

Minutes of Meeting held on 02.09.2025 in the Conference Room at 02.00 p.m.:-

Present:

1. Dr. S.K. Sinha, Principal - In Chair
2. All Staff Members

The following points were discussed:

1. The Principal, Dr. S.K. Sinha informed to all staff that the Annual Day of Higher Education Institution will be celebrated on 06.10.2025. He advised to cultural committee to prepare at least 3 to 4 best programmes for Annual Day function 2025.
2. The staff was informed that the college BOG meeting will be held on 04.10.2025.
3. The Website Incharge was advised to update the college website regularly.
4. It was finalized that the orientation programme for newly admitted students will be organized on 13.09.2025.
5. All staff must update the students' attendance on ERP regularly.
6. A National Level Seminar is to be organized by PG Departments in the month of February, 2026.
7. The Establishment of a Research Centre must be taken up on a priority basis by IQAC Cell.
8. The Principal advised to all faculty members that they must admit atleast 2 students each to achieve the admission target in time and also discussed the present admission status.
9. The agriculture department was advised to submit the report for ICAR accreditation process within 10days.
10. All staff must mark biometric attendance daily as well as on Attendance Register.
11. Students and new staff I-Cards should be prepared before the Annual Day Programmes.
12. An Alumni Meet to be organizes in the month of February, 2026.

The Meeting ended at 3.00 pm with vote of thanks to the Chair.



Dr. S.K. Sinha
Principal