

Rashidul Islam

18/6/24.

The department staff meet in the Zoology lab on 18/6/24 to discuss on the following issues.

- 1) To actively participate in the admission campaign to strengthen the group.
- 2) To visit all feeding Jr. Colleges.
- 3) To discuss ~~the~~ division among the staff members
- 4) To discuss on work load and time tables.
- 5) To celebrate Environment day.

Signature of

The Secretary

R. Huda

Sign. of the 9/c

Resolution

1/7/24

- The department staff meet in Zoology Lab on 1/7/24 to discuss the following issues:
- 1) Completion of short term internship work.
 - 2) To conduct student centric activities.
 - 3) To give assignments regularly to the students.
 - 4) To provide material to the students regularly as per major syllabus.

Chairman
Signature of
the lecturer

R. Pradeep
Signature of SIC

Resolution

5/8/24

The staff met in the Zoology lab on 5/8/24 to discuss the following issues.

- 1) To participate actively in various events going to conduct on the occasion of Independence Day Celebrations.
- 2) To take ICT based classes.
- 3) Cook advertisement at the time of TOST's.
- 4) To provide awareness on various careers opportunities regarding Zoology and other general fields also.
- 5)

Signature of
The Lecturer

R. Hudu

5/8/24

Resolution

12/9/24.

The staff members of Zoology department in the Zoology Lab on 12/9/24 to discuss the following things

- 1) To conduct and internal examinations.
- 2) To review important questions for first and internal
- 3) To conduct student centre activities.
- 4) To involve in festivals day celebration.
- 5) To conduct Remedial coaching to II & IV Semester students.

R. Hunder

Sign of the 4/c

Signature of

The Lecturer

Resolution

5/11/24

The department shall meet in the Zoology lab on 5/11/24 to discuss the following.

- 1) To focus on completion of syllabus.
- 2) To celebrate.
- 3) To conduct skip tests regularly.
- 4) To motivate students to do project work.
- 5) To conduct University practical Examination

Ce Dandya,

Signature of
The Lecturer

R. Hrudis

Signature No 9/a

7/1/25

The department staff met in the Zoolab on 7/1/25 to discuss on the following items.

- 1) Work load division among the staff.
- 2) Preparation of individual time table.
- 3) Review on semester end examination.
- 4) To motivate students to attend the Republic day celebration.
- 5) To encourage students to participate in all activities related to academic and sports going to be conducted on the eve of Republic day celebration.

Closing

Signature of
The Lecturer

R. Huda

SM of the 9/c

Resolution

24/2/25

The Staff members met in the Zoology lab on 20/2/25 and discussed on the following things.

- 1) To focus on the syllabus complete for first mid internally.
- 2) To conduct various student confer activities.
- 3) To prepare records for Academic audit purpose.
- 4) To maintain records lecture since in the ~~present~~ prescribed NAAC format.
- 5) To prepare first mid question paper and on conduct of I mid internally.

R. Hunte

Signature of

The lecturer

R. Hunte

Sin & 9K