD reported that Prof. Amiya Kumar Panda wish to submit a research proposal entitled "Phyiscochemical studies on mitochondria targeted nanostructured lipid carriers with special reference to hepatocellular carcinoma" to the BRNS, Department of Atomic Energy, Govt. of India.
Members of the DC recomanded the submission of the proposal.

10/9/2024

Head
Department of Chemistry
Vidyasagar University
Midnapore - 721102

Meeting ended with thanks to the Chair.

S. Roy 10.09.24 Anirban Basu 10.09.24 10/09/24 10/9/2024 10/09/2024

VIDYASAGAR UNIVERSITY
Department of Chemistry and Chemical Technology
Midnapore 721102, West Bengal, India

Proceeding of the Departmental Committee (DC) meeting held on 10.09.2024 at 2:30 p.m.

Members present:

Prof. Subal Chandra Manna, Head, Department of Chemistry, in the Chair. 10/9/2024

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Prof. Amiya Kumar Panda 10/09/2024

Prof. Sudipta Dalai 10/9/2024

Prof. Sumita Roy Sumita Roy 10.09.24

Dr. Anirban Basu Anirban Basu 10.09.24

Venue: Office of the Head, Department of Chemistry and Chem. Tech., VU

Agendas:

1. To confirm the proceedings of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024.
2. Discussion about the Students' feedback report regarding evaluation of teachers for the academic session 2023-2024.
3. Miscellaneous.

Resolutions:

1. The proceeding of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024 were read and confirmed.

2. Students' feedback report regarding evaluation of individual faculty members for the academic session 2023-2024 have been discussed thoroughly on the basis of the reports as received from IQAC.

a) Students feed back reports as received from IQAC office was discussed thoroughly and the members had been requested to act as per the analysis received from IQAC. DC also resolved that following points to be considered to cater in a better way to the students.

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10/9/2024
Head
Department of Chemistry
Vidyasagar University
Midnapore - 721102

Meeting ended with thanks to the Chair.

S. Roy 10.09.24 Anirban Basu 10.09.24 10/09/24 10/9/2024 10/09/2024

VIDYASAGAR UNIVERSITY

Department of Chemistry
Midnapore 721102, West Bengal, India

Date: 05.09.2029 0

NOTICE

A Departmental Committee (DC) meeting will be convened on 10.09.2024 (Tuesday) at 2:30 p.m. to discuss the following agendas:

1. To confirm the proceedings of the last meeting of the Departmental Committee in Chemistry held on 27.08.2024.
2. Discussion about the Students' feedback report regarding evaluation of teachers for the academic session 2023-2024.
3. Miscellaneous

Please make it convenient to attend the same.

With best regards,

Subal Chandra Manna

Prof. Subal Chandra Manna 05/09/2024
Head
Department of Chemistry & Chem. Tech.
Vidyasagar University

Head
Department of Chemistry
Vidyasagar University
Midnapore - 721102

Seen 5/9/24

Seen 5/9/24

Seen 5/9/24

Seen S. Ray 05.09.24

Seen 5/9/24

Seen 6/9/24

Electronics ATR for Student Feedback

No. / রেজল্যুশন / Resolution Adopted

Resolution of the DC meeting Dated 10/09/24:

The students feedback reports of the teachers has been discussed today among the faculty members with proper attention and care. It is decided that each faculty members will take necessary steps to further upgrade their teaching learning methodology as per their respective feedback reports in order to improve the quality of teaching delivered to the students.

S.C. Sahu 10/09/2024

10/09/24

10.09.24.

S Pramanik 10/09/2024

DEPARTMENT OF FISHERY SCIENCES
VIDYASAGAR UNIVERSITY
P.O.: MIDNAPORE, DIST.: PASCHIM MEDINIPUR, WEST BENGAL, PIN- 721102

Ref.: VU/HOD/FSC/IQAC/2064/2024 *Dt. 03.12.2024*

To
The Director,
IQAC
Vidyasagar University
Midnapore -721102

Sub: Submission of ATR of student's feedback (session 2023-24)

Dear Sir,

I am submitting herewith the action taken report of student's feedback for the session 2023-24. The feedback analysis report of the M.Sc. Fisheries Science students of the academic session 2023-24 of the faculty members was placed in the departmental committee meeting dated 01.10.2024 and discussed. The lacunae reflected in the analysis report of individual faculty members were addressed and corrective measure will be taken for the best performance for the benefit of the students.
The DC meeting resolution is enclosed herewith for your kind perusal.
Thanking you

With regards
Yours sincerely,
03/12/2024
(Dr. Manoj Kumar Pati)
HEAD
Department of Fishery Sciences
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

Phone (03222) 276554/276555 Ext. – 486; Tele Fax: (91) 03222-275297
WEBSITE: http://www.vidyasagar.ac.in/departments/AMT/

DEPARTMENT OF FISHERY SCIENCES
VIDYASAGAR UNIVERSITY
P.O.: MIDNAPORE, DIST.: PASCHIM MEDINIPUR, WEST BENGAL, PIN- 721102

RESOLUTION OF DEPARTMENTAL COMMITTEE MEETING

Date: 01.10.2024 Meeting No. -121 Place: HOD room

Agenda-1: *To confirm the proceedings of last DC meeting held on 09.08.2024.*

Resolution 1: Proceedings of last DC meeting held on 09.08.2024 read and confirmed.

Agenda-2: *To address the issues regarding the student's feedback (session 2023-24) and preparation of Action Taken Report (ATR)*

Resolution 2: As per the email received from the Director, IQAC (VU/IQAC/087/2024 dated 03.09.2024), we have carefully discussed the report of student's feedback (session 2023-24) of individual teachers. The lacunae as reflected in the report of the individual faculty addressed for the best performance for the benefit of the students.

Agenda-3: *Preparation of final academic routine of Semester-I & III of M.Sc. Fisheries Science*

Resolution 3: The academic routine of Semester-I & III of M.Sc. Fisheries Science finalized and be forwarded to the University Authority.

Agenda-4: *To arrange the study tour/Educational excursion/Field visit for semester-III, M.Sc. Fisheries Science students.*

Resolution 4: The members of DC unanimously resolved that Dr. Joydev Maity, Teacher & Dr. Babulal Sasmal, Technical Assistant will accompanied with 33 (28-male; 5-female) M.Sc. Fisheries Science, 3rd semester students, for the educational visit (fish farm, fisheries institute & marine landing center) adjoining to Visakhapatnam, Andhra Pradesh as part of their course curricula.

Agenda-5: *Repair and servicing of research equipments, refrigerators etc in the department*

Resolution 5: Servicing of the Carl-Zeiss Trinocular microscope Model: Axiolab A1 is urgently required for the practical and research purposes. In this connection one estimate of Rs. 7080/- including GST has been received from the ASE Instruments Pvt Ltd. (Authorized servicing provider of Carl Zeiss) and it unanimously decided to arrange for the servicing of the above cited microscope.

Agenda-6: (Misc.): *No such matter arises.*

Meeting ended with thanks to the chair.

Signature of the D/C members: (Dr. Manoj Kumar Pati) 01/10/2024 (Dr. Joydev Maity) 01/10/24

Phone (03222) 276554/276555 Ext. – 486; Tele Fax: (91) 03222-275297
WEBSITE: http://www.vidyasagar.ac.in/departments/AMT/

DEPARTMENT OF APPLIED MATHEMATICS
VIDYASAGAR UNIVERSITY
MIDNAPORE –721 102, WEST BENGAL: INDIA

VU/MATH/104(b)/24 Dated: 24.09.2024

To
The Director
Internal Quality Assurance Cell (IQAC)
Vidyasagar University
Midnapore

Subject: Submission of Action Taken Report (ATR) for the student's feedback

Dear Sir,

I am submitting the Action Taken Report (ATR) regarding Student Feedback for the Department of Applied Mathematics, in compliance with your letter dated 03.09.2024. The ATR has been prepared in the DC's meeting held on 24.09.2024. The student feedback highlights both their satisfaction and specific demands for further improvement.

"Students are highly appreciative of the delivery of lectures by the teachers and the regularity of classes maintained throughout the semester. They have expressed gratitude for the efforts of the faculty in providing quality education. However, they have also requested additional academic resources, such as e-contents, presentations, and recorded video lectures delivered by the departmental faculties along with faculties from other reputed institutions. Furthermore, students have emphasized the need to complete the syllabus at a uniform pace throughout the semester to ensure balanced progress and adequate preparation.

Faculty members have been instructed to adhere to a consistent teaching schedule to meet this demand. The department also recognizes the need to provide more reference books and has initiated the process of expanding library resources. Links to online course materials will be curated and shared with students to facilitate self-learning. These measures aim to address student feedback while maintaining the academic excellence that the department upholds."

Thank you for your guidance and support.

Thanks with regards.

Dr. Madhumangal Pal
Professor & Head
Department of Applied Mathematics
Vidyasagar University

Dr. Madhumangal Pal
Professor & Head
Dept. of Applied Mathematics with
Oceanology & Computer Programming
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B., India

VU/PG/BOT/17/25

Department of Botany & Forestry
Vidyasagar University, Midnapore – 721102

Professor Amal Kumar Mondal, Head
Tel. 9434636647/8777072771 email: profakmondal@gmail.com

To
The Director
IQAC
Vidyasagar University

Dear Sir,

This is to inform you that as per your mail regarding action taken report I am sending the same for your ready materials,

Thanking you,

Sincerely yours,

20/1/26

(Prof. Amal Kumar Mondal)
HOD
Department of Botany & Forestry
Vidyasagar University

Prof. Amal Kumar Mondal
Professor & HOD
Department of Botany & Forestry
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

Department of Botany & Forestry
Vidyasagar University, Midnapore – 721102

Professor Amal Kumar Mondal, Head
Tel. 9434636647/8777072771 email: profakmondal@gmail.com

GRIEVANCES OF STUDENTS:

Grievances of Students

1. Insufficient reference books for certain subjects in the library.
2. Dissatisfaction with incomplete syllabus coverage by some teachers.
3. Laboratory facilities require modernization, including the upgrading of microscopes.
4. Upgradation of lecture room

Action Taken Report: Grievances of Students

1. **Insufficient Reference Books for Certain Subjects in the Library:**
   A survey was conducted to identify the required reference books. The procurement process has been initiated, and the new books will be available in the library by the end of the current semester.
2. **Dissatisfaction with Incomplete Syllabus Coverage by Some Teachers:**DC meeting was called and respective teachers were made aware of the grievance of the students and Strick instruction were given to the respective teachers to coverup the syllabus within the time frame as per the lession plan. To follow up with the progress on the syllabus covered, regular DC meeting was conducted to review the process. Meetings were held with the concerned teachers to address this issue. A

Department of Botany & Forestry
Vidyasagar University, Midnapore – 721102

Professor Amal Kumar Mondal, Head
Tel. 9434636647/8777072771 email: profakmondal@gmail.com

structured teaching plan has been implemented, and additional classes have been scheduled to ensure the syllabus is completed on time.

3. **Modernization of Laboratory Facilities, Including the Upgrading of Microscopes:**

   A proposal for laboratory modernization has been approved. Advanced microscopes and updated equipment have been ordered, and the laboratory upgrades are expected to be completed within the next academic term.

4. **Upgradation of Lecture Rooms:**

   The renovation and upgrading of lecture rooms have been prioritized. Plans include better seating arrangements, improved lighting, and installation of modern teaching aids. The work is scheduled to begin shortly and will be completed in phases.

(Prof. Amal Kumar Mondal)
HOD
Department of Botany & Forestry
Vidyasagar University

Prof. Amal Kumar Mondal
Professor & HOD
Department of Botany & Forestry
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

VIDYASAGAR UNIVERSITY

Department of Computer Science

P.O.: Vidyasagar University, Midnapore-721102, Dist.: Paschim Medinipur,
West Bengal, INDIA.

NVI 05/07/25

Date:27.01.2025

The Director,
Internal Quality Assurance Cell (IQAC)
Vidyasagar University,
Midnapore-721102

Subject: Submission of Action Taken Report for Student Feedback from Computer Science.

Dear Sir/Madam,

I am writing to inform you that the action taken report (ATR) based on the student feedback collected for the 2023-24 has been prepared and is ready for submission. The feedback provided valuable insights into various aspects of the learning functions, and we have taken specific actions to address the concerns raised by the students.

Following action has been taken:

1. Representation of lecture delivery should be improved for more interactive and clarity.
2. Students' pre and post learning should be regularized.
3. Remedial classes are to be offered to the weaker students.

The details of the measures taken in response to the feedback are included in the attached DC meeting report, which outlines the steps we have implemented, as well as any planned improvements moving forward. We believe that these actions will contribute to enhancing the overall student learning and the quality of education at our institution.

Thank you for your support and cooperation.

27/01/25

Sincerely,
Head
Department of Computer Science
Vidyasagar University

Head
Deptt. of Computer Sc
Vidyasagar University

EPABX: 276554-555-557 (Ext-463,446,472), Fax: (953222) 275329,

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং /Meeting No.	023/24
তারিখ /Date	27.9.2024

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান Place	H.O.D Room
সময় Time	"

১। . 27/9/24
২। Shramanik
৩। 27/09/24
৪। 27/9/24
৫। 27/9/24
৬। 27/09/24
৭। 27/09/24
৮। 27.9.24
৯। 27/09/24
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২০।
২১।

নং /No.	রেজল্যুশন / Resolution Adopted

The Departmental Committee meeting regarding persuing the following agendas is held on 27.09.2024 at 12:00 pm in H.O.D. room of the Department of Computer Science, V.U. in the presence of the following members:

1. Prof (Dr.) Biswapati Jana, H.O.D.
2. Mrs. Sabari Pramanik, Asst. Professor.
3. Dr. Uttam Kr. Mondal, Asst. Professor.
4. Dr. Utpal Nandi, Asst. Professor.
5. Dr. Partha Choudhuri, Asst. Professor.
6. Mr. Bachchu Paul, Asst. Professor.
7. Mrs. Payel Guria, Asst. Professor.
8. Dr. Soamdeep Singha, Asst. Professor.
9. Mr. Debkumar Bera, Asst. Professor.

Agenda:

1. U.G. Syllabus finalization
2. Preparation of M.Tech Proposal
3. Admission of M.Sc. & MCA
4. IQAC data
5. ~~Misel.~~ Proposed date for Internal assessment.
6. Consideration of the letter dt. 27.08.2024.
7. ATR of student feedback.
8. Purchasing of All in one desktop and one color printer.

Resolution :

1. D.C. resolute that the NEP U.G Syllabus has been finalized.

2. M.tech Proposal has been prepared and will be send to the Hon'ble Vice Chancellor for approval.

3. JECA counselling has been started ~~and~~ and is monitored by Dr. Soamdeep Singha and Mr. Debkumar Bera.

- Data required for academic audit has been prepared and will be send to the IQAC.

- D.C. decided to ~~propose~~ take the internal assessments of M.Sc. and MCA ~~as~~ in the following proposed date.
  1st Internal Assessment → 20th November to 22nd Nov. 2024
  2nd Internal Assessment → 16th December to 18th Dec. 2024.

- D.C. has decided that before taking any decision regarding the transfer of electronic lab equipments from the department to department of Physics, Mr. Anup Karak will make a list of all the equipments and will submit it on or before 22nd October 2024.

- D.C. has taken the following actions regarding the students feedback :
  (i) Representation of lecture delivery should be improved for more interactive and clarity.
  (ii) Students Pre & Post learning should be regularized.
  (iii) Remedial classes are to be offered to the weaker students.

MEETING RESOLUTION BOOK

মিটিং নং /Meeting No.	
তারিখ /Date	

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান Place	
সময় Time	

১। 1. ২। 2. ৩। 3. ৪। 4. ৫। 5. ৬। 6. ৭। 7. ৮। 8. ৯। 9. ১০। 10. ১১। 11. ১২। 12. ১৩। 13. ১৪। 14. ১৫। 15. ১৬। 16. ১৭। 17. ১৮। 18. ১৯। 19. ২০। 20. ২১। 21.

নং /No.	রেজলুশন / Resolution Adopted

8. D.C. decided to purchase one "All-in-one Desktop" and one colour printer from the unspend amount of Rs 66,580.00.

9. Miscellaneous :

(i) Department proposed a certificate course on "Hardware repairing, maintenance and networking" under CCAE.

(ii) D.C. decided to organized a ~~multidisciplinary~~ International conference on "Multidisciplinary approach to AI and its application" dated 21st December and 22nd December 2024 in collaboration with Netaji Subhas open University. ~~and~~

(iii) D.C. has decided that Mr. Anup Karak will seat along with the technical assistant and Office staff in the Office room of the department of Computer Science until further decision has been taken by D.C.

(iv) As decided in the previous D.C. No. 20/24 dt 5/8/24 and No. 21/24 dt 20.8.24, a letter has been send to appoint Dr. Prabhash Kr. Singh and Mr. Arnab Sadhu as a guest teacher for the ~~following~~ papers MCA 303 & MCA 398 & N.S. 104

No.	রেজল্যুশন / Resolution Adopted

and M.Sc. 304 (MI) respectively. But till now the status of the letter is unknown to the department. ~~On the basis~~ for which the proposed guest teachers are unable to conduct their respective classes. On the basis of this scenerio, department has decided to write a letter directly to the Hon'ble Vice Chancellor for their approval.

27/09/24

RSCIS

Notice Date: 30/10/2023

A D.C meeting will be held on 04/11/23 in the chamber of H.O.D to discuss the following agenda

Agenda 1. Discussion regarding feedback response of the students.

Miscellaneous.

Bandyopadhyay
30/10/23

30/10/23

30-10-23

Resolution 1. Resolved that the draft resolution of the meeting held on 21/8/23 is read and confirmed.

The members of D.C discussed thoroughly about the feedbacks of students and unanimously ~~decied~~ decided to generate innovative ideas among students and providing updated information

Meeting ended with vote of thanks to the Chair

Bandyopadhyay
04/11/23

4/11/23

04-11-23

Geography

DC Meeting

Date - 30/9/24

Faculty members present in the Departmental Committee meeting held today at HOD. Chamber to discuss on the Action taken report on Students' feed back and Miscellaneous

Members present in the Meeting

1. Prof Ashis Kr Paul — 30.09.2024
2. Prof Ramkrishna Maiti — 30/09/2024
3. Prof. Nilanjana Das Chatterjee — 30/9/24
4. Dr. Prosenjit Acharya — 30/9/24
5. Dr. Kausik Ghosh — 30/09/24

Resolution:

Reports available to the teachers were discussed in detail. The average score of the teachers is satisfactory. Scopes for further development were discussed in the meeting. It was noticed that in the last academic session participation of student in the feed back process was very poor. We discussed the matter in the DC meeting dated 31.10.2023. Accordingly we discussed it with the students. As a result this year 58 students (IV Sem) participated out of 67 students and 88 students (70 Approx) participated in the feedback ~~system~~ process.

Bio Medical DC-172 01/10/24

Members Present
1) Prof. Sebidas Ghosh — 1/10/24
2) Dr. Chanda Mallick — 1/10/24
3) Dr. Sandip Chattopadhyay — 01/10/2024
4) Dr. Surajit Das — 1/10/24

Agenda:
1) Discussion about the Action taken on the basis of the teachers' evaluation by Students of 2nd and 4th Semester.
2) Permission regarding Project Proposal Submission by the Faculty members.

Resolution:

① Confirmation of previous meeting

② Action taken report:
D.C discussed the issues, such as no. of classes and coverage of syllabus
(i) 90% of the alloted class has been taken since the inception of 3rd semester, (ii) 60% of the syllabus completed by the faculty members, (iii) In this sem., the class conduction is better than previous semester, (iv) DC meeting-171 already resolved the involvement of several external experts for special lectures and guest teacher classes, (v) Class attendance of students has been improved ~~by~~ due to ~~regular classes~~ strict regulation for attendance executed by the dept. by publishing the percentage of attendance in a regular interval, (vi) HOD verbally requested to Hon'ble V.C for alloting teachers from CDOE in BMLSM in a full-time manner

It is resolved that dept. has no objection for submission of project proposals by the faculty members for next two years, i.e., up to 30.09.2026.

VIDYASAGAR UNIVERSITY

DEPARTMENT OF ZOOLOGY

P.O.: Vidyasagar University, Midnapore – 721 102, Dist.: Paschim Medinipur, West Bengal, INDIA

Action Taken Report (ATR) of the student's feedback regarding evaluation of teachers of the Department of Zoology for the session 2023-2024

After a threadbare discussion critical analysis of the student's feedback in the departmental committee meeting **held on 26.09.2024(Meeting no. ZOO/DC/07/2024 Dated: 26.09.2024)** the following observations have been made which are required to be used in achieving better results.

1. On analyzing the feedbacks received from the students of M. Sc. Semester II and IV, 2023-24 regarding the overall performances of the different teachers of the Department , it was found that all teachers had extended their best contribution towards the elevation of the academic standard of the Department in general and aspiring students in particular
2. The teachers of the department are advised to pay more attention to fulfill the requirements of students to their utmost satisfaction levels, especially on their identified lapses (marks obtained less than **'4'** in the respective evaluation criteria), if any pointed out by the students and strive to achieve more success in discharging their responsibilities in the coming sessions. All faculties were also of the same opinions with regard to maintaining their own standard (marks obtained more than **'4'**)
3. The students expressed their views in general to experience more practical classes; field oriented training and also gets more relevant academic materials, especially supports from the library.
4. The departmental committee has stressed upon more on the regularity of taking classes as well as completion of maximum parts of the syllabus as per as possible,
5. The departmental committee like previous years also expressed deep concern of not filling up the existing vacancies of both teaching and non-teaching staffs in order to render more effective services towards fulfilling the expectations of the students

26.9.24

Dr. Priyanka Halder Mallick
H.O.D., Zoology

HEAD
Department of Zoology
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B.

VIDYASAGAR UNIVERSITY

MIDNAPORE-721102, WEST BENGAL, INDIA

DEPARTMENT OF HUMAN PHYSIOLOGY

Date: 04/09/24

Teachers' Evaluation; Students' feedback: ATR

Date	Important points of Teachers' Evaluation	Action taken by DC
	1. Regularity of classes	1. Initiatives have been taken for maintaining regularity of classes. Teachers are requested to take Routine-wise allotted classes.
	2. Quality of Lecture	2. The DC resolved that every teacher will try to maintain his/her quality of teaching by which the students may be flourished in their subject Knowledge.
	3. Thorough covering of syllabus	3. Teachers are requested to take routine-wise and Extra classes for covering of syllabus.
	4. Providing updated information	4. Every teacher of the department is directed to update information's in their teaching materials by which students may be successful in the NET, SET and other competitive examinations.
	5. Providing advanced references of books, articles recommended reading on the course	5. The DC resolved that every teacher will provide advanced references of books, articles and study materials to students regularly.
	6. Returning the evaluated script of the internal assessment within a reasonable time	6. Teachers are requested to evaluate the answer scripts of internal assessment properly and discuss the evaluated scripts with the students within a reasonable time.

4/9/24

DR. SANDIP KR. SINHA
HOD
Department of Human Physiology
VIDYASAGAR UNIVERSITY

DR. SANDIP KR. SINHA
HOD
Department of Human Physiology
VIDYASAGAR UNIVERSITY

23/24

Date: 04/09/24.

An urgent DC meeting was held at the Dept. of Human Physiology, Chamber of HOD room, dated on 04/09/24 from 3pm onwards to discussed the following agenda—

* Agenda—

1. Confirmation of the last meeting
2. Organised the one day seminar on "Sir Ronald Ross" Oration.
3. Guest teacher for special paper "Microbiology and Immunology"
4. Donation of Rs. One Lacs in the name of N M Basu memorial lecture.
5. Misc. if any.

* Members present:

1. Dr. Sandip Kr. Sinha, HOD.: 4/9/24
2. Prof. Chandradipa Ghosh, Member: Absent.
3. Prof. Sujata Maiti Choudhury " : 04/09/2024
4. Dr. Sumana Sarkhel " : 4/09/24
5. Dr. Soumyabrata Banerjee " : 4/9/24

* Resolution:

1. The proceedings of the last meeting was confirmed.
2. Regarding One day "seminar entitled" Sir Ronald Ross Oration" lecture will be proposed during the last week of September' 2024. In this oration lecture, department invite Prof. Mahitosh Mandal, Professor, School of Medical Science and Tech.

IIT, Kharagpur, India. In this context, Prof. Mondal is to be invited as a Key speaker in this oration lecture.

(3) About guest teacher appointment for Microbiology and Immunology special paper, Prof. Chandradipa Ghosh proposed the name of Dr. Prithwiraj Mukherjee, faculty, Depart of Physiology, RNLK Women's College (Autonomus), Paschim Medinipur. D.C member allow him as a guest teacher with UGC as well as Vidyasagar University rules and regulation.

(4) Prof. Jushan Kanti Ghosh, Rtd. Prof. Department of Physiology, University of Calcutta and Treasurer of "Prof. N. M. Basu Memorial trust" proposed for a donation to the department for organizing the "Oration lecture" in the name of 'N. M. Basu Memorial Oration' every year. All the members of DC are gladly accepted this proposal and donation. The total amount of donation is Rs. 1,00,000/- (One Lac only). This total amount will be deposited to the University account and the oration lecture will be conducted with the help of yearly interest from total deposited money. All the financial transaction will be arranged by the proper guideline of finance department of the University.

(5). Regarding misc. agenda, one LCD projector will be installed (through roof stand) in the HOD room for any offical or academic presentation purpose forever. All the DC members are happy and gladly accepted for this type of infrastructure development of HOD room.

- Discussion on ATR of Students' feedback on teacher's evaluation—

Students feedback report on teacher's evaluation is discussed throughly in the DC meeting and suitable measures will be taken—

i) Regularity of classes.
ii) Quality of class room lectures
iii) Proper covering of syllabus throughout the session.
iv) Providing updated information regarding the subject.
v) Providing advanced references of books, articles recommended regarding the course
vi) Returning the evaluted script of the internal assessment within a reasonable time.

Discussion on the above said points are done and action will be taken by the DC.

- Regarding requirement of space allotment also discussed and that was informed to our Hon'ble VC sir through Development Officer, Vidyasagar University.

Lastly the meeting was ended with giving thanks to all the members from the Chair of DC, Human Physiology, VU.

4/9/24

DR. SANDIP KR. SINHA
HOD
Department of Human Physiology
VIDYASAGAR UNIVERSITY

DEPARTMENT OF ANTHROPOLOGY

VIDYASAGAR UNIVERSITY, MEDINIPUR 721102

Telephone: (03222) 298 398

Fax: (03222) 275329 • E-mail: VIDYA295@SANCHARNET.IN

Ref. No. 2002/Anth. / OC/24 21.10.24

To
The Director
IQAC
Vidyasagar University
Midnapore

Sub. ATR on Students' Feedback

Dear Sir,

In connection with the above subject, I would like to inform you that the students' feedback as received by the respective faculties was thoroughly discussed in the DC meeting held on 12.09.24 under agenda no.4. The lacunae were identified. The relevant matter was also discussed in the Teacher- Student committee meeting in appropriate manner on 05.09.2024. The opinions of the students were recorded. The measures required in this regard have been initiated. The salient points of Action Taken Report (ATR) are given below.

'Action Taken Report (ATR)

1. Extra classes for doubt clearing with special emphasis on slow learners.
2. "Journal Club" has been started to improve the knowledge base, presentation and communication skills of the students.
3. Additional and advanced study materials and references will be provided to the students.
4. Regularity of the classes and timely return of the examined answer scripts of Internal Assessment will be more emphasized.
5. Mentor – mentee list has been prepared.'

This is for your perusal and necessary action.

With regards,

Yours sincerely,

21/10/24

(Prof. Sumahan Bandyopadhyay)

HEAD
Department of Anthropolog
Vidyasagar University
Midnapore - 721102, W.B

VIDYASAGAR UNIVERSITY

MIDNAPORE ❖ WEST BENGAL ❖ PIN 721102

Phone : (03222) 276554 :: 276555 :: 276557 :: 276558 :: 262297

Ref. No..... Date 12.11.24

NOTICE

This is to notify that, a departmental committee meeting will be held on 19.11.2024 at 2.30 pm in the H.O.D's room of depa Sociology department

Following Agenda:

1) Confirmation of the proceeding of the last meeting.
2) Fix the internal examination dates of 1st Sem 2024
3) Prepare the list of mentor - mentee & distribution of 1st Sem.
4) Prepare of AQAR.
5) Misc.

S.A.H. Mondal 12/11/24
HEAD
Department of Sociology
Vidyasagar University
Midnapore-721102

Chatterjee 12/11/2024

12/11/24

Fax : (91) 03222, 275329, 264338

e-mail: vidya295@mail.vidyasagar.ac.in // website: url : http://www.vidyasagar.ac.in

19.11.2024

Departmental Committee Meeting

Members present

1. [illegible] 19/11/24
2. Pujarini Chatterjee 19/11/2024
3. [illegible] Gupta 19.11.24

HOD took the chair.

Agenda 1: The proceedings of the last meeting dated 28.8.24 read out and confirmed.

Agenda 2: Dates for Internal Assessment for M.A. 1st Sem 24 are as follows:

1st Internal Assessment

Soc/101	SAHM	- 2.12.2024	(Mon)	- 11.30am
SOC/102	AB	- 3.12.2024	(Tues.)	- 11.30 am
SOC/103	PC	- 4.12.2024	(Wed.)	- 11.30 am
SOC/104	AG	- 5.12.2024	(Thurs)	- 11.30 am
SOC/105	MB	- 6.12.2024	(Fri)	- 11.30am

2nd Internal Assessment

SOC/101	SAHM	- 6.1.2025	(Mon)	- 11.30am
SOC/102	AB	- 7.1.2025	(Tues)	- "
SOC/103	PC	- 8.1.2025	(Wed)	- "
SOC/104	AG	- 9.1.2025	(Thurs)	- "
SOC/105	PC	- 10.1.2025	(Fri)	- "

Agenda 3:

Mentor-Mentee list of students ~~for~~ to be continued for next 4 semesters from 1st sem to 4th sem (2024-2026)

AB: 1, 4, 8, 12, 15, 18, 21, 26, 29, 33, 36, 39, 42, 45, 48, 51. = 16

PC: 2, 6, 9, 13, 16, 19, 23, 27, 30, 34, 37, 40, 43, 46, 49, 52 = 16

AG: 3, 7, 11, 14, 17, 20, 24, 28, 31, 35, 38, 41, 44, 47, 50 = 15

Agenda 4: AQAR has been prepared & to be communicated to IQAC.

Misc: In miscellaneous item we discuss the students-Teach Feedback.

HOD initiated the discussion on Student-feedback of teachers 2023-2024 academic session. We revised & discussed the reports of each faculty and take note of strengths & weaknesses. Further suggested that that the faculties will discuss the feedback report of the students with the students.

ATR on students feedback.

2nd Sem 2023-24 —

SAHM- Average - 4.09, Highest - 4.29 Regularity of classes
Lowest - 4.03 Rating of Syllabus

PC - Average - 4.09, Highest - 4.4 Regularity of classes
Lowest - 3.77 Rating of syllabus

AG- Average - 3.93 Highest - 4.06 Generation of interest among
Bus Lowest - 3.71 Over all assessment of teacher

4th Sem 2023-24

SAHM – Average score : 4.02
Highest score – Thorough coverage of syllabus 4.22
Regularity of classes – 4.5

Lowest score – Providing advanced information etc. 3.81

P.C. – Average Score : 4.13
Highest : 4.41 Quality of Lecture
Lowest : 3.88 Providing advanced references of books, articles, online lectures & e-content etc.

A.G – Average – 3.97
Highest – 3.69 Providing updated information
Lowest – 3.41 Returning the evaluated script of the internal ....

Dr. Pujasree Chatterjee and Amita Gupta proposed to organise an add course of 30 hr named N.G.O Management in the coming 4th semester, Jan 2025.

S.A.H. Moinuddin
19/11/24

An Emergency Departmental Committee Meeting dated: 03.10.2024

Members present:

1. Prof. Papia Gupta
2. Prof. Tapan Kumar De
3. Prof. Jhadeswar Ghosh
4. Dr. Shewli Dutta
5. Dr. Sreejith K.K.

Agenda:

Feedback response of the students of semester 2 and semester 4 of the session 2023-24

Resolution:

In the DC meeting, members have thoroughly discussed on the feedback response given by the semester 2 and semester 4 students. It is found that overall assessment was satisfactory. Still some points should be taken care of and all the members agreed with this matter.

Sumana Bera
HoD
Department of Philosophy and the Life-world
Vidyasagar University

03.12.24.

HEAD
Department of Philosophy
and the Life-world
VIDYASAGAR UNIVERSITY
Midnapore-721102, W.B., India

English

DC meeting on 11/09/2024

Members present
1. [illegible]
2. Jolly Das 11/09/2024
3. Lokolas Roy 11/09/2024
4. Hemant 11/9/24
5. [illegible] 11/9/24

The students' feedback (from the second & fourth semester in the 2023-2024 academic session) was discussed in the DC meeting.

It was resolved that the department will take an initiative to conduct more tutorial classes to address the problems faced by the students.

It was further resolved that the students will be advised to visit the central & departmental library and the ILMS (Institutional Learning Management System) for study materials, PPTs, video lectures by inhouse faculty members as well as Professors of national / international repute who retired from other universities.
The students are also advised to follow the video lectures on Youtube in Vidyasagar University Official channel.

Joyjit Ghosh Faculty, English <joyjitghosh@mail.vidyasagar.ac.in>

Emergency meeting on 11.09.2024

3 messages

Joyjit Ghosh Faculty, English <joyjitghosh@mail.vidyasagar.ac.in> Tue, Sep 10, 2024 at 2:42 PM
To: "Indranil Acharya Faculty, English" <indranil@mail.vidyasagar.ac.in>, Jolly Das Faculty English <jollydas@mail.vidyasagar.ac.in>, "Debdas Roy Faculty, English" <debdasroy@mail.vidyasagar.ac.in>, "Hemant Kumar Golapalli Faculty, English" <hemantg@mail.vidyasagar.ac.in>, "Shubhendu Shekhar Naskar Faculty, English" <shubhendu@mail.vidyasagar.ac.in>

Dear Colleagues,
We are going to hold an emergency meeting tomorrow (11.09.2024) at 2 pm to discuss the students' feedback.
I request Indranil to send inputs.
Thanks and regards,
Yours sincerely,
Joyjit Ghosh
Dr Joyjit Ghosh
Professor & Head
Department of English Literature, Language and Cultural Studies
Vidyasagar University
Midnapore, WB, India

Library Science

Minutes of the Proceedings of the Meeting of the Department of Library and Information Science, held on 25.09.2024

Members Present:

Prof. P K Jana — 25.09.2024
Prof. Durga Sankar Rath — 25.09.2024
Dr. Soumen Mallik — 25/09/2024
Dr. N Bhattacharya Sahu — 25-9-2024.
Dr. B Dutta — 25/09/2024
Dr. Ajimuddin SK — 25/09/24

Agenda 1: Confirmation of the Proceedings of the Last D.C. Meeting held on 15.07.2024.

Resolutions of the D.C. Meeting held on 15.07.2024 are read and confirmed.

Agenda 2: Formation of Selection Committee for the Post of Project Assistant in the Indian Institute of Technology (IIT) - Indore sponsored Project entitled "Two Decades of Anthropocene Research: A Scientometric Analysis," Dr Bidyarthi Dutta as Principal Investigator (PI).

It is resolved that a Selection Committee consisting of following Four Members (4 members) is to be formulated to carryout the selection procedure of the post of Project Assistant. The members are:

A) PI of the Project - Dr. B. Dutta
B) External Expert - Prof. Amitabha Chatterjee
C) One Professor from the Department of LIS, VU - Prof. D.S. Rath
D) Head of the Department - Dr. S. Mallik

Agenda 3: Action Taken Report (ATR) regarding Assessment of Teachers by Students:

Student's feedback and duly forwarded ~~by~~ to the individual faculty members by the IQAC of our University.

After sharing the report of all the faculty members it is resolved ~~that~~ unanimously to further introspect into the individual issues in the teacher-Student meeting in the presence of the mentors.

It is also resolved that necessary measures be adopted so that the learners' issues be ironed out in the forthcoming academic sessions.

Soumen Mallik 25/09/2024

VIDYASAGAR UNIVERSITY
MIDNAPORE-721102, WEST BENGAL, INDIA
DEPARTMENT OF COMMERCE

ACTION TAKEN REPORT ON STUDENT'S FEEDBACK FOR THE ACADEMIC SESSION 2023-2024

The feedback reports given by the students of the second and fourth semester for 2023-2024 were thoroughly discussed by the faculty members at the personal level and also in the meeting of the Departmental Committee held on 27.9.2024. It was observed that the overall performance of all the faculty members based on the given feedback is very satisfactory. However, still there are few aspects that can be further improved with respect to the syllabus content and making it more industry-oriented. The members opined that as issues in Commerce continuously change, necessary action had been taken in the past by updating the syllabus and will be done again to imbibe students with the employability skills.

Abhijit Sinha
27/9/2024
Head
Dept. of Commerce
Vidyasagar University
Midnapore - 721102

Department of Economics
VIDYASAGAR UNIVERSITY
Midnapore, West Bengal, India, Pin 721102
Ph. No.:: Department: (03222) 298-322 (Centrex-322);
University::(03222) 276554 / 276555 / 276557 / 276558
Fax: (91) 03222 – 275329 /275297 Email: Vidya295@mail.vidyasagar.ac.in

Action Taken Report out of the Students' Feedback of the Department of Economics, 2023-24

The Departmental Committee members discuss among themselves the feedback given by the students of Semester II and Semester IV for the session 2023-24. It is observed from all the reports that all the evaluated faculty members have secured the average score of more than 4 (very good) in both the semesters. However, it is noted that there is scope of further improvements in the following items, "providing updated information", "returning answer scripts of internal examination", and "rating of syllabus". Following the resolutions the concerned faculty members have started sharing updated information to the students on the related topics of the syllabus they are assigned to. In addition, the faculty members also included some of the topics in their assigned syllabus in order to provide some skill enhanced tools for the students to be better fit for future academic career.

04.10.2024

Head
Department of Economics
Vidyasagar University
Midnapore - 721102, W.B.

Action Taken Report on Students' Feedback for Teacher Evaluation.

Date: 08.09.2024 (Action taken in the D.C meeting on this day)
Prepared by: Dr. Uttam Biswas
Program: M.A in Sanskrit
Academic Session: 2023-24

Introduction

This report summarizes the feedback received from students regarding teacher evaluation for the academic session 2023-24.The aim is to evaluate the effectiveness of syllabus delivery and identify areas for improvement based on student insights.

Feedback Summary

1. **Method of Feedback Collection:**
   - Online survey distributed via goggle forms.
2. **Key Areas of Feedback:**
   - **Syllabus Coverage:**
     - Maximum percentage of students felt that the syllabus was not fully covered in the last year.
   - **Clarity of Learning Objectives:**
     - Some percentage of students felt that learning objectives were not clearly communicated.

Action Taken

1. **Review of Syllabus and Course Materials:**
   - The syllabus has been reviewed and revised to ensure comprehensive coverage of all necessary topics.
   - Coverage of syllabus is also improved than previous year all though there is a problem regarding timely admission into M.A.
   - Additional resources and readings have been incorporated to supplement learning.
2. **Clear Communication of Learning Objectives:**
   - Learning objectives have been rephrased and highlighted at the beginning of each corse.
   - A visual guide will be provided to students outlining key concepts and their relevance.
3. **Follow-up and Continuous Improvement:**
   - A mid-semester survey will be conducted to assess the effectiveness of the changes implemented.

Conclusion: The feedback from students regarding syllabus coverage has been invaluable in identifying areas for improvement. The actions taken aim to enhance the learning experience,

ensuring that the course is not only comprehensive but also engaging and clear. Continuous assessment and adjustments will be key to meeting the learning needs of all students.

Next Steps:

- Monitor the effectiveness of implemented changes through follow-up surveys.
- Encourage an open dialogue with students regarding their learning experience.

03/10/2024

Dr. Uttam Biswas
Head
Department of Sanskrit
Vidyasagar University

Head
Department of Sanskrit
Vidyasagar University

VIDYASAGAR UNIVERSITY

DEPARTMENT OF BENGALI

MIDNAPORE-721102

PASCHIM MEDINIPORE, W.B., INDIA

Phone: (03222) 276554/276555/276557/276558/262297.

To
The Director
IQAC, Vidyasagar University

Date: 01.10.2024

Subject: ATR for 2023-24

Sir,

I would like to inform you that all are Satisfied with the student's feedback on the performance of the Professors.

In this regard, the departmental committee resolution has been taken on 01.10.2024. It is also reported that very few students gave feedback. Please look into the matter.

Thanking You

Yours faithfully,

1/10/24

(SUJIT KUMAR PAL)

Professor & Head

Department of Bengali

Dr. Sujit Kumar Pal
Professor and Head
Department of Bengali
Vidyasagar University
Midnapore, W.B., India

A Departmental committee meeting held at 3.30 p.m. in the chamber of Head under the chairmanship of Dr. P.K. Prasad.

Members present:

1. Prof. Damodar Mishra.
2. Dr. Pramode Kr. Prasad.
3. Dr. S.K. Jaiswal.
4. Dr. S.K. Dwivedi.

12.09.2024.
12/9/24
12.9.24
12/9/24

1. Proceedings of the previous resolution were read and confirmed.

Action Taken as follows:

Agenda No. (1) Fixation of the date of Add on Course finalised. Examination will be held on 30th Sept. 2024.

Agenda No (2) Matter regarding student feedback report 2023-2024 discussed and resolved that Faculty members will do needful as per report as follows:

i) Faculty member will return the evaluated Scripts
ii) Teachers will provide updated information.
iii) Teachers will provide more advanced references of books.
(iv) Teachers will improve quality of lectures.
(v) Faculty members will improve their style of presentation.

Agenda No. (3) There is no agenda to discuss in Misc

Meeting ended with vote of thanks.

12/09/2024

Head
Department of Hindi
Vidyasagar University
Midnapore, Pin-721102

VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal, India
Dept of History

Phone: (03222) 276554
Fax No.: (03222) 275297
Email : hod_history@mail.vidyasagar.ac.i
Web: www.vidyasagar.ac.in

23.09.2024

Action Taken Report on Students' Feedback

The Departmental Committee in its meeting on 19.09.2024 discussed the students' feedback. According to the students' feedback, the faculty members provided sufficient study materials to the students. Accordingly, a Project and Field Study related paper entitled 'Conventional and Non-Conventional Tools of History: Archives, Field Study and Dissertation' is included in the PG Syllabus.

Dr Nirmal Kumar Mahato
Head
Dept. of History
Vidyasagar University

HEAD
DEPARTMENT OF HISTORY
VIDYASAGAR UNIVERSITY

VIDYASAGAR UNIVERSITY
Midnapore – 721 102
West Bengal, India
Dept of History

Phone: (03222) 276554
Fax No.: (03222) 275297
Email : hod_history@mail.vidyasagar.ac.i
Web: www.vidyasagar.ac.in

23.09.2024

Action Taken Report on Students' Feedback

The Departmental Committee in its meeting on 19.09.2024 discussed the students' feedback. According to the students' feedback, the faculty members provided sufficient study materials to the students. Accordingly, a Project and Field Study related paper entitled 'Conventional and Non-Conventional Tools of History: Archives, Field Study and Dissertation' is included in the PG Syllabus.

Dr Nirmal Kumar Mahato
Head
Dept. of History
Vidyasagar University

HEAD
DEPARTMENT OF HISTORY
VIDYASAGAR UNIVERSITY

VIDYASAGAR UNIVERSITY

MIDNAPORE ★ WEST BENGAL ★ PIN 721102

Phone : (03222) 276554 :: 276555 :: 276557 :: 276558

Office of the IQAC
VIDYASAGAR UNIVERSITY
Date 19/09/24
Time
Signature

Ref. No. .....

Date .....

The Director, IQAC

Vidyasgar University

Midnapore 721102

19 September 2024

Sub: ATR on Students Feedback (2023-24)

Dear Sir,

In response to your Letter (VU/IQAC/087/2024 dated 03/09/2024) requesting the Action Taken Report (ATR) on Students' Feedback (2023-24), a Departmental Committee (DC) Meeting was held on the 10th September 2024. The DC has unanimously resolved on the following course of action, based on the Students' Feedback (2023-24):

1. Much of our scores have hovered between 'Very Good' (Score: 04) and 'Excellent' (Score: 05). It is our challenge to fetch maximum of the 'Excellent' scores in future.

2. However, the DC has also noted that a significant number of students abstained from participating. For example, in the Second Semester, 69 students had appeared for the final semester examination. Yet, only 37 among them have expressed their feedback.

3. We therefore shall, encourage the students to participate in the feedback process in the big numbers in future: we trust that if students participate in larger numbers, we shall be able to fetch better scores.

4. However, we do not have any control over the fact that the Department is seriously understaffed. Therefore, despite the best of our efforts, this factor threatens to affect the performance of the Department.

For your kind reference, I also attach a copy of the DC Meeting Resolutions.

Thanking you,

Yours sincerely

Dr Sujay Ghosh

HEAD
Department of Political Science
VIDYASAGAR UNIVERSITY
MIDNAPORE-721102, W.B.

Fax : (91) 03222, 275329, 275297

e-mail : vidya295@mail.vidyasagar.ac.in // website : url : http : // www.vidyasagar.ac.in

Department of Political Science
Vidyasagar University
Midnapore, West Bengal – 721 102.
Telephone: (03222) 275297 / 276554 / 276555 / 276557/ 276558 Fax: (03222) 275329

Notice

03 September 2024

Dear Colleagues,

An Emergency Departmental Committee (DC) Meeting will be held on 10 September 2024 to discuss the following agendas:

1. Confirmation of the Proceedings of the DC Meeting of 11 July 2024.
2. Discussion on the Students' Feedback on our performances and preparing the Action Taken Report (ATR).
3. Discussion on the preparation of the Undergraduate Syllabus.
4. Discussion of the activities of the Alumni Committee.
5. Miscellaneous

You are cordially invited to attend the Meeting, which will be held at 11.30 AM in the Head of the Department's Room

(Dr Sujay Ghosh)

HEAD
Department of Political Science
VIDYASAGAR UNIVERSITY
MIDNAPORE-721102, W.B.

S. Bhattacharya

Members Present

1. [illegible] 10/9/24
2. [illegible] 10/9/24
3. [illegible] 10.09.24
4. S. Bhattacharya 10.9.24

The HoD, took the Chair and Headed the DC Members. The DC has unanimously resolved on the following issues:

1. The proceedings of the previous DC Meeting of 11th July 2024 were read out and confirmed.

2. The DC has discussed and analysed the Students' Feedback on our performances in detail. From the discussion, it has been unanimously resolved that:
   - Much of our scores hovered between Point 4 (Very Good) and Point 5 (Excellent). It is our challenge to score maximum of the 'Excellent' points in future.
   - However, we also have noted that a significant number of students have abstained from voting. For example, in the Second Semester, 69 students have appeared for the first Semester examination, but only 37 students have expressed their feedback.
   - We therefore shall, encourage the students to participate in the feedback process. We trust that if more students participate, we shall fetch better scores.
   - However, we do not have any control over the fact that the Department is seriously understaffed. Therefore, despite the best of our efforts, this factor affects the performance of the Department.

3. The Undergraduate Council's Secretary has taken much initiative and there is encouraging progress on framing the Undergraduate Syllabus. At present, the workflow is decided this way:
   - College teachers have already taken initiatives to prepare the draft Syllabus — two teachers are assigned

for each course/~~topic~~ paper.
- They shall submit their assignments to the UG Secretary.
- The UG Secretary shall forward the complete set to the Head, Department of Political Science.
- The Head shall forward them to Dr. Eyasin Khan, Department of Political Science VU.
- Dr. Khan shall divide the entire assignment among himself, Dr. Sujay Ghosh and Dr. Swatibha Bhattacharya of the Department of Political Science, VU, for editing each Paper.
- A workshop will be held, the edited versions of Paper will appear be presented there for the final Syllabus.

4. The Alumni Association, Department of Political Science, VU reports some encouraging developments. A range of activities will be initiated;
- Organising Lecture series
- Organising memorial lecture
- Film screening
- Offering free coaching services for pre preparation for NET/SET examination, civil entrance examination and Like.

Miscellaneous:
- Dr. Sujay Ghosh has expressed desire to conduct field studies, to be reimbursed from his PRG grants.
- Special Lecture shall be organised, by inviting senior social scientists.

There being nothing else to discuss, the Meeting ended with thanks to and from the Chair. Sujay 10/9/24

HEAD
Department of Political Science
VIDYASAGAR UNIVERSITY