



Minutes of the meeting- August 2025

Date: 13/08/2025

Time: 1:30 PM

Agenda of the meeting:

1. Review of the previous meeting
2. Educational Tour
3. Distribution of class for UG Semester I
4. IAP Course for UG Semester V
5. Fresher's Day
6. Video Lectures
7. Village adoption



Discussion details and decisions taken in the meeting:

1. Educational tour was proposed for the students in September. Destination options were discussed. Itinerary budget and permission are yet to be finalized. The plan will proceed once these details are confirmed.
2. Faculty allocation for UG semesters I (session2025-29) is completed. So, classes can run smoothly.
3. The students were divided among the faculty members equally, so that they may supervise the students for their project work efficiently.
4. Fresher's day for new students, the date is fixed on 30th August, 2025. Activities include welcome speech, cultural events and introduction of faculty and seniors to integrate into the department community.
5. Faculty members have to record video lectures for e-content on key topics of the syllabus on August 18th, 19th & 20th 2025 respectively. Ensuring supplementary learning resources for the students.
6. Proposal to adopt village under outreach program. Activities planned are educational awareness, health awareness, plantation, waste management and recycling and digital literacy, and also to learn about the village economy. As to enhance community engagement and social responsibility.

All points were discussed and approved with modification as per feedback. Action points have been assigned, and progress will be reviewed in next meeting.

Members Present

1. Jessica Nidhi Tigga
2. Dr. Anirudh Prasad
3. Justine Soreng

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