



KUMARGANJ COLLEGE

Govt. Aided General Degree College
P.O.- Kumarganj, Dist. Dakshin Dinajpur, Pin-733141

Phone No.-

Email ID : kumarganjcollege2016@gmail.com

Website : www.kumarganjcollege.in

Principal 7980854473 / 3522254044

Memo No.....

HOI Meeting Minutes

Date..17/05/2025....

A meeting was held on May 16, 2025, at the principal's office. Key discussions and decisions:

Discussions:

1. Leave policies (CL, ML, EL) as per government rules
2. College entry and exit times
3. Organizing seminars/invited talks/workshops for each department
4. Upcoming internal examinations
5. HODs to monitor leave, class arrangements, and attendance
6. Inclusion of Kumarganj College under UGC Act sections 2(F) and 12(B)
7. Book grants for Geography, English, and History departments



Decisions:

1. Internal examinations: June 9-12, 2025
2. Leave rules to be discussed further
3. Dr. Prashanta Ghosh to handle UGC forms and documentation
4. HODs to monitor teacher activities
5. Late Marking: 3 instances of late marking will result in the deduction of 1 Casual Leave (CL).
6. College Entry Time:
College entry time: 10:30 AM
- Entry after 11:30 AM will result in the deduction of 1 Casual Leave (CL).

This strategy encourages punctuality and maintains discipline among students and staff. These decisions aim to improve college operations and faculty management.

Dipak Mondal

Prof.(Dr.) Dipak Mondal
Principal
KUMARGANJ COLLEGE
P.O.-Kumarganj, D/Dinajpur