

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

All faculty members are hereby requested to attend a meeting on August 08, 2018, in Room No 11 of the college at 2:00 pm.

Agenda:

- 1) Implementing lessons plan properly.
- 2) Discussing the subject of the first semester class tests.
- 3) Misc.

Date: 04.08.2018

Amina Dhali
08.08.2018
Prof. Amina Dhali
Head of the Department
Department of Education

Amina Dhali

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

Minutes of Meeting
Department of Education

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on August 08, 2018 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali.

Date: 08/08/2018

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Resolved unanimously the following decisions for implementation of them:

Item no 1: To ensure the proper implementation of lesson plans, we will conduct regular reviews and feedback sessions to adapt and improve teaching strategies continuously.

Item no 2 : A meeting will be held to discuss the subjects for the first semester class, focusing on curriculum alignment, student engagement and resource allocation.

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 08/08/2018

Amina Dhali
08.08.2018
Prof. Amina Dhali
Head of the Department
Department of Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
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NOTICE
Department of Education

All faculty members are hereby requested to attend a meeting on March 12, 2019, in Room No 28 of the college.

Agenda:

- 1) Discussion on the second semester classes.
- 2) Review and finalization of the class routine.
- 3) Misc.

Date: 09/03/2019

Amina Dhali
09.3.2019

Amina Dhali

H. O. D

Department of Education

MS

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

Meeting Minutes
Department of Education

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on March 12, 2019 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali.

Date: 12/03/2019

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Resolved unanimously the following decisions for implementation of them:

Item no 1: The department unanimously agrees to review and assess the feedback from students and faculty regarding the second semester classes. Adjustments and improvements will be implemented based on the collected data to enhance the learning experience.

Item no 2: After a thorough discussion, the proposed class routine for the upcoming semester has been approved. Any necessary changes due to unforeseen circumstances will be handled immediately.

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 12/03/2019

Amina Dhali

AD

Amina Dhali
12.03.2019

Amina Dhali
(H.O.D)
Department of Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

Department of Education

All faculty members are hereby requested to attend a meeting on May 15, 2019 in room no. 11 of the college.

Agenda:

- 1) Discussion on the remaining syllabus of 2nd semester students
- 2) Organize a one-day seminar with the students.
- 3) Misc.

Date: 12/05/2019

Amina Dhali



Amina Dhali
15.05.19

Prof. Amina Dhali
H.O.D
Department of
Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

Department of Education

All faculty members are hereby requested to attend a meeting on 18/02/2020 in Room No 11 of the college.

Agenda:

- 1) Discussion on the preparation of departmental academic calendar.
- 2) Implementing lesson plan properly.
- 3) Preparation of a list of books for the 3rd and 5th semester students .
- 4) Misc.

Date: 15/02/2020

Amina Dhali



Amina Dhali
18.02.20

Amina Dhali
H. O. D
Department of Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

Meeting Minutes
Department of EDUCATION

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on May 15, 2019 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali.

Date: 15/05/2019

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

1) Prof. Amina Dhali

2) Prof. Nargish Khatun

Resolved unanimously the following decisions for implementation of them:

Item no 1: The department unanimously agrees to review and assess the feedback from students and faculty regarding the remaining syllabus of second semester students. Adjustments and improvements will be implemented based on the collected data to enhance the learning experience.

Item no 2: Resolved to organize a one-day seminar programme.

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 15/05/2019

Amina Dhali

[Signature]

Amina Dhali
15.05.19

Amina Dhali

(H.O.D)

Department of Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

Meeting Minutes

-Department of Education

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on 18 February, 2020 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali.

Date: 18/02/2020

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Resolved unanimously the following decisions for implementation of them:

Item No 1: Resolved to discuss and finalize the preparation of the departmental academic calendar.

Item No 2: Resolved to ensure the proper implementation of the lesson plan for all courses.

Item No 3: Resolved to prepare and submit a list of books for the 3rd and 5th semester students to the library office.

Date: 18/02/2020

Amina Dhali
18.02.20
Amina Dhali
(HOD)
Department of Education

Amina Dhali

[Signature]

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

Department of Education

All faculty members are hereby requested to attend a meeting on 21/04/2021 in Room No 11 of the college at 1:00 pm.

Agenda:

- 1) Discussion on the tutorial components of the students.
- 2) Implementing lesson plan properly.
- 3) Misc.

Date: 17/04/2021

Amina Dhali
21.04.21

Amina Dhali
H. O. D
Department of Education

Amina Dhali.



AL-AMEEN MEMORIAL MINORITY COLLEGE
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Meeting Minutes

-Department of English

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on April 21, 2021 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali.

Date: 21/04/2021

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Amina Dhali HOD, Department of Education
- 2) Prof. Nargish Khatun, Department of Education

Resolved unanimously the following decisions for implementation of them:

Item No 1: Resolved to discuss and finalize the project topics of the students.

Item No 2: Resolved to ensure the proper implementation of the lesson plan for all courses.

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 21/04/2021

Amina Dhali
Amina Dhali
(HOD)
Department of Education
21.04.21





AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

Department of Education

All faculty members are hereby requested to attend a meeting on 26/05/2022 in Room No 15 of the college at 2:00 pm.

Agenda:

- 1) Organize a seminar on 'Child-centric Education ""
- 2) Misc.

Date: 23/05/2022

Amina Dhali.
26.05.22

Amina Dhali
H. O. D
Department of Education



AL-AMEEN MEMORIAL MINORITY COLLEGE
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Minutes of Meeting
Department of English

A meeting of the Education Department of Al-Ameen Memorial Minority College was held today on August, 18, 2022 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali

Date: 26/05/2022

Place: Al-Ameen Memorial Minority College

Time: 3:00 P.M.

Members Present:

- 1) Prof. Amina Dhali, HOD, Department of Education
- 2) Prof. Nargish Khatun, Department of Education

Resolved unanimously the following decisions for implementation of them:

Resolved that the necessary actions will be taken to organize a seminar programme on 's " Child-centric Education ". A detailed agenda and schedule for the seminar will be prepared and circulated to the students on time .

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 18/08/2022

Amina Dhali
18.08.22

Amina Dhali
(HOD)
Department of Education

[Signature]

[Signature]

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

NOTICE

Department of Education

All faculty members are hereby requested to attend a meeting on 21/02/2023 in Room No 17 of the college at 2:00 pm.

Agenda:

- 1) Preparation of academic calendar.
- 2) Revisions of the class routine for ongoing semesters.
- 2) Misc.

Date: 21/02/2022




Amina Dhali
21.02.23
Amina Dhali
H. O. D
Department of Education

AL-AMEEN MEMORIAL MINORITY COLLEGE
Jogibattala, Baruipur, South 24 Parganas, 700145

Meeting Minutes
Department of Education

A meeting of the Education Department of Al-Ameen Memorial Minority College was held today on February 24, 2022 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Amina Dhali

Date: 24/02/2022

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Amina Dhali, HOD, Department of Education.
- 2) Prof. Nargish Khatun, Department of Education

Resolved unanimously the following decisions for implementation of them:

Item No 1: The academic calendar for the upcoming semester will be drafted by a committee consisting of three faculty members. The draft will be circulated for feedback and finalized by 10/03/2022.

Item No 2: The class routines for the 2nd, 4th, and 6th semesters were reviewed and approved. Any minor adjustments will be communicated by the routine coordinator within the next week.

Item No 3: The syllabus for each semester will be divided among the teachers as discussed. Each faculty member will receive their respective syllabus by 01/03/2022.

There being no other item for discussion, the meeting ended with the vote of thanks to the chair.

Date: 24/02/2022



Amina Dhali
10.03.22

Amina Dhali
(HOD)
Department of Education