

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

Matin Ahmed 04/08/2018
Matin Ahmed
Head of the Department
Department of English

1.12
Arifur Rahman
Arifur Rahman

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

Minutes of Meeting
Department of English

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. Matin Ahmed.

Date: 08/08/2018

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

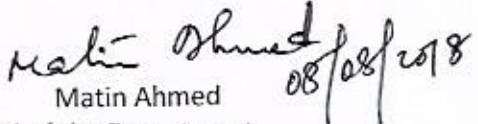
Resolved unanimously the following decisions for implementation of them:

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


Matin Ahmed
Head of the Department
Department of English



T.K.



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

NOTICE

Department of English

All faculty members are hereby requested to attend a meeting on July 11, 2018, in Room No 11.

Agenda:

- 1) Discussion on the first semester classes.
- 2) Review and finalization of the class routine.
- 3) Continuation of the existing second-year classes.
- 4) Misc.

Date: 09.07.2018

Matin Ahmed
09/07/2018
Matin Ahmed
H. O. D
Department of English

*For Head
Rahat
Matin*

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


NOTICE
Department of English

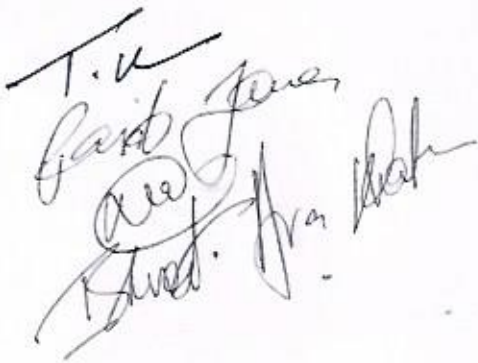
All faculty members are hereby requested to attend a meeting on March 12, 2019, in Room No 28 of the college.

Agenda:

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

Date: 09/03/2019


Matin Ahmed
H. O. D
Department of English


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

Meeting Minutes

Department of English

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on July 11, 2018 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Matin Ahmed.

Date: 11/07/2018

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

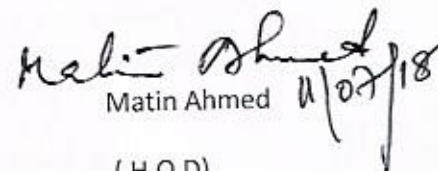
Resolved unanimously the following decisions for implementation of them:

Item no 1: The department unanimously agrees to review and assess the feedback from students and faculty regarding the first 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: 11/07/2018


Matin Ahmed 11/07/18

(H.O.D)

Department of English


T.K
forb Jane
We
Ibrahim Khan

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

Meeting Minutes
Department of English

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. Matin Ahmed.

Date: 12/03/2019

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English
- 4) Prof. Nilesh Chakraborty, Department of English
- 5) Prof. Ishrat Ara Khatun, Department of English

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.

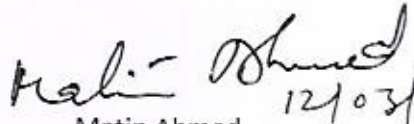
Item no 2: After a thorough discussion, the proposed class routine for the upcoming semester has been approved. Any necessary changes due to unforeseen circumstances will be handled immediately.

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

Date: 12/03/2019


T.K.
Rajib Jana

Ishrat Ara Khatun


12/03/2019
Matin Ahmed
(H.O.D)
Department of English

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

Meeting Minutes
Department of English

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. Matin Ahmed.

Date: 12/03/2019

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English
- 4) Prof. Nilesh Chakraborty, Department of English
- 5) Prof. Ishrat Ara Khatun, Department of English


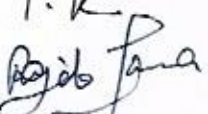

Resolved unanimously the following decisions for implementation of them:

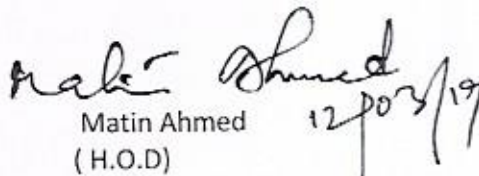
Item no 1: The department unanimously agrees to review and assess the feedback from students and faculty regarding the second semester classes. Adjustments and improvements will be implemented based on the collected data to enhance the learning experience.

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


T.K.


Ishrat Ara Khatun


Matin Ahmed 12/03/19
(H.O.D)
Department of English

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

NOTICE

Department of English

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

Matin Ahmed
12/05/19

Prof. Matin Ahmed
H.O.D
Department of English

T.K.
for the time
T.K.

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

Meeting Minutes
Department of English

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. Matin Ahmed.

Date: 15/05/2019

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English
- 4) Prof. Tanmay Mahata


Resolved unanimously the following decisions for implementation of them:

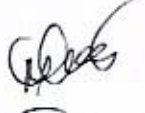
Item no 1: The department unanimously agrees to review and assess the feedback from students and faculty regarding the remaining syllabus of second semester students. Adjustments and improvements will be implemented based on the collected data to enhance the learning experience.

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


Matin Ahmed
(H.O.D)
Department of English
15/05/19


Rajib Jana
T.M.

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

Meeting Minutes
Department of English

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on November 28, 2019 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Matin Ahmed.

Date: 28/11/2019

Place: Al-Ameen Memorial Minority College

Time: 12:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English
- 4) Prof. Tanmay Mahata

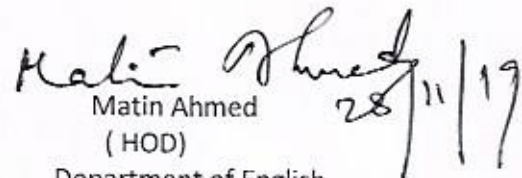
Resolved unanimously the following decisions for implementation of them:

Resolved to enhance the quality of teaching and learning through effective strategies and resources. Additionally, aim to achieve excellent academic results for the students.

Date: 28/11/2019


1. ✓

1. ✓


Matin Ahmed
(HOD)
Department of English
28/11/19

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

NOTICE

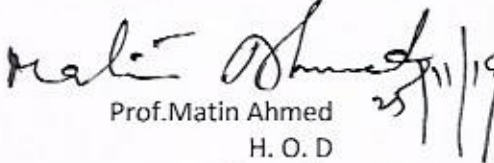
Department of English

All faculty members are hereby requested to attend a meeting on November 28, 2019 in room no. 11 of the college.

Agenda:

- 1) Improvement of the quality of teaching-learning
- 2) To achievement good results of the students
- 3) Misc.

Date: 25/11/2019


Prof. Matin Ahmed
H. O. D
Department of English


T.K.
Faruk

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

NOTICE

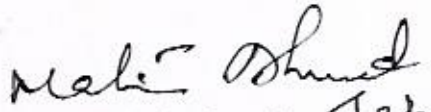
Department of English

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


Matin Ahmed 15/2/20
H. O. D
Department of English


Rajib Jaha

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

Meeting Minutes

-Department of English

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. Matin Ahmed.

Date: 18/02/2020

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English

Resolved unanimously the following decisions for implementation of them:

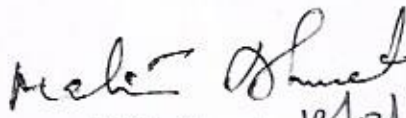
Item No 1: Resolved to discuss and finalize the preparation of the departmental academic calendar.

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




Matin Ahmed
(HOD)
Department of English
18/02/20

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

NOTICE

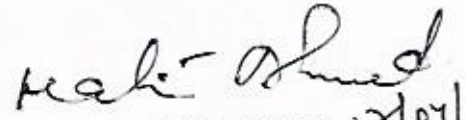
Department of English

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


Matin Ahmed 17/04/21
H. O. D
Department of English 12



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

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. Matin Ahmed.

Date:21/04/2021

Place:Al-Ameen Memorial Minority College

Time:2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Rajib Jana, Department of English

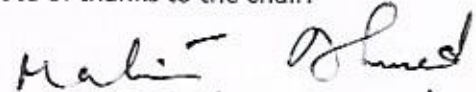
Resolved unanimously the following decisions for implementation of them:

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


Matin Ahmed
(HOD)
Department of English
21/04/21


T.K.
Rajib Jana

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

Meeting Minutes
Department of English

A meeting of the English 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. Matin Ahmed.

Date: 24/02/2022

Place: Al-Ameen Memorial Minority College

Time: 2:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Farhana Nasrin, Department of English

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



T.K.
Farhana Nasrin

Matin Ahmed
27/02/22
Matin Ahmed
(HOD)
Department of English

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

NOTICE

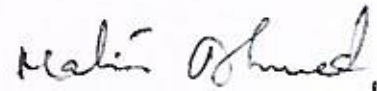
Department of English

All faculty members are hereby requested to attend a meeting on 24/02/2022 in Room no 11 of the college at 2:00 p.m.

Agenda:

- 1) Discussion on the preparation of departmental academic calendar.
- 2) Review and finalization of 2nd, 4th and 6th semester class routine.
- 3) Syllabus distribution among the teachers.
- 4) Misc.

Date: 21/02/2022


Matin Ahmed 21/02/22
H. O. D
Department of English


T. V. Jadhava

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

NOTICE

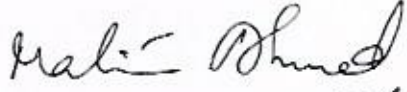
Department of English

All faculty members are hereby requested to attend a meeting on 26/05/2022 in Room No 11 of the college at 2:00 pm.

Agenda:

- 1) Organize a seminar on Henrik Ibsen's "A Doll's House"
- 2) Misc.

Date: 23/05/2022


Matin Ahmed 23/05
H. O. D
Department of English 22


Farhanur Rahman

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

Minutes of Meeting
Department of English

A meeting of the English 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. Matin Ahmed.

Date: 26/05/2022

Place: Al-Ameen Memorial Minority College

Time: 3:00 P.M.

Members Present:

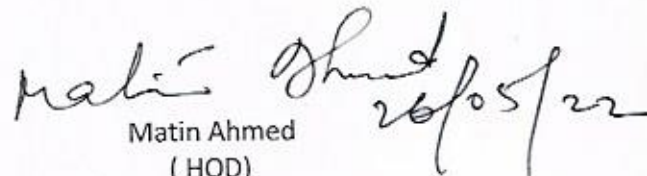
- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Farhana Nasrin, Department of English


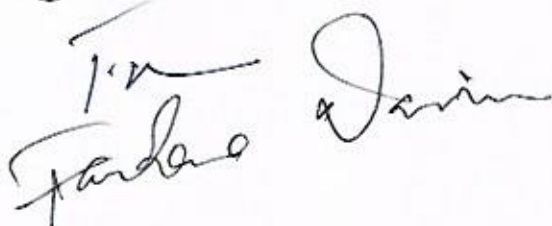
Resolved unanimously the following decisions for implementation of them:

Resolved that the necessary actions will be taken to organize a seminar programme on Henrik Ibsen's "A Doll's House". A detailed agenda and schedule for the seminar will be prepared and circulated to the students.

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

Date: 18/08/2022


Matin Ahmed
(HOD)
Department of English


Tania Khatun


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

NOTICE


Department of English

All faculty members are hereby requested to attend a meeting on 21/02/2023 in Room No 11 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: 18/02/2023


Matin Ahmed
H. O. D
Department of English
18/02/23


T.K.
Farhan

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

Meeting Minutes
Department of English

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on February 02, 2023 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Matin Ahmed.

Date: 21/02/2023

Place: Al-Ameen Memorial Minority College

Time: 3:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Farhana Nasrin, Department of English

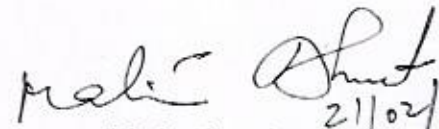
Resolved unanimously the following decisions for implementation of them:

Item No 1: Resolved that the academic calendar for the upcoming semester will be drafted and the same will be finalized by the approval of Principal.

Item No 2: The class routine for the ongoing semesters will be reviewed to communicate minor adjustments.

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

Date: 21/02/2023


Matin Ahmed
(HOD)
Department of English
21/02/23







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

NOTICE

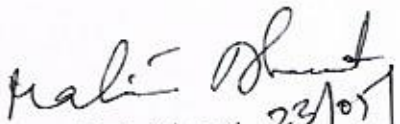
Department of English



All faculty members are hereby requested to attend a meeting on 25/05/2023 in Room No 11 at 2:00 pm.

Agenda:

- 1) Discussion on inter-disciplinary topics.
- 2) Review to improve the results and study standards of the students.
- 2) Misc.

Date: 23/05/2023


Matin Ahmed
H. O. D
Department of English
23/05/23

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

Meeting Minutes

Department of English

A meeting of the English Department of Al-Ameen Memorial Minority College was held today on May 25, 2023 on the college premises at 2:00 p. m. The meeting was chaired by Prof. Matin Ahmed.

Date: 25/05/2023

Place: Al-Ameen Memorial Minority College

Time: 3:00 P.M.

Members Present:

- 1) Prof. Matin Ahmed, HOD, Department of English.
- 2) Prof. Tania Khatun, Department of English
- 3) Prof. Farhana Nasrin Department of English

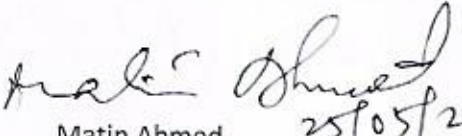
Resolved unanimously the following decisions for implementation of them:

Item No 1: Resolved that a list of English topics that have similarities with other subjects according to the topics will be prepared, and Professor Matin Ahmed will review them thoroughly and submit them to the Principal.

Item No 2: To improve the results and study standards of the students, teachers will take extra classes and group wise mentor-mentee list will be prepared.

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

Date: 25/05/2023


Matin Ahmed
(HOD)
Department of English
25/05/23



