



RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN

33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055

☎ College : 2551-3452 • Ashrama : 2551-3202

ACADEMIC SUB-COMMITTEE NOTICE

All teacher members are requested to attend the Academic Sub-Committee meeting which will be held on 13.06.2018 at 1:30 pm at AV Room to transact the following agenda :

AGENDA :

1. Admission procedure as per college guidelines and WBSU Admission Regulations 2018-19.
2. RUSA fund allocation for Books and Journals for different departments
3. Lesson Plans for SEM-I (CBCS System), Part- II & III (1+1+1 system)
4. Revised Timetable
5. Academic Calendar 2018-2019
6. Miscellaneous

Date: 08.06.2018

Soma Marik

Dr. Soma Marik

Rohini Dharmapal

Dr. Rohini Dharmapal

Joint Convenors
Academic Subcommittee

Ramakrishna Sarada Mission
Vivekananda Vidyabhavan
33, Sri Maa Sarada Sarani, Kol-55



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Minutes of Academic Sub-Committee Meeting 13.06.2018

Agenda 1

- 1) Maintain the admission procedure as per college and university rule.
- 2) Maintain the cancellation and refund procedure with the help of office staff.
- 3) Teachers will check the hard copies of documents and submit to the office.
- 4) Principal will decide about the hostel admission.

Agenda 2

- 1) All the departments are requested to make a list of required books and journals and submit to the librarian.
- 2) Ask the students for their requirement and do the needful for departmental library as well.

Agenda 3

- 1) Every department has to make lesson plans for all the semester.
- 2) Tutorial and remedial classes have to be maintained in the lesson plan.
- 3) Students Activity have to be maintained in the lesson plan.
- 4) Teaching hour of every faculty of each department should be clearly shown in the lesson plans.

Agenda 4

- 1) The previous time table has been changed slightly. So, all the HOD s are requested to circulate the new time table to the students.

Agenda 5

- 1) Academic subcommittee has prepared the academic calendar for 2018-19. all the HOD s are requested to circulate this to the students.

Members Present:

- | | |
|-------------------------|-----------------------|
| 1.Pr. Vedarupaprana | P. Vedarupaprana |
| 2.Sanghamitra Mukherjee | Sanghamitra Mukherjee |
| 3.Sarmistha Dutta | Sarmistha Dutta |
| 4. Nibedita Banerjee | Nibedita Banerjee |
| 5.Rakhi Ghosh | Rakhi Ghosh |
| 6.Rumela Banerjee | Rumela Banerjee |
| 7.Aditi Das | Aditi Das |
| 8. Moumita De | Moumita De |
| 9. Amrita Pramanick | Amrita Pramanick |
| 10.Sushobhana Pal | Sushobhana Pal |
| 11. Soma Marik | Soma Marik |
| 12. Madhura Basu | Madhura Basu |
| 13.Kabita Nath | Kabita Nath |
| 14. Saheli Roychowdhury | Saheli Roychowdhury |



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**ACADEMIC SUB-COMMITTEE
NOTICE**

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 12.12.2018 at 1:00 pm at AV Room to transact the following agenda:

AGENDA :

1. Result of internal exam of SEM-I (CBCS)
2. Commencement of SEM-II class
3. Lesson Plan of SEM-II
4. Miscellaneous

Date: 07.12.2018

Rumela Banerjee *Rohini Dharmapal*
Dr. Rumela Banerjee **Dr. Rohini Dharmapal**

**Joint Convenors
Academic Subcommittee**

*Ramakrishna Sarada Mission
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Minutes of Academic Sub-Committee Meeting 12.12.2018

Agenda 1

- 1) Discussion about the results of internal exam of CBCS Sem 1.
- 2) Finalize the date of final marks submission.

Agenda 2

- 1) Finalise the date of commencement of Sem II classes from 02/01/2019

Agenda 3

- 1) All the departments are requested to make lesson plan of Sem II including the tutorial and remedial classes as well with the activities.

Agenda 4

- 1) Calculation of credits for CBCS Sem 1.
- 2) Clear the method to calculate the number for attendance.

Members Present

- | | |
|--------------------------|-----------------------|
| 1. Pr. Vedarupaprana | P. Vedarupaprana |
| 2. Sanghamitra Mukherjee | Sanghamitra Mukherjee |
| 3. Sarmistha Dutta | Sarmistha Dutta |
| 4. Nibedita Banerjee | Nibedita Banerjee |
| 5. Rakhi Ghosh | Rakhi Ghosh |
| 6. Rumela Banerjee | Rumela Banerjee |
| 7. Aditi Das | Aditi Das |
| 8. Moumita De | Moumita De |
| 9. Amrita Pramanick | Amrita Pramanick |
| 10. Sushobhana Pal | Sushobhana Pal |
| 11. Soma Marik | Soma Marik |
| 12. Madhura Basu | Madhura Basu |
| 13. Kabita Nath | Kabita Nath |
| 14. Saheli Roychowdhury | Saheli Roychowdhury |



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ACADEMIC SUB-COMMITTEE
NOTICE

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 20.02.2019 at 1:00 pm at AV Room to transact the following agenda :

AGENDA :

1. Review of SEM-I result
2. Internal exam of SEM-II
3. Extension Lecture & Seminar
4. Miscellaneous

Date : 13.02.2019

Rumela Banerjee Rohini Dharmapal
Dr. Rumela Banerjee Dr. Rohini Dharmapal

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Minutes of Academic Sub-Committee Meeting 20.02.2019

Agenda 1

- 1) A date has been selected for discussion about Sem I result with all the departmental faculty.
- 2) Remedial methods has been discussed for the development of students.

Agenda 2

- 1) Finalise the date of internal exam of Sem II.
- 2) Finalise the date of final marks submission.

Agenda 3

- 1) All the teachers are requested to plan the extension lectures for the department in time and get the expenditure from office.
- 2) Maintain the vouchers and submit to the office.
- 3) Make a flier or a poster before the programme.
- 4) Submit the flier to website sub committee .

Agenda 4

Conveners of the sub committee presented a report about the remedial methods taken for the development of students.

Members Present:

1. Pr. Vedarupaprana *Pr. Vedarupaprana*
2. Sanghamitra Mukherjee *Sanghamitra Mukherjee*
3. Sarmistha Dutta *Sarmistha Dutta*
4. Nibedita Banerjee *Nibedita Banerjee*
5. Rakhi Ghosh *Rakhi Ghosh*
6. Rumela Banerjee *Rumela Banerjee*
7. Aditi Das *Aditi Das*
8. Moumita De *Moumita De*
9. Amrita Pramanick *Amrita Pramanick*
10. Sushobhana Pal *Sushobhana Pal*
11. Soma Marik *Soma Marik*
12. Madhura Basu *Madhura Basu*
13. Kabita Nath *Kabita Nath*
14. Saheli Roychowdhury *Saheli Roychowdhury*



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**ACADEMIC SUB-COMMITTEE
NOTICE**

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 26.06.2019 at 1:00 pm at AV Room to transact the following agenda :

AGENDA :

1. Commencement of SEM-I (2019) & Part-III classes
2. Lesson plan for the same
3. Academic Calendar 2019 - 2020
4. Extension Lecture & Seminar
5. Miscellaneous

Date : 18.06.2019

Rumela Banerjee Rohini Dharmapal
Dr. Rumela Banerjee Dr. Rohini Dharmapal

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Minutes of Academic Sub-Committee Meeting of 26.06.2019

Agenda 1

- 1) Finalise the date of commencement of sem 1 and part III.

Agenda 2

- 1) All the departments are requested to make lesson plan of SEM II including the tutorial and remedial classes as well with the activities.

Agenda 3

- 1) Conveners of the sub-committee has to submit the calendar with the yearly events before 30th June.

Agenda 4

- 1) All the teachers are requested to plan the extension lectures for the department in time and get the expenditure from office.
- 2) Maintain the vouchers and submit to the office.
- 3) Make a flier or a poster before the programme.
- 4) Submit the flier to website sub-committee .

Agenda 5

All the departments are requested to submit the objectives and outcomes of students' activity and extension lectures.

Members Present:

1. Pr. Vedarupaprasna P. Vedarupaprasna
2. Sanghamitra Mukherjee Sanghamitra Mukherjee
3. Sarmistha Dutta Sarmistha Dutta
4. Nibedita Banerjee Nibedita Banerjee
5. Rakhi Ghosh Rakhi Ghosh
6. Rumela Banerjee Rumela Banerjee
7. Aditi Das Aditi Das
8. Moumita De Moumita De
9. Amrita Pramanick Amrita Pramanick
10. Sushobhana Pal Sushobhana Pal
11. Soma Marik Soma Marik
12. Madhura Basu Madhura Basu
13. Kabita Nath Kabita Nath
14. Saheli Roychowdhury Saheli Roychowdhury



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**ACADEMIC SUB-COMMITTEE
NOTICE**

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 06.08.2019 at 1:00 pm at AV Room to transact the following agenda :

AGENDA :

1. Review of SEM-II result
2. Internal exam of SEM-I & III
3. Extension Lecture & Seminar
4. Miscellaneous

Date : 01.08.2019

Saberi Rakshit *Saheli Roychowdhury*
Dr. Saberi Rakshit Dr. Saheli Roychowdhury

Joint Convenors
Academic Subcommittee
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Minutes of 6.08.2019

Agenda 1

- 1) All the departments are requested to meet with the Principal.
- 2) Take necessary action for weak students.
- 3) To take more remedial classes.
4. To take more class test.

Agenda 2

- 1) Finalise the date of internal exam of sem II and III on 07/11/2019
- 2) Finalise the date of final marks submission.

Agenda 3

- 1) All the departments are requested to arrange the extension lectures and seminars in time.

Miscellaneous

- 1) All the departments are requested to make lesson plan of sem III including the tutorial and remedial classes as well with the activities.

Members Present:

- 1.Pr. Vedarupaprana *P. Vedarupaprana*
- 2.Sanghamitra Mukherjee *Sanghamitra Mukherjee*
- 3.Sarmistha Dutta *Sarmistha Dutta*
4. Nibedita Banerjee *Nibedita Banerjee*
- 5.Rakhi Ghosh *Rakhi Ghosh*
- 6.Rumela Banerjee *Rumela Banerjee*
- 7.Aditi Das *Aditi Das*
8. Moumita De *Moumita De*
9. Amrita Pramanick *Amrita Pramanick*
- 10.Sushobhana Pal *Sushobhana Pal*
11. Soma Marik *Soma Marik*
12. Madhura Basu *Madhura Basu*
- 13.Kabita Nath *Kabita Nath*
14. Saheli Roychowdhury *Saheli Roychowdhury*



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**ACADEMIC SUB-COMMITTEE
NOTICE**

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 27.11.2019 (Wednesday) at 12:00 pm at AV Room to transact the following agenda :

AGENDA:

- a) Discussion about Students' Credit System
- b) Discussion about the responsibilities of the Examination Sub-committee
- c) Organising PTM
- d) Finalize the dates of internal exam and Mock tests
- e) Miscellaneous

Date: 20.11.2019

Saberi Rakshit *Saheli Roychowdhury*
Dr. Saberi Rakshit Dr. Saheli Roychowdhury

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Minutes of Academic subcommittee meeting (27.11.2019):

1. Since students of Sem III will not have classes (90 credits) for stipulated 15 weeks this time, exceptional cases apart, teachers are requested to take at least 80% of credits of the total number of available days for this period. HoDs to do calculations with departmental colleagues and keep the records with themselves.
2. Since the IQAC decided that all examination-related issues will be handled by the Examination Subcommittee, it is suggested that Examination Subcommittee convenors should be present in the Academic Subcommittee meeting where the next Academic Calendar would be framed.
3. Decided by the IQAC, the Examination Subcommittee will take responsibility for putting up marks on the College notice board for all examinations henceforth.
4. All departments are requested to organize a Parent Teacher Meeting by 23rd November, and hand in a soft copy of the Report to the Academic Subcommittee by the 26th of this month.
5. Henceforth, the dates for internal assessment of every subject will be decided by the respective departments individually. The marks of the same will need to be submitted to the College a week before each semester ends. The last date of submission of marks is 30th (not 15th as informed earlier) November for the current semester.
6. The HoDs are requested to inform the students of their respective departments their percentage of attendance at the end of each month.
7. The attendance of students is to be put up on the notice board three days before the end of each semester. (Attendance is to be given to all for the next three days in advance.)

8. Mock Tests are to be held only for the First semester students, which will be decided departmentally.

9. As mentioned in the Academic Calendar, Annual Sports and Annual Excursion will be held on 14th and 16th January 2020 respectively.

Members Present:

1. Pr. Vedarupaprana *Pr. Vedarupaprana*
2. Saberi Rakshit *Saberi Rakshit*
3. Sarmistha Dutta *Sarmistha Dutta*
4. Nibedita Banerjee *Nibedita Banerjee*
5. Gargi Gangopadhyay *Gargi Gangopadhyay*
6. Rumela Banerjee *Rumela Banerjee*
7. Aditi Das *Aditi Das*
8. Moumita De *Moumita De*
9. Amrita Pramanick *Amrita Pramanick*
10. Sushobhana Pal *Sushobhana Pal Mazumdar*
11. Panchali Mazumdar *Panchali Mazumdar*
12. Anasua Chatterjee *Anasua Chatterjee*
13. Kabita Nath *Kabita Nath*
14. Saheli Roychowdhury *Saheli Roychowdhury*



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ACADEMIC SUB-COMMITTEE
NOTICE

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 02.03.2020 at 2:00 pm at AV Room platform platform to transact the following agenda :

AGENDA :

1. Review of SEM-I & III result
2. Internal exam of SEM-II & IV
3. Extension Lecture
4. Miscellaneous

Date : 25.02.2020

Saberi Rakshit *Saheli Roychowdhury*
Dr. Saberi Rakshit Dr. Saheli Roychowdhury

Joint Convenors
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Minutes of Academic Subcommittee Meet held on 02.03.2020:

1. Routine for the next semester should be handed over to the departments by the College authority at the end of the current semester.
2. Teachers to formulate Lesson Plans month-wise in the 90 credits/course format only.
3. Students should be given the Lesson Plans within 15 days of the commencement of the new semester.
4. Keeping in mind that questions for external audit are changing annually, departments should maintain records of actual classes taken. Whether the HoD or an individual teacher would maintain such records – would entirely depend on the department.
5. Departments to conduct the internal examinations for Jan-June 2020 semester between March 11 and April 25. The deadline for the department of Geography would be May 2.
6. Internal assessment marks and attendance would be put up in the college notice board two days prior to the commencement of the study leave.
7. Every department to hold a 'Mock Test' of 50 marks for students in addition to the Internal Assessments. Students would sit for a two-hour examination – departments to decide on syllabus and date.
8. Departments to look up their syllabi for the next semester and find out whether the syllabi for DSE (General) in Sem V match that of GE I in Sem I. This is essential to club slots in the master routine for the next session. This should be done by the departments before the Academic Subcommittee meets in early May.

9. The alumni of RKSMVV has asked for ex-students' (last 5/6 years) contact numbers. Departments to try and procure as many contacts as they may before summer recess.
10. A query has been raised- can the college provide Part Timers or Guest Lecturers against 6 months' maternity leave? The same holds true for any other medical leave or leave taken because of emergency for a period of more than a month.

Members Present

1. Pr. Vedarupaprana *P. Vedarupaprana*
2. Saberi Rakshit *Saberi Rakshit*
3. Sarmistha Dutta *Sarmistha Dutta*
4. Nibedita Banerjee *Nibedita Banerjee*
5. Gargi gangopadhyay *Gargi Gangopadhyay*
6. Rumela Banerjee *Rumela Banerjee*
7. Aditi Das *Aditi Das*
8. Moumita De *Moumita De*
9. Amrita Pramanick *Amrita Pramanick*
10. Sushobhana Pal *Sushobhana Pal*
11. Panchali Mazumdar *Panchali Mazumdar*
12. Anasua Chatterjee *Anasua Chatterjee*
13. Kabita Nath *Kabita Nath*
14. Saheli Roychowdhury *Saheli Roychowdhury*



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ACADEMIC SUB-COMMITTEE

NOTICE (ONLINE)

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 23.09.2020 (Wednesday) at 1:00 pm at google meet platform to transact the following agenda :

AGENDA :

- a) Academic Calendar 2020 - 2021
- b) Lesson Plan for SEM-I, III, V
- c) Miscellaneous

Date: 15.09.2020

(Signature)
Dr. Kabita Nath Amrita Pramanick

Joint Convenors
Academic Subcommittee



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REPORT OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 23.09.2020

A meeting of the Academic Sub-Committee was held on 23.09.2020.

Conveners : Dr. Kabita Nath & Amrita Pramanick.

AGENDA: a) Academic Calendar & b) Lesson Plan .

a) Academic Calendar :

- First of all, Kabita Nath proposed for a new academic calendar for the academic session July, 2020 to June, 2021 .Chaiti Mitra ,IQAC Coordinator, stated that she along with vice principal Pr Vr have already done it for half of the academic year i.e. from July, 2020 to December,2020 and she has already included all tentative holidays and also dates of webinars organized by different departments of RKSMVV till date. She will send the calendar to conveners, ASC, for everyone's knowledge. As everything is uncertain in this academic year, a detailed academic calendar cannot be prepared.
- According to instructions of UGC, classes for 1st semester will be started on and from 01.11.2020. But if this pandemic situation continues till then, classes will start from 18.11.2020. Moreover, we must follow the guidelines provided by State Govt. & WBSU in due course.
- Classes for 3rd & 5th semester have already been started from 27.7.2020 on online mode. As many HODs informed that they have almost covered up major part of the syllabus, it is proposed in the academic sub-committee that classes for 3rd & 5th semester will remain suspended from Durga Panchami to Laxmi Puja (21.10.2020 to 30.10.2020) and also from Kali Puja to Bhatridwitiya (14.11.2020 to 16.11.2020).But in between Laxmi Puja & Kali Puja, whether their classes will continue or not that will depend on the respective departments and it is absolutely optional. GG, HOD , English Department informed that they need classes during this period to finish their syllabus. It is therefore decided that If any department or any particular teacher wants to continue her classes she may do so. This matter will be further discussed in the T. C. Meeting.

b) Lesson Plan :

- Lesson Plans of CC1 & CC2 for 1st semester should be prepared within 25.10.2020 so that we can provide it to our new 1st semester students and continue our classes according to this plan from the very beginning.
- The 1st semester students should be provided with this lesson plan at the beginning of their classes.
- Lesson Plans for 3rd & 5th semester students should also be prepared within October, 2020.
- All the lesson plans for 3 semesters should be divided according to the number of classes taken by each faculty, and it will contain total 90 credits.
- The subject without practical must mention all tutorial classes taken by departmental faculties.
- A format of lesson plan will be prepared and sent by Dr. Kabita Nath to the Academic Sub-committee group to follow by all departments.
- HODs are requested to forward this format to other teachers.
- All the lesson plans should be submitted in consolidated form to academic sub committee's new g-suite mail id.
- Gargi di will talk with Akash Mondal to prepare this mail id and then will inform us. ➤ The lesson plans should be restored in the Google Drive of academic sub-committee mail.

Members Present:

- 1.Pr. Vedarupaprana
- 2.Saberi Rakshit
- 3.Rohini Dharmapal
4. Nibedita Banerjee
- 5.Gargi Gangopadhyay
- 6.Anurima Saha
- 7.Aditi Das
8. Moumita De
9. Amrita Pramanick
- 10.Sushobhana Pal
11. Panchali Mazumdar
12. Anasua Chatterjee
- 13.Kabita Nath
14. Payal Bose Biswas



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ACADEMIC SUB-COMMITTEE

NOTICE (ONLINE)

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 03.12.2020 (Thursday) at 4:00 pm at google meet platform to transact the following agenda :

AGENDA :

1. Commencement of 1st Semester (2020-2021) classes.
2. Planning of classes for the same.
3. Academic Calendar - 2021
4. Planning of Mentor ward classes.
5. Skill Enhancement Course (SEC).
6. Conducting SEM-II & SEM-IV Exam.
7. Miscellaneous.

Date : 25.11.2020

Dr. Kabita Nath Amrita Pramanick

Joint Convenors
Academic Subcommittee



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MINUTES OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 03.12.2020

The 2nd meeting of this Academic Sub-Committee was held on 03.12.2020 (Thursday) at 02:30 pm.

Convenors are Dr. Kabita Nath & Mrs. Amrita Pramanick.

The minutes of the previous ASC meeting were confirmed in the TC Meeting.

The topics which are discussed in this meeting are the following:

1. Commencement of 1st Semester (2020-2021) classes.
2. Planning of classes for the same.
3. Academic Calendar.
4. Planning of Mentor ward classes.
5. Skill Enhancement Course (SEC).
6. Conducting SEM-II & SEM-IV Exam.
7. Miscellaneous.

At the beginning of today's meeting Chaiti di & Tanju Di jointly announce a very good news for us, i.e., henceforth, Nibedita Di (Pravrajika Vedarupaprana) will be our next Principal after Pravrajika Bhaswaraprana Mataji from today (03.12.2020). This decision has been taken by the college Managing Committee through a resolution and until Nibedita di possesses the official power from Bikash Bhavan, she will be the officiating or acting Principal till then. We all cordially congratulate and welcome her.

1. Commencement of 1st Semester (2020-2021) classes:

Before discussing the 1st agenda of today's meeting, Nibedita di showed us two notices regarding the commencement and number of classes of semester- I, sent by our respected V.C.(WBSU), Prof. Basab Chowdhury to all Principals.

These two notices are:

Dear Principal Colleagues,

Kindly think over how we can transfer essential knowledge given in the syllabi to the students in an abridged fashion. It is indeed a challenge to complete two semesters in eight months. But students will demand their final degree in August 2021 as their counterparts in other states will get. Kindly discuss with teachers of colleges and also BOS members. Let us create a reasonable solution space. I assure you all about administrative help and support as much as you can. Please keep in touch with your students through e-mail and other technology-based communication methods.

Regards, Prof. Basab Chowdhuri.

The other notice is:

The challenge is to complete two semesters in just eight months. Innovation in the teaching learning process will be crucial. I am confident that my Principal colleagues will take the challenge and come out in flying colors.

Regards, Prof. Basab Chowdhuri.

- Nibedita di repeatedly told that though these two notices are for present 3rd & 5th semester, but it will also be applicable to 1st semester and as we all have to complete the syllabus of two semesters in just eight months, we will have to reduce the credit hours from 90 to 70 classes for each core course and the case will be the same for SEM-I.
- Nibedita di also provided us a calculation of 70 credit hours tentatively starting from 16th December, 2020 to 20th March, 2021 (December- 13 working days, January 21 working days, February- 21 working days, March- 16 working days). Though we all have already submitted our Lesson Plans containing 90 credit hours, we have to complete the syllabi within 70 classes in order to cope with this situation. Therefore, Nibedita Di requested all HoDs to arrange at least 70 classes for each core course to complete the syllabus. But the classes will continue till the university notice regarding the final exam is given.
- Nibedita di told that according to university notice admission portal for 1st semester should be open again from 1st December, 2020 and it will remain open for seven days and all admission procedure should be completed within 15th December, 2020.
- In case of commencement of 1st semester class, our V.C., Prof Chowdhury informed our Secretary Mataji that if RKSMVV do not re-open the admission portal or is not bother with further admission, then classes of semester-I may start as early as possible. But if RKSMVV re-opens the admission portal, then class for sem-I will start after 15th December, 2020.
- Nibedita di asked all HoDs whether they are willing to start their classes for sem-I before 16th December, 2020 or officially from 16th December. It is entirely their choice.
- Kabita di suggested that though no student got admitted to sem-I in last two phases, yet admission portal should be open till 15th December. Nibedita di and other HoDs supported Kabitadi in this respect.
- Most of the HoDs expressed their views to start the 1st sem classes on and from 16.12.2020.
- English Department already started their classes for sem-I and they will follow the scheduled routine from 16th December onwards.

2. Planning of classes for the same:

- It is decided that all HoDs will provide the syllabus and lesson plans for each core course, containing 90 credit hours to our new students before starting the classes and may reduce to 70 credit hours according to situation. Each credit hour will be of one-hour duration.
- Our prime motto is to complete the syllabus thoroughly and will conduct at least 70 credit hours for each core course.
- Syllabus for all Honors courses will be truncated or not that will be decided by respective BOS over time and according to situation.
- On behalf of the department of History, Dr Soma Marik suggested and requested Nibedita di to conduct workshops with respective BOS regarding the curtailed syllabus of each Honors course on separate days.

3. Academic Calendar:

➤ Academic Calendar is divided into two parts:

- a) From July, 2020- December, 2020, and
- b) From January, 2021 – June, 2021.

➤ The 1st part is already done by Dr. Chaiti Mitra and she will provide us this. The 2nd part from January - June, 2021 should be prepared including the public holidays and some special holidays of our college and it will be discussed in the next TC Meeting.

➤ In this regard, Nibedita di suggested that the date of extension lectures and seminars of different departments may be included in the academic calendar, if possible. Prior planning for organizing such seminars is then needed. She also suggested doing this plan according to the fund allotted for each department.

➤ According to Chaiti di this prior planning may not be fruitfully feasible as the seminars are fully based on the availability of resource persons and, therefore, she suggested to inform Academic Sub-Committee as well as I.Q.A.C through mail as and when the program will be finalized so that ASC can include these dates in the academic calendar.

4. Planning of Mentor ward classes:

- The present system of mentoring is not so fruitful as in many cases, the wards do not know their mentor properly and they feel shy to share their personal problems or hesitate to do so.
- Therefore, it is suggested by Nibedita di and Chaiti di that if the departmental teachers carry on with mentoring by making a friendly relationship with the students, it will be immensely helpful and successful too.
- Therefore, one departmental teacher should shoulder the mentoring process of their own student of one semester, so that students can very easily and conveniently share their any type of difficulties with their departmental teachers.
- Besides providing mental support through counseling, financial assistance may also be given, if necessary.
- A mentor-teacher should meet her ward at least once in a month in a scheduled time and also prepare a report mentioning the vital problems that may be discussed in STUDENT'S WELFARE COMMITTEE (SWC) later on.
- One teacher will be the mentor for one semester.
- SACT teachers will also be the mentors.
- Ultimately SWC will determine the process of mentoring and will inform all of us.
- The faculties of General Course will take the responsibility of mentoring of all general students.
- Communication with the ex-students (Part-III) should be maintained through any means in order to know their academic or professional status required for NIRF ranking or other purposes.

5. Skill Enhancement Course (SEC):

Internal exam for SEC should be an internal assessment of 20 marks within 15.12.2020. 5 marks will be for attendance of students. Teachers will arrange this accordingly.

6. Conducting SEM-II & SEM-IV Exam:

- University exam for SEM-II & SEM-IV will start from 15.12.2020 and therefore, classes will continue till 05.12.2020 and study leave will start on and from 06.12.2020 till 14.12.2020.
- All the students should be properly informed about the procedure of online exam, i.e., how they will receive question paper and how will send answer scripts in pdf format in proper destination etc. in a clear way.

- The students have to clear their back paper of previous semester, if any, in any subject (CORE COURSE/MIL/EVS/GE). Otherwise, they will not be able to sit for their final i.e., 6th semester exam. Teachers will inform their departmental students regarding this matter.
- Classes for SEM-III & SEM-V will commence on and from 02.01.2021.
- Internal marks for SEM-II & SEM-IV will be uploaded in the university portal within 17.12.2020 to 05.01.2021.

7. Miscellaneous:

In miscellaneous topic Gargi di and Kabita di pointed two things:

- Gargi di informed ASC that in each year the department of English arrange special classes for the students who got admission in English Hons. but are not so strong in language. This year also, the English Dept has arranged this class. Debarati has already started this special class on online mode for weaker students to enhance their writing ability.
- Kabita di shared her experience that sometimes students did not attend GE class due to some reasons and they also did not inform. Departmental teachers will look into this matter.
- Nibedita di added that some amount of money would be allotted for each department, from which they can conduct any seminar, extension lecture or other programs.

Members Present:

- 1.Pr. Vedarupaprana
- 2.Saberi Rakshit
- 3.Rohini Dharmapal
4. Nibedita Banerjee
- 5.Gargi Gangopadhyay
- 6.Anurima Saha
- 7.Aditi Das
8. Moumita De
9. Amrita Pramanick
- 10.Sushobhana Pal
11. Panchali Mazumdar
12. Anasua Chatterjee
- 13.Kabita Nath
14. Payal Bose Biswas



RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN

33, SRI MAA SARADA SARANI
DUM DUM, KOLKATA-700055

College : 2551-3452 • Ashrama : 2551-3202

ACADEMIC SUB-COMMITTEE NOTICE

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 18.08.2021 (Wednesday) at 03:00 pm at google meet platform to transact the following agenda :

AGENDA :

1. Classes of the new session for Semester - I, III & V
2. Academic Calendar - New & Old
3. Lesson Plan
4. Extension Lecture & Seminar
5. Academic Audit
6. Miscellaneous

Date : 10.08.2021

Dr. Kabita Nath Amrita Pramanick

Joint Convenors

Academic Subcommittee



RAMAKRISHNA SARADA MISSION VIVEKANANDA VIDYABHAVAN

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MINUTES OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 18.08.2021

The 3rd meeting of this academic sub committee was held on 18.08.2021 (Wednesday at 03:00 pm).
Convenors are Dr. Kabita Nath & Amrita Pramanick.

The topics which were discussed in the meeting are as follows:

1. New Session
2. Academic Calendar - New & Old
3. Lesson Plan
4. Extension Lecture & Seminar
5. Academic Audit
6. Miscellaneous

At first the minutes of the previous ASC meeting (held on 03.12.2020) was confirmed in this meeting. After that the aforesaid minutes are discussed.

1. New Session:

Classes of the new session for Semester -III & V will start from 13.09.2021 and Semester-I will start from 01.10.2021.

- Our respected Principal Mataji Pravrajika Vedarupaprana wanted to start the classes of Sem- III & V from september 6, 2021, but we requested her to start from September 13, 2021 and ultimately she agreed upon this.
- Principal Mataji added to this point that Puja vacation will start from 11.10.2021 and will continue till 06.11.2021 (Bhatri Dwitiya) if January 2022 is available for teaching-learning and end-semester (Sem III & V) exam is in the month of February, 2022.
- But if the end-sem exam is in January, 2022, then the Puja vacation cannot be continued till November 6, 2021. Instead of this, the vacation will continue till 23.10.2021, following the list of State Government holidays.
- The duration of Puja holidays will be finalised according to the UGC guidelines & State Government directions.
- Mataji proposed that if puja vacation continues till November 6, 2021, then classes of three semesters will remain dissolved during this period but teachers will have to be engaged in different activities regarding NAAC.

- The tentative schedule for internal assessment of Sem-I, III & V is from 01.12.2021 to 21.12.2021.
- Everyday classes will start from 10:00 am and will continue till 05:00 pm.
- For this session only one meeting slot will be available instead of two.
- Except for dance, one period regarding cultural activity (like recitation etc.) will be allotted for each semester in a week.
- Spoken English class and Yoga class will be compulsory for every student from this session.
- Chaiti Mitra suggested that student-activity based classes may be taken after the college hours during this pandemic situation.
- More classes are needed for this purpose and, therefore, Principal Mataji suggested that each class will be of 45 minutes duration in order to manage the time schedule. We all agreed with Mataji.
- Compulsory spoken english class will be conducted by Rashik Vita of Sarada Math.

2. Academic Calendar - New & Old

Kabita Nath said that the old Academic Calendar for the session July, 2020 to June, 2021 will be sent to teacher@rksmvv.ac.in in mail for corrections by the departments and to include those events which are not included in the calendar.

The tentative schedule for different events fixed in this meeting are as follows:

- According to Sanghamitra di 'SANSKRITO DIBOS' will be celebrated on 22.08.2021, a video will be uploaded and the magazine "CHOROIBOTI" will be published digitally.
- Student Welfare Committee meeting will be on 17.11.2021.
- Sanghamitra di suggested for group counselling of Semester-I on 22.12.2021. Mataji approved that.
- Mataji stated that Group counselling for Sem-II & V will be possible after the opening of psychoanalytical course or after the opening up of a new counselling cell in our college.
- Matri Bhasa Dibos will be celebrated on 21.02.2022.
- 8th March will be celebrated as Women's Day.
- Anurima Saha, convenor of the Cultural committee informed ASC that an inter-college students' debate or extempore competition will be held after 15 th January, 2022 on the occasion of 75th Independence Day Celebration.
- Sports or any activity regarding sports will be held on 09.03.2022.
- "SRIJONI" will be held on 23.03.2022 and 24.03.2022.
- The dates for sexual harassment program and anti-ragging program will be scheduled later on after discussion with the SWC.

- On behalf of the Research subcommittee Rakhi di & Sunetra di suggested submission of research related activities for the students in the month of September, 2021.

3. Lesson Plan

- Lesson Plan for Semester-I, II & V should be submitted to the Academic Sub Committee within 06.09.2021 in the prescribed format.
- Kabita Nath suggested a month-wise distribution of lesson plan but Chaiti Mitra opined that month-wise lesson plan may be effective when pandemic situation will be over and offline classes will start and not during this pandemic situation.
- Both Principal Mataji and on behalf of IQAC, Chaiti Mitra also suggested providing the students with the lesson plans at the very beginning of their classes.
- Semester-III & V will be provided lesson plans on 13.09.2021, while Semester-I with the same on 01.10.2021.

4. Extension Lecture & Seminar

- For every Honours Department Rs. 4000/- is allotted for extension lectures and seminars, while the amount is Rs. 3000/- for the General Department in an Academic session.
- A format of remuneration bill for the resource persons has already been sent to all HoDs mail and money will be transferred by office through online after submission of the softcopy of remuneration bill to the college office, duly signed by the respective Hod of concerned Department.
- Kabita Nath suggested organizing the seminars in a joint venture of the Departments of RKSMVV.
- Payel Bose Biswas suggested a major research project in the college with the help of financial assistance from any recognised Research Institutions.

5. Academic Audit

Our IQAC Coordinator, Dr. Chaiti Mitra presented different phases of Academic audit. She explained that Academic audit consists of five stages which include the following:

I. All the Departments will do self-study involving understanding the teaching-learning process.

II. Peer-review - Reports of each department will be interchanged between them.

III. IQAC will compare and evaluate both the self study report from the departments and also the peer-review.

IV. IQAC & Departments jointly will do corrections and will prepare a final report for an external audit team.

V. Next will be an External Audit.

Academic Audit shall cover the following criteria:

A. a) Course delivery and adherence to the course plan

- b) Syllabus coverage
- c) Quality of question paper used for external examination
- d) Internal evaluation
- e) Maintenance of laboratory experimental set ups and equipments
- f) Practical assignments
- g) Mini projects and conduct of practical classes and their evaluation

B. Co-curricular and extra-curricular activities available for students.

C. Academic functioning of the college encompassing students, faculty and college administration covering -

- i) Punctuality
- ii) Attendance
- iii) Discipline
- iv) Academic environment
- v) Learning ecosystem
- vi) Academic achievements and benchmarking

D. The quality criteria prescribed by NAAC

IQAC will start this process very soon, preparing a questionnaire for audit and sending the same to all Hods. IQAC also will fix a date for the submission of the fill-in questionnaire.

6. Miscellaneous

In this category different mistakes of the filled-in admission forms of Sem-I were discussed. Mataji suggested us to make contact with Saptarshi and to prepare the merit lists according to specific criteria.

Members Present:

1. Pr. Ishtatmaprana
2. Sanghamitra Mukherjee
3. Rohini Dharmapal
4. Aisharjya Banerjee
5. Rakhi Ghosh
6. Anurima Saha
7. Aditi Das
8. Moushumi Mukherjee
9. Amrita Pramanick
10. Pr. Bhumatmaprana
11. Sunetra Mitra
12. Bisaka Blone
13. Kabita Nath
14. Payal Bose Biswas



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ACADEMIC SUB-COMMITTEE
NOTICE

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 08.04.2022 (Friday) at 01:00 pm at room no. 8 to transact the following agenda :

AGENDA :

1. Lesson plan for semester 2, 4, 6
2. Dates of internal examinations of semester 2, 4, 6
3. Allocation of extension lectures etc.
4. Miscellaneous

Date : 01.04.2022

Kabita Nath

Dr. Kabita Nath

Amrita Pramanick

Amrita Pramanick

Joint Convenors
Academic Subcommittee

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MINUTES OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 08.4.2022

The 4th meeting of this Academic Sub-Committee was held on 08.04.2022 (Friday) at 01:00 pm.

Convenors are Dr. Kabita Nath & Mrs. Amrita Pramanick.

The agenda of the meeting were:

1. Lesson plan for semester 2, 4, 6
2. Dates of internal examinations of semester 2, 4, 6
3. Allocation of extension lectures etc.
4. Miscellaneous

Lesson Plan for SEM-II, IV & VI, 2022 to be submitted to the Academic Sub Committee by 18th April, 2022 through mail (asc@rksmvv.ac.in).

Internal exam for SEM-II, IV & VI, 2022 should be conducted within 25.04.2022 to 14.05.2022. The last date will be extended to 23.05.2022 for Geography Dept only.

Dates of internal exam for each department to be submitted to Principal and Examination sub Committee through mail by 24.04.2022.

Result of internal Exam for SEM-II, IV, VI will be declared with Parent-Teacher Meeting. Tentative dates of PTM for all departments are 25.05.2022 and 26.05.2022.

Departments may arrange PTM for 3 semesters either on a single day at different times or on separate dates according to their convenience.

At least two faculty members from each department should upload marks to the university portal. Single-handed uploading is not to be done.

Puja social will be held on 30.09.2022 (Friday).

College will reopen on 28.10.2022 (Friday) after Puja Vacation.

An ASC meeting will be urgently required before admission of semester-I.

Internal exam for SEM-I, III, V should be conducted within 01.11.2022 to 20.11.2022.

Cultural Program 'SRIJANI' should be conducted in February, 2023.

Annual Function should be conducted in March, 2023.

Allotment for extension lecture or seminar or any departmental activity for each honours department should be 4000/- . If any department wants to purchase books with this amount for their department library, they should maintain them with proper call numbers with the help of librarians.

The Academic Calendar for July, 2022 to June, 2023 will be prepared very shortly.

Members Present:

1. Pr. Ishtatmaprana *Pr. Ishtatmaprana*
2. Sanghamitra Mukherjee *Pr. Vedatmaprana
Sanghamitra Mukherjee*
3. Rohini Dharmapal *Rohini Dharmapal*
4. Aisharjya Banerjee *Aisharjya Banerjee*
5. Rakhi Ghosh *Rakhi Ghosh*
6. Anurima Saha *Anurima Saha*
7. Aditi Das *Aditi Das*
8. Moushumi Mukherjee *Moushumi Mukherjee*
9. Amrita Pramanick *Amrita Pramanick*
10. Pr. Bhumatmaprana *Pr. Bhumatmaprana*
11. Sunetra Mitra *Sunetra Mitra*
12. Bisaka Blone *Bisaka Blone*
13. Kabita Nath *Kabita Nath*
14. Payal Bose Biswas *Payal Bose Biswas*



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ACADEMIC SUB-COMMITTEE
NOTICE

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 01.11.2022 (Tuesday) at 11:00 am at room no. 8 to transact the following agenda :

AGENDA :

1. Finalization of the academic calendar
2. Internal Exams
3. Website upload of Vision and Mission, course outcome, lesson plans and also question paper for class tests of all departments
4. Miscellaneous

Date : 28.10.2022

Kabita Nath

Dr. Kabita Nath

Amrita Pramanick

Amrita Pramanick

Joint Convenors
Academic Subcommittee

Ramakrishna Sarada Mission
Vivekananda Vidyabhavan
33, Sri Maa Sarada Sarani, Dum Dum, Kolkata



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MINUTES OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 01.11.2022

The 5th meeting of this Academic Sub-Committee was held on 01.11.2022 (Tuesday) at 11:00 am.

Convenors are Dr. Kabita Nath & Mrs. Amrita Pramanick.

The agenda of the meeting were:

1. Finalisation of the academic calendar
2. Internal Exams
3. Website upload of Vision and Mission, course outcome, lesson plans and also question paper for class tests of all departments
4. Miscellaneous

- Henceforth the academic calendar will be made according to calendar year, i.e., January - December. For the year 2022 events up to December to be finalised in this meeting.
- Government holiday, University holiday and institutional holiday should be included within the holiday list.
- Lesson Plan for SEM-I, III & V, 2022 to be submitted to the Academic Sub Committee by 15th November, 2022 through mail (asc@rksmv.ac.in).
- Internal exam for SEM-III & V, 2022 should be conducted in two slots. The 1st slot is from 07.11.2022 to 19.11.2022 and the 2nd slot is from 19.12.2022 to 05.01.2023. Internal exams for SEM-I will be held during the second slot.
- Dates of internal exams of all semesters to be submitted to the Examination sub Committee by the departments.
- A sports seminar will be held on 18.11.2022 (Friday).
- "SRIJANI" will be held on 25.11.2022 & 26.11.2022. During these two days there will be no class.
- "Sarada Mela" will be organised on 09.12.2022 & 10.12.2022 from 1:30 pm.
- Students' excursion should be organised by departments on 23.12.2022(Friday).
- Annual sports will be held on 06.01.2023 (Friday).
- Prior to admission of Semester-I, a meeting with all HoDs will be held and the admission committee will call the meeting.
- As directed by the Principal the following guidelines to be taken by all departments within November, 2022 for NAAC visit:
 - ★ Vision and Mission of each department, course outcome of each subject, lesson plans of all departments and also question paper for class tests should be uploaded to the website.

- ★ Vision and Mission of the department should be written in the similar way to that of the college.
- ★ Information about different programs (like seminars, workshops, extension lectures etc.) should be uploaded to the website and all the programs should be arranged jointly with IQAC.
- ★ Certificates should be given for seminars, workshops etc.
- ★ Geotagged pictures concerned with the programs should be uploaded to the website.
- ★ Flyer of the concerned program should be sent to the website committee before at least 7 days of the program.
- ★ Abstract of the topic of the programs from the resource person should be collected in due time.
- ★ Attendance of individual students with their signature in different activities should be recorded and that will be counter signed by the Principal. The records should be kept by the respective department.
- ★ Detailed report of different activities (within 300 words), flyer of the program, geotagged pictures of the programs and also students attendance should be sent to the website committee after 7 days of the particular program.
- ★ Study material like PPT, video, audio-recording, scanned pages of books, any notes, writings, or links should be arranged by the departments in their departmental drive and links should be shared with the Website committee to upload.
- ★ Minutes of all departmental meetings should be preserved carefully.
- ★ Mentor ward reports for the previous odd semester and present even semester should be prepared. Don't mention the name of any student.
- ★ Individual profile updation (if any) should be done through the website committee.
- ★ An end semester report and student progression report should be prepared.
- ★ Different students' activities from July, 2022 to May, 2023 should be prepared.
- ★ The HoDs should arrange a departmental meeting to convey all the aforesaid information to other faculty members of the department as early as possible for them.

Members Present:

1. Pr. Ishtatmaprana Pr. Ishtatmaprana
2. Sanghamitra Mukherjee Sanghamitra Mukherjee
3. Tanju Datta Tanju Datta
4. Aisharjya Banerjee Aisharjya Banerjee
5. Rakhi Ghosh Rakhi Ghosh
6. Anurima Saha Anurima Saha
7. Aditi Das Aditi Das
8. Moushumi Mukherjee Moushumi Mukherjee
9. Amrita Pramanick Amrita Pramanick
10. Pr. Bhumatmaprana Pr. Bhumatmaprana
11. Sunetra Mitra Sunetra Mitra
12. Bisaka Blone Blone
13. Kabita Nath Kabita Nath
14. Sanju Lal Sanju Lal



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**ACADEMIC SUB-COMMITTEE
NOTICE**

All teacher members are being requested to attend the Academic Sub-Committee meeting which will be held on 11.01.2023 (Wednesday) at 1:30 pm at room no. 8 to transact the following agenda .

AGENDA :

Finalization of Academic Calendar from January, 2023 to December, 2023

1. Parent-Teacher Meeting (PTM) for SEM-I
2. Study leave for SEM-I, III & V
3. New classes for SEM-II, IV, VI
4. Tentative dates for different programs
5. Miscellaneous

Date : 02.01.2023

Kabita Nath *Amrita Pramanick*
Dr. Kabita Nath Amrita Pramanick

**Joint Convenors
Academic Subcommittee**

Ramakrishna Sarada Mission
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33, Sri Maa Sarada Sarani, Kolkata



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REPORT OF THE ACADEMIC SUB-COMMITTEE MEETING HELD ON 11.01.2023

The 6th meeting of this Academic Sub-Committee was held on 11.01.2023 (Wednesday) at 1:30 pm. It was a single agenda meeting.

Convenors are Dr. Kabita Nath & Mrs. Amrita Pramanick.

The agenda of the meeting is:

Finalization of Academic Calendar from January, 2023 to December, 2023

It was decided in the last ASC meeting that henceforth the academic calendar will be made according to calendar year, i.e., from January to December and Government holidays, University holidays and institutional holidays should be included within the holiday list.

The points discussed in the meeting are as follows:

- ★ A Parent-Teacher Meeting (PTM) for SEM-I should be arranged either on 31.01.2023 or on 01.02.2023 according to departmental choice.
- ★ No MOCK TEST for present SEM-I.
- ★ Study leave will start from -
 - 03.02.2023 for SEM-I (Tentative)
 - 05.01.2023 for SEM-III (already started)
 - 24.01.2023 for SEM-V
- ★ University portal will remain open for uploading marks from -
 - 14.01.2023 - 04.02.2023 for SEM-III
 - 30.01.2023 - 28.02.2023 for SEM-V
 - 14.02.2023 - 10.03.2023 for SEM-I
- ★ New class will start from -
 - 01.03.2023 for SEM-II (End sem exam will continue from 13.2.23 - 22.2.23)
 - 01.02.2023 for SEM-IV (End sem exam will continue from 13.1.23 - 20.1.23)
 - 15.02.2023 for SEM-VI (End sem exam will continue from 28.1.23 - 07.2.23)

Tentative dates for INTERNAL EXAM, MOCK TEST, STUDY LEAVE & FINAL UNIVERSITY EXAM for next semesters -

SEM	INTERNAL EXAM From	MOCK TEST	STUDY LEAVE will start from	UNIVERSITY EXAM
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II	02.5.2023 - 10.6.2023	07.7.23 & 08.7.23	10.7.2023	20.7.23 - 03.8.23
IV	" "	10.7.2023	"	
VI	"	27.6.23 & 28.6.23	30.6.2023	08.7.23 - 19.7.23

- ★ A Parent-Teacher Meeting (PTM) should be arranged according to departmental choice on 13.06.2023 / 14.06.2023 for SEM-II, IV & VI.
- ★ New classes for SEM-III & V will start from 08.08.2023.
- ★ Tentative dates for different programs -
 - 21.02.2023 - Bhasha Dibosh Celebration
 - 25.02.2023 - University foundation day / Annual Puja
 - 03.03.2023 - Donation Drive
 - 17.03.2023 - Blood Donation Camp (1st)
 - 25.08.2023 - Banamahotsav
 - 01.09.2023 - Sanskrit Diwas Celebration
 - 05.09.2023 - Teachers' Day Celebration
 - 08.09.2023 - Blood Donation Camp (2nd)
 - 18.10.2023 - Puja Social
 - 19.10.2023 - 04.11.2023 - Puja Vacation
 - 06.11.2023 - 11.11.2023 - College will remain open. No students. Only teachers will come.
 - 13, 14, 15.11.2023 - Holiday
 - 16.11.2023 - College reopens
 - 21.11.2023 - 24.11.2023 - Srijani

Members Present:

1. Pr. Ishtatmaprana *Pr. Ishtatmaprana*
2. Sanghamitra Mukherjee *Sanghamitra Mukherjee*
3. Tanju Datta *Tanju Datta*
4. Aisharjya Banerjee *Aisharjya Banerjee*
5. Rakhi Ghosh *Rakhi Ghosh*
6. Anurima Saha *Anurima Saha*
7. Aditi Das *Aditi Das*
8. Moushumi Mukherjee *Moushumi Mukherjee*
9. Amrita Pramanick *Amrita Pramanick*
10. Pr. Bhumatmaprana *Pr. Bhumatmaprana*
11. Sunetra Mitra *Sunetra Mitra*
12. Bisaka Blone *Bisaka Blone*
13. Kabita Nath *Kabita Nath*
14. Sanju Lal - *Sanju Lal*