

Asutosh College  
Post Graduate studies unit  
Summary of Resolutions

**Meeting Date 27/02/2018**

- The revised syllabus for the 6 PG Depts. of their CBCS should be approved by their respective PGEC 50 marks CBCS syllabus and the core syllabus should be revised accordingly
- 16 th April 2018 has been set as the deadline for submission of the revised syllabus duly approved by their respective PGEC.
- A soft copy in word format (in CD) and a hard copy of the same should be submitted to the convener of the PG subcommittee, Asutosh College.
- All PG Departments are requested to intimate the Tabulation Booklet by 30 th April, 2018 to the Examination-in – charge.
- The convocation of the year 2018 may be held in July 2018 tentatively.

**Meeting Date 18/06/2018**

- Introduction of uniform modalities (CSR) centralized admission system would be followed following the University Admission Regulation.
- Examination of all papers / subjects /modules including that of Practical / Project papers shall be held in the centres (away centre for affiliated colleges) notified by the University Authorities based on the recommendations of the PG board of studies.
- It is resolved that the college will appeal for the uniform home centre for practical examination of P.G. courses as followed by the University P.G. Departments.
- Regarding certificate preparation- Computer science, Bengali will submit the required materials within the month of June, 2018.

**Meeting Date 04/10/2018**

- All Dept. are requested to contact concerned University Departments to know modalities for Internal Assessment to be conducted by the college Departments.
- Sem II & Sem IV exam completed in all depts. Except Comp. Sc. Results of dept. of Geography, Geology, Zoology, EVS have been published. Dept. of Bengali will publish result in 1 st week of November.
- Henceforth all PG marksheets and certificates will be prepared by only PG Examination office. No Dept. will prepare any marksheet from Dept. separately. (For autonomous batches only).
- Convocation will be held as soon signed certificates are received from CU.
- Emergency fund sanction is proposed to purchase new books for the newly introduced CBCS along with chemicals/ gadgets for lab based courses in the post graduate semester. On this connection all depts are requested to submit a comprehensive Contingency plan across all semesters. Emergency Adhoc Special Grant will requested from the college authority.

**Meeting Date 26/11/2018**

- Results (Semester III, 2019) have been published for the Department of Geography
- Results of Sem- III of the Department of Geology is ready for publication
- Tabulation booklet to be prepared for the session 2016-2018 by all PG Departments of Asutosh College.
- Individual Departments are requested to send the queries to their respective chairman of PGBOS. The Vice- Principal shall forward the letter.
- Results (Semester III, 2019) have been published for the Department of Geography
- Results of Sem- III of the Department of Geology is ready for publication
- Tabulation booklet to be prepared for the session 2016-2018 by all PG Departments of Asutosh College.
- Certificates for the session 2015-2017 are ready. The convocation ceremony shall be planned keeping in mind the total strength of students.
- Venue for the above event is the Centenary Building, Seminar Hall.

#### **Meeting Date 02/07/2019**

- Resolved that Students database has to be prepared immediately after PG Admissions and shall be sent to C.U.
- The unit will prepare a department wise list of CBCC subjects opted by the students.

#### **Meeting Date 30.08.2019**

The CBCC subjects offered by the 6 P.G. departments are as follows

<b>Sl.</b>	<b>Subject</b>	<b>CBCC A</b>	<b>CBCC B</b>
<b>1.</b>	Computer Science	Theory of computation	Cryptography & network security
<b>2.</b>	Bengali		
<b>3.</b>	Zoology	Human Physiology	Biochemistry
<b>4.</b>	Geography	Geology I	Marine Science
<b>5.</b>	Applied Geology	Geography I	Marine Science
<b>6.</b>	Envs	Zoology I	Botany II

Earlier Post Graduate related data and old answers scripts should be submitted to PG office and a received copy is to be maintained by the respective Post Graduate departments.

#### **Meeting Date 02.09.2021**

- The admission process of PG was charted:
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- CU will provide notification for admission to PG courses of university and affiliated colleges.
- CU shall publish provisional list. Ashutosh college will seek admission of selected candidate enlisted in the list provided by CU. This list is to be shared in website. Sri Suman Chongder will monitor the different lists published by CU and provide the details to HOD of the respective departments.
- Asutosh College admission to be via admission portal handled by professional team

- Portal to be updated from time to time as per CU notification
- For student helpdesk two phone numbers and one email id to be provided on the website from IT Ashutosh college, two phone numbers and one email id to be provided from professional team.
- Any mail regarding admission received by HODs of any of the PG departments is to be forwarded to Sri Suman Chongder.
- The entire process will be coordinated by the joint coordinators.
- If any problem arises due to delayed list publication by CU, it is to be referred to Sri Suman Chongder immediately.

### **Meeting Date 27.01.2022**

The names of Dr. Sriparna Dutta Roy, Dr. Samir Malakar, Smt. Shramana Roy Barman was proposed for the post of Jt. In charge of office and examination (PG).

### **Meeting Date 12.02.2022**

- The registration process of CU was explained to all members.
- It was decided that the PG office will send data backup to all departments which will be required for NAAC and various other purposes.
- All HODs were requested to provide the name of one substantive faculty member who shall be contacted by the PG office when the need arises.

### **Meeting Date 05.09.2022**

- Departmental representatives in the PG office were proposed.
- Dr. Santanu Chowdhury, Dr. Kaizar Hossain, Sri. Subhadip Gupta, Dr. Sudip Mondal was included as PG office in charge.

### **Meeting Date 18.08.2022**

- A Register for of PG office was installed.
- Academic Subcommittee to supervise all PG exams, routines etc.

### **Meeting Date 02.12.2022**

- Discussion was held on processing of upcoming PG odd semester exams.
- Review for semester 2 marksheets were forwarded by the PG office to CU.
- Notice for form fill up for upcoming PG semester 3 exams were circulated department wise.
- Departmental representative of Bengali department was proposed as Dr. Sangita Ghosh.