

**Dr.Kanailal Bhattacharyya College**  
**Minutes Proceedings and Resolutions of Academic Sub Committee Meeting**  
**on 11/09/2021.**

**Page 1**

**Agenda 1**

**Ratification of the Minutes Proceedings and Resolutions of Academic Sub Committee Meeting on 05/04/2019.**

**Agenda 2 : Assessment of First Semester Results**

**Resolution No : 2 – Ac Sb Cm Mt. 05/04/2019 : Result of First Semester Result of the Academic Session 2018 – 19 discussed.**

**Agenda 3 : Admission of Academic Session 2019 – 20 + Preparation of Prospectus + Subject Combination + Subject to be offered for SEC + inclusion of Food and Nutrition as General Subjects from Academic Session 2019 – 20.**

**Resolution No. 3 – Ac Sb Cm Mt. 05/04/2019 :**

**Total Registered Candidates is 701;**

**Prospectus for the Academic Session 2019 – 20 is in the process of preparation and would be published in the said Academic Session. SEC & DSE Semester specified Subject oriented list would be displayed in the College Website for communication to students. Food & Nutrition as General Subject has received affiliation from the University of Calcutta and would be incorporated in the Academic Session 2019 – 20.**

**Agenda 4 : Submission of 1<sup>st</sup> and 3<sup>rd</sup> Semester Routine :**

**Resolution No. 4 – Ac Sb Cm Mt. 05/04/2019 :Draft Master Routine for the Academic Session 2019 – 20 to be submitted by 25/04/2019.**

**Agenda 5 : Teachers and Departmental Profile :**

**Resolution No. 5 – Ac Sb Cm Mt. 05/04/2019**

**To be discussed in the Academic Sub Committee Meeting on 11/09/2021.**

**Agenda 6 : Organization of Inter Departmental Programme by IQAC**

**No record found**

**Agenda 7 : Reconstitution of Alumni Committee :**

**Resolution No. 7 – Ac Sb Cm Mt. 05/04/2019: Registration of Alumni**

**Association of Dr.Kanailal Bhattacharyya College has been renewed and is valid till date. Alumni Committee reconstituted. Name of the Office bearer has to be submitted by Shri Kinkar Ghosh, Vice President Alumni Association Dr.Kanailal Bhattacharyya College.**

**Agenda 8 : Faculty Exchange Programme :**

**Resolution No. 8 – Ac Sb Cm Mt. 05/04/2019 : Faculty Exchange Programme has been initiated and implemented with Bijoy Krishna Girls College Howrah and Prabhu Jagatbandhu College Howrah for the subject of Geography Education Political Science and Philosophy.**

**Agenda 9 : Newsletter : Resolution No. 9 – Ac Sb Cm Mt. 05/04/2019**

**Newsletter Published for the period between July 2016 – December 2017.**

**Dr.Kanailal Bhattacharyya College**  
**Minutes Proceedings and Resolutions of Academic Sub Committee Meeting**  
**on 11/09/2021.**

**Page 2**

**Agenda 10 : WEBSITE Content Incorporation :**

**Resolution No. 10 – Ac Sb Cm Mt. 05/04/2019**

**Partially incorporated the Academic Requirements and Student Centric Contents but future and consistent amelioration recommended.**

**A WEBSITE content monitoring Committee has been constituted with following Members:**

- 1. Dr.Mantu Biswas IQAC Coordinator**
- 2. Dr.Prabir Kumar Sanki**
- 3. Shri Amar Bag**
- 4. Shri Bhakar Ghose**
- 5. Shri Arpan Mullick IT In Charge IT Cell**

**Cloud based Server has been implemented for the Academic Session 2019 – 20 for the purpose of Online Admission.**

**Agenda 11 : Categorization of Books**

**Record Incomplete.**

**Agenda 12 : Preservation of Results for Last Five Academic Session from 2016 -17: Resolution No. 12 – Ac Sb Cm Mt. 05/04/2019**

**To be introduced with Immediate effect in compliance with SSR Criterion.**

**Agenda 13 : Conducting Inter Departmental Seminars or other activities by the Students. No Record Found.**

**Agenda 14 : ENVS Project SEMESTER II 2019 :**

**Resolution No. 14 – Ac Sb Cm Mt. 05/04/2019:**

**Project Successfully conducted.**

**Agenda 2 : Assessment of Department Specified Results : 06/04/2019 – 11/09/2021**

**Resolution No. 2 – Ac Sb Cm Mt. 11/09/2021 : Results for the said period discussed: Record Incomplete. Forwarded to next Academic Sub Committee Meeting.**

**Agenda 3 : Appraisal of Routine Functionalization : Academic Session 2019 – 20 & 2020 – 21 :a) Number of Classes conducted by Each Departments; Offline & Online ; Theoretical and Practical in Honours and General with Module Deliverance; b) % of students attended in the aforementioned Classes c) Suggestive Feedback from Each Department on Routine Profile;**

**No Record Found : Note this is the beginning of Course Outcome Programme Outcome and Programme Specific Outcomeas required in the SSR Criterion. All Departments has to prepare it within seven days from 07/12/2021**

**Dr.Kanailal Bhattacharyya College**  
**Minutes Proceedings and Resolutions of Academic Sub Committee Meeting**  
**on 11/09/2021.**

Page 3

**Agenda 4 : Ratification of Routine for Academic session 2020 – 21.**

**Resolution No. 4 – Ac Sb Cm Mt. 11/09/2021: Routine for Academic session 2020 – 21 ratified.**

**Agenda 5 : Conducting Online and Offline Classes during Academic Session 2020 – 21.**

**Resolution No. 5 – Ac Sb Cm Mt. 11/09/2021. Routine of Online Classes for 3<sup>rd</sup> and 5<sup>th</sup> Semester for the Academic Session 2021 – 22 has been Prepared and uploaded to College Website. Routine for Online Classes of 1<sup>st</sup> Semester would be prepared according to University of Calcutta Guideline. Offline Classes for all the aforementioned Semesters would be conducted in adherence with Master routine prepared for Academic Session 2021 – 22 as mentioned in the Resolution No. 4 – Ac Sb Cm Mt. 11/09/2021.**

**Agenda 6 : Introducing Online Remedial Classes for the Academic Session 2021 – 22.**

**Resolution No. 6 – Ac Sb Cm Mt. 11/09/2021: Teachers inclusive of FTTs and SACTS would take Online Remedial Classes on their Prep Day. HoD of Concerned Departments would delineate routine for the purpose. Detailed Report to be prepared by HoDs for onward submission to HOI. These Remedial Classes are to be conducted for Slow Learners.**

**Agenda 7 : Preparation of Department Specified Institutional Resources.**

**Resolution No. 7 – Ac Sb Cm Mt. 11/09/2021: HoDs with Departmental Colleagues would prepare following depositories:**

- 1. Module Specified Available Text Books and Reference Books**
- 2. Laboratory Assets : Through Verified Stocks with time to time Inputs.**
- 3. Study Material : Resolved as Mandatory to be monitored by HoDs.**
- 4. Research Paper & Projects : First Page of Research Paper Published both in UGC accredited Journals and other Journals as also the abstract. Same system for Books published.**
- 5. Departmental Collaboration : Priority is to be assigned for Intra College or Inter College Collaboration as also with other Research Organization and esteemed NGOs.**
- 6. Departmental Meetings : Agenda Minutes proceedings and Resolutions Departmental Meeting convened by HoDs concerning Faculties, Non Teaching staff as applicable with specific importance on the Interface with Students and Parent Teacher Meet have to be maintained and submitted to the Principal by Each month in compliance with NAAC Guideline.**

**Dr.Kanailal Bhattacharyya College**  
**Minutes Proceedings and Resolutions of Academic Sub Committee Meeting**  
**on 11/09/2021.**

**Page 4**

**Agenda 8. Programme Outline by Each Department for the Academic Session 2020 – 21 in conjecture with Submission of AQAR 2020 – 21 & SSR Preparation as been exemplified IQAC Coordinator.**

**Deposition by IQAC Coordinator:**

- a) **Curricular Aspect : Planning Implementation Report : Routine for last Five Academic Session 2016 – 17, 2017 – 18, 2018 – 19, 2019 – 20 & 2020 – 21 have to be submitted by each Department.**
- b) **Question Paper Setting & Evaluation**
- c) **WEBEL Certificate : Total No. of Students participated to College Sponsored IT Awareness Programme conducted by WEBEL from Academic Session 2016 – 17 to 2020 – 21.**
- d) **Report by Each Department on conducted Field Work/ Project Work from Academic Session/ Project from Academic Session 2016 – 17 to 2020 – 21.**
- e) **Teaching Learning Evaluation Report :**
  - i) **Identification of Slow and Advanced Learners by Each Departments.**
  - ii) **Departmental Mentor Mentee Interface Programme to address the functioning of Slow & Advanced Learners.**
- d) **Research Projects/ Grants awarded to Faculties from Academic Session from 2016 – 17 to 2020 – 21.**
- e) **Seminar/Conference/Webinar conducted by Each Department from Academic Session from 2016 – 17 to 2020 – 21.**
- f) **Papers Submitted by Faculties from Academic Session from 2016 – 17 to 2020 – 21.**
- g) **Report on Outreach & Extension work conducted by NSS Unit Dr. Kanailal Bhattacharyya College from Academic Session 2016 – 17 to 2020 – 21**
- h) **Faculty Exchange Programme conducted by Each Department.**
- i) **Reports on Games and Sports from 2016 – 17 to 2020 – 21 to be submitted by the Sports In charge.**
- j) **Students Support & Progression : Record of Placement; No. of Cultural events with Students participation**

**Agenda 8 A : Code of Conduct Monitoring Committee :**

- A. **Dr. Madhumita Bhadra**
- B. **Professor Suman Bandyopadhyay**
- C. **Professor Swpan Kumar Das**
- D. **Ex Officio Member : Principal & IQAC Coordinator**

**Agenda 8 & Agenda 9 is being abridged.**

**Dr.Kanailal Bhattacharyya College**  
**Minutes Proceedings and Resolutions of Academic Sub Committee Meeting**  
**on 11/09/2021**  
**Page 5**

**Agenda 10 : Appraisal of Career Counselling Courses:  
Communicative English, Communicating English and Skill  
Enhancement training programmes have to be produced.**

**Agenda 11 : Repeat of Agenda 10.**

**Agenda 12 : Library Management in the Academic session 2021 – 22.  
Spared as Convener Library Management Committee  
remains unavailable in the Meeting.**

**Agenda 13 : Creation of Departmental Libraries : Emphasized.**

**Agenda 14 & 15: Requisition of Books and Journal by Head of the Departments  
Proceed with a continuous system.**

**Miscellaneous : Not discussed.**