

## MINUTES OF THE MEETING OF THE ACADEMIC SUB-COMMITTEE held on 06/5/2024

**Meeting date: 6/05/2024 :: Venue: Principal's room**

A meeting of the academic subcommittee was convened on 06/05/2024 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 attended & signed:

1. Dr. Satyabrata Sahoo- Sd/-
2. Prof. Shyamal Bandyopadhyay- Sd/-
3. Prof. Tarak Dey – Sd/-
4. Dr. Sovona Ghosh – Sd/-
5. Dr. Manika Rakshit – Sd/-
6. Prof. Sudakshina Sengupta – Sd/- (Dr. Tapashree Ghosh)
7. Dr. Chandrima Goswami Bhattacharya –
8. Prof. Ranjit Mishra - Sd/-
9. Dr. Rupa Acharya— Sd/-
10. Prof. Manas Mandal – Sd/-
11. Dr. Subhasree Thakur –
12. Prof. Lakshman Ch Mondal- Sd/- (Raju Mistry)
13. Prof. Rasidul Karim- Sd/-
14. Dr. Sudeshna Moitra – Sd/-
15. Dr. Malini Basu – Sd/-
16. Dr. Prabir Ghosh—Sd/-
17. Prof. Manasi Bhunia Mal– Sd/-
18. Dr. Anirban Shaw- Sd/-
19. Dr. Subodh Kumar Sahoo- Sd/-
20. Prof. Biswajit Majhi – Sd/-
21. Dr. Sreerupa Ghose -- Sd/-
22. Prof. Sreeparna Ghose -- Sd/-
23. Sri Tilak Halder –
24. G.S, Students' Union --

Meeting agenda:

1. Confirmation of the minutes of the last meeting.
2. Performance of students in Sem-6, Sem-5 and Sem-3 Examinations, 2023.
3. Feasibility and guidelines for undertaking Internship programme by Sem-2 students of 2023-24 session.
4. Feasibility of compensating lost classes of Sem-6, Sem-4 and Sem-2 students in 2023-24 session.
5. To arrange Internal & Tutorial Exams of Sem-6 and Sem-4 students under CBCS in 2023-24 session.
6. To consider the letter received from H.o.D of History department.
7. Areas where ASC is entitled to take decision.
8. Offline classroom teaching using You-Tube Channel – pros and cons.
9. Miscellaneous.

Discussion and decision:

Agenda-1: The minutes of the previous meeting was read.

- i) Dr. Rupa Acharya proposed to add Dr. Sreerupa Ghose in the list of instructors of CVAC-2 in Sem-2.
- ii) Prof. Tarak Dey argued that for AEC (English) and CVAC courses, squeezing of more than one classes into one class may carry a message that the institution promotes absenteeism of students.

- iii) Dr. Tapasree Ghosh asked about solutions if in one AEC (Eng) class a good number of students attend for which it may become difficult to accommodate all of them in one room.

The convenor, ASC (Academic Sub-committee) responded to:

- i) Dr. Sreerupa Ghose was added in the list of instructors.
- ii) The institution never promotes absenteeism of students in regular classes. As there is no effective administrative method in the college to make the students' attendance a compulsion in their classes and non-availability of students causes lying of valuable resource persons idle, two or three separate classes of same subject at the same time are clubbed in one class for greater convenience.
- iii) There is in-built flexibility in the routine to arrange more than one class at the same time instantly. Teachers and class rooms are available to accommodate huge number of students as practiced in the previous semester.

#### Agenda-2:

Students performance in C.U Sem-6 2023, received from the University, was considered. Poor performance of Mathematics Hons, Chemistry Hons, Botany Hons, Philosophy Hons, Physics Hons, B.A General and B.Com General were recorded.

The Principal asked the concerned HoDs to explain the causes behind such poor performance of students. The HoDs explained that Hons classes were held regularly but these students were reluctant to attend classes. The Principal told that these students could have been restricted to appear in the C.U Exam. The HoDs argued that there should have a well-defined strict rule in this regard.

Looking forward towards better performance of students in C.U Examinations, Prof. Tarak Dey argued that the college should prepare Step-wise routine in every even and odd semester. He explained that initially weekly routine should be prepared for only one semester, as per their availability. Subsequently, routine should be prepared for any two semesters, as per their availability. Finally, routine for all the three semesters should be prepared as and when they are available. He opined that this procedure of routine framing is possible but perhaps intentionally, the college is not doing it.

The convenor replied that there is no institutional intention to deprive students from adequate number of classes. Framing of step-wise routine for twelve number of Humanities & Social science departments and seven number of Science departments is not logically possible. Because framing of one routine for any one, two or three semesters require involvement of good number of HoDs and routine committee members. Preparation and publication of a routine requires a good cooperation, coordination and synchronization among all of them. Perhaps, it is enough to understand why preparation of step-wise routines is next to impossible in our college. But here it is worth mentioning that in our college there is a standing instruction to each academic department to reallocate Sem-6 /5 classes to Sem-4/3 and Sem-2/1 students when Sem-6/5 classes are dissolved and reallocate Sem-4/3 classes to Sem-2/1 students when Sem-6/5 and Sem-4/3 both classes are dissolved.

The Principal suggested that effective study materials may be provided to the students through LMS for improvement of their performance in examinations. All the members agreed with this suggestion.

#### Agenda-3:

The Principal informed that summer internship of Sem-2 students (under CCF 2022) in 2023-24 session is still now a matter of discussion at the appropriate cell of C.U because firstly, there is no clear guidelines about the procedure of undertaking internship by the students and secondly, the Semester-end theory examination of Sem-1 students in 2023-24 session has just ended on 30.4.2024 and they are yet to get admitted in Semester-2.

He suggested that we should wait for another couple of days for necessary information and guidelines from the C.U. and decision may be taken later on.

#### Agenda-4:

The convenor informed to the house that though we have started even semester classes of 2023-24 from 8-3-2024, initially classes for Sem-6 Hons and subsequently for Sem-4 Hons students were arranged because the college was taken by the C.U for holding semester end examinations of Sem-6,



Sem-4 and Sem-2 ranging from 30-1-2024 to 29-4-2024. He also mentioned that conventionally, summer recess commences from 15<sup>th</sup> May of every year. If this year is not an exception, effectively General course students of Sem-6, Sem-4 and Hons & Gen course students of Sem-2 are going to be deprived immensely because the affiliating university will conduct semester end examinations according to their normal schedule.

The convenor expressed his feeling about the responsibility of teachers to impart necessary lessons to those whom they have admitted in specific courses. He requested to the good self of the Head of academic departments of our college to spare few days in May and June 2024 for teaching them in their class rooms and laboratories.

The members present adequately discussed the issue and keeping in mind the IA & TU examinations of Sem-6 and Parliament election 2024, the unanimous decision was taken to recommend to the Principal for holding regular classes of these students as follows:

- Regular classes of Sem-6, Sem-4 & Sem-2 B.A, B.SC Hons & Gen students of 2023-24 session will be held according to the weekly routine from 13/5/2024 to 18/5/2024.
- Regular classes of Sem-6, Sem-4 & Sem-2 B.COM Hons & Gen students of 2023-24 session will be held according to the weekly routine from 16/5/2024 onwards.
- Under specific notification from the Principal, regular classes of Sem-4 & Sem-2 B.A, B.SC & B.COM Hons & Gen students of 2023-24 session may be held according to the weekly routine from 11/6/2024 till commencement of C.U Sem-6 Theory Examinations 2024.

Agenda-5:

The convenor, ASC tabled the Revised Notice (Dt. 02-5-2024) of the Controller of Examinations, C.U regarding holding IA and TU Examinations 2024 of B.A, B.Sc and B.Com Hons and General students wherein it is mentioned that IA examinations are to be conducted and completed between 13-5-2024 & 25-5-2024 and TU examinations are to be conducted and completed between 06-6-2024 & 14-6-2024.

The members present in the meeting discussed thoroughly and chose suitable dates for holding these exams. They also considered the mode of these examinations of different subjects and decided to delegate responsibility of holding (i) IA Exams to the Sem-6 Exam committee, DCH College and (ii) TU Exams to the concerned departments.

The last date of submission of question papers or question paper manuscripts to the Sem-6 Exam committee is 13-5-2024.

The below mentioned schedules of holding IA & TU Examinations were finalized by the members.

Schedule for holding IA of B.A/B.Sc (Hons & Gen) Semester-VI Examinations – 2024

*[Exams of Economics and Geography will follow this schedule]*

Date	Day	Exam Time	Courses/ Subjects
20/5/2024	Monday	11:30 AM – 12:30 PM	CC-13 & CC-14 of all Honours subjects
		2 PM – 2:30 PM	DSE-A/B of all 1 <sup>st</sup> Choice General subjects
21/5/2024	Tuesday	11:30 AM – 12:00 PM	SEC-B of all 2 <sup>nd</sup> Choice General subjects

		2 PM – 2:30 PM	DSE-A/B of all 2 <sup>nd</sup> Choice General subjects
22/5/2024	Wednesday	11:30 AM – 12:30 PM	DSE-A & DSE-B of all Honours subjects
		2 PM – 2:30 PM	LCC-2(2) BENGALI For all B.A General Students

**Schedule for holding IA of B.Sc (Hons & Gen) Semester-VI Examinations – 2024**

Date	Hons/Gen	Starting time: 10 AM	Starting time: 1 PM
21/5/2024	Hons	CC-13 + CC-14 of all Hons subjects	
	Gen	SEC for all Pure and Bio General students	DSE Subjects: BOTG, MTMG
22/5/2024	Hons	DSE-A + DSE-B of all Hons subjects	
	Gen	DSE Subjects: ZOOG, PHSG	DSE Subjects: CEMG, MCBG, CMSG

**Schedule for holding IA of B.Com (Hons & Gen) Semester-VI Examinations – 2024**

Date	Time	Subject and Code
13.05.2024 (Monday)	11.30 am to 12.30 pm	Financial Reporting and Financial Statement Analysis [ DSE 6.1 A ]
15.05.2024 (Wednesday)	11.30 am to 12.30 pm	Financial Management [ DSE 6.2 A ]

**Schedule for holding TU of B.A & B.Sc (Economics) (Hons & Gen) Semester-VI Examinations – 2024**

Subject	Mode of Examination	Date of Exam/ Submission	Time of Exam/ Submission	ROOM NO.
SOCIOLOGY	WRITTEN EXAM	10-6-2024	12 NOON – 12:30 PM	32
SANSKRIT HONS	WRITTEN EXAM	8-6-2024	10 AM – 12 NOON	22
SANSKRIT GEN	WRITTEN EXAM	8-6-2024	1 PM – 2 PM	18 & 22
ECONOMICS DSE-B	GROUP DISCUSSION	12-6-2024	12 NOON – 1:30 PM	32
EDUCATION	PROJECT SUBMISSION	10-6-2024	11 AM – 1 PM	59
PHILOSOPHY	PROJECT SUBMISSION	10-6-2024	11 AM – 1 PM	61
POLITICAL SCIENCE	PROJECT SUBMISSION	10-6-2024	11 AM – 1 PM	60
HISTORY	PROJECT SUBMISSION	10-6-2024	11 AM – 1 PM	62



ENGLISH	PROJECT SUBMISSION	10-6-2024	11 AM – 1 PM	24
BENGALI HONS	PROJECT SUBMISSION	10-6-2024	11 AM – 12 NOON	30
BENGALI GEN DSE-B2	PROJECT SUBMISSION	10-6-2024	11 AM – 12 NOON	52 & 54
BENGALI LCC- 2(2)	PROJECT SUBMISSION	10-6-2024	1 PM – 2 PM	55 & 58

#### Agenda-6:

The meeting of the ASC, held on 27/3/2024, delegated the responsibility of assessing CVAC (Constitutional Values) answer scripts of Sem-1 (2023-24) among the teachers of Department of Pol. Science, Philosophy and History. The H.O.D of History department was present in the said meeting. Subsequently the teachers of the History department, along with the H.O.D, expressed their hardship of obeying this responsibility in writing to the Convenor, ASC.

The letter was read by the convenor in this meeting. The convenor informed the members that at the time of receiving the letter it was intimated to the teachers of History dept. that at that point of time it was not possible to convene another meeting of ASC for reconsideration of their responsibility but the letter would be considered in the next ASC meeting.

It was decided unanimously that the appeal of the History department, in this regard, will be considered in the next academic session.

#### Agenda-7:

This agenda has a reference to agenda-6. Besides expressing their hardship in assessing CVAC (Constitutional Values) answer scripts, one faculty of the History department, in the meeting of the Teachers' Council (Dt. 16-4-2024), questioned about jurisdiction of ASC in making decision about evaluation of answer scripts, marks uploading etc. The Principal sought opinion of ASC members about jurisdiction of this sub-committee.

The members unequivocally expressed their opinion that all issues pertaining to Teaching, Learning and Evaluation are academic issues and falls under the jurisdiction of ASC.

Prof. Tarak Dey opined in detail that:

The Academic Sub-Committee (herein after called ASC) is the principal academic authority of the college. All decisions on programmes, courses, teaching methods, student assessment systems, academic standards etc. are within the purview of the ASC. However, the scheme of the college management envisages a sharing of powers and authority between the Governing Body and the ASC.

The principal functions of the Academic Sub-Committee are:-

1. Laying down the academic policies of the college.
2. Build up serious learning and teaching culture and atmosphere, and enhance students' interests and capabilities in learning.
3. Promote different teaching methods and strategies to enhance the teaching effectiveness.
4. Construct and develop the curriculum in accordance with the requirements of the affiliating university.
5. Develop systematic operational procedures.
6. Fostering ethical and constitutional values.
7. Encouraging innovation and creativity.
8. Supervision over the implementation of the academic policy and giving directions on methods of instruction, evaluation and improvements in academic standards.
9. Inter-faculty coordination for joint projects, programmes etc.

10. Recommending concerning academic matters like establishments of departments, laboratories, research centre, committees for admission and examinations, conduct of examinations, scholarships, student fees, etc.

The college has a set of academic regulations that provide for procedures to be followed in various matters like admission, examination, declaration of results, etc. These regulations are also framed by the ASC. To the extent that regulations are internal legislations, require the approval of the Governing Body.

The members greeted and accepted the opinion of Prof. Tarak Dey. The Principal said that these points of jurisdiction of ASC will also be discussed in the TC meeting. He also invited similar guidelines for other sub-committees.

Agenda-8:

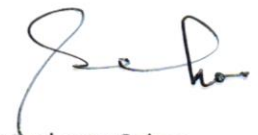
The convenor requested the members to recall that in the last TC meeting, one faculty of the Bengali department proudly declared his adopted method of teaching students using his own You-Tube Channel was exceptional and neither Principal, nor any other teacher was capable to get the efficacy of this method.

The Principal argued that recorded voice of teachers from text books or reference books may be made available to the students for listening through You Tube Channel anywhere and anytime outside the class room. Thus, students may be benefited, particularly, if they are unable to procure those books.

The Principal then sought opinion of ASC members about the method of classroom teaching of a teacher where the teacher is not active in teaching, rather pre-recorded own voices are played on sound system. The members unequivocally expressed their opinion that any method of teaching that replaces the need of a teacher in an offline class should always be discouraged.

There was no other issue to discuss.

The meeting was ended with thanks to the chair.



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