

MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 16/04/2019 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 16/04/2019 in the Principal's room to consider following agenda. Dr. Satyabrata Sahoo, the Principal & Chairperson, Academic Sub-Committee, presided over the meeting. The undersigned members were present in the meeting.

Members present:

1. Dr. Satyabrata Sahoo- Sd/-
2. Prof. Rajat Chakraborty- Sd/-
3. Prof. Susanta Saha- Sd/-
4. Prof. Sudakshina Sengupta – Sd/-
5. Prof Shyamal Banerjee- Sd/-
6. Dr. Mossior Rahaman- Sd/-
7. Dr. Sovona Ghosh – Sd/-
8. Dr. Manika Rakshit – Sd/-
9. Dr. Chandrima Goswami Bhattacharya – Sd/-
10. Dr. Bratati Dey – Sd/-
11. Dr. Rupa Acharya— Sd/-
12. Prof. Manas Mandal – Sd/-
13. Dr. Subhasree Thakur – Sd/-
14. Prof. Sujit Kr. Sasmal- Sd/-
15. Prof. Dipankar Roy (for)– Sd/-(Pampa Bhattacharya)
16. Prof. Rajyashree Halder—Sd/-
17. Prof. Rasidul Karim- Sd/-
18. Dr. Partha Biswas- Sd/-
19. Prof. Biswajit Majhi –
20. Dr. Sreerupa Ghose -- Sd/-
21. Prof. Sreeparna Ghose -- Sd/-
22. Sri Tilak Halder –
23. G.S, Students' Union --

Agenda:

1. To read and confirm the minutes of last meeting (5/3/2019).
2. To consider the issue of organizing Term-end Examinations 2019 for semester 2 & 4 of B.A, B.Sc & B.Com courses under CBCS.
3. To consider the issue of students' enrollment in a particular subject, specially for B.A Gen course of study in 2019-20 session.
4. Miscellaneous.

Discussion and decision:

1. The convenor read out the minutes of the last meeting held on 5/3/2019. The members present confirmed it without any modification.
2. Regarding organizing Term-end Examinations 2019 for semester 2 & 4 of B.A, B.Sc & B.Com courses under CBCS, the Principal said that the C.U has notified for continuation of classes till 30/4/2019 and to organize Internal and Tutorial Examinations in the second week of May, 2019. Internal examination for Hons courses was decided to be held on or after 24/4/19. Dates of Internal examinations for General courses were fixed on 2/5, 4/5, 6/5 and 8/5/2019. Internal Examination of ENVS was decided to be taken during 30/4/19 to 8/5/19.

For ENVS, four sets of question was decided to be set. Prof. S. Sasmal, Dr. S. Thakur, Dr. Bratati Dey and Dr. R. Acharya will set papers. Last dt of submission of manuscript was fixed on 22/4/2019.

Last date of submission of questions for Internal Exam of General subjects was fixed on 23/4/2019.

All question papers were to be submitted to the TCS. It was also decided that the Semester-II Exam committee will conduct the Internal Exams for General subjects and ENVS. Internal Examination of Hons courses will be conducted by the respective departments.

Tutorial/ Practical examinations of Semester –II will be conducted according to the revised schedule prepared by C. U. This college has not received the revised schedule yet now.

All the departments will prepare and provide database on students' attendance (up to 30/4/2019) to the Principal in Excel format (soft copy) by 6/5/2019. All H.O.Ds will collect Excel file, for this purpose, from the Principal.

3. Usually, during admission in 1st Year/ Semester, we allow students to choose subjects according to their own. This practice results a huge number of enrolment in some subjects, like History, Political Science, Bengali, Philosophy etc. Members present discussed thoroughly to find out a policy by which enrolment in a subject can be restricted to a predetermined number. It was decided unanimously that this year, during admission in 1st semester, students will be allowed to choose a particular subject combination with unique combination code. For each code the intake capacity will be fixed. Only this process can result in predetermined number of admission in a particular subject.

A three member committee was prepared to prepare this list of subject combinations with combination code. The members were - Prof. S. Sengupta, Prof. S. Banerjee and Prof. Sujit Sasmal.

4. The Principal requested all H.O.Ds of Humanities department to submit their departmental class routines by 23/4/2019.

There was no more issue to discuss.

The meeting ended with thanks to all members.



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