

# **NABINCHANDRA COLLEGE, BADARPUR**

## **KARIMGANJ: ASSAM**

### **Minutes of meeting of HODs held on 01-08-2018**

**Resolution No. 1** : The Principal reads out the resolutions of the previous meeting held on 23-06-2018 and the house after threadbare discussion unanimously confirms the same with the following notes :

- a. All HODs are requested to submit the distribution of syllabus among all faculties for the session 2018-19 to the Vice-Principal at the earliest.
- b. HODs are also authorised to buy only urgently required text books on their own with the bill in the name of the Principal, N.C. College and submit the same to the Principal for cashless payment as per procedure. List of other required books may be submitted to the Librarian.

**Resolution No. 2** : The Principal supplies to the HODs the amended Appendix – B of CBCS Regulation 2018 received from the Assam University, Silchar regarding change of pattern of questions for the newly introduced CBCS courses and requests them to go through the same and bring the matter to the knowledge of the departmental colleagues and students.

The Principal also informs the house that there shall be two courses under CBCS structure:

- i.** TDC Core (Honours) Course & **ii.** TDC General in the name of DSC subject 1 (for B.A & B.Sc.). A student has to study four SEC papers on DSC1 subject mandatorily from semester 3 to 6 (one each). It is decided that all the HODs shall inform the matter to all Teachers & Students of the concerned department.

**Resolution No. 3** : The meeting thoroughly discuss the matter relating to CCA and arrives at the following decisions:

- a.** Two Unit Tests are to be taken for internal assessment of TDC 1<sup>st</sup> Semester students. The marks of the better of two tests will be taken as final marks secured by a student in Unit Test. Regarding marks for attendance, guidelines prescribed by the University will be followed.

b. The pattern of questions for Unit Test will be as follows.

**i. TDC Core (without practical)**

Each Unit Test will be of 20 marks. There shall be 7 objective type questions of 01 mark each, out of which students are to answer any 5 questions. The pattern of questions for the remaining 15 marks will be decided by the respective department as per practicable final pattern.

**ii. TDC General (without practical)**

Each Unit Test will be of 20 marks, there shall be 5 multiple choice questions of 1 mark each. Each question will be of 4 options.

The pattern of questions for the remaining 15 marks will be decided by the respective HOD of the department as per practicable final pattern.

**iii. TDC Core (with practical)**

Each Unit Test will be of 14 marks. There shall be objective type questions of 1 marks each out of which students are to answer any 4 questions. The question pattern for the remaining 10 marks will be decided by the concern department as per practicable final pattern.

**iv. TDC General (with practical)**

Each Unit Test will be of 14 marks. There shall be 4 multiple choice type questions of 1 mark each having 4 options. The pattern of questions for the remaining 10 marks will be decided by the concern departments per practicable final pattern.

**Resolution No. 4** :The house unanimously arrives at the following decisions :

a. The Unit Tests for 1<sup>st</sup> Semester shall be conducted by the Examination Cell of the College. The duration of Unit Test will be 1 hour. The AOCs will prepare the detailed time table etc. for the Test.

b. For the first Unit Test the dates are fixed as 24<sup>th</sup> , 25<sup>th</sup> & 27<sup>th</sup> August , 2018 and the Shifts are 10.00 a.m. to 11.00 a.m., 12.00 Noon to 1.00 p.m. & 2.00 p.m. to 3.00 p.m.

c. The 2<sup>nd</sup>Unit Test for Internal assessment is to be conducted tentatively from 10<sup>th</sup> Sept. 2018.

d. The heading of Question Paper of Unit Test shall be as follows:

<p>NABINCHANDRA COLLEGE, BADARPUR TDC 1<sup>st</sup> Semester Unit Test – I, 2018 Subject - ..... (Core/ General) Paper No. - .....</p> <p>Full Marks - Time – 1 hour</p>
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e. For the Unit Test- I printed Question Papers in final shape shall be submitted in sealed envelope to the authority latest by 18<sup>th</sup> August, 2018.

f. The Answer scripts for evaluation shall be distributed among the teachers for evaluation by the Exam Cell as per allotment of examiners given by the HODs. The examiners shall submit the evaluated answer scripts and mark foils (in sealed envelope) to the respective HODs for departmental internal scrutiny and tabulation of marks preferably by convening a departmental meeting. There after the sealed packet of answer scripts shall be handed over to the Examination Cell. The HOD will be the custodian of the mark foils of Unit Tests for final preparation of CCA Mark Foils.

**Resolution No. 5** : The Principal informs the house that the University has directed the Colleges to submit the CCA marks to the University by 18-09-2018. In view of this, the meeting decides to send a request to the University authority to extend the last date of submission of CCA marks at least up to 7<sup>th</sup> Sept. 2018 keeping in mind the academic interest of the students. The house feels that if the students come to know that their CCA marks have already been finalised and sent to the University they may lose interest in attending classes.

**Resolution No. 6** : The meeting after threadbare discussion resolves that the final marks of CCA (Attendance + Unit Test) in the prescribed format will be submitted by the HODs to the college authority for online submission to the University. However, at the time of uploading CCA marks, the respective HOD shall verify the same.

The meeting ends with thanks to and from the chair.

**Sd/-**  
(Dr. Mortuja Hussain)  
Principal  
N.C. College, Badarpur