

- Agenda 01 - Matter related to CBCS and Continuous Internal Assessment
 Agenda 02 - Matter related to Academic Calendar and Routine
 Agenda 03 - Matter related to Refreshers Course and Short Term Course
 Agenda 04 - Matter related to Add-on Courses

The 36th meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber at 11.00 Hours

Dr Tilak Chatterjee - Principal and Chairman IQAC was in the Chair

Principal welcomed all HoDs in the meeting to participate in discussions related to Academic Calendar, Class Routine, Continuous Internal Assessment and Choice Based Credit System

Members Present

Tilak Chatterjee	<i>Tilak Chatterjee</i>
Suchandra Biswas	<i>Suchandra Biswas</i>
Rina Chatterjee	<i>Rina Chatterjee</i>
Abhijit Siddhanta	<i>Abhijit Siddhanta</i>
Swapna Paul	<i>Swapna Paul</i>
Kazi Tuhina	<i>Kazi Tuhina</i>
Malay Debnath	<i>Malay Debnath</i>
Anupam Pramanik	<i>Anupam Pramanik</i>
Debanjan Banerjee	<i>Debanjan Banerjee</i>
Debasis Roy	<i>Debasis Roy</i>
Suman Sardar	<i>Suman Sardar</i>

Signatures of All HoDs invited to the Meeting

Chandrika Sa	<i>Chandrika Sa</i>
Krishna Basu	<i>K. Basu</i>
Kazi Tuhina	
Subir Karmakar	<i>Subir Karmakar</i>
Arumita De	<i>Arumita De</i>
Prasenjit Samanta	<i>Prasenjit Samanta</i>
Swapna Ghosh	<i>Swapna Ghosh</i>
Bappaditya Koley	<i>Bappaditya Koley</i>
Nibedita Mullick	
Puja Ghosh	<i>Puja Ghosh</i>
Ajit Mandal	<i>Ajit Mandal</i>

Dr Suchandra Biswas - IQAC Coordinator explained the items on the agenda and members appreciated each agenda

Agenda 01 - Matter related to CBCS and Continuous Internal Assessment

All teachers discussed in details matters related to CBCS syllabus, marks distribution, internal assessment, tutorial and final examinations and after all such discussions it was appreciated that workload for teachers will increase.

RESOLVED THAT Principal be empowered to engage guest faculties purely on adhoc basis as and when necessary

RESOLVED THAT for catering the needs of course based /tutorial based/ project work based and for delivering curriculum under AECC and /or SEC and /or DSE teachers be given the opportunity of enrichment of faculty.

RESOLVED THAT teachers in each department would explain to the students about

- Maintaining scoring good marks in class attendance so as to obtain good marks for class attendance in each course (out of the total marks of 10)
- Maintaining scoring good marks in the internal assessment (out of the total marks of 10) so as to obtain good marks for class attendance in each course
- Introduction of tutorial system in each course / paper and underline the importance of scoring good marks in tutorial (out of the total marks of 15)
- Appearing for the 1st semester examination to be conducted by the university during Dec 2018

RESOLVED THAT teachers in each department would provide course outline to the students and explain the system of evaluation in each semester and also choice of subject combination for each of the six semester including the AECC SEC and DSE

RESOLVED THAT college would take continuous internal assessment in the month of July (10 marks), month of Aug (20 marks) month of Sept (30 marks) month of Nov (10 marks) with the objective of maintaining regularity of studies

Agenda 02 - Matter related to Academic Calendar and Routine

RESOLVED THAT Principal would design

01. Academic Calendar for the month July and Aug where 1st year and 3rd year classes will run
02. Academic Calendar for the month Sept Oct Nov where 1st year 2nd year and 3rd year classes will run
03. Academic Calendar for the month Dec where 3rd year 2nd year and 3rd year classes will run
04. Academic Calendar for the month Jan Feb where 1st year 2nd year classes will run
05. Academic Calendar for the month March and April where 1st year classes will run

RESOLVED THAT Principal would design

01. Class routine for 1st July to 7th Sept
02. Class routine for 7th Sept to 23rd Nov
03. Class routine for 24th Nov to 31st Dec
04. Class routine for 2nd Jan to 30th April

Agenda 03 - Matter related to Refreshers Course and Short Term Course

Members further noted the different faculty development programmes which the teachers have participated during the Academic Session 2014-15 as enumerate below

1. Orientation Programme - Somnath Middy from 21.08.2017 to 18.09.2017
2. Orientation Programme - Bhabesh Mondal from 13.11.2017 to 11.12.2017
3. Refresher Course - Payel Mondal from Nov 02, 2017 to Nov 22, 2017
4. National Workshop - Sumana Basu De - On Religion and Art in Early India 02.01.2018 to 10.01.2018
5. International Workshop - Nibedita Mallick - On Methodological Approaches to Research in Language and Social Science from 11.10.2017 to 17.10.2017
6. Short Term Course - Debasis Roy from 06.1.2018 to 14.01. 2018 for Training In Koha
7. Short Term Course - Susmita Sarkar Basu from 06.1.2018 to 14.01. 2018 for Training In Koha

IQAC Coordinator also put on record that all teachers in the college attended the National Level Seminar conducted by the Department of Bengali in the college on Sept 15 and 16, 2017

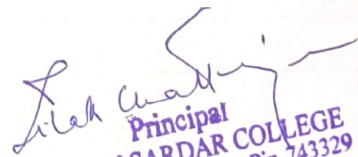
Agenda 04 - Matter related to Add-on Courses

Members noted the different add on courses that are functional.

It was discussed that further emphasis be given to the development of the several add on programmes that are viable.

It was agreed upon that not much course fee would be charged from the students considering their socio economic conditions of living. Further agreed upon that add on classes will be held beyond class hours of the students but preferably within the college hours so that students find it easier to enroll in these courses. Finally it was agreed upon that the add on course coordinator would take initiative to diversify the programme of courses to be offered namely in the domain of more skill plus programmes, tally and advanced accounting, remote sensing & GIS, health and hygiene and yoga, web designing etc.

Suchandea Biswas
IQAC, Co-ordinator
Bankim Sardar College


Principal
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