

Departmental Meeting  
Department of Political Science

classmate

Date \_\_\_\_\_

Page \_\_\_\_\_

Date: 03/06/23

Agenda —: a. Distribution of syllabons  
b. observation of Important Days by the Department —

Signature —

1. Lohit Ch. Baishya

2. Parashu Boraiah

3. Prashin Enayez

4.

Bun  
H

The meeting held on 03/06/23 under the chairmanship of Mr. Lohit Ch. Baishya to discuss the above agenda. The following resolutions were taken in the meeting —

- a. The meeting has resolved to distribute the syllabons of Semester-1st, 2nd and 5th chapter wise.
- b. The meeting has resolved to observe to observe important days such as Constitution day on 26-11-2023, International Human Rights Day on 10-12-23 and National Voters Day on 25-01-2024.

Baishya 03/06/2023

HOD  
Dept. of Political Science  
Rangapara College

Meeting No-30

Date: 28-6-2023

Time: 1 PM

Agenda :

1) Discussion on NEP Syllabus & course structure.

Signature:

1. Cerul

2. M Kalita

3. Blaja

The meeting was presided over by the HoD followed by the briefing of the agenda.

The HoD let the faculties know about the course structure under FYUGP and said the syllabus would come in the first week of the month August.

The meeting resolved to hold a meeting for syllabus distribution & course planning after the syllabus is uploaded in the website.

Cerul  
HoD  
Department of Economics  
Rangapara College

Meeting NO - 31  
Date - 01-02-2024  
Time - 2PM

## Agenda:

▷ Discussion on routine and allotment of classes.

## Signature

1. Atul Shree Sarmah Certified  
11/2/2024
2. Malabika Kalita (H.O.D) Malika  
11/2/24
3. Monindro Hojai M. Hojai  
01/02/2024

The meeting was presided over by the Head of Department followed by the briefing of the Agenda.

The H.O.D instructed all the faculties to complete the Syllabus within time. Moreover, the allotment of classes were done after receiving the Central routine.

The meeting resolve to hold a series of class-test for the students who have failed to perform in the classes that have been already taken. It also decides to supply the required the course materials to the students before conducting the tests.

Malika  
11/2/24

HOD  
Department of Economics  
Rangapara College

## Departmental Meeting.

Date: 03/09/2024.

- Agenda -
1. Course Distribution
  2. Academic Discussions
  3. Laboratory Requirements

Signatures: 1. Dr. Gaurango Chakrabarty, HOD  
2. Dr. Kiranjyoti Mohan

### Minutes & Resolutions:

An offline departmental meeting was convened on 3<sup>rd</sup> September 2024 ~~in the~~ to discuss the academic proceedings of the current ~~semester~~ academic session. The courses were distributed among the faculty members and the list was prepared. ~~and~~ due to lack of classrooms, few extra classes and remedial classes were proposed to be carried out in the laboratory space. It is proposed to instruct all the students of the department to attend all the classes without fail. Laboratory requirements ~~if any~~ were discussed and a list of requirements were prepared.

Gaurango Chakrabarty  
03/09/2024

Dr. Gaurango Chakrabarty  
HOD  
Dept. of Chemistry  
Rangapara College



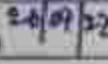

Date 26, 09, 2023

## Departmental Meeting - 07

Saathi

### AGENDA :

1. Distribution of Honours Course for odd semester
2. Syllabus Distribution
3. Di. No. of classes for HS 1<sup>st</sup> year + 2<sup>nd</sup> year for each faculty.
4. Task assigned for laboratory teacher.
5. AOB.

Signatures : 1. Luxmi Maichhari (HoD)   
2. Bijoy Sankar Borah (Assistant)   
3. Sagorika Kalita (Lab Boss)   
4. Parag Bhattacharya (Asst. Prof.) 

### Meeting Minutes :

1. Course distribution for Honours among the three faculties - Dr. L.M., Dr. BSB, Mr. P.B.

Dr. L.M. (Luxmi Maichhari)

1<sup>st</sup> semester : PHY-HC-1026 (04+02)

3<sup>rd</sup> semester : PHY-HC-3026 (04+02) }

PHY-HG-3016 (04+02) }

5<sup>th</sup> semester : PHY-HE-5056 (05+01)

HS 1<sup>st</sup> year : Unit : IV, V, VI

HS 2<sup>nd</sup> year : Unit : I, II, III

Dr. B.S.B. : (Bijoy Sankar Baruah)

1<sup>st</sup> semester : PHY-HG-1016 (04+02)

3<sup>rd</sup> semester : PHY-HC-3036 (04+02)  
5  
PHY-SE-3074 (02+02)

5<sup>th</sup> semester : PHY-HC-5026 (04+02)

HS 1<sup>st</sup> year : unit I, II, III

HS 2<sup>nd</sup> year : unit VII, VIII, IX, X

Mr. P.B. : (Parag Bhattacharya)

1<sup>st</sup> semester : PHY-HC-1016 (04+02)

3<sup>rd</sup> Semester : PHY-HC-3016 (04+02)

5<sup>th</sup> semester : PHY-HC-5016 (04+02)  
PHY-HE-5046 (04+02)

HS 1<sup>st</sup> year : unit: VII, VIII, IX, X

HS 2<sup>nd</sup> year : unit, IV, V, VI

- # For HS 2<sup>nd</sup> year classes -
- LM will be taking : on Monday + Tuesday (tentative)
- BSB " " " " " " Wednesday + Thursday ( " )
- PB " " " " " " Friday + Saturday ( " )

# HS 1<sup>st</sup> year classes schedule <sup>to</sup> be fixed.

Date: \_\_\_/\_\_\_/\_\_\_

- # Ms Saganika Kalita, has newly joined physics department as laboratory Beator. The following task will assigned for the laboratory.
- Prepare the experiment list for each course.
  - Make a chart, mentioning clearly the names of the experiments with the necessary equipments for the same.
  - To maintain the stock registers.
  - To maintain a file where in all the payment order bills are recorded.
  - To maintain register copy for students as well as for faculties. (or <sup>and</sup> visitors)
  - File for Vendors list.

HOD. PHYSICS  
Rangapara College  
Rangpara, Sontpur, Kooch

Date 01, 11, 2022

AGENDA :

1. Department Internal Examination Co-ordinator
2. Report Card distribution of Session I & upload of session marks (+ questions)
3. Students progression
4. Home Assignment →
5. AOB.

Signatures — 1. Luxmi Machhori 01/11/2022  
2. Bijoy Sankar Boruah 01/11/22  
3. Parag Bhattacharya 01/11/22

Proceedings —

1. Internal Examination Co. ordinator ✓  
: Dr. Bijoy Sankar Boruah
2. Report Card generation & distributed — to be prepared by Mr P. Bhattacharya by 10<sup>th</sup> Nov 2022
3. From the marks distribution of students students progression to be extracted.
4. Home Assignment, for all subjects to be given for total marks of 20, by 03/11/2022.  
Deadline for submission: 10<sup>th</sup> NOV 2022  
→ File to be maintained by Dr. B.S.B
5. (a) Outreach activity / Field visit during December for 3<sup>rd</sup> & 5<sup>th</sup> semester students.



Date: / /

Students as co-ordinators from 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semesters

1<sup>st</sup> Semester : Nivas Tanti

3<sup>rd</sup> Semester : Rajat Samrah

5<sup>th</sup> Semester : Sourabh Jyoti Modhukullya

Plan is to - Prepare demonstrations

Tentative date :- 26<sup>th</sup> Nov. 2022

(b) Student's profile (Semester wise) to be prepared by PB

(c) Laboratory Room Incharge - PB

(d) Department MOU details -> by LM

Next meeting: 17/01/2023

HOD, PHYSICS  
Rangapara College  
Rangapara, Sankar, Assam

# Departmental Faculty Meeting - 09

Saathi

Date 17/01/2023 2:20pm -

## Agenda:

- 1) Grievance register
- 2) Academic calendar
- 3) Syllabus dist<sup>n</sup> and course coordinators
- 4) Departmental routine
- 5) Feedback analysis
- 6) Mentor-mentee mapping
- 7) Add-on course
- 8) Grievance register
- 9) Any other business

## Members present:

1. Dr. Laxmi Machhari
2. Dr. Bijay Sankar Baruah
3. Mr. Parag Bhattacharya

17/01/2023

17/01/23

17/01/23

## Proceedings:

- 1) Regarding academic calendar (responsibility of I.M)
  - a) Assignments/class tests tentatively by Feb-end
  - b) Field visit / ext. activities / outreach in March
  - c) Common sessional exams in April
  - d) Dist<sup>n</sup> of report cards for sessionals by 29/04/23
  - e) Grievance redressal by 29/04/23
  - f) Viva voce for mini projects (if any) by 1<sup>st</sup> week of May
  - g) Feedback analysis by end of May
  - h) Commencement of UG even sem exams (May - June)

2) Syllabus distribution and course coordination:

a) 2nd sem:

- i) HC-2016 (E+M): LM
- ii) HC-2026 (W+O): BSB
- iii) HG-2016 (E+M): LM

LM III  
BSB III  
PB III

b) 4th sem:

- i) HC-4016 (MP3): PB
- ii) HC-4026 (Mod. Phy): LM
- iii) HC-4036 (An. Sys.): BSB
- iv) HG-4016 (W+O): BSB
- v) SE-4024 (Res+Tech): PB

c) 6th sem:

- i) HC-6016 (EMT): BSB
- ii) HC-6026 (St. Mech): LM
- iii) HE-6046 (A1A): PB
- iv) HE-6056 (CD): PB

3) Departmental routine:

- responsibility: BSB

4) Feedback ~~survey~~ analysis:

- to convene a meeting <sup>later</sup> for analysis of received feedback
- to prepare the report - responsibility: PB

5) Mentor-mentee mapping

|     | Nivan | Jishu | Abidok | Rohit | Rajat | Sanjit | Ravita | Charan | Smayjit | Pratyag | Hitesh | Ramesh | Suresh |
|-----|-------|-------|--------|-------|-------|--------|--------|--------|---------|---------|--------|--------|--------|
| LM  | ✓     |       |        | ✓     |       | ✓      |        |        |         | ✓       | ✓      |        |        |
| BSB |       | ✓     |        |       |       |        | ✓      |        | ✓       | ✓       |        | ✓      |        |
| PB  |       |       | ✓      |       | ✓     |        |        | ✓      |         |         |        |        | ✓      |

- 6) Add-on course (9 hrs theory + 21 hrs hands-on)
- Course name: Computational Physics using Python
  - Load sharing to be decided after approval
  - Syllabus to be approved by Principal & GB
  - Complete syllabus to be shared by PB by 18/01/23
  - Possible modes of course completion (to be approved)
    - Weekly 3 hours throughout semester
    - Workshop style: 1 week  $\rightarrow$  5 hours  $\times$  6 days or 6 hours  $\times$  5 days
  - To be completed by April
  - Proposal to be presented after NAAC visit.

### 7) Grievance register

- Departmental chairperson: HoD (LH)
- Members: faculty (BSE, PB)
- At least 2 meeting minutes to be drawn before end of each semester.
  - After sessional  $\rightarrow$  29/10/22
  - After seminar presentations  $\rightarrow$  16/11/22

### 8) A&B

- Brochure for dept.
  - Vision + mission
  - People of the dept.
 } based on dept's NAAC slides
- Election of CRs to be done by 19/01/23

Next meeting:

Date 25th of 2023 Departmental Faculty Meeting - 10 Saathi

### AGENDA

- Dr HS 2<sup>nd</sup> year Practical Exam 2023
- Discussion of work load of Lab Assistant
- AOB

Members Present:

1. Dr. Laxmi Mahdar h  
25/01/2023
2. Dr. Bijoy S. Baruah S  
25/01/2023
3. Parag Bhattacharya P  
25/01/23
4. Sagarika Kalita SK  
25/1/23

### Proceedings:

- HS 2<sup>nd</sup> year <sup>Final</sup> Practical Exam 2023 is decided to be conducted <sup>either</sup> on 13<sup>th</sup> & 14<sup>th</sup> Feb 2023 in three sets of exam duration of two hours each. Start time of Exam - 9.00 am and end by 4.00 pm.
- Laboratory Routine is to be prepared for the even semester 2023 which will be treated as work load for the Lab Assistant. More to be discussed later.

✓

HOD, PHYSICS  
Rangapara College  
Rangapara, Sivasagar, Assam

Date 28, 04, 2023

Departmental Faculty Meeting - 11 Saathi

### AGENDA

- Syllabus HS 2<sup>nd</sup> year for session 2023-24
- B.Sc even sem Practical Exam
- Feedback form for students
- Alumni Record
- Farewell to batch 2020

### Proceedings :

- HS 2<sup>nd</sup> yr syllabus distribution

units 1, 2, 3 — LM

units 4, 5, 6 — PB

units 7, 8, 9, 10 — BSB

- Even semester Practical Examination to be conducted.

papers: PHY-HC-6016 (P) (EM) } 12<sup>th</sup> May (Friday) 2023  
6<sup>th</sup> sem: PHY-HC-6026 (P) } (tentatively)  
(SM)

2<sup>nd</sup> sem: PHY-HC-2016 } 10<sup>th</sup> June (Saturday)  
+ PHY-HG-2016 }

2<sup>nd</sup> sem: PHY-HC-2026 : 13<sup>th</sup> June (Tuesday)

4<sup>th</sup> sem: PHY-HC-4016 } 14<sup>th</sup> June (Wed)  
+ PHY-HC-4026 }




4<sup>th</sup> sem: PHY-HC-4036 : 16<sup>th</sup> June (Friday)  
PHY-SE - :

Date: \_\_\_\_\_

- Feedback form to be given to the students by 4<sup>th</sup> May. (to be given by Dr B.S.B)
- Alumni Record to be maintained for batch 2020 by PB.
  - Register copy (Manual)
  - Formnet available with PB (~~online~~)
  - Create a Tab in Departmental website.
- Farewell to 6<sup>th</sup> sem students (tentative date 3<sup>rd</sup> May 2023)

Members Present:

1. Dr. Luxmi Mahakavi
2. Dr. Bijoy Sanhar Bhatnagar
3. Mr. Parag Bhattacharya

  
 22/04/23  
 22/04/23

  
 HOD. PHV  
 Rangpara C  
 22, Sonpur

# Departmental Meeting - 12

Saathi

Date 19.06.2023

## AGENDA

- Odd semester Departmental Routine 2024
- 3<sup>rd</sup> & 5<sup>th</sup> Semester Course Co-ordinator
- HS 2<sup>nd</sup> year Test.
- AOB

## Proceedings:

- Odd semester Departmental Routine 2024 which include 3<sup>rd</sup> & 5<sup>th</sup> semester will be prepared by Dr. B.S. Boturash by 21<sup>st</sup> June 2024 (only for June month tentatively)
- Course Co-ordinations for the following Semester papers for odd semester 2024 will be as follows -

For 3<sup>rd</sup> sem :

| Paper code  | Name                                    | CO | CO  |
|-------------|---|----|-----|
| PHY-HC-3016 | Mathematical physics (II)               | —  | PB  |
| PHY-HC-3026 | Thermal physics                         | —  | LM  |
| PHY-HC-3036 | Digital system & Appl.                  | —  | BSB |
| PHY-HG-3016 | Thermal physics & statistical Mechanics | —  | LM  |
| PHY-SE-3074 | Applied optics                          | —  | BSB |

For 5<sup>th</sup> sem :

| Paper code  | Name                             | CO  |
|-------------|----------------------------------|-----|
| PHY-HC-5016 | Quantum Mechanics & Appl.        | PB  |
| PHY-HC-5026 | Solid state physics              | BSB |
| PHY-HE-5046 | Physics of devices & Instruments | PB  |
| PHY-HE-5056 | Particle & Nuclear physics       | LM  |



Date: / / Page No: 30

• HS 2<sup>nd</sup> year Test of Total 60 marks to be conducted on 26<sup>th</sup> June from 10.00 Am to 11.00 AM.

Pattern of marks distribution will be as follows-

- 1 mark - x 5 = 5 (Compulsory)
- 2 marks - x 4 = 8 (2 from each)
- 3 marks - x 4 = 12 (2<sup>from</sup> each faculty)
- 5 marks - x 1 = 5 (1 from each)

Total 30

Question papers from each faculty to be submitted to Parag Sir for compilation by 22<sup>nd</sup> June (Thursday).

Members Present :

1. Dr. Luxmi Machhari (HoD) 19/06/2023
2. Dr. Rajoy Sankar Gornah 19/06/23
3. Parag Bhattacharya 19/06/23

HOD, PHYSICS  
Rangapeta C.E.T.  
Mysore vs. Secion. 2

# Departmental Meeting - 13

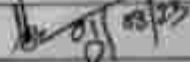

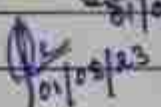
Saathi

Date 01, 08, 2023

## AGENDA

- New session 2023 (odd semester) departmental routine.
- Syllabus distribution (NEP 2020)
- NAAC re-visit documentation
- AOB

## Signatures

- Dr. Luxmi Machhori 
- Dr. Bijoy Sanhar Barmah 
- Mr. Panag Bhattocharya 

## PROCEEDINGS / MEETING MINUTES

• The new odd session routine (departmental) which will include the class schedule for both HS 1<sup>st</sup> & 2<sup>nd</sup> year is to be prepared by Dr BSB by 2<sup>nd</sup> Aug 23.

• Syllabus distribution of 3<sup>rd</sup> & 5<sup>th</sup> semester CBCS course will remain the same as the previous odd session 2022. among all the three faculties.

The new syllabus of FTUGP under NEP 2020 for the 1<sup>st</sup> semester is the following

Paper name: Mathematical physics and Mechanics  
Course level: PHY 101 Total Credit: 04 (03+01)

{ Part A: Mathematical physics credit: 01.  
Unit I, II, III — Mr PB (let. 2015)

{ Part B: Mechanics Credit: 02  
Unit I, II, III — by Dr. LM (let. 15)  
Unit IV, V, VI, VII — by Dr. BSB (let. 15)

Date: / /

- For NAAC visit, slide preparation to be completed by 2nd Aug. and all the relevant documents of the same to be documented by 5th Aug.

  
 HOD, PHYSICS  
 Rangapara College  
 Rangapara, Sivasagar, Assam

# Departmental Meeting - 14

24/01/2024

Saathi

## AGENDA :

(even semester)

- New Session (2024) Departmental Routine
- Syllabus distribution
- HS Final Exam Practical Examination 2024
- Student Feedback
- AOB

## SIGNATURES :

- Dr. Luxmi Machhadari
- Dr. Bijoy Sankar Boruah
- Mr. Parag Bhattaraya

24/01/2024  
24/01/24  
24/01/24

## Proceedings :

1. Even Semester departmental Routine 2024 will be prepared by Dr. B.S.B by 30/01/2024

2. Syllabus -

| Sem                   | Unit                                     | Faculty |
|-----------------------|--|---------|
| FYUGP 2 <sup>nd</sup> | I, II (PART A)<br>(Mathematical Physics) | PB      |

- I, II (PART B)  
Electricity & Magnetism BSB

- III, IV & V (PART B)  
Electricity & Magnetism LM

Practicals - Two Experiments each (LM, BSB & PB)

Date: / /

3. • HS 2<sup>nd</sup> year practical Examination 2024 to be conducted on 3<sup>rd</sup> Feb in three shifts
- 1<sup>st</sup> shift - 9.00 AM to 11.00 AM  
 2<sup>nd</sup> shift - 11.30 AM to 1.30 PM  
 3<sup>rd</sup> shift - 2.30 PM to 4.30 PM

Internal Examiners - LM, BSB, &amp; PB.

Students:

4. • Feedback Analysis to be done after HS 2<sup>nd</sup> year practical Examination 2024 tentatively by 8<sup>th</sup> Feb 2024.
5. • Formal application letter to the Principal regarding ~~be~~ laboratory basic requirements

| <u>Software</u>  | <u>Type</u> | <u>Pcc</u> | <u>Price</u> |
|------------------|-------------|------------|--------------|
| Python           | Free        | 7          |              |
| Scilab           | "           | 5          |              |
| La Tex           | "           | 5          |              |
| Excel            | "           | 5          |              |
| Origin lab       | paid        | 5          | \$ 210       |
| Stellanium       | Free        | 7          |              |
| Tracker          | "           | 7          |              |
| Tool box         | —           | 1          |              |
| Printing Machine | —           | 1          |              |

6. • Mini Projects for 6<sup>th</sup> semester students proposed by PB

Date: / /

- 7. • Field visit for 4<sup>th</sup> & 6<sup>th</sup> semester students to SAIC, Tezpur University tentatively on 9<sup>th</sup> Feb 2024 (Friday)
  - Co-ordinator (PB)
  - (BSB)
- 8. • Seminar Presentation for all the three semester students (2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> sem) to be given before April 2024. Topics to be given by PB, BSB & LM from the course syllabus.
- 9. • Class Representatives for each semester to be selected.
- 10. • Sessional examinations for Practicals to be conducted before final examinations from the next even semester onwards.

| Sl. No. | Name    | Roll No. | Grade | Remarks |
|---------|---------|----------|-------|---------|
| 01      | Dr. BSB | Dr       | Dr    | Dr      |
| 02      | Dr. BSB | Dr       | Dr    | Dr      |
| 03      | Dr. BSB | Dr       | Dr    | Dr      |
| 04      | Dr. BSB | Dr       | Dr    | Dr      |
| 05      | Dr. BSB | Dr       | Dr    | Dr      |

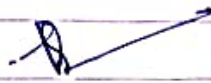
## Departmental Seminar

## Agenda:

- ① NAAC Peen Team Visit
- ② Class Routine
- ③ Departmental Academic Calendar
- ④ Syllabus Distribution
- ⑤ AOB

Signature:

①



②

etc

③



The Departmental meeting has been chaired by Dr. Pradeep Barman, HOD, Dept. of History. In the meeting discussion on the ensuing NAAC Peen Team Visit was held and it has been decided to complete all the related works within stipulated time.

The discussion on the academic calendar of August-December, 2023 and the class routine of the odd semester been held and it had been approved. It had also been decided to distribute the syllabus of the odd semester by today and the same is to be submitted to the Vice-Principal.

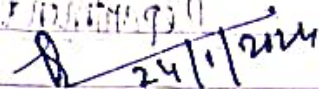
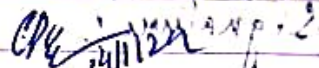
The meeting has decided to follow strictly the academic calendar and the HOD has requested the other faculties to motivate the students to be regular in their classes. With this the meeting came to an end.

  
Head of the Department  
HISTORY  
Rangapara College

24/01/2024

Meeting on Syllabus Distribution

- Agenda: ① Syllabus Distribution  
 ② Classes of 2nd, 4th and 6th Semester.

Signature: 1.  24/1/2024  
 2.  24/1/2024

In the meeting the syllabus of B.A. 2nd, 4th and 6th Semesters have been distributed between the faculties of the department as follows:

Dr. Pradeep Bahman

2nd Semester: Unit I, II & III (History of India)  
 4th Semester: Unit IV & V  
 6th Semester: Unit VI, VII & VIII (All)  
 (Unit VI has been prepared History of India (1858-1947))

(Chandahar Das)

2nd Semester: History of India (1206-1757)  
 Unit - IV & V

4th Semester: Social and Economic History of  
 Assam. (I, II, III)

6th Semester: Modern Assam (1826-1947)  
 All units.

  
 Head of the Department  
 HISTORY  
 Rangapara College

24/01/2024  
 Head of the Department  
 HISTORY  
 Rangapara College




not interested suddenly no problem

PSOS/10/1/24

not interested suddenly? ①: simple  
not interested "2" how "1" how "3" how "4" ②

### Departmental Meeting

Signature: 

10/2/2024

Agenda: To decide the topic of Project/Reports of B.A. 2nd & 4th Semester.

(Subject for the Dept. of History, Rangapara College hold a meeting to decide the topics for (H.A.) project for B.A. 2nd & 4th Semester (F.A. - 228) S.E. paper (Oral History and Oral Culture). The following topics has been decided and issued notice to the students.

① Birth and Death rituals of the either a Tea-Tribe Community

(F.A. - 205) in Balipara / Rangapara Area

② Boda Community in Balipara / Rangapara Area

(F.A. - 228) in Rangapara Area



10/2/2024

Head of the Department  
HISTORY  
Rangapara College

20/02/2024

## Departmental Meeting

Agenda: ① Setting of question Papers for Sessional Exam  
② Discussion on syllabus completion.

Signature: 1)  20/2/2024  
2)  20/2/24

The departmental meeting has been chaired by  
Dr. Pradeep Banman, HoD, History. The meeting has been  
decided to submit question papers for even semester  
sessional Examination as per follows:-

B.A. 4th Sem: General Paper - Chandana Das  
Skill Paper - P. Banman

B.A. 2nd Sem: E. P. Banman (Minor)  
Skill: Chandana Das

 20/2/2024  
Head of the Department  
HISTORY  
Rangapara College

B.A. 6th Sem: Hons. 1. & 4th - P. Banman  
Hons. 2nd & 3rd -  
Chandana Das  
GE: P. Banman.

The Department of History, has been discussed  
about the completion of syllabus and it has been found  
that about 60% of the syllabus has been ~~at~~ completed  
and rest of the syllabus will be completed by 2nd  
week of April, 2024.

09/04/2024


## Discussion on Internal Assessment

Agenda: Discussion on the results of Internal Assessment of 2nd, 4th & 6th Semester.

Sign: 1)  09/4/2024

2) Chandan Das 09/4/24

The Departmental meeting has been chaired by Dr. Pradep Barman, HOD, Department of History. In the meeting, discussion on the results of Internal assessment of B.A. 2nd, 4th & 6th Sem was held and it has been decided to take remedial class for the slow learners.

 09/4/2024.

Head of the Department  
HISTORY  
Rangapara College

## DEPARTMENTAL MEETING

Date: 26.09.2023

Venue: Dept. of Edu, R.C.

Agenda:

1. Revision of course coordinator distribution.
2. Semioanal Examination

Signature: 1. Sangeeta Kalita, *SK*, HOD.

2. Monika Gohain, *MG*

3. Pija Devi, *Pija*

4. Nandini Saikia, *Nandini*

The meeting presided over by the HOD of the dept. and attended by all the three faculties of the dept. In the meeting, HOD revised the earlier departmental Course Coordinator list on account of joining of a new faculty in the dept. Accordingly, both B.A Honours and Regular courses were allotted to the faculties as Course Coordinators as per their specialization areas of study. In the meeting, HOD also distributed the task of question-paper setting and answer-script checking of the Degree Semioanal Examination among the faculties of the dept.

Resolution: Course Coordinators Distribution

SEM I

MINOR: 100-199 M. Gohain

SEM II

MINOR: 100-199 S. Kalita

### SEM III

Hon: 3016, 3026 S. Kalita

3016 (GE) M. Goshain 3014 (SEC) M. Goshain

### SEM IV

Hon: 4016, 4026, 4036 M. Goshain

4016 (GE) S. Kalita, 4014 (SEC) S. Kalita.

### SEM V

Hon: HC 5016 S. Kalita, 5026 M. Goshain

HE 5026 S. Kalita, 5046 M. Goshain

### SEM VI

Hon: HC 6016 S. Kalita, 6026 M. Goshain

HE 6016 M. Goshain, 6036 S. Kalita

### Sessional Examination

Question Paper setting / Copy Evaluation: Sem I M. Goshain  
(Allotment) Sem III (H) S. Kalita  
Sem III (GE/RC) P. Devi  
Sem V (H) S. Kalita, M. Goshain  
Sem V (DSE) N. Saikia

~~Sar~~  
26/9/23

WOD  
Department of Education  
Rangapara College

## Departmental meeting




It is to inform you that a departmental meeting is conducted on 08/02/2024 in the department of Botany Rangapara college.

### Agenda:-

- i) New class routine formation.
- ii) Distribution of syllabus among faculties of department.
- iii) Preparation of Lesson plan.

Today in this meeting presided over by HoD. Botany, Mr. Ratan choudhury and two other faculty members, Mr. Subham Roy and Mrs. Hangma Boro were gathered and discussed about new class routine formation and other agendas. It was decided that teachers may add extra class if they wanted as per teaching feasibility. All the members argued about the suggestion given by Hon'ble HoD. Sir and likewise distribution of syllabus & Lesson plan was prepared with some minute modification.

### Member present.

- i) Mr. Ratan choudhury (HoD Botany) 
- ii) Mrs. Hangma Boro (Asst. Professor) 
- iii) Mr. Subham Roy ( " " )   
08/02/2024



# RANGAPARA COLLEGE, RANGAPARA

ৰঙাপৰা মহাবিদ্যালয়, ৰঙাপৰা

(Affiliated to Gauhati University, UGC Recognised under 2(f) & 12 (b))

P.O. Rangapara, District- Sonitpur 784505)

## DEPARTMENT OF ENGLISH

**Date of meeting: 03/08/2023**

**Venue: Department of English**

**Agenda: Home Assignment and Quiz**

The departmental meeting held on 03/08/2023 discussed the procedure of internal assessment and resolved to do the following:

1. Conduct quiz online through Google Forms
2. Submission of home assignments according to Gauhati University rules should be done.

Signatures:

1. *Suspendra Sarna.*
2. *Pamela Sarmah*
3. *Niku Chetia*
4. *Sikha Choudhury.*

# Departmental meeting.

Date: 17-01-2024

## Agenda:

- ① Course coordinator allotment and syllabus distribution.
- ② Formulation of departmental Academic Calendar
- ③ Allotment of Class routine.

In today's meeting, the faculties of zoology department, Rangapara College discussed about the distribution of syllabus of upcoming even semester to each faculty and course coordinator allotment for each paper. A class routine for upcoming classes was formulated and allotted the classes to the faculties. A department calendar was also formulated for the next semester.

## Members present.

1. Dr. Biman Kumar Sarma
2. Dr. Gitantha Kaushik
3. Rukhsana Sultana Ahmed.

## Signature.

M  
17/01/24  
Gitantha  
R



# Departmental Meeting

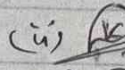
Date - 31.07.2023

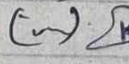
A staff meeting of Department of Bengali has been organised on 31<sup>st</sup> of July, 2023 and discussed on the following agenda -

(a) Class Distribution

(b) Course Distribution

Signature - (i) Dr. (Rakesh Ch. Sankar) 31/07/23

(ii)  31.07.23

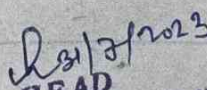
(iii)  31.07.23

The course of degree classes has been distributed as follows -

Rakesh Ch. Sankar - (a) Bengali CORE I - SEM - I (unit - I)  
(b) BEN - HC - 3026  
(c) BEN - HC - 3036  
(d) BEN - HC - 5026  
(e) BEN - HE - 5016

Kaberi Mukherjee - (a) Bengali CORE - I - SEM - I - (Unit - III/IV)  
(b) Bengali BEC - SEM - I  
(c) BEN - HC - 3016  
(d) BEN - SE - 3014  
(e) BEN - HE - 5016  
(f) BEN - SE - 5014  
(g) BEN - HC - 5026 (Unit - 3)

Kabita Saha - (a) Bengali CORE - I - SEM - I - Unit - II  
(b) Bengali AEC - SEM - I  
(c) BEN - HE - 5026  
(d) BEN - RE - 5016

  
HEAD  
Department of Bengali  
Rangapara College, Rangapara

# বিশেষী বৈঠক

তাং - ০১/০৮/২০২৬

তারিখঃ - ০১/০৮/২০২৬ তারিখে অফিসীয় বিভাগে  
এখন সভা অনুষ্ঠিত হয়। সভার বিষয়ে সুস্বী  
অধ্যক্ষের তত্ত্বাবধানে বিভাগে নতুন প্যার্টিকুলার  
আরও কোন বিতরণ সম্পর্কে আলোচনা করা হয়।  
পূর্বাঙ্গি প্যার্টিকুলার বিতরণ করে অধ্যক্ষ-জিভেন  
সার্জিকাল আর ড মৌচুমী দত্তই অথবা বিতরণ  
করত কেইমন আর ড অক্সিডেন্ট ডেক অথবা  
দিল্লী কিম্বা দাপ্তর সাহিত্য বিতরণ করত কেইমন  
অধ্যক্ষের দ্বারস্থ দিয়া হয়।

## স্বাক্ষর

- ১/ অধ্যক্ষ/অধ্যক্ষ
- ২/ অধ্যক্ষ/অধ্যক্ষ
- ৩/ ড মৌচুমী দত্ত
- ৪/ দিল্লী কিম্বা দাপ্তর

विक्रमीय रिक्रम

ता. - २१/२/२०२४

आदि-ने-काली २१/२/२०२४ तद्विषय त्रिमसिमा विभाग  
एवम् विक्रमीय रिक्रम अनुसृत करण उम्। पार्श्वक्रम  
विठवन ताळ- विक्रमीय क्रमवित्तिका अंत्यनक यत्वेत  
आलापन करण- हेतुवत्तु वे- अंत्यनक अनुसृत करण  
म्। द्वितीय, तूर्थ ताळ मरि साक्षाधिकर पार्श्वक्रम  
विठवन ताळ पार्श्वक्रम अंत्यनक आलापन अंत्यत  
श्रेणी विठवन अंत्यनक आलापन करण म्।

एते अंत्यनके विवेक, मरि साक्षाधिकर

पार्श्वक्रमवित्तिका क्रमवित्तिका अंत्यनक वापु वृत्त,  
विर्तन, यमप्र यमप्रतौष्ठ अंत्यनक ताळ  
तद्वापुयमक अंत्यनक आलापन करण म्।  
पर्यटन नगरी तमा अत नगरी म्वात 'आडुली'  
ले ५० जन द्वा- द्वितीय अंत्यनक विवेक  
राजविका <sup>लगते</sup> ~~आ~~ गतीमयी म्, विवेक अंत्यनक  
यथाप वापु विवेक प्रम करण म्। तद्वापुयमक  
वित्तिका अंत्यनक यमप्रतौष्ठ ५० तनीया  
द्वा- द्वितीय दलतौष्ठ म् अंत्यनक नगर  
यमप्र अंत्यनक अंत्यनक वृत्त ताळ  
करण म्। आडुलीले यमप्रतौष्ठ दलतौष्ठ  
अत २७/७/२०२० तद्विषय आडुलीले अंत्यनक  
इत ताळ २७/७/२० तद्विषय २०/७/२० तद्विषय

କୋର ଉତ୍ତମ କାବି ବୁଲି ଯିବାର ଶ୍ରମ  
କରୁଛୁ ।

ଦୀକ୍ଷା

୧ ଭୈରବୀ

୨ ବାମନା

୩ ଶ୍ରୀମତୀ

୪ ଦିବ୍ୟା