

## **Monthly Departmental Meeting (July)**

### **Meeting Details:**

- Date: 02/07/2025
- Time: 11:35 am – 12:30 pm
- Venue: Department of Political Science (4<sup>th</sup> Floor)
- Presided By: Mr. Ajay Kumar (HOD)

### **Members:**

1. Asst. Prof Ajay Kumar (HOD)
2. Asst. Prof Dr. Nisha Rani Dhanwar
3. Asst. Prof Ishan Tiru
4. Asst. Prof Roshan K. Gidh

*Ajay Kumar*  
*Nisha Rani Dhanwar*  
*Ishan Tiru*  
*Roshan K. Gidh*

### **Agenda:**

1. Class Discipline
2. Class Assignment
3. PG Dissertation
4. PG Sem IV Mid Semester Exam
5. Students' Uniform
6. Departmental Activities
7. Departmental Tour

### **Discussions & Decisions:**

1. **Class Discipline**: It was lately observed by the faculty members that the students were irregular in the class and also undisciplined in their campus behaviour.

#### **Decision:**

- ❖ It was decided that the students who will be irregular in their classes or absent for more than fifteen days will have to make an assignment in the library for one week, two hours daily; i.e., *fourteen hours of library work.*

- ❖ If the student does not show any improvement, then a parent-teacher meeting should be called.
- ❖ Exemption from this rule will require a duly signed application by the HOD.

2. **Class Assignments**: Assignments have proved to be a handy tool in the process of learning and thus each semester will have to do make class assignments.



**Decisions:**

- ❖ If the

assignment deadline is not met, the student will be fined an amount of Rs 500, with a 2-day extension, and if this deadline is also missed, the assignments will not be evaluated.

- ❖ A fine register has to be maintained by the department, and the fined students will have to make an entry in that register.
- ❖ The Fine collected will be used for the welfare of the department.

3. **PG Dissertation**: The PG Sem IV students have a dissertation paper (PRPOL404), which needs them to learn the skills of academic writing.

**Decision:**

- ❖ To address this issue, the department has decided to call the PG Sem IV students early to the college by 9:30 am. The students will use this extra time to clear their doubts with their respective guides.
- ❖ The student should have at least four review meeting with their respective guides till the end of this month.



4. **PG Sem IV Mid Semester Examination:** The PG Sem IV Mid Sem have to be submitted by the 11<sup>th</sup> of July, and thus the Mid-Sem has to be taken accordingly.

**Decision:**

- ❖ The PG Sem IV Mid-Sem exam will be conducted from 9<sup>th</sup> July to 11<sup>th</sup> July.

5. **Students' Uniform:**

It was observed that the students were irregular with their uniform.

**Decision:**

- ❖ The Department has decided that the

students must wear their college uniform to their respective classes.

- ❖ The students are exempted from wearing their uniform on Wednesdays and Saturdays.
- ❖ The PG students will have no uniform, but have to be decently dressed for the classes.

6. **Departmental Activity:** The Department of Political Science regularly conducts different activities for various semesters.

**Decision:**

- ❖ The students will be taken for a field trip to the Simdega Police Station. The objective is to teach the students how a First Information Report (FIR) is filed, how a charge sheet is filed, and other functions of a police station.
- ❖ If the weather and schedule permit, the students will be taken for an outreach programme.



7. **Departmental Tour:** The importance and feasibility of the departmental tour were discussed.

**Decision:** The department decided to plan a trip to Sikkim and Darjeeling with SKY tour and travels during the Diwali vacation.

**Decisions Made:**

- i. Each professor will check the punctuality of the students in their respective classes.
- ii. Library work to be assigned to the irregular students.
- iii. Fine register for the class assignment defaulters.
- iv. Four review meetings for the dissertation work.
- v. Faculty will check that the students are attending the classes in their college uniform.
- vi. Simdega Police Station visit to be organized on the 19<sup>th</sup> of July.
- vii. Money collection for the departmental tour to Sikkim and Darjeeling.

**Closing Remarks:** The closing remarks were given by the HOD, Mr. Ajay Kumar, who appreciated the department's collaborative efforts and emphasized the timely execution of decisions.

**Next Meeting:** The next meeting is tentatively scheduled for 28<sup>th</sup> July 2025.

  
Head of Department (HOD)  
Department of Political Science  
St. Xavier's College, Simdega  
(Affiliated to Ranchi University, Ranchi)  
Jharkhand, India