

Minutes of IQAC Meeting Dated 7th July 2017 (Friday), 2017

A meeting of the IQAC is held today, the 7th day of July 2017 (Friday), 2017 at 1.30 p.m. in the Principal's Chamber to discuss the following Agenda, where the following members are present and over which Dr.K.K.Mondal, IQAC Chairman, presides :

1. Dr. K. K. Mondal
2. Dr. Debprasad
3. Dr. A.
4. Malayendu
5. Paronita Sarkar
6. Santa Chatterjee
7. N. Mehera
8.
9.
10.

Agenda - 1 : Discussion on Distance Education.

Reporting : Dr. K. K. Mondal, Principal and Chairman of the IQAC, reports that though the Distance Education course has been beneficial to a section of students, it is not viable financially since the college is running the course on loss. Besides it has no value in relation to NAAC gradation as per new guidelines.

Resolution : Resolved that a thorough evaluation of the Distance Education course be made to decide on the viability of its continuation.

Agenda -2 : Discussion on preparation of Academic Calendar & lesson plans for 2017-18.

Reporting : Dr. V. N. Debnath, IQAC Coordinator, proposes that a comprehensive Academic Calendar be prepared for the purpose of IQAC activities during this session. He also proposes that all departments prepare their own lesson plans for the academic year and submit the same to the Principal as early as possible.

Resolution : Resolved that the members of IQAC prepare a comprehensive Academic Calendar, keeping IQAC activities in view and all departments be instructed to prepare their own lesson plans for the academic year, submit the same to the Principal and distribute the same among their departmental teachers as early as possible.

Agenda - 3 : Discussion on publication of *INSIGHT*, *ANKUR* & *COLLAGE*.

Reporting : Dr. M. Pal (Z), IQAC member and Chief Editor of *INSIGHT*, reports that preparation for publication of the teachers' journal *INSIGHT* is in progress. She requests the Principal to give a notice urging the teachers to submit their articles by October, 2017, so that the journal can be published in time. She also reports that the members of the IQAC are preparing the *COLLAGE*.

The Principal reports that the preparation for publication of *ANKUR* is in progress.

Resolution : Resolved that the *INSIGHT*, *COLLAGE* & *ANKUR* be published on 1st December, 2017, the foundation day of the college, as usual.

Agenda - 4 : Misc.

Since there is nothing else to be discussed at the moment, the meeting ends with a vote of thanks to the Chair.

N. M. Pal
7.7.17

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Minutes of IQAC Meeting Dated 22nd September, 2017 (Friday)

A meeting of the IQAC is held today, the 22nd day of September, 2017 (Friday) at 12:00 p.m. in the Principal's Chamber to discuss the following agenda. Dr. K. K. Mondal, Principal and IQAC Chairman presides over the meeting and the members present are-

1.
2. Bhuyal 22/09/17
3. Anon 22/9/17
4. Chattopadhyay 22/09/17
5. Laksmikanta Anon 22/09/17
6. Suresh Mandal 22-09-17
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Agenda - I: Suggestions for Best Practices for 2017-18 Academic Year.

Reporting: The IQAC Coordinator, Dr. Bishan Sanyal invites the members of the IQAC team to come up with possible topics for the best practices. The list of possible topics that came out follows:

1. Rainwater harvesting
2. Installation of Solar Panels
3. Teacher exchange programme (inter/intra university)
4. Spoken English course
5. Plantation and gardening in the locality
6. Afforestation on the river banks to resist erosion in the Monsoon.

Resolution: It is resolved that the members will discuss on the aforementioned topics in the next meeting and try to execute the same through proper channels.

Agenda - II: Suggestions for the overall improvement of the college.

Reporting: Dr. Shoubhik Chattopadhyay suggests replacing the blackboards and white boards with glass boards. Dr. Bishan Sanyal recommends that a register needs to be made for the requisition of the Smart Classroom. The Coordinator also expresses his wish to hold a workshop on ICT for the teaching staff. Prof. Suresh Mandal suggests a computer training course for the non-teaching staff. Prof. Subhjit Pandit suggests an orientation programme for the students.

Resolution: It is decided unanimously that the suggestions/demands will be placed to the Principal and the concerned authorities.

K. K. Mondal
22/09/17

Minutes of IQAC Meeting Dated 11th November, 2017 (Saturday)

A meeting of the IQAC is held today, the 11th day of November, 2017 (Saturday) at 12:00 p.m. in the Principal's Chamber to discuss the following agenda. Dr. K. K. Mondal, Principal and IQAC Chairman presides over the meeting and the members present are-

1.
2. Mangal 22/11/17
3. Prof 11-11-17
4. Chittopadhyay 11/11/17
5. Laksmikanta 11/11/17
6. Suresh Mondal 11-11-17
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Agenda - 1: Details of the expenditure from the received fund

Reporting: The coordinator of IQAC, Dr. Bishan Sanyal requests the Principal, of the college Dr. K.K. Mondal, to inform the team about the fund that was received.

Resolution: The Principal informs the team that under the 12th plan, the received amount was rupees 3 lakhs and most of the amount has already been exhausted.

Agenda - 2: Formation of the IQAC calendar up to June 2018.

Reporting: Dr. Paromita Sengupta proposes that a calendar is to be made up to June 2018 containing tentative dates of the upcoming programmes like crash courses, seminars, workshops etc. The Principal asks for a list of tentative programs. Dr. Sengupta mentions the list of a few that can possibly be executed by the end of 2017,

1. A workshop with the non teaching staff on the spirit of teamwork and motivation. (This falls under the staff training programme).
2. A workshop with the teaching and the non teaching staff on gender (Vishakha Panel).
3. A workshop on gender awareness for the students.

Dr. Sanyal proposes to hold a workshop on ICT anytime during the slack session. The team proposes to organise career counselling crash courses in 2018 (dates are not decided).

Librarian, Mr. AK Rout proposes to hold a library orientation programme for the students in January.

Limitations: The Principal intimates his concerns regarding the budget required to organise such programmes. He asks the team to inform him about the budget as soon as possible.

- Resolution:**
1. It is resolved that the team will inform the principal about the desired budget for the abovementioned programmes (dates remain undecided yet).
 2. Dr. Sengupta and Prof. Suresh Mondal will head the calendar formation team.

Agenda - 3: Roadmap of IQAC

(Handwritten signature and date)
11/11/17

A meeting of the IQAC is held today on the 10th day of February, 2018 (Saturday) in the Principal's chamber to discuss the following agenda at 12:00 pm. The Principal, Dr. K. K. Mondal, presided over the meeting and the members present are as follows -

Members Present

1. K. K. Mondal 10/2/18
2. Bhujal 10/02/18
3. Anup Kumar Rout 10/02/2018
4. Laksmikanta Adak 10/02/2018
5. Suresh Mondal. 10.02.18.
6. Chattopadhyay 10/02/18
7. Jaisi 10/02/18.
8. P. Sengupta 10/02/18

Agenda - I: Proper formation of the IQAC team.

Reporting:

The Coordinator, Dr. Bishan Sanyal, seeks a representative member from the General Body to be present in the IQAC team. He also wants a student or an ex-students and a stakeholder to be included in the IQAC team.

The Principal proposes the name of Sabir Ahmed as the representative from the GB members and the name of Gopinath Bagui, an ex-teacher, as the stakeholder. The Principal assures that he will shortly nominate the students' representative.

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

Agenda - II: Career Counselling Cell, and Seminar, Workshop & Conference Subcommittee.

Reporting:

The team is willing to form a career counselling and job oriented training subcommittee as soon as possible to facilitate the final year students as well as the ex-students of the last three years (tentatively).

A proposal is also furnished to form a subcommittee for the organisation of seminars, workshops and conferences.

The Principal proposes the names of Paromita Sengupta and Suresh Mondal to form a team for the Career Counselling Cell. He proposes the name of Dr. Laksmikanta Adak and Subhajit Pandit to form a team for the Seminar, Workshop and Conference Subcommittee.

Resolution:

The members of the IQAC team unanimously accepted the proposals. The assigned will proceed as soon as possible.

Agenda - III: Spoken English Course.

Reporting:

Dr. Bishan Sanyal and Dr. Paromita Sengupta proposed to start a paid spoken English course for the students where a resource person will be invited to the college to give lectures because a group of 30 students seemed interested in the programme. However, the expenditure is to be equally shared by the college and the students. So, for a total budget of Rs. 30,000/-, the college has to bear half of it. The rest is to be taken from the students.

Resolution:

It is stated by the Principal that the financial matter would be taken up in the upcoming GB meeting.

Agenda - IV: Office related matters:

(a) Students Data :

Reporting:

The team proposes that the last date of registration with fine is to be extended only by fifteen days after which the unregistered names must be deleted from the system. For this purpose, the Principal is requested to take proper initiatives to upgrade the office management and student management softwares at the earliest.

Resolution:

The Principal has assured the IQAC team that necessary steps will soon be taken to meet the demands.

(b) Formal meeting with the IQAC and the office staff, teachers and students:

Reporting:

The coordinator raises the issue of miscommunication between the IQAC and the Non teaching staff of the college, as well as the teachers and the students. Due to these, the process of documentation is getting stalled. To bridge this gap, the coordinator proposes to hold formal and individual meetings with the concerned the groups.

Resolution:

It is resolved that the IQAC team will hold such formal meetings in the near future.

(c) Training for the non teaching staff :

Reporting:

The team suggests that the non teaching staff could be trained properly with some assistance from Calcutta University's Admin Staff College.

Resolution:

It is resolved that the principal will look into the matter as soon as possible.

Agenda - V: Student's Result:

Reporting :

Dr. Laksmikanta Adak expresses his concern regarding the performance of the students in the University examinations. Dr. Bishan Sanyal requests the Principal to take extremely strict measures. To start with, he proposes the Principal to bar the dis-collegiate students from appearing in the university exams. Dr. Paromita Sengupta asks the Principal to carefully check the teachers' attendance. Librarian, Anup Kr. Raut wishes to hold programmes to encourage the students to use the library effectively. He also urges the teachers to utilise the library facilities from time to time. The team unanimously expresses discomfort having notebooks and guide books for the library.

It is resolved that the Principal will take the issue of attendance of the students and the teachers very seriously in order to ensure better results in the exams in the future. The librarian is also requested to remove the notebooks and the guidebooks from the shelves immediately. It is also decided that no such book will be purchased in the future.

Agenda - VI: Miscellaneous

1. Teacher Exchange Programme :

Reporting:

Dr. Bishan Sanyal requests the Principal to carefully evaluate the benefits of a teacher exchange programme for the betterment of the students and also for the teachers who will get to teach in a different work environment which subsequently enrich our own college.

Resolution:

It is resolved that the college will take such initiatives from the next academic year.

2. Observing birthdays of eminent persons of Bengal:

Reporting:

Dr. Paromita Sengupta elaborates the importance of celebrating the birth anniversaries of eminent personalities of Bengal every month. She points out that the programmes on the greats will be morally uplifting for the students as most of them were born in rural Bengal and in utmost poverty.

Resolution:

The house welcomes this initiative graciously and resolves that the programmes will be involving the students as much as possible.

3. Village adoption:

Reporting:

The IQAC team demands information on the adoption status of the village called Gohalpota.

Resolution:

The Principal assured the team that necessary documents and information will be provided soon.

4. Research Initiatives:

Reporting:

It is proposed that the college may choose to provide financial assistance to teachers who present papers in seminars, conferences and workshops. It is also proposed that the old chamber used by the Principal could be arranged properly to be used as a research space for the researching professors.

Resolution:

It is resolved that the Principal will look into the matter and will discuss with competent authorities.

Handwritten signature and date:
10/2/18

NOTICE

This is to inform all concerned that a meeting of the IQAC will be held on 20th March, 2018 (Tuesday) at ^{3:00} 2:30 pm in the Principal's chamber. All members are being requested to attend the same to make it convenient.

Agenda

1. Confirmations of minutes of last meeting
2. Workload Distribution
3. Evaluation of progress for preparing the AQAR report
4. Discussion about the proposals to be placed in the upcoming TC meeting.

Berhan Sanyal
15/03/18
IQAC Co-ordinator

A meeting of the IQAC is held today on 20th March, 2018 (Tuesday) at 03:30 pm in the Principal's chamber. Members present are -

- 1.
2. Bhargal 20/03/18
3. P. Singh 20/3/18
4. Paronita Sarker 20/3/18
5. Lakshmi Kant Adak 20/3/18
6. Santosh Chatterjee 20/03/18
7. Anurouh 20/2/18
8. Daud 20.03.18.
- 9.
- 10.

The Principal presides over the meeting.

Agenda 1. is deferred for the next meeting due to non-availability of minutes in Hard form as Submitt

Agendum - 2 Workload Distribution Regarding IQAC ICT Workshop.

Person accompanying speaker - Dr. Souvik Chattopadhyay.

Honorarium/Gift of speaker - File, Pen & Uttoriyo; Responsibility - Paromita Sarkar.

Decoration - Flex of IQAC Seminar Design - Suresh Mandal, Preparation - K.L. Adak.

Printing of Posters - 20 copies.

Menu - for Speaker - Additional sweets, Fruits; Responsibility - Dr. B. Sanjol.

for Participants - Fried rice, Chilli chicken, sweet (1 Piece) : Non-Veg

Fried-rice, chilli paneer, sweet (1 Piece) : Veg

Responsibility - P. Sarkar / T. Akhtar & Srimat Bhattacharya

Tea - Twice

Certificate & Coupon printing - Dr. Souvik Chattopadhyay / Mr. Suresh Mandal

Guest - Dr. Siddhantha Bhattacharya.

Dr. K.K. Mondal

Dr. B. Sanjol.

Registration - Dr. L. Adak, Koushik Tarafdar, Debojyoti Lahiri, Mousumi Chakraborty,

Priyanka Sarkar.

Participants' Folder Pen - Responsibility: Dr. B. Sanjol.

Proposed Date - 20th April, 2018 (Friday)

Workshop regarding Admission involving schools.

Banking awareness Programme is Proposed.

Proposed date - 10th April, 2018 / 24th April, 2018

Agendum 3 : Students' Data.

Mr. Suresh Mandal reported that data provided by office is incomplete. Bio-science data is not segregated.

Principal told that Souvik Patra is to be consulted regarding this.

Dr. P. SenGupta asked about

Best Practice for the year 2016-17.

Principal told that she would ask ex-IQAC Co-ordinator Dr. V. N. Deb Nath regarding this.

Village adoption has to be implemented in Practice.

K.K. Mondal
20/3/18