



Phone : 2551-3452 (College)  
2551-3202 (Ashrama)

**Minutes and Action Taken Report: 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. Dr Anasuya Chatterjee
10. Pravrajika Amritarupaprana
11. Smt. Susmita Das (Invited)
12. Smt Aditi Das (HoD, JMC)
13. Dr. Kabita Nath (HoD, Economics)
14. Dr. Sunetra Mitra (HoD, History)
15. Dr. Anurima Saha (HoD, Bengali)
16. Dr. Rohini Dharmapal (HoD, Education)
17. Smt Amrita Pramanick (HoD, Geography)
18. Dr Payal Bose Biswas (HoD, Pol Sc)
19. Smt Nibedita Banerjee ((HoD, Psychology)
20. Smt. Moumita De (HoD, Human Rights)
21. Dr. Sanghamitra Mukherjee (Convenor, Examination Sub Committee)
22. Dr. Sanchali Bhattacharya (Convenor, Examination Sub Committee)

The meeting was held on 16/09/2020 at 3 pm to discuss the modalities of conducting the upcoming BA/ B Sc Part III Exams, scheduled from 1st October, 2020, online students' feedback, 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. An Instruction sheet for students will be circulated among the examinees to ensure smooth conducting of exams, held under these extremely trying and unfamiliar conditions.
7. The weekly online feedback reports from class representatives were discussed and it was resolved that the principal will discuss the class-related issues with the teachers concerned.

It was reported by Dr. Chaiti Mitra, the co convenor of the Student Welfare Committee that the committee was aware of the great difficulty that the students from the lower income



group and from the remote villages were facing in accessing the online classes. Many reports of severe financial constraints were also coming in. Proposals to create a fund with contributions from faculty, staff, alumni and well wishers, and the involvement of departments and mentors for coordination between the students and the SWC, were discussed.

8. The IQAC will hold a meeting with the Academic Subcommittee and convey the decisions taken at the earliest.
9. 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.
10. 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.
11. 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.

*P. Bhaswarajprana.*

Principal  
Ramakrishna Sarada Mission  
Vivekananda Vidyabhavan

*Chaiti Mitra*

Co-ordinator, IQAC  
RKSM Vivekananda Vidyabhavan