

Minutes of Online Meeting held on 16/ 09/2020

Members present

1. Pravrajika Bhaswaraprana (Chair)
2. Pravrajika Vedarupaprana
3. Dr. Chaiti Mitra
4. Dr. Gargi Gangopadhyay
5. Dr. Bidisha Chatterjee
6. Smt. Debrupa Das
7. Smt. Tanju Datta
8. Dr. Saheli Roychoudhury
9. Pravrajika Amritarupaprana
10. Smt. Susmita Das (Invited)

The meeting was held on 16/10/2020 at 3 pm to discuss the modalities of conducting the upcoming BA/ B Sc Part III Exams, scheduled from 1st October, 2020, and miscellaneous issues. It was presided over by the Principal, Pr. Bhaswaraprana. In the meeting held in the Google Meet platform, the following decisions were taken:

1. The BA-Bsc Part III exams are scheduled to be held from 1/10/2020 to 15/10/2020. Students will receive question papers over mail/ website upload, and scan and mail/upload their answer scripts within 3 hours of receiving the question papers.
2. The departments will be asked to meet the students, ensure they have understood the scanning and mailing of answer scripts procedure (maybe hold a tutorial if needed), form a department gmail group with the examinees for sending question papers (in addition to the departmental whatsapp group). The students will also be provided with helpline numbers, office numbers, and teachers' numbers to access during exams and uploading/ mailing answer scripts.
3. During the exam days, the Principal, and representatives from the Office and respective departments will be in charge of conducting the exams.
4. The heads of departments will be responsible for uploading of marks in the university portal by 14/10/2020 (for Honours subjects) and 17/10/2020 (for General subjects). They will contact the members of the Examination committee for portal passwords/ otps.
5. The marks of the Practical exams will be uploaded by the departmental representatives by 1/10/2020.

6. It was resolved that following the directives of WBSU, the parent university, Puja vacations would be curtailed. The vacations will start from 21/10/20, and online classes will be resumed from 2/11/20. The college will again remain closed for 4 days, from 14/11/20 to 17/11/20 for Kalipuja, Diwali and Bhaiphnota. The BA BSc Parts II & III,(Supplementary) exams will be held from 2/11/20, and the Examination sub committee will conduct the online exams.
7. It was further resolved that departments will be asked to complete all Internal exams for Sems II and IV by November, as end sem exams for II & IV are likely to be held in December 2020, and that the Principal's office will issue a notice in this regard.
8. Dr Bidisha Chatterjee, convenor of the Gender Resource Centre, informed of a proposed webinar in collaboration with the Centre for Studies in Social Sciences, Calcutta (CSSSC).

The meeting ended with a vote of thanks to the Chair.