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## **ASANNAGAR MADAN MOHAN TARKALANKAR COLLEGE**

**56 Majhdia Road, P.O. - Asannagar, Nadia, Pin - 741161**

**NAAC ACCREDITED 1ST Cycle Grade – B**

**(Affiliated to the university of Kalyani & Approved by the UGC under section 2(f) & 12B)**

### **Minutes of the Departmental Meeting**

A meeting of the Department of Physical Education & Sports was held online through Google Meet on 08.05.2026 at 7:00 P.M. as per the instruction of the Teacher-in-Charge (TIC) to discuss various academic and administrative matters of the department. The meeting was presided over by the Hon'ble Teacher-in-Charge and attended by the faculty members of the Department of Physical Education. The meeting commenced with a welcome address by the TIC. All agenda items were taken up one by one and discussed in detail by the faculty members present. Opinions, suggestions and action plans for each item were recorded.

#### **Proceedings and Resolutions**

##### **1. Purchase of Physical Education Reference Books for Central Library**

**Resolution:** Resolved that a list of updated reference books on Sports Management, Exercise Physiology, Biomechanics and Research Methodology be prepared by the department. The list will be forwarded to the TIC/Librarian for budget approval and procurement.

**Action:** Dr. Ghosh will submit the book list within 7 days.

##### **2. Preparation of Departmental Routine**

**Resolution:** Resolved that the departmental class routine for theory and practical classes be prepared as per College guidelines.. Routine to be displayed on department notice board and shared with students.

**Action:** Routine Committee to finalize and publish before start of classes.

##### **3. Syllabus Distribution**

**Resolution:** Resolved that syllabus units be distributed among faculty members based on specialization.

**Action:** All faculty members to submit distribution within 7 days

##### **4. Mentor & Mentees**

**Resolution:** Resolved that the mentor-mentee list be updated for the new session. Each faculty will be assigned 15-20 students for academic counseling, attendance monitoring and career guidance. Records to be maintained.

**Action:** Mentorship list to be circulated within 15 days.

##### **5. Faculty Exchange Programme between MOU Colleges**

**Resolution:** Resolved that the department will initiate faculty exchange with MOU colleges to share teaching methods and practical training. Proposal and schedule to be drafted and sent to respective colleges for consent.

**Action:** Coordinator to prepare proposal and coordinate dates.

#### **6. Purchase of Physical Education LAB & Field Equipment**

**Resolution:** Resolved that a requirement list of essential lab equipment for Exercise Physiology Lab and field equipment for athletics, games and fitness training be prepared. Quotations to be invited after administrative approval.

**Action:** Sri Uttam Kr. Barman submit equipment list with estimated cost.

#### **7. Academic Audit**

**Resolution:** Resolved that all teaching-learning documents, attendance registers, lesson plans and student feedback records be compiled for the upcoming academic audit as per NAAC guidelines.

**Action:** Each faculty to update and submit documents to Audit Committee.

#### **8. Upload Study Materials to College Website**

**Resolution:** Resolved that semester and paper-wise study materials, notes and previous year questions be prepared in PDF format and uploaded to the college website for student access.

**Action:** Faculty members to upload materials for their allotted subjects.

#### **9. Parent-Teacher Meeting**

**Resolution:** Resolved that a Parent-Teacher Meeting be scheduled after the Internal Exam to discuss student progress, attendance and performance. Notice to be sent to all parents/guardians.

**Action:** Department fix a date and send notices.

#### **10. Remedial Classes**

**Resolution:** Resolved that remedial classes be arranged for slow learners and students with attendance shortage. Subject-wise timetable for remedial coaching to be prepared.

**Action:** Concerned faculty to take remedial sessions twice a week.

#### **11. Internal Exam/Project Work**

**Resolution:** Resolved that the schedule for Internal Examination and Project/Assignment submission be finalized as per College calendar. Guidelines and topics for project work to be notified to students.

**Action:** Exam Convenor to prepare and circulate schedule.

Meeting concluded with vote of thanks by the HOD.

#### **7. Miscellaneous Matters**

Various other academic and administrative issues related to the smooth functioning of the department were discussed.

The Hon'ble Teacher-in-Charge appreciated the initiatives taken by the department and advised all faculty members to work collectively for the academic advancement of the students and the institution.

