



Notice

A meeting of Internal Quality Assurance Cell will be held on 4th July, 2022 at 4 p.m. in Principal's room to discuss the following agenda. To approve the minutes of the meeting dated 07.05.2022.

1. To confirm the minutes of last meeting.
2. To discuss issues related to Admission 2022.
3. To review the extent to which guidelines issued are being followed.
4. To form guidelines for Mentors.
5. To discuss self-appraisal reports submitted and due to be submitted.
6. To discuss issues related to Memo No ED-78/2022 dated 21st June, 2022.
7. To plan AQAR 2022-23.
8. Miscellaneous.

All the members are requested to make themselves available.

(Dr R S Gangopadhyay)
Chairperson, IQAC



Minutes of IQAC meeting held on 4th July, 2022

Members present

1. Dr R S Gangopadhyay, Principal, Chairman
2. Prof Arunabha Mishra
3. Dr Pranati Sinha (Mallick)
4. Dr Sandip Mukherjee
5. Dr Suparna Nandy (Pal)
6. Dr Debasish Joddar
7. Dr Debalina Banerjee
8. Dr Sarajit Sardar
9. Dr Pushan Banerjee
10. Dr Symashree Basu
11. Dr Priyanka Khanduri
12. Shri Sumit Manna

1. The Coordinator initiated the discussion with the permission of the Principal. The action taken report of the meeting held on 7th May 2022 was read out. Dr Sandip Mukherjee suggested to remove mentor from the Organogram. It was supported by other members.
2. The Coordinator apprised the members that the reports of activities held are not being uploaded by the departments and sub-committees. He further informed that the attendance of the students be monitored using appropriate methods. It was suggested that a Teachers' Council meeting be held and the members be notified regarding the steps to be taken.
3. The first agenda of the meeting was discussion on admission 2022. The Principal urged the members to update the website with appropriate information regarding the admission. It was decided that the website will be made responsive and Dr Priyanka Khanduri led ICT subcommittee will take necessary steps in this regard.
4. While discussing the timetable for 2022-23 Dr Pranati Sinha (Mallick) requested Prof A Mishra to consider extending the duration of classes from 45 minutes to 1 hour. Dr P Banerjee opined that that increasing the duration of the class will also increase the duration of break between



classes. After a discussion it was decided that the class duration will be increased to 1 hour. Professor A Mishra incharge of preparing the routine informed the members that the classes of Faculty of Science will commence from 10:30 a.m, classes of Faculty of Arts will start from 12:30 p.m and that of Faculty of Commerce will begin from 2:30 p.m. The Principal also requested Professor A Mishra that the classes of different semesters be arranged for five days a week instead of present six days. The coordinator requested the Principal the shortage of faculty in different departments be discussed in the Governing Body meeting and a letter be sent to the Government.

5. The next issue was to review the extent to which guidelines issued by IQAC are being followed by the Criteria Coordinators, Departments and Sub-committees. The Coordinator expected that the Criteria Coordinators, Departments and Sub-committees must attach more importance to guidelines issued. He also cited the example of reports of activities not being uploaded. The members unanimously opined that the issue should be discussed in Teachers' Council meeting and the stakeholders be urged to follow the guidelines diligently.
6. The discussion on the issue of formulating a guideline for the mentors was initiated by the Principal. He urged that that the mentors should be more active in motivating the mentees. In this regard Dr Pushan Banerjee wanted that a programme to train the mentors be arranged. This was supported by the members.
7. The issue regarding Self-appraisal of the teaching and non-teaching staff was discussed at length. The Principal and the coordinator highlighted the several discrepancies in the data submitted by the faculty members in the recently submitted self-appraisals. It was decided after a detailed deliberation that Teaching members will be apprised of the same in the next Teachers' Council meeting. A self-appraisal register was distributed among the members to keep a record of their activities. It was decided that Dr Pranati Sinha will be responsible for suggesting a format of Self-appraisal for the non-teaching staff.
8. Memo No ED-78/2022 dated 21st June, 2022 issued by Government of West Bengal was read out by the Principal. The memo urged the educational institutions to help the students prepare



themselves for UPSC/PSC and other competitive examinations. The Coordinator requested the members to suggest ways to comply with the directions. Suggestions were made by Dr Suparna Pal, Dr Debasis Joddar and the Coordinator. Dr Suparna Pal suggested that the old campus be used for the courses. She also suggested that MoU be signed with reputed organisations running such type of courses. It was finally decided that the issue will again be discussed in the Teachers' Council Meeting for larger participation of the members.

9. The Coordinator then requested the members to submit plan for AQAR 22-23. An Academic Calendar needs to be drafted by 30th July. All the members agreed to the proposal.
10. In miscellaneous Dr S Mukherjee wanted a clarification regarding the academic calendar of the sub-committees. Some of the formats being used by different colleges were discussed & shared. It was clarified/decided that preparation of Academic calendar is the responsibility of the Coordinator of Criteria II.
11. The meeting concluded with a thanks to the chair.



Action taken report of meeting dated 04-07-2022

1. The Organogram has been revised.
 2. Some of the departments/subcommittees have been uploading the reports of their activities
 3. The duration of the classes have been increased to one hour per class.
 4. A self-appraisal form for the non-teaching members have been designed and will be implemented shortly.
 5. The Academic Calendar is being prepared and will be uploaded shortly.
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