ASUTOSH COLLEGE
(Estd. 1916)
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Resolution of the meeting of Central Certificate Course Management Committee dated 25th January, 2022

Meeting was held in Online mode through Google Meet
Meeting Time : 7:30 PM to 8:15 PM

Members Present:

1. Dr. Chandramalli Sengupta
2. Dr. Manidipa Kahali
3. Dr. Rina Kar Dutta
4. Dr. Priyadarshini Mallick
5. Sri Arnab Kumar Ghoshal
6. Smt. Amrita Dutta (Invitee)

Agenda:

1. Discussion on Student's Attendance.
2. Preparation of Central Routine.
3. Modalities of End-Semester Examination.

Resolution :

It is resolved that:

1. Departments will keep the attendance in google sheet. The recommendation of the committee is attendance should be atleast 75% to be appear in the examination. However, if a student fails to keep atleast 75% attendance, it is the discretion of the departmental committee whether the department will allow the student for the examination. In that case, the resolution of the departmental committee should be forwared to the central committee. Also, the committee anonymously has decided that there will be no marks for attendance in the evaluation process.

2. For better management or smooth running of the courses, the Committee will form the central routine only after admission process is over. And from next session onwards we will equally distribute the 18 courses into 3 semesters, i.e., 2nd, 4th, and 6th. So, Six courses (3 arts and 3 science courses) will be offered in each semester.

3. The Central Committee will provide the examination routine. Also, a common Award List for the examination will be provided to the departemnts before the examination. The Central Committee proposes the following Award List format which needs to be approvedby the college admisnistration.

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Format of Award List:

CERTIFICATE COURSE
ASUTOSH COLLEGE
COURSE NAME :
COURSE CODE : ****
FULL MARKS :100
DEPARTMENT/S :

Sl.	Name	Department	Semester & Roll No.	Marks obtained out of 100	Attendance In %
1.					
2.					

Course Coordinator/s   Head/s
(Course Name)   Name/s of Department/s

Department/s will enter marks obtained & percentage of attendance in award list and send to Central Committee. Grade and Certificates will be generated centrally.

Central Committee also proposes the following **Examination modality:**

- Full marks - 100
- Mode of Examination - ONLINE
- Time – 2/3 hrs as per question format
- Format of evaluation - MCQ/ Project/ QA/ Viva/Presentation.... as per decision of Department/s conducting the course.
- Distribution of marks - On Examination only
- No marks to be allotted for attendance. Attendance to be recorded in Google form. Department/s to decide whether student with attendance below 75% is eligible for appearing in Examination.

After Examination, Departments will submit a report in hard copy signed by HOD/s :
- Course name
- Dept /s
- Coordinator/s
- No of students enrolled :
- No of students appeared in Exam :
- Faculty names / No. of classes taken (with hrs)
- Details of Exams taken - PR /TH/ DISS/ VIVA/QA/ PRSN
- Result summary
- Marks (no grades) in given excel format by CMC