

MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 30/07/2019 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 30/07/2019 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-
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-
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 consider the issue of maintenance of students' class attendance record under CBCS.
3. To consider the issue of commencement of 3rd year classes (Hons & Gen) in 2019-20 session.
4. To consider the issue of Tutorial exam/ Project submission/ Group Discussion at the end of semester.
5. Miscellaneous.

Discussion and decision:

1. The convenor read out the minutes of the last meeting held on 16/4/2019. The members present confirmed it without any modification.

1A. Before taking up the next agenda, the Principal addressed to the Heads of all academic department regarding document verification for admission. He told that document verification is a continuous process which may be continued even after last date of admission. Last date of admission was declared as 25/7/2019 but no last date was announced for verification of documents. The Principal requested all teachers, through their respective Departmental Heads, to cooperate the college administration by undertaking document verification work till the date it will seem required.

2. The convener described the agenda by mentioning the agony of students who were barred from appearing in Semester-II Examinations (2018-19 Session). A section of those students claimed that they were pretty regular in classes but teachers, with or without sufficient reason, did not put their presence mark properly. They also claimed that the actual picture was not brought to their notice well in advance so that they could try to gain some attendance.

The Principal then requested all H.O.Ds to count students' attendance at the end of every month and the same will be displayed in departmental notice board with a copy to the Principal.

3. Regarding commencement of 3rd year classes in academic session 2019-20, academic heads urged for mentioning those classes in the weekly routine. Shyamal Banerjee informed that owing to scarcity of adequate number of class rooms it is almost next to impossible to place third year classes in the routine.

The Principal then requested the head of academic departments to arrange third year classes along with time and venue in adequate numbers which will be compatible with the departmental routine. He mentioned that departmental rooms may be used for holding these classes. He also requested the teachers to make necessary arrangement in such a fashion that students who are willing to attend classes get the opportunity.

4. The convener mentioned that few departments did not follow the schedule for holding tutorial examination in Sem-2 of 2018-19 session. This caused a great inconvenience for students.

The Principal expressed his concern about this impractical decision of these departments.


It was decided unanimously that from the next term-end examination all departments will hold Tutorial and Practical examinations strictly according to the predefined schedule.

Manika Rakshit expressed the inconvenience caused by some students who appear to submit project report on any day as per their choice after scheduled date. But it is not feasible to continue the submission process for an indefinite time.

It was decided unanimously that generally students will not be allowed to submit their projects after scheduled date. But a second date may be announced if a considerable number of students fail to submit on the scheduled date.

There was no more issue to discuss.

The meeting ended with thanks to all members.


PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372
Dr. Satyabrata Sahoo :
Principal & Chairperson,
Academic Sub-Committee,
D C H College