

MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 13/11/2019 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 13/11/2019 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– 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 (16/4/2019).
2. To determine the cut-off date for calculation of students' attendance in Sem-1, 3 & 5.
3. To prepare the schedule of term-end Internal & Tutorial/ Practical examinations for Sem-1, 3 & 5.
4. To consider the issue of preparation and submission of ENVS project of 3rd year students in 2019-20 session (1+1+1).
5. Miscellaneous.

Discussion and decision:

1. The convenor read out the minutes of the last meeting held on 30/7/2019. The members present confirmed it without any modification.
2. The convener described the necessity of fixing date upto which students' attendance will be calculated for awarding marks as well as for determining eligibility of appearing in term-end examinations. Members discussed among themselves and decided the cut-off dates as mentioned below:

B.A/ B.Sc/ B.Com- Semester 3: 08/11/2019

B.Com- Semester 5: 08/11/2019

B.A/ B.Sc/ B.Com- Semester 1: 16/11/2019

All departments will keep ready students' attendance record in percentage form in MS Excel file. The Principal will provide the blank Excel file.

3. On the basis of suggestion and convenience, schedules were prepared for holding tutorial/ Practical examinations as given below:

A. SCHEDULE OF 3rd SEMESTER TUTORIAL & PRACTICAL EXAMINATIONS 2019

SUBJECT	Hons / General	COURSE NAME	Date of submission of Project/ Term paper	Date of Tutorial Examination	Mode of Examination
BENGALI	HONS	HCC-5, 6,7	26/11/2019	26/11/2019	Written
	General	HGE , GCC(All sections)	03/12/2019	03/12///2019	Written
POLITICAL SCIENCE	General	GCC(All sections) +HGE	02/12/2019(Girl students)		
		GCC(All sections) +HGE	03/12/2019 (Boy students)		
	Hons	HCC 5,6,7	26/11/2019		
HISTORY	General	HGE, GCC(All sections)	03/12/2019		
PHILOSOPHY	Hons	HCC -5,6,7 +HGE	26/11/2019		
	General	GCC(All sections)	03/12/2019		
SOCIOLOGY	General	HGE , GCC(All sections)	03/12/2019 to 5/12/2019		Viva –voce
SANSKRIT	Hons	HCC- 5,6,7		26/11/2019	Written
	General	HGE , GCC(All sections)		04/12/2019	Written
PHYSICAL EDUCATION	General	HGE , GCC(All sections)	28/11/2019	26/11/2019	Viva –voce
ENGLISH	General	LCC	25/11/2019		
		HGE , GCC(All sections)	07/12/2019		
ECONOMICS	Hons	HCC1 & HCC2			
	General	HGE , GCC(All sections)		26/11/2019	Group Discussion
EDUCATION	Hons	HCC-5,6,7	04/12/2019	04/12/2019	Viva –voce
	General	HGE , GCC(All sections) & GE	04/12/2019	04/12/2019	Viva –voce
ZOOLOGY*	General	GCC & GE		29/11/2019	Practical
MICROBIOLOGY*	General	GCC & GE		28/11/2019	Practical
BOTANY*	General	GCC & GE		05/12/2019	Practical
CHEMISTRY*	General	GCC & GE		26/11/2019 & 27/11/2019	Practical
					Practical
PHYSICS*	General	GCC			
COMPUTER SCIENCE*	General	GCC & GE		26/11/2019	Practical
GEOGRAPHY*	General	GCC & GE		26/11/2019	Practical
PHYSICAL EDUCATION*	General	HGE, GCC(All sections) & GE		05/12/2019	Practical
PSYCHOLOGY**	General	HGE, GCC(All sections)		03/12/2019	Practical

6. * Students of these departments are advised to contact immediately with their teachers to know about the examination in detail.

7. ** Students of this department shall appear in the examination hall along with one person who will act as his/her 'SUBJECT' in the Psychology practical examination.

B. SCHEDULE OF 1st SEMESTER TUTORIAL & PRACTICAL EXAMINATIONS 2019- 20

SUBJECT	Hons / General	COURSE NAME	Date of submission of Project/ Term paper	Date of Tutorial Examination	Mode of Examination
BENGALI	HONS	HCC-1 and HCC -2	4/2/20 (11 AM onwards)	4/2/20 (11 AM onwards)	Written& Note book submi
	General	HGE , GCC(All sections)	8/2/20 (1.30 PM onwards)	8/2/20 (1.30 PM onwards)	Written& Note book submi
POLITICAL SCIENCE	General	GCC(All sections) , GE and HGE(All female Students)	8/2/20(11AM – 1 PM)		
		GCC(All sections) + GE and HGE(All Male Students)	4/2/20 (11 AM – 1 PM)		
	Hons	HCC 1 and HCC 2	3/2/20 (11 AM – 1 PM)		
HISTORY	General	HGE, GCC(All sections), GE (All female Students)	6/2/20 (11 AM – 1 PM)		
		HGE, GCC(All sections), GE (All male Students)	3/2/20 (11 AM – 1 PM)		
	HONS	All students	7/2/2020 (11 AM – 1 PM)		
PHILOSOPHY	Hons	HCC -1, and HCC -2 HGE	3/2/20 (12 noon-1.30 PM) 3/2/20 (1.30 PM-2.30 PM)		
	General	A1	4/2/20 (12 noon-1.30 PM)		
		B1	4/2/20 (1.30 PM-3 PM)		
		A2	5/2/20 (12 noon-2 PM)		
		A3	6/2/20 (11 AM-12.30 PM)		
		B3	6/2/20 (12.30 PM-2 PM)		
SOCIOLOGY	General	HGE	10/2/20 (11 AM-1.00-PM)		Viva –voce
		A2 (Female Candidates)	3/2/20 (11 AM-1.00PM)		Viva –voce
		A2(Male Candidates)	4/2/20 (11 AM-1.00PM)		Viva –voce
		A3(Female Candidates)	5/2/20 (11 AM-1.00PM)		Viva –voce
		A3(Male Candidates)	6/2/20 (11 AM-1.00PM)		Viva –voce
SANSKRIT	Hons	CC- 1& CC-2		4/2/20	Written
	General	HGE , GCC(All sections)		5/2/20	Written
PHYSICAL EDUCATION	General	HGE , GCC(A-1)	3/2/20		Viva-voce
		GCC(A-3)	4/2/20		Viva-voce
ENGLISH	HONS	CC1,CC2	28/1/20		
	General	HGE , GCC(FEMALE)	31/1/20		
		HGE , GCC(MALE)	3/2/20		
ECONOMICS	Hons	HCC-1 & HCC-2		11/2/20	Demonstration
	General	HGE , GCC(A2 & A3)		4/2/20, 6/2/20 & 7/2/20	Group Discussion
EDUCATION	Hons	HCC-1 and HCC- 2	4/2/2020		
	General	HGE , GCC(All sections) & GE All Male	5/2/20 (11 AM – 1 PM)		
		All Female	6/2/20 (11 AM – 1 PM)		
ZOOLOGY*	General	GCC & GE	31/1/20		Practical
MICROBIOLOGY*	General	GCC & GE	28/1/20		Practical

BOTANY*	General	GCC & GE	4/2/20		Practical
CHEMISTRY*	General	GCC & GE	Contact with H.O.D		Practical
PHYSICS*	General	GCC	Contact with H.O.D		Practical
COMPUTER SCIENCE*	General	GCC & GE	4/2/20		Practical
GEOGRAPHY*	General	GCC & GE	28/1/20		Practical
MATHAMETICS	General	GE	1/2/20		Practical
PHYSICAL EDUCATION*	General	HGE, GCC(All sections) & GE	5/2/20		Practical
PSYCHOLOGY**	General	HGE, GCC(All sections)	3/2/20		Practical
			4/2/20		
			5/2/20		
			6/2/20		

* Students of these departments are advised to contact immediately with their teachers to know about the examination in detail.

** Students of this department shall appear in the examination hall along with one person who will act as his/her 'SUBJECT' in the Psychology practical examination. Students must bring their practical Note Books on the day of Examination.

4. The convener reported that preparation and subsequent submission of ENVS Project for the 3rd year students (under 1+1+1 system) in 2019-20 session requires a clear date schedule that will be followed by them strictly.


It was decided unanimously that three model projects will be provided to the students from which any one will be selected by the students. The schedule of submission of project was as follows:

- i) All Hons. Students (Boys and Girls) will submit at their respective department.
- ii) B. A General male students will submit at
- iii) B. A General female students will submit at
- iv) B. Sc General male students will submit at
- v) B. Sc General female students will submit at

Last date of submission of ENVS project was decided to be:

There was no more issue to discuss.

The meeting ended with thanks to all members.


PRINCIPAL
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