

MEETING 1.

DATE: 08.09.2018

Members present:

1. Dr. Pratap Banerjee
2. Prof. S. Dan
3. Prof. Shibashis Karmakar
4. Prof. Abhijit Ghosh
5. Prof. Dilip Kumar Chatterjee

Resolutions Adopted

The principal and the Chairperson of the IQAC preside over the meeting.

1. The minutes of the last meeting held on 28th April, 2018 are read and confirmed.
2. Resolved that the matter of reconstitution of the IQAC be taken up by the Chairperson at a later date.
3. The action taken report for the year 2017-2018 is approved.
4. Resolved that the college will undergo registration under the UGC Nlist programme so that the teachers and the students are able to benefit from the huge content of e-learning resources from all over the world. The college would bear the annual membership fee for registration under the programmes.
5. Miscellaneous:
 - i. Resolved that the wall magazines of different departments be prepared.
 - ii. Resolved that Alumni Association be revived.
 - iii. Resolved that student-mentoring be introduced at both 'Hons' and 'General' levels. It is proposed that the concerned Honours department be involved in mentoring the Honours student of the department. The mentoring of the 'General' stream students may be undertaken by a different cell.
 - iv. It is proposed that Industrial visits may be arranged, interactions with members of the industry have to be held on a regular basis.

The meeting concluded with thanks to the Chairperson.

MEETING 2

DATE: 29.01.19

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. Akbar Hossain
3. Prof. Dilip Kumar Chatterjee
4. Prof. Shibashis Karmakar
5. Prof. Abhijit Ghosh
6. Prof. Dalia Hossain
7. Prof. Uday Ghosh
8. Prof. Susmita Das
9. Prof. Abir Bandyopadhyay
10. Prof. Sukumar Dan
11. Prof. Kalachand Sain
12. Prof. Debapriya Ghosh
13. Prof. Bani Chatterjee

Resolutions Adopted

The Principal and the Chairperson of the IQAC presides over the meeting.

1. The minutes of the last meeting held on 08.09.2017 are read and confirmed.
 - i. The members are apprised that as per Res. 5(ii) the formation of Alumni Association of the college is in process. A meeting on the preliminaries of the association has already been convened by the Principal and a membership application form has been prepared and provided in the website of the college.
 - ii. About Res. 5(iii) decided that instead of forming a different cell for mentoring of B.A., B.Sc and B.Com. General students, they would be divided according to their roll numbers and a teacher-mentor have to be allotted to each groups.
 - iii. About Res.5 (iv) decided that an Industrial visit will be organized by Sri Shibashis Karmakar and Sri Uday Ghosh during the First week of March with the students of B.Sc.(Hons. And General).
2. Resolved that seven IQAC sub committees have to be formed as follows with the coordination of IQAC as convenor and Chairperson of IQAC and respective teachers as members. The following committees may be extended, if need arises, in future. The committees are formed according to the Seven Criteria of evaluation formulated by NAAC:

Criterion 1. – Curricular Aspects: Prof. Asima Halder and Prof. Soma Biswas
Criterion 2. – Teaching, Learning and Evaluation: Prof. Dalia Hossain
Criterion 3. – Research, Innovations and Extension: Prof. Abhijit Ghosh
Criterion 4. – Infrastructure and Learning Resources: Prof. Sukumar Dan.
Criterion 5. – Student Support and Programme: Prof. Biswajit Munda
Criterion 6. -- Governance, Leadership and Management: The Principal.
Criterion 7. – Institutional Values and Best Practices: Prof. Dilip Kumar Chatterjee.

3. Resolved that Advance Learners' Seminar be held on 12th and 13th March, 2019.
4. The members agreed on enhancing the use of AICT tools in teaching-learning but certain problems were reported by teachers such as shortage of ICT-enabled classrooms and availability of equipments.
5. Regarding Teacher's Diary, it is being prepared and shall be adopted as soon as it is ready. The departmental profiles and Self –Appraisal forms were distributed to the teachers and they were requested to submit the same within two weeks time to the coordinator.
6. Miscellaneous :
It is proposed that a Monthly talk has to be arranged as an innovative programme, where teachers of the college will speak on any academic topic or current affairs of their choice and both teachers and students will participate.

The meeting concluded with thanks to the Chairperson.

MEETING 3

DATE: 02.04.2019

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. D.Hossain
3. Prof. Abhijit Ghosh

Resolutions Adopted

1. Class tests may be arranged after the classes begin, so that we may be able to identify advanced and slow learners among the students. Also a few special classes may be arranged for the slow learners to help them to be at par with advanced learners.
2. Full-time teachers may be assigned as mentors to Honors students of different departments. It is proposed that teachers will present a few case studies about students-mentees.

3. It is also proposed that in order to maintain continuous evaluation, two to four class tests may be held apart from two internal assessments.
4. Teachers are to be encouraged to use student-centric methods in teaching-learning process. Methods such as experimental learning, participative learning and problem-solving methodology have been emphasized by NAAC and could be adopted as much as possible in the classroom.
5. Resolved that the authority shall be approached for arranging more ICT enabled classrooms so that teachers and students can use ICT classrooms more frequently.

The meeting concluded with thanks to the Chairperson.

MEETING 4

DATE: 23.04.2019

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. Asima Halder and
3. Prof. Soma Biswas
4. Prof. Abhijit Ghosh.

Resolutions Adopted

1. It is resolved that feedback on syllabus has to be obtained from the students on departmental basis and also from all the teachers reflecting their views on its design and applicability.
2. Data to be obtained about the number of students enrolled in value added courses of Computer training and Yoga from its initiation. A copy of certificates awarded by the afflicting authorities is to be retained.
3. Resolved that a seminar will be organized to make the students aware of the various subjects related add on and certificate courses available on the SWAYAM platform.

The meeting concluded with thanks to the Chairperson.

MEETING 5

DATE: 25.05.2019

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. Biswajit Munda
3. Prof. Abhijit Ghosh

Resolutions Adopted

1. Individual scheme-wise records of scholarships granted by Government or non-Government bodies and availed by students of the college to be maintained. However, the students being awarded scholarships do not convey the information to the college to keep track. Only the lists of the students who have been awarded SVCM scholarships are available. Further sanction letters not available for non-Governmental schemes.
 2. It is decided that capability enhancement programme like Guidance for Competitive Exams, Soft-Skill development, Remedial Coaching and language lab should be organized. The modalities of such programmes will be discussed later.
 3. The reports of all cultural events organized by the institution and the Annual Sports event organized by the institution will be maintained.
 4. The Alumni Association is to be reconstituted as soon as possible.
 5. Monitoring of the student redressal committee, Prevention of Sexual Harassment Committee and Anti-Ragging committee is required.
- The meeting concluded with thanks to the Chairperson.

MEETING 6

DATE: 24.06.2019

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. S. Dan
3. Prof. Abhijit Ghosh

Resolutions Adopted

1. A list of classrooms, laboratories, computers, printers and ICT materials is to be prepared. Additionally a year wise data of classrooms enabled with LCD, LAN, and ICT is to be prepared.
2. A year wise data on Furniture, Computers and Accessories, library books and laboratory equipments has to be prepared.
3. Cataloguing of the old manuscripts available with the library is required as soon as possible.
4. Usage of library by both students and teachers has to be recorded properly so that per day usage can be computed correctly.\

5. Budget Allocation on infrastructure Augmentation, Total Expenditure, Expenditure on Books and Journals, Budget Allocation for Maintenance etc. have to be recorded according to the SSR format.

The meeting concluded with thanks to the Chairperson.

MEETING 7

DATE: 25.06.2019

MEMBERS PRESENT:

1. Dr. Pratap Banerjee
2. Prof. Dilip Kumar Chatterjee
3. Prof. S. Dan
4. Prof. Anuja Seth
5. Prof. Shibashish Karmakar
6. Prof. Partha chattppadhyay
7. Prof. Debapriya Ghosh
8. Prof. Sushmita Das
9. Prof. Kalachand Sain
10. Prof. Mrinal Kanti Roy
11. Prof. Abir Bandyopadhyay
12. Prof. Asima Halder.
13. Prof. Uday Ghosh
14. Prof. Bani Chatterjee
15. Prof. Abhijit Ghosh

Resolutions Adopted

1. It is resolved that for the purpose of continuous evaluation four class tests are to be held in each course in every semester and the record of marks is to be maintained by the teacher.
2. It is resolved that on the basis of class tests, advanced learners and slow learners are to be identified, so that action can be taken to help the slow learners by arranging special classes.
3. Teachers are requested to hold more ICT based classes so that students feel more interested in classes and feel encouraged to participate in the process. A record sheet was provided to the teachers for maintaining a record of such classes.
4. Teachers of various departments are requested to keep track of students progression to higher studies. The Principal informed the IQAC that the college office is maintaining records about passed out students who have recently got jobs.

5. The cultural sub-committee is requested to organize competitions and other cultural activities among students. It is reported by the members that there are plans to hold a few cultural activities commemorating Sri Ishwarchandra Vidyasagar. Besides, the Jagaran Literary Club is also encouraging and collecting literary activities like book review writing may be organized among the students.

The meeting concluded with thanks to the Chairperson

Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
NLIST membership to be taken	The College obtained membership of NLIST for access to e-journals
Organizing Seminars on academic and other issues	<p>* IQAC Seminar Lecture on NAAC Accreditation process by Sri Arghya Bandyopadhyay, IQAC Co-ordinator and Asso. Professor of Mathematics, Khalisani Mahavidyalaya, Chandannagar, on 08 September 2018</p> <p>* IQAC seminar on 14 September 2018 titled “Choice Based Credit System (CBCS): Potential and Challenges”. Resource persons: Sri Krishnendu Mazumder, Asstt. Controller of Examinations, BU and Sri Shyamaprosad Dey, Secretary, UG Council, BU.</p> <p>* IQAC seminar on the topic ‘Higher Education in West Bengal: recent Trends and Prospects’ on 24.12.2018. Speaker: Dr. Subrata Mandal, Ex Principal, Sree Gopal Bannerjee College, Bagati, Hooghly.</p> <p>* Lecture on 125th anniversary of Swami Vivekananda’s Chicago speech on 15.02.2019 delivered by Prof. Rudraprasad Singha of Visvabharati University</p>

	<p>* One Day Counselling programme and Interactive session on 07.9.2018 by Dr. Gouranga Mitra, Assistant Professor, Neotia University organized by NSS Unit 2</p> <p>* Seminar on Blood related diseases and their remedies by Dr. Supriyo Sadhukhan of Arambag Sadar Hospital organized by NSS Unit 2 on 01.12.2018.</p> <p>*Under the initiative of NSS Unit 2, Dr. Sajal Ghosh, a scientist at the Center for Bhabha Research Center, spoke at a seminar on "Science Awareness in Student Life" on 24 April 2019.</p>
Organizing Parent Teacher meeting	A Parent Teacher Meeting was organized on 13 March 2019 and their feedback was obtained.
Organizing programmes relevant to community	<p>* The NSS Unit-2 has observed Community Harmony Day on 2.10.2018.</p> <p>* World Aids Day awareness campaign by NSS Unit 2 at the Jirat Hospital and BDO office on 1 December 2018.</p> <p>* Collection of relief materials and donations for Flood affected victims of Kerela organized by NSS Unit 2 and Kanyasree Club.</p> <p>*At the initiative of NSS Unit 2, Red Ribbon Club and Student Union, 120 Student Volunteers and teachers donated blood in the blood donation camp on 29.11.2018.</p> <p>*The College is successfully running a centre for distance education under Netaji Subhas Open University which is open to all.</p>

