

Meeting minutes of meeting held on August 8th 2022

1. The department meeting was held to discuss the matters related to smooth conduct of classes. Members agreed to put genuine effort in teaching and learning transaction process to ensure visible positive outcome.
2. Discussed regarding World Mental Health Day to be held on 10th October 2022. The observation will be conducted along with the Mentoring Committee.
3. Laboratory requirement for practical classes were also discussed in the meeting.

Meeting minutes of meeting held on November 10th 2022

1. Reviewed on the successful program on Photography Competition conducted during 1 week of October 2022. Members reaffirmed to continue participation in observing possible related programs with specific academic significance.
2. Meeting deliberated on performance of students and necessary measures for proper completion of the semester.
3. Discussed on the status of the syllabus completion from the faculties.
4. Decided to procure certain chemicals for practical classes.

Meeting minutes of meeting held on March 7th 2023

1. Discussed on planning for the semester and status of the syllabus distribution in the department.
2. Decided to observe World Water Day on 22nd March 2023 with thematic 'Photograph with Slogan' in collaboration with Jal Shakti Committee.
3. The meeting decided to conduct training on Freshwater Aquarium.
4. The meeting also discussed on possible practical training related to Silk worm rearing and life cycle study.

Meeting minutes of meeting held on May 10th 2023

1. Discussed on the planning for 5th June World Environment Day (WED).
2. It was agreed that the WED 2023 will be conducted in collaboration with the Department of Environmental Sciences.
3. The house agreed to cross check all the equipment and chemicals in the department for future references.
4. It was also decided to procure a presentation pointer for facilitation classroom transaction.
5. The meeting also decided to purchase some books for department library.