

## MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 31/07/2018 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 31/7/2018 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-
3. Prof. Susanta Saha-
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 –
14. Prof. Sujit Kr. Sasmal- Sd/-
15. Dr. Priyadarshini Mallick – Sd/-
16. Prof. Rajyashree Halder—Sd/- (K. Kundu)
17. Prof. Rasidul Karim- Sd/-
18. Dr. Partha Biswas- Sd/-
19. Prof. Biswajit Majhi – Sd/-
20. Sri Tilak Halder –
21. Saddam Hossain Molla (G.S)-

### Agenda:

1. Weekly class routine of B.A, B.Sc, and B.Com Hons & Gen applicable for 1<sup>st</sup> Semester, 3<sup>rd</sup> Semester, 2<sup>nd</sup> year and 3<sup>rd</sup> year in 2018-19 academic session.
2. Miscellaneous.

### Discussion and resolution:

At the very beginning, Prof. Sujit Sasmal, H.O.D of History department questioned about absence of the agenda- 'To read and confirm the minutes of the last meeting' for today's meeting agenda.

The convener of Academic Sub-committee replied that owing to his busy schedule in connection with admission in 1<sup>st</sup> semester he could not complete the writing of minutes of the last meeting. The minutes of the last meeting will be read and confirmed in the next meeting.

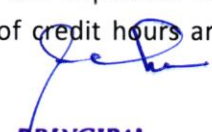
1. The Principal addressed the members that classes in 1<sup>st</sup> semester in 1<sup>st</sup> year are being held for about last three weeks where syllabus is new, course structure is new and accordingly weekly class routine is also new. Classes of 2<sup>nd</sup> year and 3<sup>rd</sup> year are also going to commence soon. It is now time to collect feedback of H.O.Ds on teaching-learning under CBCS system as well as suggestions for 2<sup>nd</sup> year and 3<sup>rd</sup> year classes. H.O.Ds may strengthen the academic structure of our college by expressing their views.

- a) Sujit Sasmal: It was decided in the last meeting that total number of students in a course of a subject will not exceed 400. But, in reality, it has exceeded.

- b) Principal replied that the number has exceeded very marginally. The department should not be worried enough because the number has not reached to 1000 over and above 400. He, then, narrated the failure of the admission software for which the limit could not be maintained.
- c) Sujit Sasmal: In the last meeting of academic subcommittee, the principal proposed for a subject grouping for humanities subjects and it was finalized in that meeting. But after publication of the college prospectus, it was found that some modifications have been done.
- d) Principal replied that we were compelled to modify the subject grouping because some incompatibility with University subject grouping were found subsequently. Let this be noted in this meeting.
- e) Some of the H.O.Ds proposed for shift of AECC classes to 3pm –4pm slot. Because at present these classes are allotted at a time slot which falls during prime time. It was decided that the routine committee will think over this issue. If there is no major inhibition, it can be modified.
- f) It was decided unanimously that all Hons Tutorial classes allotted in 3pm – 4pm slot will be removed because minimum requirement of 6 credit hours for both HCC1 and HCC2 are fulfilled by allotment of these classes at 10 am and 11 am respectively from Monday to Saturday.
- g) Dr. Partha Biswas: the weekly class routine that has been framed and implemented has been accommodated. The classes have become manageable by this design of routine.
- h) Sujit Sasmal: The History department needs some guest teachers otherwise all classes in the full session may not be manageable.
- i) B.Com 1<sup>st</sup> semester routine: The Principal prepared a routine for the B.Com 1<sup>st</sup> Semester classes with one hour class duration. But the department did not accept it. Instead, they prepared an alternative routine with 45 minutes class duration.  
The Principal opined that one dept can't continue the 45 mins class duration when rest of the departments are adopting one hour classes structure.  
Ultimately the routine was revised to one hour class format but with asymmetrical distribution of classes. The Principal had to intervene once again.
- j) It was decided unanimously that with the introduction of one hour class duration, number of Hons and General classes for 2<sup>nd</sup> year and third year are to be revised. After extensive discussion it was decided unanimously that for-  
2<sup>nd</sup> year Hons: Non-lab subjects>> minimum 6 theory classes per week and  
Lab subjects>> 4 theory classes with 2 prac classes of 2 hrs.  
2<sup>nd</sup> year General: Non-lab subjects>> 4 classes per week  
Lab subjects>> 4 theory classes with 2 prac classes of 2 hrs.  
3<sup>rd</sup> year Hons: Non-lab subjects>> minimum 12 classes per week and  
Lab subjects>> 4 theory classes with 4 prac classes of 2 hrs.  
3<sup>rd</sup> year General: Non-lab subjects>> minimum 2 classes per week and  
Lab subjects>> 1 theory classes with 1 prac classes of 2 hrs.
- k) Dr. Rupa Acharya: Science Hons students may be relieved from normal classes on every Saturday. This may help them to cope with the load of their subject. All other H.O.Ds from science stream supported this proposal. The Principal also expressed his supportive opinion but with a condition that all requisite number of credit hours are accommodated within Monday to Friday.

There was no more issue to discuss.

The meeting ended with thanks to all members.

  
**PRINCIPAL**  
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 Dr. Satyabrata Sahoo  
 Principal & Chairperson,  
 Academic Sub-Committee,  
 D C H College