



Notice

This is hereby notified that a meeting of Internal Quality Assurance Cell will be held on 7th May, 2022 at 5:15 p.m. in Principal's room to discuss the following agenda.

1. To approve the minutes of the meeting dated 26.02.2022.
2. To finalize AQAR 2020-21.
3. To adopt the proposed guidelines for departments and subcommittees.
4. To adopt the proposed Statutory declaration.
5. To finalize the Organogram.
6. To review the activities of departments, subcommittees and mentors.
7. To consider the Annual Self-Assessment for the PBAS of Dr Biswajoy Brahmachari, Dr Tamal Das and Dr Priyanka Khanduri.
8. Miscellaneous.

(Dr R S Gangopadhyay)
Chairperson, IQAC



Minutes of IQAC meeting held on 7th May, 2022

Members present

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

1. The meeting was initiated by Dr R S Gangopadhyay, Principal and Chairman of IQAC by welcoming and introducing Sri Sanat Ghosh, an alumnus of Vidyasagar Evening College presently renamed as Vidyasagar Metropolitan College, with the members. The members thanked Sri Sanat Ghosh for attending the meeting for the first time and hoped that the association will be mutually beneficial.
2. Principal requested the IQAC Coordinator to initiate the proceedings.
3. The minutes for the last meeting held on 26th February, 2022 was placed before the Cell for approval and confirmation. The minutes were approved without any changes. The coordinator insisted on expansion of IQAC as per the guidelines of NAAC. It was resolved that efforts will be made to include an industrialist in the cell.
4. Dr Pranati Sinha (Mallick) requested the coordinator to clarify the reason for writing “unknown” under “Scheme” in Part A, point number 7. After a brief deliberation it was decided by Principal that the said fund was for Seminar Grant. The coordinator urged the Criteria Coordinators to provide additional information and necessary links wherever possible as the quantitative metrics will be judged on the basis of the information provided in the



aforementioned fashion. It was resolved that Dr Pushan Banerjee will be responsible for final submission of AQAR 2020-21.

5. The agenda on adopting the guidelines for departments, sub-committees, criteria coordinators was discussed at length. Some members wanted the issue to be further discussed in Teachers' Council. The coordinator clarified that the guidelines are comprehensive and not compulsive. The concerned departments/sub-committees have the liberty to adopt and implement the guidelines as per their ability and convenience. It was resolved that the guidelines for now be accepted and they will be revised as and when need arises. The coordinator further clarified that the departments, sub-committees, criteria coordinators, individual teachers, library, alumni association and students' union will have to submit necessary report twice a year. And after preparing a summary of the above reports, an 'Annual Report' as required under metric 6.5.3 will be approved and uploaded.
6. The issue of Statutory declaration under Section 4(1) (b) of the RTI Act, 2005 was the next agenda which came up for discussion. Dr Sandip Mukherjee supported by other members suggested a change in the duties of Principal. The Principal is the executive authority and carries out the plans and policies decided by the Governing Body. Dr Priyanka Khanduri who drafted the declaration will make the necessary change and upload in the website.
7. The discussion on the agenda of finalizing the organogram was initiated by Dr Suparna Nandy (Pal). She suggested that the organogram should reflect the true position all the stakeholders. She cited the examples of some other colleges. Other members also contributed to the discussion and it was resolved that Principal along with IQAC coordinator will be responsible for finalizing the Organogram.
8. The agenda on review of activities of all departments and subcommittees was initiated by the coordinator. He stressed that the academic calendar which reflect the plans and programmes of the departments and subcommittees should be followed as far as practicable. The reports to be submitted as referred to in serial number 5 will be instrumental in assessing/evaluating the performance of the departments and sub-committees. The coordinator requested all the criteria



coordinators to ensure that the subcommittees with which they are supposed to keep a liaison, carry out the activities as declared in the academic calendar.

9. The Annual Self-Assessments for the PBAS of Dr Biswajoy Brahmachari, Dr Tamal Das and Dr Priyanka Khanduri were submitted by the coordinator for consideration of the members. Dr Pranati Sinha (Mallick) who was tasked by IQAC to assist the incumbents in preparing the self-assessment reports appraised the members that the reports prepared are satisfactory and requested that further steps necessary for career advancement may be taken. Principal agreed and approved the suggestion.
10. The coordinator then enquired if any item other than above may be taken up for discussion. Dr Suparna Nandy (Pal) supported by other members raised the issue of digital Annual Self-Assessment for PBAS to be submitted by all the faculty members. It was clarified by the coordinator that the supervision of performance and participation of the students during the years they remain as students of the college is essential for qualitative upgradation. After an elaborate discussion it was resolved that the progress in performance and participation of the students will be monitored and assessment of qualitative upgradation will be made.
11. The meeting ended with vote of thanks to the chair.

(Dr Sarajit Sardar)
Coordinator, IQAC

(Dr R S Gangopadhyay)
Chairperson, IQAC



Action taken report on the decisions of the meeting held on 7th may, 2022

1. Necessary correction made in Part A, point No 7 of AQAR 20-21.
2. Additional information and links provided in some metrics.
3. Guidelines for departments, sub-committees are being partially followed.
4. Necessary changes made in statutory declaration.
5. New organogram has been designed.
6. Reports from the departments and subcommittees are yet to be uploaded in the webpage.
7. Necessary steps have been taken by the Dr Pranati Sinha (Mallick) towards career advancement of Dr Biswajoy Brahmachari, Dr Tamal Das and Dr Priyanka Khanduri.
8. Necessary steps have been taken to track the attendance of the students.