

ACADEMIC SUB COMMITTEE MEETING RESOLUTION

Meeting date: 05/05/2017 :: Venue Principal's room

A meeting of the academic subcommittee presided over by Dr. Satyabrata Sahoo, Principal was held on 05/5/2017 in the presence of undersigned members to consider following agenda.

Members present:

1. Dr. Satyabrata Sahoo- Sd/-
2. Prof. Rajat Chakraborty- Sd/-
3. Prof. Susanta Saha- Sd/-
4. Prof Shyamal Banerjee- Sd/-
5. Dr. Mossior Rahaman- Sd/-
6. Dr. Chandrima Goswami Bhattacharya- Sd/-
7. Prof. Bratati Dey- Sd/-
8. Prof. Manas Mandal- - Sd/-
9. Dr. Rupa Acharya- Sd/-
10. Prof. Achyutananda Biswas- Sd/-
11. Prof. Lakshman Chandra Mondal- Sd/-
12. Dr. Priyadarshini Mallick – Sd/-
13. Prof. Rajyashree Halder- Sd/-
14. Prof. Rasidul Karim- Sd/-
15. Prof. Aamika Saha- Sd/-
16. Prof. Biswajit Majhi- Sd/-
17. Sri Tilak Halder- Sd/-
18. Saddam Hssain Molla (G.S)- Sd/-

Agenda:

1. To read and confirm minutes of the last meeting.
2. To determine eligibility conditions for admission in 1st year Hons / Gen programs in 2017-18 session.
3. To frame annual academic calendar 2017-2018.
4. To prepare the outline of Departmental Annual Report 2017-18.
5. Miscellaneous.

Discussion and resolution:

1. The convener of Academic Sub-committee read out the minutes of the last meeting. The meeting confirmed the meeting.
2. The convener communicated to all members that now it is the right time to decide whether there will be any eligibility condition other than C.U norms for admission in 1st year Hons and General courses in 2017-18 session. The respective H.O.Ds may express their suitable norms of admission which will be discussed thoroughly in this meeting and subsequently will be communicated to the admission sub-committee for necessary action.

The H.O.D of **Commerce** reported that Minimum marks for applying in 1st year B.com Hons. in 2017-18 session will be 65% for General Caste and 60% for SC/ ST candidates.

The H.O.D of **Political Science** reported (over phone) that Minimum marks for applying in 1st year B.A Hons. in Pol. Science in 2017-18 session will be 50% in subject for GC and 45% in subject for SC/ ST/ others if the candidate has passed H.S with Pol. Sc as a subject **and** 50% in aggregate for GC and 45% in aggregate for SC/ ST/ others.

The H.O.D of **Botany** reported that a candidate will have to pass in Chemistry (separately in theory and practical) for being eligible to admission in Botany Honours.

The H.O.D of **Sanskrit** reported that a candidate will have to pass in Sanskrit in H.S Examination for being eligible to admission in Botany Honours.

The H.O.D of **Physical Education** reported that a candidate will not be allowed to opt Phy. Edu as a subject of combination at the time of application. Consequently they will not be admitted with Phy. Edu. At the time of on-line application there will be a field where they will express their interest in phy edu as a subject. The Phy Edu department subsequently will conduct a fitness test of interested candidates. Only fit candidates will get the subject. Regarding fitness, the decision of the phy edu department will be treated as final.

The H.O.D of **Geography** reported that a candidate will have to pass in Geography (separately in theory and practical) for being eligible to get Geography as a general subject combination.

The academic sub-committee approved these eligibility conditions after appropriate discussion. All other departments will follow norms recommended by the C.U.

3. The convener proposed that an annual academic planner may be introduced from this year which will give a clear picture about teaching days, exam days, other co-curricular and extracurricular activity days, cultural and sports activity days, holidays etc. This may help to both students and teachers also in framing latter's lesson plan.

Members discussed among themselves on this proposal and it was decided that an annual academic planner / annual academic calendar will be prepared by every department which will be included in departmental brochure.

4. Decision has already been taken in previous meeting that every academic department of this college will prepare an Annual Departmental Report 2017-18 within the ensuing summer recess. The convener proposed a list of items which may be taken as basis on which the annual report will be prepared. The list was placed and circulated among members.

DEPARTMENTAL ANNUAL REPORT

SESSION: 2016-17

1. Name of the department.
2. Courses offered in the department
3. New courses introduced (if any)
4. Faculty position in the department.
5. Faculty recruited / appointed.
6. Faculty superannuated.
7. Faculty achievements:
 - a) Ph.D, M.Phil awarded
 - b) Publication of book(s), chapter(s) in edited vol., article in journal.
 - c) Presentation of paper in seminar, workshop, conference.
 - d) Delivered special lecture in own college / other college.
 - e) Invited as resource person
8. Students' profile:
 - a) Enrolment in 1st year Hons
 - b) Enrolment in 1st year General
 - c) Description of students by
 - i) Boys & Girls
 - ii) Caste
 - iii) Religion
 - iv) Within caste by Boys and Girls
 - v) Within religion by Boys and Girls
 - d) Student enrolled with highest % of marks in the subject in H.S Exam
 - e) Student enrolled with lowest % of marks in the subject in H.S Exam
9. Classes allotted and taken.
10. Result profile (part-III must) (part-II & part-I if available)


11. Number of books / journals added in C.L and D.L
12. Number of computers / equipments added
13. Number of passed out students got higher degree
14. Number of passed out students entered in job
15. Number of departmental students won prizes in
 - a) Academic performance
 - b) Cultural performance
 - c) Games and sports performance
16. Excursions / tours organized:
 - a) Place
 - b) Objective
 - c) Number of participants
17. Social outreach programme / Inclusive programme conducted.

The members approved the proposed list of items. It was decided that a copy of this list will be circulated to all departments.

5. Miscellaneous.

- i) Principal proposed that during the period of admission process, the college will also conduct University examinations. But examination duties are to be allotted in such a way that at least one teacher of every department will be available for steering departmental admission.
- ii) Principal advised that departments will prepare and publish merit list for admission in such a way that maximum number of students get admitted from the 1st merit list.
- iii) Principal proposed that from the ensuing new academic session if one student is found absent in Hons classes for a considerable period of time, 1st message will be sent to make him/her alert, 2nd message will be sent as warning and third message will be sent to intimate that his/ her name will be struck off from register for irregular attendance.
- iv) Principal, on the basis of experience of previous session, made the department of mathematics alert that they are reluctant to organize practical classes regularly. He requested the H.O.D of Mathematics to look after the matter seriously.
- v) Principal, on the basis of experience of previous session, made the department of Bengali alert that classes in that department are not held regularly. He requested the H.O.D of Bengali to look after the matter seriously.

There was no other issue to discuss. The meeting was ended with thanks to everyone.


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