Minutes of the IQAC meeting dated 05-07-2019

The meeting was chaired by the Principal, Dr. Ramswarup Gangopadhyay.

1. The minutes of the last meeting dated 22.12.2018 were read out to the members and confirmed. In view of the implementation of the resolutions adopted, Dr. S. Mukherjee asked for a clarification about the function of the criteria heads for AQAR. Prof. A. Mishra, Coordinator, updated the members present on the progress done for resolutions taken. All members argued that ICT Committee should be active in all respect and was supposed to make changes on the IQAC information in the Website regularly. The Librarian informed that the IQAC Home page was updated. Dr. S. Sardar asked for a more meticulous manner of data updating on every sphere of the college. He suggested the ICT Committee should do it. ICT Committee was asked to look in to the matter of better maintenance and utilization of the Virtual Classroom facility.

2. Dr. P. S. Mullick informed that under Criteria 1, Parents' Feedback was more or less compiled. By one month, the system of Teachers' Feedback would be ready.

3. Dr. D. Banerjee pointed out that the labels for student's wash room was not yet done and the state of the wash room was quite unhygienic. Regular cleaning of premises would have to be done.

4. Dr. P. S. Mullick and Dr. S. Sardar insisted that the permanent and casual sweeper of the college should be cautioned and needed to be efficient. In this respect members informed that some staff were reluctant and seldom were found doing their assigned work in the work station.

5. Regarding automation of the Library, the Librarian informed that the OPAC was not uploaded as yet. The Bar-coding system, which is existent, was not being utilized now. All members criticized the negligence and gave more stress on the scientific functioning of the Library. The Library as a digital resource needs to upgrade for uploading AQAR report. The Coordinator asked the Librarian to file a report of the present Digital Automation of the Library within a week. Dr. S. Mukherjee suggested that a teacher could be appointed to look into the matter and ensure an expedited process of

automation. Dr. S. Sardar suggested implementing a common card of the students which would function as the ID and Library card.

6. From the previous discussion about the automation of Library, It was resolved that job/duties in the Library would be assigned within one week by the Principal.

7. About the formation of new sub-committees, Dr. S. Mukherjee stated that only credit hour would be counted in the CAS, convener of the sub-committee and other members would be benefitted equally according to the hours spent. But Principal Sir, Dr. P.S. Mullick and Dr. S. Sardar informed that convener of a sub-committee had to work extra hours to make the meeting a success. So, he/she deserved extra credit hours than a member of that committee.

Following are the confirmation of the minutes---

(i) Proposal of the State Government about financial grant— It was resolved that a plan for grant for the purchase of furniture in the new 3rd. floor construction area would be submitted to Government and necessary steps to be taken as per rules. In this context members gave more stress on the cleanliness and regular scientific use of the Virtual Classroom and e-classroom. Online lectures could be broadcast through Virtual classroom and updates of the same would be provided on the official group.

(ii) Preparation of AQAR, 2018-2019 and opinion of criteria conveners— For the preparation of the AQAR, 2018-19, (i) Convener of the Criteria-1 stated that students' feedback would be prepared as early as possible. (ii) Dr. S. Sardar and Convener of the Criteria-2 informed that for mentoring of General students, a list had to be prepared. For mentor-mentee relationship, the mentoring program would be done in manner where General students would be assigned to teachers keeping in mind the students' subjects. (iii) Convener of Criteria-3 reported that the results of the Students' Satisfaction Survey should be provided in a Web link on the SSR. Dr. S. Sardar pointed out that certain areas of the AQAR were not addressed, e.g., seminar on Intellectual Property Rights, Faculty Exchange Program etc. (iv) Convener of the Criteria-4 proposed that due to overstress of already assigned task to him, the responsibility of convener of Criteria-4 may be given to Dr. S. Basu and her name was accepted. Similarly, the name of Dr. S. Nandy as Convener of Criteria- 2 was accepted

in place of Dr. S. Mukherjee. It was resolved that the Conveners would give the feedback of the different criteria to compile and update the AQAR.

(iii) CAS of Dr. Pushan Banerjee, Dr. Alakesh Maity, Dr. Debasish Joddar and Dr. Shyamasree Basu— CAS documents of above members along with the document of Dr. K. Malik (submitted the document before the meeting) had been placed by the Coordinator. The Coordinator informed that the submitted documents were not checked and addition/ alteration of statements, if necessary, may be changed. He also informed that Librarian Sri Sumit Manna was already submitted his CAS document and after thorough checking by Dr. P. S. Mullick and Coordinator he was advised to make necessary corrections. Sri S. Manna submitted the document after correction, as stated, to the Principal for final approval. Earlier in the meeting of the IQAC dated 12.10.2018 it was resolved that PBAS will be checked jointly by the Coordinator and Dr. P. S. Mullick. But some members opposed to include any name other than Coordinator for checking. CAS documents of Dr. P. Banerjee, Dr. A. Maity, Dr. D. Joddar, Dr. S. Basu, Dr. K. Malik and Sri S. Manna had been accepted and would be checked thoroughly by the Coordinator himself or other member of IQAC assigned to check by the Coordinator/Principal. If the documents were in order, they would be placed before the G.B.

(iv) Academic and Administrative audit of the college—It was resolved that Academic and Administrative audit was necessary for up gradation of the Institution. Dr. P. S. Mullick opined that both the audit would be performed at least by three members— one member from outside, may be University representative, second member should be an external member of G.B. and third member would be the Principal himself. All members requested Dr. P. S. Mullick to prepare a proforma for the said audit.

(v) Miscellaneous—

(a) Dr. P. Banerjee informed that Plan of action taken in 2017-18 AQAR was not fully implemented. He gave more importance to implement the matter and new plans to be executed in 2018-19 AQAR.

(b) Dr. P. Banerjee also informed that seminar on Intellectual Property Rights and seminars by students would be held this year.

The meeting ended with vote of thanks to the chair.

<u>**Resolutions of the IQAC meeting dated 16.12.2019**</u>

The meeting was chaired by the Principal, Dr. Ramswarup Gangopadhyay.

1. The minutes of the last meeting dated 05.07.2019 were read out to the members and confirmed. On 17.07.2019 Principal Sir included the names of Dr. Pranati Sinha Mallick, Dr. Sandip Mukherjee and Dr. Suparna Nandy Pal for scrutiny of PBAS for career development of teachers.

2. Finalization of AQAR 2018-2019 and opinion of criteria conveners:

Criterion-1:

   i.   Dr. P. S. Mallick gave importance on Feedback analysis and measures that need to be taken. 'Action taken' was not put into effect. Dr. Mallick suggested that the student feedback needed to be tied up with the University form fill up in order to ensure maximum student feedback as it was done earlier. In addition, Feedback from of Employer, Feedback form for Teacher and Feedback form for Alumni will be prepared. Dr. P. S. Mallick would design these feedback forms and upload in the group by 10th. January, 2020.

   ii. Dr. P.S. Mallick suggested that a data base for student's progression was required to be set up. All members proposed to set up an alternate alumni association due to the lack of participation and performance by the existing alumni association. It was resolved that an alumni reunion would be hosted under the aegis of the college on 22nd. February, 2020. The function would be a meeting point for ex-students and a student progression data base may be collected from the information gathered through the students. Registration forms for membership in the alumni will be given at a nominal charge. Dr. P. S. Mallick desired that a flex banner be designed and a public announcement be made as early as possible. A core committee for this alumni get together is formed for overall management. The members are—1. Prof. Samsul Haque, 2. Prof. Sovan Dhar, 3. Dr. Tamal Das, 4. Dr. Sanjoy Pramanik, 5. Dr. Swati Maitra, 6. Sri Madhusudan Saha, 7. Sri Ramkrishna Sen (Geography). The

members of the committee will select the convener and take all necessary actions with cooperation of other departments to make the program grand success.

Criterion-2: It was resolved that teacher wise individual mentoring logbooks to be maintained. The mentor could use his/her discretion to account for his/her mentorship.

Criterion-3: The data for these criteria has uploaded as reported by Dr. P. Banerjee.

Criterion-4:

i. In terms of library automation data has to be clarified. The members opined that the figures for automation need to be proportionally represented. For future development plans of the library, the librarian proposed the following—(i) Expansion of Competitive Book section, (ii) Institutional membership from renowned libraries, (iii) Drive to increase membership amongst members of SC/ST, (iv) Career related lectures, (v) Library best use award (record to be collected by librarian), (vi) Extra card by library for students who secured first class in university examination.

ii. Mr. Sumit Manna was given the duty to file the data for rare books under key indicator 4.2.2. by 1st. week of January, 2020. He will also collect and gather the data of 4.2.1 to 4.2.6 with the help of Sri Pulak Ranjan Naskar and Dr. S. Basu.

iii. Dr. S. Sardar suggested that the I.D. card of students could be used as a library card. However, in order to use the ID as library card a bar code must be incorporated in the ID to complement the automation facility.

iv. Dr. P. Banerjee suggested that a web link for the maintenance should be given. All members argued that the ICT Committee was not active. So, a reformulation for the ICT Committee was proposed. It was resolved that Dr. P. Khanduri would be the Convener. Prof. Pritha Banerjee, Prof. D. Bankra, Dr. Sanjoy Ghosh and Prof. Subhakar Roy would assist her in the committee. Log books for ICT/Usage implementation were required.

Criterion-5: Dr. P. Khanduri talked about the five components:

i.   The question was to include the state fellowships and aids.
ii. The need for digital notice board was reiterated.
iii. Mushroom cultivation was initiated as a part of student support.
iv. The need for student counselling was again mentioned with utmost urgency.
v.   Alumni data was very much needed for student progression. The need to include a student representative in IQAC was also stated.

Criterion-7: The difficulty to incorporate any kind of innovation within the infrastructural facilities of the college was discussed by Dr. Debalina Banerjee. She urged the committee to take up the case of alternative energy resources.

3. CAS of Prof. Anjan Roy Choudhury and Dr. Jadav Lal Santra: The PBAS of Dr. Jadavlal Santra and Prof Anjan Roy Choudhury were checked and their scores validated. While Prof. A. Roy Choudhury met the necessary requirements, Dr. J.L. Santra did not meet the criteria 3 requirements. IQAC suggested that September 2016 should be the tentative date of CAS for Dr. J.L. Santra.

4. Academic and Administrative audit of the college: Academic and administrative audit of the college needs to be done. The Principal of Belur Vidyamandir could be consulted. Dr. Sandip Mukherjee stated that at least one academic audit should be done within the time frame of 3 to 5 years.

5. Miscellaneous: Coordinator talked about workshop on Cybercrime and Dr. Debalina Banerjee talked about a workshop on dealings with disability within campus spaces.

The meeting ended with vote of thanks to the chair

Action taken report of the minutes of 2019-20

1. The feedback of the students are being collected regularly.
2. The sweeping and cleaning staff were reminded of their duties by the Principal and was asked to be more meticulous.
3. Principal in consultation with the librarians distributed the works among the librarians.
4. Dr P Khanduri has initiated discussion with the members regarding formation of an alternative Alumni association.
5. The library sub-committee has been asked to take necessary steps to increase the library membership and increase footfalls in the library.
6. A webinar on Cybercrime has been conducted by the library.