

Agenda:

1. To decide upon the plan of action to ensure recognition for the beautician course from higher authorities.
2. To decide the plan of action of the ongoing academic year 2018-19.
3. Implementation of MOOCs in our college.
4. Formation of research subcommittee, placement cell, and extension of vocational activities.
5. Proper formation of the IQAC following the official guidelines.
6. Misc.

Bishan Singh
18/08/18

Members Present -

1. K. K. Mondal 21/08/2018
2. Bhanu 21/08/18
3. Janta 21-08-18
4. P. Sanyal 21.8.18
5. Chatterpadhyay 21/08/18
6. Dandop. 21-08-18
7. Gopinath Bagui 21.8.2018
8. Soumya Porel 21.8.2018
9. Nikhilesh Metiya 21.8.2018

Minutes of IQAC Meeting Dated 21st August, 2018 (Tuesday)

On 21st August, 2018, a meeting is held by the IQAC team in the Principal's chamber at 12:00 p.m. to discuss the following agenda. The Principal, Dr. K. K. Mondal, chaired the meeting.

Agenda - I : To decide on the plan of action to ensure recognition of the beautician course from higher authorities:

Reporting:

Soumya Porel gives a comprehensive summary of what the beautician course is all about. He provides an estimated budget in order to start the course. Mr. Gopinath Bagui suggests that the boy's common room to be refurbished and made two storied for the purpose.

Resolution: The team unanimously supports the names proposed by the Principal.

Agenda - II : Plan of action of the IQAC for ongoing academic year 2018-19.

Reporting:

Dr Bishan Sanyal reports that due to delayed submission of the UCs, it is impossible for the present IQAC to plan any UGC sponsored workshops, seminars etc. despite issuance of order regarding Block Grants of the UGC. These programmes have stalled completely in this academic year.

Dr. P. Sengupta reports that UGC has informed her that they will not sanction her next due installment of MRP if these pending UCs of Twelfth plan are not settled immediately. Moreover, a number of young Assistant Professors have joined the college in recent times with eagerness to complete their PhD taking FDPs and undertaking MRPs.

Dr. Soubhik Chattopadhyay reports that he has managed to acquire the bills mostly. Due UCs of GDA, Equal Opportunity are mostly prepared but not submitted to UGC because they asked for the submission of all the UCs related to the 12th plan together. He also reports that payments were received from UGC for Remedial coaching, IQAC and Entry in Service, but respective UCs were not submitted.

Members of the IQAC request the principal to raise this issue of unsubmitted and long due UCs at the GB meetings in order to ensure that the college continues to receive block grants, FDPs, MRPs; otherwise grants and payments will not get sanctioned at UGC.

IQAC also requests the college to finance the upcoming programmes such as workshops, seminars, campaigns etc for the ongoing sessions.

Resolution:

The principal assures that the college will finance the upcoming programmes and the issue will be taken care of as soon as possible.

Agenda - III: Implementation of MOOCS in our college.

Reporting:

A seminar on MOOCS was attended by Dr. Bishan Sanyal and Prof. Subhajit Pandit at Vijaygarh Jyotish Roy College where it was shown how preparing e-modules on relevant topics would enrich the national archive, accessible to the students across India. It was shown how the modules will help the creator of the module to bring points for himself and the institution he teaches at and eventually, boosting possibilities for the college during the next NAAC accreditation.

Dr. Bishan Sanyal proposes that the resource person needs to be invited to college in order to conduct a workshop. He also requests the college to fund the programme. For this purpose, since it's an audio-visual workshop, the smart room needs to be prepared and maintained properly.

Resolution:

The principal asks Dr. Sanyal and Prof. Pandit to submit a report and assures that the programme will be duly organised if the resource person is willing to conduct a workshop.

Agenda - IV: Formation of research subcommittee, placement cell, and extension of vocational activities:

Reporting:

It is reported that a research subcommittee be formed that will be headed by the principal, two departmental heads and two subject experts (one from outside the college and one local practitioner or industry expert). A formal request will be made to the principal.

A proposition is made to reactivate the suspended vocational courses. For example, the computer course is suspended right now. The principal is requested to restart the course as soon as possible.

As for the formation of the Placement Cell and the Counselling Cell, the IQAC wishes to pose a formal request in front of the Teachers' Council.

Resolution:

The propositions are unanimously supported. The principal gives assurance to get on with these quickly.

Agenda - V: Proper formation of the IQAC following the official guidelines:

Reporting:

Dr Bishan Sanyal points out that the selection procedure of the IQAC team did not follow the official guideline. As per the guidelines, the subcommittee should consist the principal, the coordinator of the IQAC, a maximum of eight professors and one administrative officer. Dr. Sanyal, then, requests the principal to make the necessary changes in the next TC meeting as the team was created in front of the house. The

principal brings out the guidelines to point out that the power rests on the principal himself to nominate the members of the IQAC and once nominated, the team will function for two years. He asks the coordinator to choose a basic team; then the full formation will be completed by the principal himself. The coordinator chooses Dr. Paromita Sengupta, Dr. Soubhik Chattopadhyay, Prof. Subhajit Pandit and Prof. Suresh Mondal.

The principal proposes the name of the Panchayat Pradhan of Jagatballavpur, GP II to be a part of the IQAC as member representing local community.

Bursar, Dr. Nikhilesh Metiya raises an issue. He suggests that the omission of the members from the IQAC needs to be raised first in the TC. Principal again refers to the powers vested in him to nominate as he wishes ignoring TC. Yet, the IQAC requests that any inclusion or exclusion of Professors should be officially done in front of the TC.

Mr. Gopinath Bagui is inducted in the IQAC as member representing local community.

Resolution:

It is resolved that issues related to the formation of the IQAC will be officially discussed in the TC. The team wholeheartedly supports the inclusion of the Panchayat Pradhan and Mr. Bagui in the team and welcomes them at the same time.

Agenda - VI: Misc.

Reporting:

The principal is asked to take urgent measures to reinstate the Alumni Association. Dr. Sanyal points out that the activities of the placement cell would run smoothly and the students would immensely benefit from this. A formal request is made by the IQAC to revive the Alumni Association hastily.

Resolution:

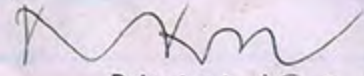
The principal assures to give it a quick consideration in order to revive the project.

KX Mondal
21.08.18

A meeting of the Internal Quality Assurance Cell will be held at 1:45pm on 22/01/2019 (Tuesday) in the Principal's room to discuss on following agenda:

1. Confirmation of minutes of the last meeting
2. Work-load distribution of AQAR 2017-18 preparation.
3. To fix up the line of action of IQAC for the ongoing Academic Session.
4. Miscellaneous.

Berha Sanjul 15/01/19
Coordinator of IQAC


Principal 15.1.19

Principal
Sovarani Memorial College
Jagatballavpur
H. No. 10

A meeting of the IQAC is held today on 22/01/19 (Tuesday) at 1:45 p.m. in the Principal's chamber. Members present are:

1. K.K. for 22/01/2019
2. Berha Sanjul 22/01/19
3. Saubhik Chattopadhyay 22/01/19.
4. @sundol. 22.01.19.
5. Paromita Sarker 22/1/19
6. Nikhilesh Metiya 22/01/19
7. Lakshmi Kanta Adak 22/1/19

Minutes of IQAC Meeting Dated 21st August, 2018 (Tuesday)

On 22nd January, 2019, a meeting is held by the IQAC team in the Principal's chamber at 12:00 noon to discuss the following agenda. The Principal, Dr. K. K. Mondal, chairs the meeting.

Agenda - I : Confirmation of minutes of the last meeting held on 21st August, 2018.

Minutes of the last meeting mentioned above are duly confirmed except agenda 5 regarding proper formation of IQAC.

IQAC coordinator expressed his dissatisfaction regarding delay in formation of IQAC as per the NAAC guidelines including one Alumni, member/members of administration and one student representative. Principal proposes the name of Souvik Patra (Alumni member) and Sri Vivekananda Hazra (member of administration). The IQAC Coordinator, on behalf of IQAC requests the Principal to induct a member from student community, one from the Governing Body, one from industrialist and one member from stakeholders.

Agenda-II: AQAR 2017-18 preparation.

Prof. Suresh Mondal places the list of reports to be uploaded on the website namely,

- 1) Minutes of IQAC meeting,
- 2) Students' satisfaction survey,
- 3) Program outcomes,
- 4) Procedures & policies for maintenance of facilities,
- 5) Best Practices.

After preparation of AQAR, the whole report has to be uploaded on the website. He further reports that college website is yet to be updated to do the same. The website designer is not co-operating for past one year or so. He suggests the Principal to appoint a new website designer who would be available as and when called for. Dr. B. Sanyal, IQAC Coordinator says that if the website is not updated immediately, then the AQAR can not be submitted.

Resolved that website be structured and updated immediately changing the vendor if necessary without delay.

AQAR preparation:

- IQAC Coordinator proposes to introduce structured FEEDBACK from all stakeholders through online using Google form.

He also tells that introduction of CBCS and lack of adequate teaching staff will prevent members to analyse the FEEDBACK through data entry. Stakeholders mean students, teachers, office staff, management including Principal, Alumni and guardians.

Principal agrees with the proposal and assured to discuss the matter with the management.

Principal reports that the Alumni of the college is not functioning properly.

Prof S. Mandal requests the Principal to prepare the report of management information system.

He has also suggested to introduce students' mentoring system. Dr. S. Chattopadhyay (Physics) says that he is aware of the system. Student-teacher ratio should be 20:1.

Continuous student's counselling has to be done as long as they stay in the college.

Resolved unanimously that students' mentoring system be introduced from next academic session along with online 360 degree FEEDBACK. Principal is requested to take steps as per FEEDBACK.

Prof. S. Chattopadhyay explains the meaning of Program outcome as mentioned by S. Mondal. He has suggested about an expert explaining the system of course outcome, program outcome, mission and vision. Dr. B. Sanyal suggests organising an workshop on the above topic.

Resolved that one such workshop be organised by the college and S. Chattopadhyay be given the responsibility of this workshop.

B. Sanyal proposes to organise a MOOCS workshop to open a chapter in our college:

Resolved that as, S. Pandit attended a workshop in Bijoygarh College, he be requested to organise the MOOCS workshop as soon as possible.

Prof. S. Pandit suggests that to introduce MOOCS, one vdo camera with a video editing laboratory along with smart class is required.

Resolved that Principal be requested to prepare the following reports required to submit

AQAR:

1. Content of procedure for maintenance report.
2. Report of Activities and support from parents.
3. Report of Development program for support staff.
4. Report of post-accreditation initiatives.
5. Publish a code of conduct for stakeholders.

Dr. B. Sanyal suggests organising a workshop with the H.S. students like PREVIOUS year. Resolved that Paromita Sarkar and S. Chattopadhyay(Physics) be requested to take the initiative under the guidance of IQAC Coordinator. Dr. B. Sanyal requests the Principal to go to few schools for inviting them.

S. Pandit suggests to organise the workshop preferably, in February first week.

DR. Sanyal reports that as per FEEDBACK of previous year's workshop, proper timing of this type of workshop is just after HS examination.

Resolved that following initiatives be taken in future as IQAC plan of action along with steps mentioned earlier.

1. Gender sensitization program like previous year.

2. E Module preparation through MOOCS platform.
3. Principal requests to organise Teachers Lectures regularly.

MISCELLANEOUS:

Dr. Soubhik Chattopadhyay reports that he has managed to acquire the bills mostly but previous IQAC Coordinator has failed to give utilisation of his part. He is trying to resolve the matter with the help of ex-accountant S. Karmakar in college office.

Formation of research subcommittee, placement cell, and extension of vocational activities:

Dr. Sanyal reminded the Principal about the following resolutions of last IQAC meeting.

It is reported that a research subcommittee be formed that will be headed by the principal, two departmental heads and two subject experts (one from outside the college and one local practitioner or industry expert). A formal request will be made to the principal.

As for the formation of the Placement Cell and the Counselling Cell, the IQAC wishes to pose a formal request in front of the Teachers' Council.

Resolution:

The propositions are unanimously supported. The principal repeats his assurance to take immediate steps regarding the matters mentioned above.

Meeting ends with vote of thanks to the chair.

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22/01/2019