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ESTD : 2007

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)

Date: 02.05.2026

NOTICE

This is to notify all the faculty members of the Department of Philosophy that a departmental meeting will be held as per the instruction of the Teacher-in-Charge (TIC) to discuss various academic and administrative matters of the department.

Agenda of the Meeting:

Upload of Study Materials
Syllabus Distribution
Mentor–Mentee System
Parent–Teacher Meeting
Arrangement of Special Talks/Seminars
Academic Audit
Miscellaneous Matters




Mode: Online via Google Meet

Date: 08.05.2026

Time: 9.30 Am

Meeting Link: <https://meet.google.com/jtm-bdon-vtq>

All concerned are requested to attend the meeting positively and on time.

Counter Signed by

Teacher-in-Charge
Asannagar Madan Mohan Tarkalankar College
Asannagar, Nadia, W.B., Pin-741161

Soumen Pal. 25/2026,
Head
Head of the Department
Department of Philosophy
Department of Philosophy
Asannagar Madan Mohan Tarkalankar College

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Department of Philosophy



Minutes of the Departmental Meeting

A departmental meeting of the Department of Philosophy was held online through Google Meet on 08.05.2026 at 9:30 A.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 Philosophy.

Proceedings and Resolutions:

1. Upload of Study Materials

The department discussed the importance of providing regular academic support materials to students through online platforms.

Resolution:

It was unanimously resolved that each faculty member will upload a minimum of two study materials every month for the benefit of the students.

2. Syllabus Distribution

The matter regarding timely completion and proper distribution of syllabus among faculty members was discussed in detail.

Resolution:

It was resolved that the syllabus for all semesters/courses will be distributed among the faculty members at the beginning of each semester/session to ensure smooth and timely completion of the curriculum.

3. Mentor-Mentee System

The department reviewed the existing mentor-mentee system and emphasized the need for regular interaction with students.

Resolution:

It was resolved that faculty members will maintain regular communication with their allotted mentees regarding academic progress, attendance, psychological support, and other student-related issues.

4. Parent-Teacher Meeting

The necessity of involving parents/guardians in the academic development of students was discussed.

Resolution:

It was resolved that Parent-Teacher Meetings will be organized periodically to discuss students' academic performance, attendance, discipline, and overall development.

5. Arrangement of Special Talks/Seminars

The department discussed organizing academic enrichment programmes for students and faculty members.

Resolution:

It was unanimously decided that the Department of Philosophy will organize a minimum of two special talks/seminars/lectures in a year by inviting resource persons from reputed institutions.

6. Academic Audit

The importance of maintaining departmental academic records and preparing for academic audit was discussed thoroughly.

Resolution:

It was resolved that all faculty members will maintain proper academic documentation including attendance records, lesson plans, study material uploads, mentoring records, and departmental activities to ensure smooth conduct of the Academic Audit.


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.



Counter signed by


Teacher-in-Charge
Asannagar Madan Mohan Tarkalankar College
Asannagar, Nadia, W.B., Pin-741161

Soumen Pal. 9/5/2026
Head of the Department
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