

**Proceedings of the Department of Chemistry Meeting held on 02.09.2022 at 03:30 pm in the afternoon in the department of Chemistry, Khatra Adibasi Mahavidyalaya**

Dr. Ramakanta Mondal, Assistant Professor, Head, Department of Chemistry, presided over the meeting. The following members were present:

1. Dr. Ramakanta Mondal  
Assistant Professor, Head  
Dept. of Chemistry

*Ramakanta Mondal*  
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2.9.22

2. Dr. Swarup Kumar Maji  
Assistant Professor  
Dept. of Chemistry

*Swarup Kumar Maji*  
.....  
2.9.22

3. Mr. Soumen Rakshit  
SACT-II  
Dept. of Chemistry

*Soumen Rakshit*  
.....  
02.09.22

4. Mr. Saroj Modak  
SACT-II  
Dept. of Chemistry

*Saroj Modak*  
.....  
02.09.22

At the outset, Dr. Mandal welcomed all the members.

Approval of Agenda – A motion was made from the floor, seconded, and the agenda was approved by voice vote.

The department hereby resolves to begin the academic session 2022-23 as per the academic calendar approved by the university. The distribution of the class routine will be as per the routine prepared and approved by the Head of Institution. The routine will include details of the courses, class timings, and the faculty members responsible for each course. The faculty members are required to strictly adhere to the class routine and ensure that the classes are conducted as per the scheduled timings. The faculty members are also required to complete the syllabus within the stipulated time as per the academic calendar. The department encourages the use of technology in teaching and learning. Faculty members are encouraged to use online platforms for delivering lectures, sharing study material, and conducting assessments. The department also resolves to provide adequate support to the students in terms of counselling, academic guidance, and career development. The department will also organize workshops and seminars to enhance the knowledge and skills of the faculty members and students. The department expects all the students to attend the classes regularly and maintain a minimum attendance percentage as per the university regulations.

The department also resolves to assign mentors to the newly admitted students. The mentors will guide the students in academic matters, help them adjust to the new environment, and provide them with support and guidance. The department also resolves to continue the mentorship program for the existing students. The mentors will continue to provide guidance and support to the students and help them overcome any academic or personal challenges. The mentor-mentee pairing will be based on factors such as the student's academic interests,

background, and personality. The pairing will be done by the Head of the Department in consultation with the faculty members and the mentors. The department expects the mentors to maintain regular communication with their mentees and to keep track of their academic progress. The department also encourages the mentees to approach their mentors for guidance and support whenever they face any challenges or difficulties. The mentorship program will also include regular meetings and workshops for the mentors and mentees to discuss their academic and personal goals, share their experiences, and learn from each other. The department expects the mentorship program to foster a supportive and collaborative learning environment and to help the students achieve their academic and personal goals.

<b>Session 2022-23 (Semester- I)</b>					
<b>SL. No.</b>	<b>UID No.</b>	<b>Student Name</b>	<b>College Roll No.</b>	<b>Phone No.</b>	<b>Name of Mentor</b>
1	-	PURANJOY CHOUNI	1112203023	9434932463	Mr. Saroj Modak
2	-	RIJA DEY	1112202256	8116506569	

<b>Session 2022-23 (Semester- III)</b>					
<b>SL. No.</b>	<b>UID No.</b>	<b>Student Name</b>	<b>College Roll No.</b>	<b>Phone No.</b>	<b>Name of Mentor</b>
1	21113114001	SUPRIYO MANDAL	1112100212	8653097419	Mr. Soumen Rakshit
2	21113114002	SUBHAJIT RAY	1112100515	8927916206	
3	21113114003	MANANIDIPA SINGHA MAHAPATRA	1112100230	9635946706	

<b>Session 2022-23 (Semester- V)</b>					
<b>SL. No.</b>	<b>UID No.</b>	<b>Student Name</b>	<b>College Roll No.</b>	<b>Phone No.</b>	<b>Name of Mentor</b>
1	20113114001	RUDRA LAYEK	1112001761	6290078278	Dr. Ramakanta Mondal
2	20113114002	APURBA CHINA	-	-	
3	20113114003	HIMALAYA SINGHA MAHAPATRA	1112001253	8942907900	
4	20113114004	SANTANU BID	1112002431	8617544839	
5	20113114005	JOYDEEP MANDAL	1112002434	8167650721	

With no more agenda to discuss, meeting ended with vote of thanks to the chair.

*Ramakanta Mondal*

Dr. Ramakanta Mandal

**Head**  
Department of Chemistry  
Khatra Adibasi Mahavidyalaya