Minutes of the IQAC meeting dated 18-02-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof. Arunava Misra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Sandip Mukherjee
5. Dr. Suparna Nandy (Pal)
6. Dr. Debasis Joddar
7. Dr. Sarajit Sardar
8. Dr. Pushan Banerjee
9. Dr. Syamasree Basu
10. Dr. Priyanka Khanduri

1. The discussion on first agenda i. e. submission of AQAR 2018-19 was initiated by Prof A .Misra, IQAC Coordinator. Dr. S. Sardar pointed out that there are few points which need further discussion.

2. It was agreed to that the disclosure of salary grant provided by the State Government at Serial No 8 may be dropped.

3. The demand ratio shown in 2.1.1 mismatches with the data provided at AISHE. It was decided that the intake capacity as shown in the website be retained and demand ratio to be calculated accordingly.

4. It was resolved that at 2.2.1 the total number students enrolled be shown as 1236.

5. It was also decided that at 2.5.2 only the words 'annual system' be kept and (1+1+1) be dropped.

6. Dr. R. S. Gangopadhyay, Principal pointed out that mismatch at metric 2.6.2 between the figures of AQAR and AISHE regarding pass percentage of students is due to the number of casual students whose number is not reflected in the AQAR.

7. AT metric 4.3.2 the bandwidth of leased line needs to be provided. But it is 50 MBPS of shared bandwidth for the college. And it was decided to retain that data.

8. The financial assistance provided by the teachers is disclosed at metric 5.1.1. It was decided to include the amount donated by the teachers in the accounts of the college as that will serve as a proof.

9. It was resolved that the best practices shown at metric 7.2.1 may be revised as the problems encountered while implementing the practice need to be added.

10. It was decided that Dr. P. Banerjee and Dr. S. Sardar will submit the AQAR for 2018-19 in the last week of February.

11. The members agreed that the Criteria Conveners must initiate the process of preparing the AQAR for 2019-20. A meeting will be convened in the second week of March to finalize the same. The meeting will also discuss the preparation of AQAR of 2020-21 in the new format.

The meeting concluded with a vote of thanks to the Chair.

Minutes of the IQAC meeting dated 16-05-2021

Members present

1. Dr. R. S. Gangopadhyay (Principal)
2. Prof Arunava Mishra (Coordinator)
3. Dr. Suparna Nandy (Pal)
4. Dr. Sandip Mukherjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee

1. Dr. S. Nandy (Pal) pointed out the problems regarding obtaining the data of metric 2.6.2 i.e. pass percentage of students. It was decided that endeavour will be made as soon as possible so that AQAR 2019-20 can be submitted in time.

2. In relation to above it was discussed that a LMS being designed by Suryashakti Infotech Pvt Ltd will be utilised in future for digitisation of the aforementioned data.

3. It was pointed out by Dr. P. Banerjee that under metric 2.6.1 i.e Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution, three departments viz. Bengali, Statistics and Hindi are yet to upload information of POs, PSOs and COs. Further there are departments who are yet to upload complte details of POs, PSOs and COs. It was decided that the criteria coordinators will request the concerned HODs to complete the process.

4. It was reported that 493 students filled up the Student Satisfaction Survey questionnaire. Prof A Mishra requested the criteria coordinators to make an effort to increase the participation of students. Accordingly the Google form relating to SSS will be shared with the students who are yet to fill up the same may get another chance. It was further decided that feedback of students will be shared with the faculty members.

5. It was suggested by Dr. S. Nandy (Pal) that special sessions can be included in the routines to cater for the need of slow-learners.

6. It was also suggested that effort will be made to prepare an Academic Calendar as required in metric.

7. It was also pointed out that along with AQAR 2019-20, planning of AQAR 20-21 and preparation of SSR-2021 also need to be discussed.

8. It was discussed that the website need to be upgraded as there are several metrics under Criteria II and SSR where documents are to be uploaded and weblinks need to be provided.

9. A discussion was initiated regarding metric 2.6.2 of SSR i.e. attainment of program outcomes and course outcomes are evaluated by the institution. Dr S Pal pointed out that the method of measuring attainment of POs, PSOs and COs need to finalised. Principal Sir and Dr S Pal suggested some methods and it was agreed to that further discussions will be made to finalise the same.

10. Prof. A. Mishra notified that a discussion on Criteria I will be held on 18th May, 2021..

The meeting ended with thanks to the Chair.

Minutes of the IQAC meeting dated 18-05-2021

Members present

1. Dr. R. S. Gangopadhyay
2. Prof. Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Debalina Banerjee
5. Dr. Sarajit Sardar
6. Dr. Pushan Banerjee
7. Dr. Kartick Malik (Invitee)
8. Prof. S. K. Ghosh (Invitee)
9. Shri P. R. Naskar (Invitee)

1. The discussion was initiated by Dr. Pranati Sinha (Mallick) with the permission of Principal. It was reported that 28 teachers have filled up the feedback form meant for teachers. It was suggested by Prof A Mishra that the form may be circulated once more so that the teachers who are yet fill up may get another chance.

2. It was also reported that parents' feedback forms have been collected from the students and are due for analysis. It will be done shortly.

3. Prof. S. K. Ghosh suggested that the format of the feedback form for 2020-21 will be changed to suit the present pandemic situation.

4. Dr. P. Sinha (Mallick) also proposed that a special drive by the NSS unit of the college may be made to conduct some extension/outreach activities. The proposal was supported by Prof A Mishra and Principal. Dr D Banerjee proposed that a fund may be allocated to help the children of an orphanage. It was decided that a task force comprising Sh P R Naskar, present Programme Coordinator of NSS, General Secretary of Students' Union and other interested teaching and non-teaching members will be formed. The task force will discuss and decide upon suitable course of action.

5. A proposal was made that the course on mushroom cultivation being conducted by the college may be shown as a Value Added course. The requirements are, a formal sanction is to be obtained from the Governing Body, a 30 hours course is to be

designed, a formal exam is to be conducted and a certificate needs to be issued at the end of the course.

6. Dr. Debalina Banerjee initiated the discussion on Criteria VII. It was reported by her that the organisation which was managing e-waste did not turn up to collect the same during 2019-20. Hence this practice cannot be shown in the AQAR 2019-20. It was decided that that the course being conducted by TCS and the Orientation Programme will be shown as Best Practice.

7. It was further suggested that webinars on financial literacy, environmental consciousness will be organised for the year 2020-21. Principal reported that an organisation did organise an employability programme which can also be considered for 2020-21.

8. The members decided to organise a discussion on Criteria IV. It was also resolved that a discussion to finalise a plan of action for 2020-21 may be organised in the last week of May, 2021.

The meeting concluded with the permission of Principal.

Minutes of the IQAC meeting dated 04-06-2021

Members present

1. Dr R. S. Gangopadhyay
2. Prof Arunava Mishra
3. Dr. Pranati Sinha (Mallick)
4. Dr. Suparna Nandy (Pal)
5. Dr. Sandip Mukherjee
6. Dr. Debasish Joddar
7. Dr. Debalina Banerjee
8. Dr. Shymasree Basu
9. Dr. Sarajit Sardar
10. Dr. Pushan Banerjee

1. The meeting began with Dr. Debasish Joddar briefing the members regarding the progress made and problems being faced in preparing AQAR of Criteria IV. It was decided that the regarding metric 4.4.1 a statement has been prepared and will be shared for further suggestion. It was also decided that the financial data would be reported as per the audited financial statements.

2. On being enquired by Prof A. Misra, Coordinator, IQAC, about the status of AQAR 2019-20, Dr. P. Banerjee pointed out that the plan of action for 2019-20 needs to be finalised. The plan of action chalked out for 2019-20 was reviewed. It was reported that some progress has been made regarding enhancement of physical infrastructure. Very little progress has been made regarding IT infrastructure. Regarding mentoring process it was pointed that the circulars regarding assigning mentors to mentees and mentor, mentee ratio need to be uploaded in the website for AQAR 2020-21. Dr R S Gangopadhyay, Principal gave consent to include State aided college teachers as mentors.

3. It was observed that no progress has been made regarding acdemic audit, administrative audit and energy audit, green audit, library audit.

4. All the members agreed that the website needs regular updation. It was suggested that Principal may take initiative to activate the ICT Sub-committee who deals with the website upgradation.

5. It was agreed to by the members that the views and comments of the students in the SSS must be shared with the teaching members of the college.

6. It was resolved that for the remaining months of 2020-21, efforts shall be made by the Criteria coordinators to improve upon the AQAR 2019-20.

7. The following further sugeestions were made in the meeting regarding AQAR-2021-22.

    a) To initiate a process for Academic Calendar of 2021-22. All the departments and subcommittees may be asked to submit a plan of action regarding 2021-22. This will also help in preparing the budget for the year 2021-22.

    b) Regarding key indicator 1.4 related to feedback system the action taken report need to be uploaded in the website.

    c) It was suggested by Dr. S. Nandy (Pal) to add classes for advance learners and slow learners in the routine. It was also suggested by her that a group mentoring system may be initiated where some slow learners may be mentored by a fast learner.

    d) The process of SSS may be made more popular among the students.

    e) Regarding metric 3.1.3 relating to number of seminars / conferances organised a plan need to be made as early as possible.

    f) Dr. P. Sinha (Mallick) suggested that PBAS be made compulsory for each and every teaching and non- teaching staff.

    g) Webinars and workshops can be organised relating to key indicator 7.1. Geo tagged photographs need to be taken.

    h) Prof. A. Mishra suggested that a group of senior students under the supervision of teachers may be given the assignment of teaching the poor children of Class IX and Class X which was appreciated by all the members. The students involved in the process may avail fees concession. The scheme may be shown as an outreach activity. It was suggested that Prof A Mishra may be incharge of the scheme.

    i) It was insisted by Dr. P. Banerjee that deadlines need to be fixed for completion of the jobs assigned.

    j) It was suggested that 30th June be the deadline for the Criteria Coordinators to place a plan for 2021-22.

    k) It was agreed to by the members to consult and involve Teachers Council in the process

8. The members agreed that AQAR 2019-20 may be finalised by end of June 2021.

9. Principal suggested that he will take personal care to initiate the process of preparing the plan. He will speak with the conveners of the subcommittee especially ICT subcommittee and also with the departments so that a sound plan is devised for 2021-22.

10. The meeting concluded with thanks to the chair.

Minutes of the IQAC meeting dated 20-07-2021

Members present

1. Dr R. S. Gangopadhyay, Principal
2. Prof A. Mishra, IQAC Coordinator
3. Dr. S. Nandy (Pal)
4. Dr S. Mukherjee
5. Dr. D. Joddar
6. Dr. D. Banerjee
7. Dr. S. Basu
8. Dr. S. Sardar
9. Dr P. Banerjee
10. Dr. P. Khanduri
11. Mr S. K. Manna

1. The meeting began with an introductory note by the Principal stressing on the importance of submitting the AQARs within due time.

2. Dr. P. Banerjee informed the members that the online format of AQAR 2019-20 has been filled by Coordinators of Criteria 2, 3 and 6. Dr. D. Joddar, Coordinator of Criteria 4 appraised the members that certain information is still to be made available by the library, without which the AQAR cannot be uploaded. Principal and IQAC Coordinator directed Mr. S. Manna, librarian, to provide the information immediately without further delay. It was agreed to by Mr. Manna and he committed to provide the information in a day or two. Dr. P. Khanduri, Coordinator of Criteria 5 told the members that she would require another 15 days to collect the information and upload them in the website. Dr. S. Sardar, Coordinator, Criteria 6, clarified some doubts regarding the metrics 6.3.3, 6.4.2 and 6.4.3. Dr. D Banerjee, Coordinator, Criteria 7 also informed that she will soon update the online AQAR.

3. Prof. A. Mishra, IQAC Coordinator requested the members to complete the uploading within 31st July, 2021. He also Requested Dr. P. Banerjee, Dr (Mrs) D Banerjee, and Dr. S. Basu to further scrutinise the AQAR 2019-20 before final submission.

4. Principal then initiated the discussion on the submission of AQAR 2020-21. It was suggested by IQAC Coordinator that the Criteria Coordinators may initiate the process of collecting data for 2020- 21 which will consist of seven months i.e January 2021 to July 2021. A review meeting will be organised at the end of August 2021 to get an update of the process.

5. Prof. A. Mishra, IQAC Coordinator requested that members to suggest plans for 2021-22.

6. Dr. S. Nandy (Pal) proposed that a Teaching Assistance Plan may be adopted where senior students of Honours teaching departments may be assigned the task of guiding junior students of same programme. She also propsed to incentivise the students to join in such programmes. The proposal was accepted and it was decided to implement from the even semester due to commence later in this year. Regarding the metric 2.2.1 it was proposed that the mentors may identify slow learners and advance learners from the mentees and take appropriate steps.

7. Dr. P. Banerjee, Coordinator, Criteria 3, apprised the members that the information relating to the various metrics will be collected once the academic period is over. He was requested to prepare and Academic Calendar (Metric 3.1.3) after collating the data provided by the different department and sub-committees regarding their plan for the year 2021-22.

8. Dr. D. Joddar, Coordinator, Criteria 4 informed the members about the plan for 2021-22. He stressed on expansion of physical, cultural and ICT enabled infrastructure. Particular stress was given on acquiring a LMS. Librarian Mr S Manna was asked to present a plan for the year 2021-22, to which he replied that it will take a few more days to propose a plan.

9. Dr. P. Khanduri, Coordinator, Criteria 5 proposed that the mentors may be assigned to take the responsibility about providing necessary data regarding Student support, Students progression and Student participation and activities. Regarding Alumni engagement it was proposed that a meeting will soon be organised to devise a plan.

10. Dr. S. Sardar, Coordinator, Criteria 6, wanted the website to be restructured as soon as possible as a lot of information need to uploaded. A statement of vision and mission has to redrafted and displayed in the website. Some organogram was presented to the members but could not be finalised in absence of consensus. Principal wanted the coordinator to finalise the organogram in consultation with the members as early as possible. A digitised Performance Appraisal System for

teaching staff, librarians and non-teachings staff was presented by the coordinator, prepared with the help of Google Form and Google Sheet. The members agreed to the proposal and it was decided that the same would be implemented from the academic year 2021-22.

11. Dr. D. Banerjee, Coordinator, Criteria 7, was of the opinion that planning the criteria is difficult without visiting the college campus. However webinars can be arranged to promote gender equity, inclusive environment in tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. It was proposed that department of Political Science may be assigned the task of organising programmes relating to Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens. A code of conduct for students, teachers, administrators and other staff need to be developed. Efforts need to be made to celebrate / organize national and international commemorative days, events and festivals. It was further decided that the TCS Youth Employment programme and Mindpower training would be shown as the two best practices for the year 2021-22.

12. It was once again emphasised that a review meeting would be organised in the month of August to review the progress made.

The meeting concluded with thanks to the chair.

Minutes of the IQAC meeting dated 27-08-2021

Members present

1. Dr. R. S. Gangopadhyay, Principal
2. Prof. A. Mishra, IQAC Coordinator
3. Dr. S. Mukherjee, Member
4. Dr. S. Nandy (Pal), Member
5. Dr. P. Sinha (Mallick), Member
6. Dr. D. Joddar, Member
7. Dr. D. Banerjee, Member
8. Dr. S. Basu, Member
9. Dr. S. Sardar, Member
10. Dr P. Banerjee, member
11. Dr. P. Khanduri, Member

1. The meeting started with Honourable Principal initiating the discussion stressing on the importance of submitting AQAR 2019-20 within due date.
2. Prof A. Mishra, IQAC Coordinator, also requested to start the discussion on submission of AQAR 2019-20, requesting the members to give their valued inputs.
3. Few changes were suggested in serial number 13 of AQAR regarding plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year. The suggestions were accepted.
4. In criteria I it was suggested by Dr. P. Banerjee to add a few words regarding the feedback of students regarding online classes being conducted by the teachers.
5. While discussing Criteria II, suggestions were made to include the data of Post Graduation study centre but Principal advised against the same and the suggestion was dropped. Dr. Priyanka Khanduri suggested that in 2.4.2, Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year), she has got some achievements to share.

IQAC Coordinator asked her to provide the the data to Dr. S. Nandy (Pal) so that the same can be included. Under 2.6.2, Pass percentage of students, it was suggested to verify the data after getting confirmation from departments.

6. A query was raised by Dr. P. Banerjee regarding submission of IIQA before 15th September, 2021. It was decided that apart from AQAR of 2020-21 Self Study Report has to be prepared before filling up IIQA.

7. In Criteria III, no major changes were suggested. Regarding 3.5.3, MOU signed with institiutes of National and International importance it was informed that Tata Consultancy Services is willing to issue a bonafide letter. Principal suggested to upload the same if required.

8. Coordinator of Criteria IV, Dr. D. Joddar, informed the members that the data regarding library has been updated and a revised table for the year 2018-19 has been added along with the table of 2019-20. Dr S Mukherjee was instructed by the coordinator to change the data regarding library in Banglar Ucchasiksha portal. Regarding metric 4.3.3, Facility for e-content, it was suggested by Dr D. Joddar, Dr. P. khanduri and other members agreed that videos of online lecture created by the teachers may be included.

9. The discussion on Criteria V started with Dr. P. khanduri seeking clarification regarding the data of metric 5.2.2, Students progression to higher education in percentage during the year, to be submitted. It was decided after a short discussion that data for both 2019 and 2020 need to be provided. It was further agreed that data for number of enrolled alumni will be 114. It was agreed to by the members that a team need to be put together specifically for Alumni engagement under Metric 5.2. The name of Dr. Swati Maitra was suggested to lead the team for alumni engagement by the members and Dr. Khanduri was requested to coordinate the whole system. A proposal was made for a virtual meet for all alumni can be arranged by end September.

10. Dr. S. Sardar initiated the discussion regarding Criteria VI and wanted to know whether the data for the metric 6.4.2, Funds/Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III), can include the funds provided by individual teachers. It was informed by Dr. D. Joddar, Bursar of the college that the same cannot be included in the year 2019-20. But the accounting

system has been updated and the data for the same can be provided for the year 2020-21 onwards.

11. The data for future plans of 2020-21 was finalised and Dr. P. Banerjee agreed to make changes accordingly.

12. The AQAR 2019-20 was finalised and it was agreed that after making necessary changes Dr. P. Banerjee will upload/submit the same within 31st August, 2021.

13. It was resolved that that a Mr. Arup Ghosh, Mind trainer will be invited for conducting a session with the teachers on 29th August, 2021. It was also decided to appoint Mr. Ghosh as Mind trainer consultant for the academic year 2021-22.

14. The following proposals of Dr. D. Joddar was accepted unanimously:

a)   The students' concession for the year 2020-21 was accepted and forwarded for the approval of Finance Committee.

b)   The proposal for upgradation of the accounting software Tally was also accepted and forwarded for the approval of Finance Committee.

c)   A proposal for upgradation of IT infrastructure was made and the same was also forwarded to Finance Committee for approval.

d)   It was proposed by Dr. Joddar that under 4.4.2, there are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc., accounting system can be suitably modified to comply with the aforementioned.

e)   A proposal to introduce Yoga training was made and it was unanimously accepted that approval of Finance Committee need to be ensured before it is implemented from the academic session 2021-22.

f)   It was proposed that a training programme of Human Resource Management System for the teaching and non-teaching members of the college be organised as the same is required in 6.3.3, Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year.

15.   The following proposals of Dr. S. Sardar was discussed:

a) It was proposed to form an Internal Audit Committee for conducting internal audit as suggested in 6.4.1, Institution conducts internal and external financial audits

regularly. Principal accepted the proposal but suggested to discuss the same in the meeting of Governing Body and arrive at a final decision.

b) (ii) It was proposed to show the funds generated from the Study Centre of Vidyasagar University in 6.4.2, Institutional strategies for mobilization of funds and the optimal utilization of resources, which was accepted by the Principal.

16. A discussion took place regarding implementation of digital PBAS for all the teaching members. Dr. P. Sinha (Mallick) suggested some changes in the digital PBAS and it was agreed that suggestions would be further discussed and final decision taken in consultation with Principal. It was decided that the same will be implemented from the academic session 2021-22.

The meeting concluded with the permission of Principal.

Action Taken Report for 2020 – '21

Plan of action	Action taken / outcome
Arrangement of regular online theory classes for the students until normal offline classes are arranged.	Regular online theory classes have been taken by the teaching members while the college was closed due to the pandemic situation.
Insisting the teaching members of practical based subjects to share YouTube videos or personal videos regarding the experiments in the curriculum to compensate to some extent the lack of practical classes.	The teaching members shared videos and their experiences and suggestions regarding the experiments in the curriculum.
Motivating the teaching members to carry out continuous evaluation of students through online mode.	Continuous online evaluation of the students were carried out during the academic year, followed by the final online semester examination, as instructed by the affiliating University.
Regular hosting of webinars by the college to expand the field of knowledge of the stakeholders.	The college hosted six webinars and programmes during the 2020 – '21, involving students and teaching members.
Finalising and allotment of rooms in the third floor of the college building for increasing the teaching and learning infrastructure.	Construction of rooms have been completed. However, allotment and consequent furnishing are yet to be completed owing to the pandemic situation.
Continuing the Affirmative Action Programme by TCS through online mode, if the college remains closed during the probable month of the programme.	Affirmative Action Programme by TCS has taken place through online mode.