

MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 11/02/2020 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 11/02/2020 in the Principal's room to consider following agenda. In the absence of Principal, Dr. Mossior Rahaman, the senior most member of 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— Sd/-
16. Prof. Rajyashree Halder— Sd/-
17. Prof. Rasidul Karim- Sd/-
18. Dr. Partha Biswas- Sd/-
19. Prof. Biswajit Majhi – Sd/-
20. Dr. Sreerupa Ghose -- Sd/-
21. Prof. Sreeparna Ghose -- Sd/-
22. Dr. Malini Basu – Sd/-
23. Sri Tilak Halder –
24. G.S, Students' Union --

Agenda:

1. To read and confirm the minutes of last meeting (13/11/2019).
2. To consider the issue: Academic administration at departmental level.
3. To consider the issue: Mode of teaching-learning process to be adopted for quality enhancement.
4. Miscellaneous.

Discussion and decision:

1. The convenor read out the minutes of the last meeting held on 30/11/2019. The members present confirmed it without any modification.
2. The Convener narrated that there should have an academic administration across the academic departments for an overall enhancement of quality of teaching-learning-evaluation process of the college. Because the academic departments of the college plays the role of heart of a living body. He explained that academic departments of our college should prepare necessary academic planning, its implementation and control for every academic semester. In addition to this every departmental teacher should take individual care about their students, particularly, about their inconveniences (if any) regarding proper understanding of lessons, availing study materials and hands-on training in practical classes. This will help the teachers to modify the academic plan or its implementation as per the needs of the student. He argued that this may be a great step towards upliftment of academic quality of our institution.

The members present in the meeting agreed with the convenor regarding academic administration. They added some important points to make this plan effective enough.

- i) Introduction of Mentor- mentee system in every department.
 - ii) One or two Guest lecturers should be appointed in the department of education in the next academic session.
 - iii) At least two Guest lecturers should be appointed in the departments of Sociology and Psychology.
 - iv) Organizing Seminar/ Conference at the department where departmental students must be present in the audience.
3. Majority of the members took part in the discussion on mode of teaching-learning process to be adopted for quality enhancement. The members made some specific recommendations in this regard:
- a) It is the need of the hour to expedite the ICT based teaching-learning process in our college. Besides installation of LCD projectors in the class rooms, one laptop should be provided to each of the humanities departments.
 - b) Good internet connectivity at every corner of the college is a necessary condition for implementing ICT enabled teaching-learning process.
 - c) Infrastructural development is necessary in the department of Botany.
 - d) Creation of a safe custody of evaluated answer scripts of internal examinations of our students.

There was no more issue to discuss.

The meeting ended with thanks to all members.



Dr. Satyabrata Sahoo
Principal & Chairperson,
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