

## MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 24/12/2021 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 24/12/2021 in the Principal's room to consider the following agenda. Dr. Satyabrata Sahoo, the Principal and Chairperson 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. Susanta Saha- Sd/-
3. Prof. Sudakshina Sengupta –
4. Prof Shyamal Banerjee- Sd/-
5. Prof. Tarak Dey –
6. Dr. Mossior Rahaman- Sd/-
7. Dr. Sovona Ghosh – Sd/-
8. Dr. Manika Rakshit – Sd/-
9. Dr. Subhasis Bhattacharya – Sd/-
10. Dr. Bratati Dey – Sd/-
11. Dr. Rupa Acharya—
12. Prof. Manas Mandal – Sd/-
13. Dr. Subhasree Thakur – Sd/-
14. Prof. Sipra Halder- Sd/-
15. Dr. Malini Basu– Sd/- (Nirza Moktan as Departmental rep.)
16. Dr. Prabir Ghosh—Sd/-
17. Prof. Rasidul Karim- Sd/-
18. Dr. Partha Biswas- Sd/-
19. Prof. Biswajit Majhi –
20. Dr. Sreerupa Ghose --
21. Prof. Sreeparna Ghose --
22. Sri Tilak Halder –
23. G.S, Students' Union --

### Agenda:

1. To prepare the schedule for holding IA & TU Examinations as part of term-end examinations of Odd- semester students of 2021-22 session.
2. To frame question papers and procedure of making them available to the students at appropriate date and time.
3. To upload IA & TU marks at C.U portal within stipulated time.
4. Miscellaneous.

### Discussion and decision:

1. The convenor opened-up the discussion on holding IA & TU examinations of the students of Semester-3 and 5 through online mode. He recalled that previously we have conducted IA & TU Exams successfully being guided by a well-structured schedule. This time we also need such a schedule for smooth handling of the examination. After an in-depth discussion on the issue, the members decided unanimously to start the examination on 03/1/2022 and conclude the same by 08/1/2022. The dates on which IA & TU Examinations of B.A, B.Sc and B.Com students will be conducted are 03/1/22, 04/1/22, 05/1/22, 06/1/22 and 07/1/22. All exams have to be completed by 08/1/22.

2. It was decided unanimously that question papers for IA will be set by departmental teachers and the same will be mailed to the convenor, Academic Sub-committee mentioning clearly the subject, date of exam and semester. Last date of submission of question papers was fixed at 31/12/2021.
3. Regarding online evaluation of answer sheets/ projects and uploading of marks on C.U portal, the convenor requested all teachers through their departmental heads to remain very cautious about assessment of all PDFs in the inbox and upload the marks within stipulated time. The convenor also requested the teachers to remain very cautious before putting absent mark in the place of marks for any student. The members present recorded the points for justice to the students.  
There was no more issue to discuss.

The meeting ended with thanks to all members.



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

**PRINCIPAL**  
**Dhruba Chand Halder College**  
**P.O.- D. Barasat, P.S.- Jaynagar**  
**South 24 Parganas, Pin- 743372**