

Internal Quality Assurance Cell (IQAC) MINUTES

NOTICE: IQAC/19-20/1

Minutes of the Meeting dated 7.08.2019

The first meeting of the newly formed IQAC was held in the Principal's Chamber on 7th August 2019.

The following members were present:

Dr. Satya Upadhyaya	Principal	
Prof Maitreyee Bhattacharya	Member, G.B.	
Dr. Suparna Bhattacharya	Coordinator	
Dr. Nayeem Ahmed	Member	
Dr. Debashis Biswas	Member	
Prof Kranti Dewan	Member	

The meeting is chaired by the Principal. The first meeting of the newly formed IQAC begins with a felicitation of the previous IQAC under the coordinatorship of Dr. Nandini Bhattacharya. Principal extends special thanks to each member for their contribution during the NAAC visit in 2017.

Agenda

1. **Framing Action Plan on the basis of submitted AQAR**

Principal informs that AQAR for 2017-18 in the process of submission under the new rules laid down by NAAC under the co-ordinatorship of Dr. Nandini Bhattacharya. The present IQAC is asked to take up the task of completing AQAR for 2018-19 and 2019-20 and the present co-ordinator Dr. Suparna Bhattacharya informs that a review of submitted AQAR will form the basis of action plan for 2018-19 in order to ensure continuity in quality enhancement.

2. **Framing Plans for innovative teaching**

Principal Dr. Upadhyaya and Prof. Maitreyee Bhattacharya underlines the role of IQAC in stimulating the academic environment in college through promotion of quality of teaching-learning.

The members of IQAC seeks to make the following suggestions for innovative teaching:

A. Upgradation of the departmental window on the website of the college with:

- a) Detailed profile with each faculty member highlighting their highest qualification, research and publications
- b) Teaching Plan and Routine
- c) Suggested Reading List for each topic (Any academic reference material can be uploaded on the library computer for easy access of students, thereby enriching e-library resources)
- d) Progression report of students
- e) Uploading of a video-recorded Lecture for each teacher at least once a month for the benefit students who have missed the class or need additional /remedial support

B. Prof. Maitreyi Bhattacharya suggests Micro-teaching sessions in which a senior student conducts a session for any of the junior classes.

3. **Implementation of Deeksharambh**: Principal welcomes the suggestion of IQAC regarding introduction of UGC-Deeksharambh. IQAC proposes that teachers will be urged to contribute as mentors and form an Induction Committee to frame a routine offering activities on soft skills, basic accounting, ethical values, physical exercises and games like chess.

4. **Organization of seminars and workshops at various levels**

IQAC proposes that Departments be encouraged to enter into collaborations with other agencies who can fund departmental seminars/workshops at various levels. Each department is urged to submit a proposed plan for seminar/workshop, in consultation with IQAC, stating the purpose, relevance, outcome and expected participation. The college will extend Rs. 2000 maximum to each department.

5. **Encouraging Research work among teachers, especially under STRIDE**: It is decided that teachers will be encouraged to engage in research work under UGC-STRIDE. It is decided that departments can submit proposals for not more than 2 meaningful departmental seminars in consultation with IQAC
6. Encouraging teachers to participate in workshops, short training programs & keep the IQAC intimated by mailing certificates of participation at **Criterion3research@gmail.com** (Password IQAC2019)
7. **Library upgradation and e-library facilities**: It is decided that library upgradation will be given primary emphasis through Library Automation and Introduction of KOHA.

The meeting concludes with thanks to the chair.

NOTICE: IQAC/19-20/2

Minutes of the Meeting dated 30.11.2019

The second meeting of the IQAC for the academic year 2018-19 was held on 30.11.19 at 12 noon.

The following members were present:

1. Dr. Satya Upadhyaya, Principal
3. Prof. Maitreyee Bhattacharya, Member, G.B.
5. Dr. Nayeem Anis, Member
6. Dr. Suparna Bhattacharya, Coordinator
7. Dr. Debashis Biswas, Member
8. Prof. Kranti Dewan Member

The meeting is chaired by the Principal.

1. **Upgradation of Library:** Principal emphasizes the need for upgradation of library and declares that a meeting of the library subcommittee will be convened to seek recommendations. The procedural formalities will be followed duly.
2. **Implementation of Online Feedback form for parents, students and teachers:** The need for online feedback from all stakeholders is acknowledged and it is decided that the service provider be consulted for finalizing technical details.
3. **Setting up of Creche:** The lack of adequate space in the college is a challenge and the setting up of creche as a sensitized measure for staff is kept in the pipeline.
4. **Introduction of video recorded lectures for students' benefit:** It is decided that each department will be asked to record relevant syllabus-related lectures that can be viewed offline in the college library computers or through you-tube link sharing. The Finance Committee will be approached for necessary expenses.
5. **Review of departmental window on college website:** At the beginning of this academic session, each department will upload routine and teaching plan on respective window.
6. **Miscellaneous**
 - a. IQAC proposes an expansion in the IQAC and wants a reconstitution of the NAAC committee and suggests the names of Prasenjit Makur, Dr. Amalesh Patra, Dr. Lekhraj Balmiki, Bijoya Saha and Arkajyoti Jana.
 - b. Principal asks IQAC to upload AQAR 2017-18 within December 2019. It is decided that mail id for IQAC will be created.
 - c. It is decided that about 50 copies of the college prospectus will be printed.
 - d. IQAC proposed to hold a CAS-related seminar in February-March 2020.
 - e. Principal proposes 1-hour class schedule in the routine and class hours from 10 a.m. to 5 p.m.

The meeting concludes with thanks to the chair.

Dr. Satya Upadhyaya
Principal & Secretary