

Member Present:

Date: 14/8/14

1. Bhavana 14/8/14
2. Pooja 14/8/14
3. Araman 14/8/14
4. Prity Chhabra 14/8/14.
- 5.

NAAC Urgent Meeting

1. Resolution are ~~attached~~ ^{mentioned} here with:

Responsibility of the Staff and Teacher for NAAC Mock visit.

Name: Bidev Das, Lab attendant.

Responsibilities:

- a) cleaning & Garbage removal monitoring.
- b) Removal of unused notice & place new notice in the notice board.
- c) Take care to clean and maintain HOD room.

Name: Suman Kr. Das, Faculty member.

Responsibility:

- a) Maintain Departmental Library, update some books from Central Library.
- b) Lab beautification, fixing some poster and fixing Name plate to the Lab.
- c) update website & Teacher profile to the website

Mr. Kingshuk Chakraborty, Staff.
Responsibility:

- a) Monitoring Engineering works.
- b) Machine check for working condition
- c) Lab beautification

~~Mr. Atanu Pramanik, Staff.~~

Mr. Atanu Pramanik, Staff.
Responsibility:

- a) Collect all assignment
- b) maintain stock register.

Ms. Sabari Pramanik, Faculty members.
Responsibility:

- a) Departmental Library
- b) Presentation Slide.

Mr. P. K. - Sing, faculty Members.
Responsibility:

- a) upgrade website
- b) Placement Status.

Mr. Biswapati Jana, Faculty Members.

- a) Dept Profile Prepared
- b) Swoc Prepared
- c) Slide prepared
- d) Overall monitoring