Vidyasagar Evening College

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Ref No.......................................

Dated..............................

NOTICE

DATED: 21.09.2016

This is to inform that an extended meeting of IQAC will be held on 03.10.2016 at 2.30 pm in principal's room (new building) to discuss on the report given by the NAAC peer team. Active participation of the following teaching and non teaching members in the said meeting will be highly appreciated.

MEMBERS OF IQAC AND INVITEE MEMBERS:

1. Dr. Ram Swarup Gangopadhaya

2. Prof. Arunava Misra   _21.09.16_

3. Dr. Pranati Sinha Mullick

4. Prof. Debasis Bhattacharya

5. Prof. Samsul Haque

6. Dr. Sandip Mukherjee   24/9/16

6. Dr. Suparna Nandy   _21.09.16_

7. Dr. Pusan Banerjee   Pushan Banj/23-6-16

8. Dr. Debasis Joddar   Debasish Joddar

9. Prof. Sarajit Sardar

10. Mr. Sumit Manna   _(signature)_

11. Mr. Sadhan Roy

12. Dr. Debalina Banerjee   Debalina Banerjee
23.9.16

(signature)
21/9/16
Principal
Vidyasagar Evening College

(signature)
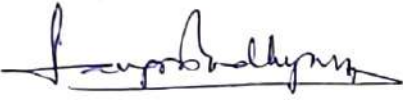CO-ORDINATOR
IQAC
VIDYASAGAR EVENING COLLEGE

Minutes of the meeting of IQAC dated 03.10.2016

Resolutions passed and discussions held in the extended IQAC meeting dated 03.10.2016 at 2.30pm at the Principal's chamber:

Members present:

1) *[signature]*

2)

3) Sandip Mukherjee

4) Debashish Poddar

5) Pushan Banerjee

6) Sarojit Sardar.

7)

8)

9)

10)

✓ The meeting was chaired by Principal Ramswarup Gangopadhyay.

Members confirmed the minutes of the last meeting and thereafter started the discussion.

The meeting started with a discussion on the report given by the NAAC peer team during their visit to the college in connection with NAAC accreditation (August 25th, 26th, and 27th, 2016). Principal read out the report while the house discussed on the issues.

The initial discussion was purely concentrated on space crunch. Members put forward suggestions for optimal utilization of the available space satisfying as many departments as possible. The issue of roof-top construction gained priority; however the legal aspect of such construction appeared to be a matter of concern. The house agreed upon approaching the state govt. for a piece of land in greater Kolkata. Principal was asked to take the initiative. The house believed that implementation of the suggestions given by the Peer team was not possible without acquisition of additional space.

Members opined about value added programmes. A few courses those surfaced from the discussion included beautician course, job oriented computer course, MCI approved job oriented course and even PG course in one or two departments. The discussions could not proceed further since specific information (like market research report) was not much available;

The discussion on academic audit was questioned in view of the activities of the academic subcommittee, which is supposed to carry out the internal audit. However members agreed upon academic audit by external agents like the University of Calcutta.

Members appealed for a budgetary provision of research fund as recommended by NAAC Peer team. Principal urged for constitution of a research committee consisting of members from different faculties for initial screening of research proposals. The merit of the proposals may finally be evaluated by external experts prior to sanction of fund.

- The house expressed its concern about the short coming of the feed-back protocol and its subsequent analysis. The Peer team also mentioned the whole process not up to the mark. Decided that principal will mail Peer team member Gadare, as he expressed to send a standard protocol on feed-back that is being followed in his institute at Mumbai. The house opined about taking feed-back from the stakeholders regarding every aspect of the college.

Special coaching for SC/ST students under merge scheme was discussed and it was agreed upon that the short comings needed to be addressed. At the same time members expressed about remedial classes for the slow learners to be taken into consideration for betterment. It was highlighted that the Peer team expressed their concern about students' progression. Initial discussion on this matter revealed that individual department can act best to present students' progression.

Poor participation of teachers in seminars and conferences as mentioned in the peer report was discussed. Resolved that registration fees for paper presentation will be given to the incumbent on production of documents.

- Members of the NAAC Peer team mentioned that our institute mainly follows conventional methods of teaching. In this regard the house opined that thorough usage of modern tech tools for teaching will be only possible when all the departments will have adequate space; otherwise the use of facilities available in smart class room shall remain sporadic.

VIDYASAGAR EVENING COLLEGE
11.01.2017

An extended meeting of the IQAC will be held on Friday 20.01.2017 in the Principal's Room at ~~2.00~~ 3.30 PM to consider the following issues:
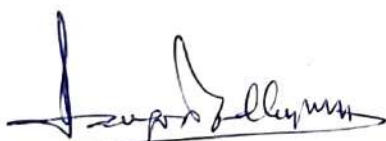
1. Confirmation of the minutes of the last meeting.
2. To consider up gradation of one class room and seminar room to virtual class rooms.
3. To consider of seminars/workshops/special lectures/course works for quality enhancement of teaching/learning, employability potential of students, skill development of staff, awareness in issues like gender, environment and ecology etc.
4. Constitution of research committee.
5. Feedback mechanism from stake holders.
6. Proposal for purchase out of RUSA fund
7. Mechanism for improved student support and progression.
8. Improvement of regularity of attendance of staff.
9. Miscellaneous.

The following staff are requested to attend:

1. All internal members of the G.B. (DB, PSM, SM, ARC).
2. Prof. S.Haque.
3. Prof. Sarbari Ghosh
4. Prof. D.Joddar
5. Prof. P.Banerjee
6. Prof. D.Banerjee
7. Prof. P. Barman
8. Prof. S. Pramanik

_____
Principal

Principal
Vidyasagar Evening College

IQM Extended meeting on 20/1/2017

Members Present

1. _[signature]_
2. _[signature]_
3. _[signature]_ 20/01/17
4. _[signature]_ 10/1/12
5. Pushan Banerjee/20-1-17
6. _[signature]_ 20.1.17
7. Debalina Banerjee 20.1.17
8. _[signature]_ 20/01/17
9. Debasish Joddar 20/1/2017
10. Sanjoy Pramanick. 20/01/17
11. _[signature]_ 20/01/17
12. Sandip Mukherjee 20/1/17

IQAC MEETING - 20.1.2017

The meeting was chaired by Principal Ramswarup Gangopadhyay.

Members confirmed the minutes of the last meeting and thereafter started the discussion.

1. The minutes of the last IQAC meeting dated 03.10.2016 was confirmed.

2. Resolved that room 108 be transformed to virtual class room. Installation necessary equipment to be done out of State Government assistance following formal procedure under the guidance of the finance subcommittee.

A committee consisting of the following members Pushan Banerjee (coordinator), Alokesh Maity, Tamal Das and Pulak Ranjan Naskar will monitor proper utilization of this facility.

3. (a) Resolved that a committee be formed consisting of the following members Prof. Pranati.Sinha (Convener), Sarbari Ghosh, Sanjoy Pramanik and Kartik Malik to frame specific proposal for organizing programs for enhancement of employability potential of the students.

(b) It is also resolved that a committee be formed consisting of the following members Prof. Debasish Joddar (Convener), Prof. Anjan Roy Chaudhury and Prof. Shyamasree Basu to organize entrepreneurship development programs/courses for students.

c) It is also proposed that a short term course on research methodology will be convened in collaboration with Viswa Bharati University and Prof. Debasis Joddar agreed to communicate with the University to organize the program.

d) It has also been discussed that prof. Pranati Sinha, Abrar Alam and Sandip Mukherjee will prepare a detailed project report in relation to the skill development of the NTS.

4. Resolved that a research committee be constituted with Prof. Pushan Banerjee (Convener), Prof. Debolina Banerjee, Prof. Suparna Nandy (Pal), Prof. Tapan Kumar Lai, Prof. Alokesh Maity and Prof. Sanjoy Pramanik to explore scopes for enhancement of research, consultancy and extension activities and better utilization of different schemes offered by various funding agencies like UGC, CISR etc.

5. The house expressed the need for revision of the existing students' feed- back form and the IQAC coordinator was entrusted to create a format on the same as early as possible to submit to the principal who will circulate the same among the teachers for necessary corrections / alterations.

6. The proposals invited from the departments for purchase out of RUSA fund were put for discussion. Resolved that the proposals from following departments may be passed and accepted:

English – Film Library (Accepted)

Physiology – Proposal for Rs.5.0 lakh accepted

Pol Sc. – One laptop (Accepted)

Math – Rs.1.50 lakh (Accepted)

Physics - (Accepted)

Geography – (Accepted)

Cash section – 2 laptops for immediate purchase

General facility – Setting desk top in the room (Beyond class room) with combo printer

LAN facility – Regarding LAN connection quotation may be invited

Library – Resolved that requirement for library will be discussed in the next library committee meeting in which Prof. Sabuj Chowdhury, hon'ble external member of the G.B., who is also the assistant professor of Library Sc. Calcutta University , will be invited.

7. Principal highlighted the deficiency of the college in the area of students support and progression as pointed out NAAC peer team. High dropout rates and lack of updated information of passed out students are major weak points. Principal suggested that respective departments specially the honours teaching ones take extra measure (like making whatsApp and other social media group) to keep in regular touch with the current and pass out students.

8. It has been observed that there is enough scope for improvement of regularity in attendance and availability during working hour of the college teaching and non-teaching staff. All time connection of the biometric attendance recorder with the computer may help to find out the defaulters. The recorder which is now at the main of old campus is not connected with network due to long wiring problem. Members suggested to relocate the machine.

Highlights:

i) Virtual Class Room in the first floor of new building
ii) Programs for enhancement of employability potential of students
iii) Programs for skill development of administrative and technical staff
iv) Programs for entrepreneurship development.
v) Constitution of research committee to explore scopes for enhancement of research, consultancy and extension activities and better utilization of different schemes offered by various funding agencies like UGC, CSIR etc.
vi) Short term course on research methodology in collaboration with Visva Bharati University
vii) Improved Student Feedback System.
viii) Improvement of regularity of attendance and availability during working hour of teaching and non teaching staff.
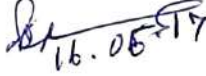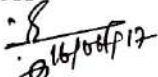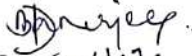ix) Improvement of dropout rates and updated information of pass out students.
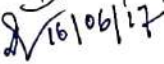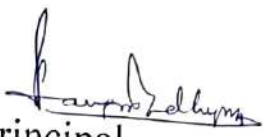
VIDYASAGAR EVENING COLLEGE

12.6.2017

A meeting of the IQAC will be held on Friday, 16.6.2017 at 01.00 PM in the Principal's Room to consider the following agenda.

1. Confirmation of the minutes of the last meeting.
2. Preparation of the AQAR for the session 2016-17.
3. Action taken report
4. Academic audit report.
5. Miscellaneous

Following members are requested to attend:

i) Prof. D.Bhattacharyya
ii) Dr. Sarbari Ghosh
iii) Prof. S.Haque
iv) Dr. P.Sinha Mallick
v) Prof. A.Misra
vi) Dr. S.Mukherjee
vii) Smt. Sadhana Bose
viii) Prof. S.Joardar
ix) Dr. P.Banerjee
x) Prof. Sarajit Sardar
xi) Dr. D.Banerjee
xii) Dr. D.Joddar
xiii) Dr. Sabuj Chadhury
xiv) Sri Sumit Kumar Manna

Principal
(Dr.RamSwarup Gangopadhyay)

Coordinator
(Dr.Samir Kumar Ghosh)

Minutes of the IQAC meeting held on 16.6.2017:

Agenda Number 1.

Confirmation of the minutes of the last meeting: The minutes of last IQAC meeting dated 20.1.2017 was confirmed. However regarding agenda number 8 some of the members requested to shift the biometric attendance machine to the entrance of old building again.

Agenda Number 2.

Preparation of the AQAR for the session 2016-17: Principal reported that as per guideline of UGC, it is mandatory to submit AQAR report as the college is now accredited by NAAC. Principal also reported that Dr. P. Banerjee and Dr.P.Khanduri were assigned to prepare the report. Dr.P.Banerjee reported that he is facing problem to get relevant inputs for the departments. Members suggested that Principal should intervene if necessary and also instruct the office to cooperate so that the report be prepared and submitted in due time.

Agenda Number 3.

Action taken report of previous meeting:

1. It was decided at the previous meeting that room number 108 be transformed to virtual class room. Principal reported that the infrastructure of virtual class room has been installed but net facility to the room is likely to be installed within one or two days.
   Principal reported that a committee has been formed at last IQAC meeting to organize and run the virtual class room. Members requested to issue notice as early as possible regarding formation and working of the committee.
2. Regarding starting of various programs for enhancement of employability potential of the students a committee was formed in earlier meeting. Principal is requested to issue corresponding notice as early as possible.
3. It was reported that Governing Body resolved that Entrepreneurship development program cell be formed and members resoled that regular activity of the cell should start from the new session.
4. It was reported by Dr.D.Joddar that short term course on research methodology in collaboration with ViswaBharati University is not possible at the moment due to some technical problems lying with V.U. Members resolved that new initiative may be taken for collaboration with C.U and Dr. Joddar is assigned for the job.
5. Regarding skill development program of Non Teaching Staffs. Principal is requested to issue notice as per decision taken in the previous meeting.
6. Notice regarding formation of research committee be issued as early as possible as per decision taken in last meeting.
7. It was reported that Model for Online feedback system is ready and to be implemented during mark sheet distribution of third year passed out students. It was resolved that passed out students should report the reference number they would obtain after online feedback submission to get their mark sheet. It was also resolved Dr.P.Banerjee would analyze the feedback obtained on line from outgoing third year students and submit the same to IQAC in its subsequent meeting.

8. Proposal for obtaining RUSA fund is ready following the resolutions of earlier IQAC meeting and subsequent approval of finance committee. However Bursar reported that out of the proposal, two laptops for the use of cash section was purchased from college fund on emergent basis. It was also reported that LAN facility in the new building has already been installed using college fund. So, that portion should be removed from the relevant proposal.

9. Respective head of the departments are requested to form '.WhatsApp'and other social media groups to remain in contact with the present and ex students.

10. Biometric attendance machines are already placed in the new building. However some of the members present requested to shift one of the machine again to the entrance of old building for convenience of the staff.

Agenda Number 4:

Preparation of academic audit:

Principal proposed that preparation of academic audit for each academic year should start. Members suggested seeking format and other relevant suggestions from The University of Calcutta. However the format of such academic audit as constructed by Principal has already been distributed to different departments. Principal should request to submit the data within 7th of July, 2017.

Miscellaneous:

a)   Prof. A.Mishra suggested that different programs and achievements of the college should be displayed by proper display board at suitable position to draw attention of the students and to inform them about different activities occurring in college.

b)   Members present unanimously reconstituted the Library sub-committee for smooth functioning of Library and monitoring its activities. The committee will start functioning from the academic session 2017 – 2018 onwards.

MEMBERS:
Sri PulakRanjanNaskar (Convener)
Sri Sabuj Chowdhury (External Member. G.B)
Sri Sumit Kumar Manna
Sri Sarajit Sardar
Smt Suparna Nandy
Smt Shymasree Basu
Sri Tamal Das
Sri Alakesh Maity.

Meeting ended with thanks to the chair.

Action taken report for 2016-17

1. The report on students 'offline feedback has been submitted to the Principal in due time.
2. Self-appraisal reports of the faculty members have been submitted to Principal.
3. A showcase has been installed in the stairs for displaying various prizes, cups and medals etc. to encourage the students to involve in extracurricular activities.
4. Principles and other information regarding Anti-ragging and Anti-harassment Cell have been uploaded in college web site
5. Asset Register has been updated by Head Clerk.
6. Academic teaching plans for the year 2016-17 uploaded in the web site.
7. Advertisement has been published in the newspaper to receive proposal for land to construct the second campus of the College.
8. An online feedback collection system for students has been introduced through college website. The passed-out students should provide their feedback before collecting their Part-III marksheet and note the reference number they would obtain after feedback submission.
9. Virtual class room facility has been installed in room no. 108 after getting financial assistance from the State Government.
10. A committee has been formed to organize and run the virtual class room. Members requested to issue notice as early as possible regarding formation and working of the committee.
11. Formation of Entrepreneurship Development Cell has been approved by the Governing Body and regular activity of the cell should start from the new session (2017 – '18).
12. An initiative for a short-term course on Research Methodology may be undertaken in collaboration with University of Calcutta and Dr. D. Joddar has been assigned for the job.
13. Proposal for obtaining RUSA fund has been readied.
14. Head of the departments have been requested to form 'WhatsApp' and other social media groups and remain contact with the present and ex-students.
15. A Committee has been formed for smooth running of the smart class room facility.
16. A Research Committee has been formed to support research activities by the staff and students.
17. Academic audit report preparation is under process.
18. Library Sub Committee has been restructured.