ডোমকল গার্লস্ কলেজ

স্থাপিত-২০১১

ডোমকল, মুর্শিদাবাদ, ৭৪২৩০৩

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ফোন নং: ৭৪০৭০০০৭৮৮

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Affiliated to University of Kalyani
Recognised by the UGC u/s 2(f)
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DOMKAL GIRLS' COLLEGE

ESTD-2011

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Domkal Girls' College

Examination Sub-Committee

URGENT MEETING NOTICE

Date: 2nd September 2021

This is to inform all members of the Examination Sub-Committee that an urgent meeting has been scheduled as per the following details:

Date: 4th September 2021

Time: 4:00 PM

Mode: Google Meet (Link will be shared before the meeting)

Agenda:

1. Discussion on KU 4th Semester Final Examination

2. Marks Uploading Process

3. Miscellaneous Matter

PRINCIPAL
Domkal Girls' College
Domkal, Murshidabad

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং/Meeting No.	1
তারিখ /Date	04 09 2021

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান/Place	Google Meet
সময়/Time	4 pm

১। 1 Alak Kr Das	৮। 8	১৫। 15
২। 2 Rajib Saha	৯। 9	১৬। 16
৩। 3 Bulbul Sarkar	১০। 10	১৭। 17
৪। 4 Asadul Hoque	১১। 11	১৮। 18
৫। 5 Madhusudan Mandel	১২। 12	১৯। 19
৬। 6 Parantap Chakraborty	১৩। 13	২০। 20
৭। 7	১৪। 14	২১। 21

Examination Sub-committee

The virtual meeting of the Examination sub-committee held on 4th September,2021 at 4pm through google.meet (https://meet.google.com/pnr-zhfh-ggs) in the presence of the following members-

1. Dr. Alak Kumar Das
2. Prof. Rajeeb Saha
3. Prof. Parantap Chakraborty
4. Prof. Madhusudhan Mandal
5. Prof. Krishendu Roy
6. Sri Bulbul Sarkar
7. Sri Ashadul Haque

At the outset the chairperson conveyed gratitude to all the members present in the meeting. He instructed the convener to discuss in the meeting as per agenda.

Agenda-1: KU 4th Semester Final Exam.

The convener raised the second issue. The chairperson gave a suggestion that to avoid the problems of examinee, Sri Bulbul Sarkar or Sri Ashadul Haque will prepare the list of the Examinee and subsequently will deliver this list to the convener of the Exam-committee. The convener of the Exam-Committee will deliver this list to the HOD of each Department. Each HOD after delegation of the duties to their faculties will collect the answer scripts from examinee through e-mail within one hour after completion of the examination. If any answer script is not found in e-mail then the concerned teacher will speak with the concerned students through mobile number and instruct her to submit the Answer script through either e-mail or WhatsApp which is convenient to her.

It is unanimously resolved that within one hour after ending examination each HOD will collect the answer scripts from examinee through e-mail. If any answer script of a student is not found in e-mail then the concerned teacher will speak with the concerned students and instruct her to submit the answer script through either e-mail or WhatsApp whichever is convenient to her.

Agenda-2 Marks Uploading

The convener raised the problem of marks uploading. He highlighted that incase of marks uploading the NTS helped each department. The Chairperson proposed that NTS have huge work load. It is not possible for them to help in marks uploading; therefore this work should be done by the HOD of concerned departments with the help of their faculties. The houses unanimously agree with this proposal. It is resolved that the HOD of all departments will upload the marks obtained by the students in university portal. They may take the help of their faculties for this purpose.

Agenda-3:Miscellaneous

The convener raised the problems of students appeared in the 6th semester and old third year. Some names were missing from the portal and there were certain other issues. After extensive discussion it is resolved that the convener will collect the name of different students from the Head of the different department and then will place it to the office of the College. After all, these problems will submit to the office of the controller section University of Kalyani for correction of these problems. If any similar problems arises for the students of any other semester/year the same course of action is to be followed.

Rajib Saha

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