

MINUTES OF THE ACADEMIC SUB COMMITTEE MEETING

Meeting date: 10/05/2023 :: Venue: Principal's room

A meeting of the academic subcommittee was convened on 10/05/2023 in the principal's room to consider 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 – Sd/-
4. Prof Shyamal Banerjee- Sd/-
5. Prof. Tarak Dey – Sd/-
6. Dr. Mossior Rahaman- Sd/-
7. Dr. Sovona Ghosh – Sd/-
8. Dr. Manika Rakshit – Sd/-
9. Dr. Subhasree Thakur – Sd/-
10. Dr. Bratati Dey – Sd/-
11. Prof. Sipra Halder- Sd/-
12. Dr. Rupa Acharya— Sd/-
13. Prof. Manas Mandal – Sd/- (Tusi Bhattacharya)
14. Dr. Subhasis Bhattacharya – Sd/-
15. Prof. Rasidul Karim- Sd/-
16. Dr. Partha Biswas- Sd/-
17. Dr. Malini Basu – Sd/-
18. Dr. Prabir Ghosh—
19. Prof. Biswajit Majhi – Sd/- (Supriti Das)
20. Dr. Sreerupa Ghose -- Sd/-
21. Prof. Sreeparna Ghose -- Sd/-
22. Sri Tilak Halder –
23. G.S, Students' Union --

Agenda:

1. To read and confirm the minutes of last meeting held on 06-12-2022.
2. To consider the reality of unfinished syllabus of even semester courses in conjunction with the ensuing Summer Recess and Semester-end examinations.
3. To implement students' class attendance as an eligibility condition for appearing in C.U Examinations strictly.
4. To initiate the preparation for holding IA/TU/PR Exams of even sem students of 2022-23.
5. Miscellaneous.

Discussion and decision:

1. The convenor read out the minutes of the last meeting held on 06/12/2022. The members present confirmed it without any modification.
2. At the very outset the Principal addressed the meeting. He said that the teaching-learning system of the college was not going properly during last few weeks/months. Online classes in blended mode were not being taken regularly or not at all. Therefore, he himself tried to reformulate the routine, keeping the number of classes unaltered, to accommodate all classes in offline mode.

He added that though the routine was restructured and sent to the HoDs for finalization of the same making necessary arrangement / re-arrangement, but all the HoDs couldn't comply accordingly. This had caused inconveniences to the students from 2nd May 2023.

3. The convenor reported that we couldn't start Sem-2 & Sem-4 classes before 20-3-2023. Even after that, all classes could not be held regularly due to preparation for NAAC visit (Cycle-3) and other issues.

The convenor offered open discussion among HoDs to decide necessary steps to be followed to cope up with unfinished syllabus. Majority of the HoDs expressed their intension to complete their syllabus through online mode teaching during the Summer Recess. But some other departmental heads had decided to hold offline theory and practical classes during summer recess.

4. It was decided unanimously that class attendance of students will be calculated. Students who fall short of stipulated percentage will be restricted to appear in C.U Exam 2023.

The members agreed to mark the cut-off percentage as below:

- i) For B.Sc Hons students: 50%
- ii) For B.A Hons students: 40%
- iii) For B.Com Hons students: 40%
- iv) For B.Sc General students: to be calculated later.
- v) For B.A General: all students will be allowed to appear in the exam.
- vi) For B.Com General: all students will be allowed to appear in the exam.

The Principal proposed and the house accepted the decision that 'No student of Mathematics Hons in Sem-6 will be sent up for appearing in C.U end semester examination 2023.

5. Regarding IA/TU Examinations, an opinion came out mainly from the humanities departments that IA may be conducted online which will require very minimum time to evaluate the students' performance. After adequate discussion on this issue, it was decided unanimously that :

- ✓ IA of all Hons courses will be conducted in offline mode.
- ✓ IA of B.Sc General courses will be conducted in offline mode.
- ✓ IA of all B.Com General courses will be conducted in offline mode.
- ✓ IA of B.A General courses will be conducted in online mode.
- ✓ IA of B.A Psychology will be conducted in offline mode.
- ✓ IA of B.A Sociology will be conducted in offline mode.
- ✓ IA of B.A/B.Sc Geography will be conducted in offline mode.

Moreover it was decided that:

- ❖ IA of all B.Sc Hons subjects will be conducted on 23/5/2023 & 25/5/2023.
- ❖ IA of all Social Science Hons subjects will be conducted on 23/5/2023 & 25/5/2023.
- ❖ IA of all B.A Hons subjects will be conducted on 29/5/2023 & 31/5/2023.
- ❖ IA of B.A Sociology will be conducted on 24/5/2023.
- ❖ IA of B.A Psychology will be conducted on 24/5/2023.

6. The Principal informed to the members that admission in Sem-1 in 2023-24 session will be organized centrally by the C.U. For our college, six groups of subjects have been formed for admission in B.A General course.

7. Miscellaneous.

- Students feedback from 6th semester students to be collected positively.
- **ENVS Project of Sem-2 students:** Projects are to be collected from all Sem-2 students. Project Title will be circulated among all Sem-2 students by 30th May 2023. Dr. Subhsree Thakur, Dr. Bratati Dey and Dr. Malini Basu will prepare the project title. The online submission of ENVS projects will be complete by 30th June 2023.
- The Principal raised a question that in the absence of any HoD (when he/she is on leave) who will be responsible to communicate with the Principal, students and other officials regarding the activities of the department? The general reply was that the next to the HoD will be responsible. Some members did not support automatic delegation of responsibility. It was decided unanimously that it will be the responsibility of the HoD to intimate the name of the departmental teacher to the Perincipal who will officiate during his/her absence.

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