

## Meeting-01

### Proceeding of Academic Council, Vidya Bharati College

**Minutes of the meeting** held on 05<sup>th</sup> March, 2026 at 11:00 AM in the Conference Room of Vidya Bharati College.

#### Agenda and Members Present: At Annexure A

At the outset, Convener of the AC welcomed all the members of the council. The meeting was chaired by the Principal of the College. Principal Dr Sujata Deori welcomed all the members and also briefed on the objectives of the meeting and has requested all the members to extend all required support and co-operation to make it success and fruitful one.

Further, after considering the different opinions on the agenda one by one, the following resolutions/decisions are taken for immediate execution:

Sl no	Resolutions taken	Decisions/Action to be taken	Agency responsible	Time line if any
1	Regarding <b>course registration</b> of BA 6 <sup>th</sup> Semester students, it is decided to upload the major and minor papers in the Samartha portal including VAC, as per the list given by the HODs on respective courses.	Uploading in samartha portal	Dr Mukut Kalita, Nodal officer, Samartha	Within 10 <sup>th</sup> March, 2026
2	The <b>final list of those major and minor papers</b> , which are running by the departments in details, will be submitted by the HODs.	Submit to the convener, AC	All HODs	Within 6 <sup>th</sup> March, 2026
3	It is decided to continue the <b>VAC paper</b> for 6 <sup>th</sup> semester will be Environmental Assessment and Education (code VAC0600402)		Deptt. of English Coordinator- Utpal Patowary	
4	It is resolved to <b>upload major papers</b> of 6 <sup>th</sup> Sem in course registration process for those departments who are pursuing major courses only		Deptt of Education, History and Philosophy	Within 10 <sup>th</sup> March, 2026
5	It is resolved to constitute a <b>central committee to conduct sessional examination</b> for the minor and other compulsory papers only. The committee will publish the programme schedule of the sessional examination. Further it is resolved to conduct sessional examination by the Departments for the respective major papers only.	Examination committee & HODs	Secretary, Examination	Within 22 <sup>th</sup> March, 2026
6	It is resolved to conduct one sessional examination in each paper, as a part of internal evaluation. <b>Internal assessment</b> is based on Sessional Exams, Home assignments and class attendance and project/seminar. It is 40 % of total marks in each paper. 50% of total internal marks are awarded to the students based on marks scored in sessional examination. 20% out of 40 internal marks is awarded to the students based on class attendance and project/seminar or other co curricular performances. And rest 30% of the marks allotted for internal evaluation is awarded on the basis of performance of the students in		HODs	

	home assignments/ internal practical work /group discussion/field work etc..			
7	The AC is very much concerned with the habitual or unexcused non attendance of the students in the classes. It is decided to find the causes of student absenteeism and it is resolved to collect <b>student's feedback</b> .	Feedback form	IQAC	Within March, 2026
8	It is resolved to construct the <b>admission committee</b> for the new academic session 2026-27 with following members- Chairman-Principal Co-Chairman- Vice principal Convener- Prof. Ajit Saloi Members- Dr Mukut Kalita, Dr Dulal Hazarika, Dr Sudeshna Choudhury, Pranita Borah  Further it is also noted that a separate order will be released from the office of the Principal.	Admission process for the new academic session		
9	It is resolved to open a <b>Common Service Centre (CSC)</b> at Vidya Bharati College to offer the service to the students in their different purposes. It is decided to constitute a body with faculty and office members to run the CSC smoothly. The key services will be- 1. Online course registration 2. Examination form-fill-up process, 3. Print and xerox 4. Downloading admit card and grade sheet etc. A separate order will be released from the office of the Principal.	Office of the Principal		
10	It is also resolved to <b>maintain academic records</b> , i.e. class progress record system, digital class attendance, teaching plans, course distribution, internal evaluation records and final semester result records in department wise in connection with the academic session 2024-25 and 2025-26.	Submit to IQAC	HODs	Within 30 <sup>th</sup> June, 2026.

It was also decided to conduct a meeting with examination committee to discuss on the forthcoming sessional examination. Further, it was suggested to take a meeting or consultation with the faculty members and office staff in uploading the papers at Samarth portal for course registration purpose and to discuss the various aspects of form fill up process to make it more student friendly.

The meeting ended with a vote of thanks from the Chair.

Sd/  
(Dr Sujata Deori)  
Principal & Chairperson, Academic Council, Vidya Bharati College

Dr Dulal Hazarika, Convener, Academic Council, Vidya Bharati College