

NOTICE: IQAC/20-21/1

Minutes of Meeting

Dt. 07.08.20

The first meeting of the IQAC for the academic year 2020-21 was held on 07.08.20 at 5 p.m. through google meet.

The following members attended:

1. Dr. Satya Upadhyaya, Principal
2. Dr. Nayeem Anis, Member
3. Dr. Suparna Bhattacharya, Coordinator
4. Dr. Debashis Biswas, Member
5. Mrs. Kranti Dewan, Member

Agenda

1. Preparation of AQAR 2019-20

It was unanimously decided that preparation for AQAR 2019-20 will commence with immediate effect. IQAC seeks the following data in a prescribed format regarding:

Individual Teacher	Departments	Office	Website Sub Committee	NSS	Career Counselling Cell
Honours received	Details of departmental programs	Last date of end sem exam and date of result for each sem & each stream	Copy of Academic Calendar 2019-20	Extension activities organized by NSS	Programs for career counselling
Books, articles published	Student progression to higher education	Pass % of students in each sem	AISHE submission date		
Seminars/conf attended		Budget allocation			
details of Research project taken up		technology upgradation details			
		Budget & expense for academic & physical facilities			
		Scholarship			

2. Online ICT-enabled training for college teachers and staff

It is decided that the college will organize a 3-week long ICT certification program for all teachers and staff from 1st September 2020 onwards.

3. Extending Psychological Support to students through Cultural e-platform

It is decided unanimously that an e-platform will be floated for providing psychological counselling and also cultural interaction. It is decided that all students will be invited to join and this will have therapeutic effect on the students under the present lockdown.

Meeting concludes with thanks to the chair.

Dr. Satya Upadhyaya
Principal & Secretary

NOTICE: IQAC/20-21/2

An emergent meeting of the IQAC had been convened on 03.08.20 at 12.30 p.m. at the Teachers' Room.

The following teachers and office staff attended:

1. Dr. Satya Upadhyaya, Principal
2. Dr. Suparna Bhattacharya, Coordinator, NAAC
3. Sanchita De
4. Bijoya Saha
5. Sharmila Saha
6. Shreyashi Chaudhuri
7. Sk. Raj Ali
8. Sanjana Mukhopadhyay
9. Sovan Das
10. Aafrin Hayat
11. Dr. Syed Shah Wameequl Irshad Ali Al-Quadri

12. Mumtaz Ara
13. Gulshan Khan
14. Neha Roy
15. Shuvam Kansabanik
16. Partha Saha
17. Partha Das
18. Avinash Yadav
19. Jayita Singh

The meeting is chaired by the Principal, Dr. Satya Upadhyaya. She makes the following suggestions which are discussed and accepted:

1. Feedback from various stakeholders need to be implemented after discussion with the department and Website Subcommittee
2. Record of online classes needs to be meticulously maintained. A google form specially designed for the purpose needs to be submitted by each teacher after completing each class. Each teacher must ensure that atleast one lecture is uploaded for every topic.
3. Department of Commerce needs to host a webinar within 17 Oct 2020 and department of Mathematics is asked to organize a workshop within this date.
4. Regarding data collection for AQAR 2019-20, the following teachers and office staff are delegated responsibility:

Topic		Annexure
Last date of end sem exam and date of result for each sem & each stream	Avinash Yadav	1
Pass % of students in each sem	Avinash Yadav	2
Budget allocation	Partha Saha	3
Budget & expense for academic & physical facilities	Partha Saha	4
technology upgradation details	Partha Das & Neha Roy	5
Scholarship	Bijoya Saha & Prasenjit Makur	6
Programs organized by NSS	Prem Kumar Ghosh	7
Programs organized by Career Counselling Cell	Prem Kumar Ghosh	8
Academic Calendar for 2019-20	Arka Jyoti Jana	
Admission Subcommittee: Demand Ratio during the year	Arka Jyoti Jana	9
ALL TEACHERS		
Honours received		10
Books, articles published		11(a+b)
Seminars/conf attended+presented		12(a+b)
details of Research project taken up		13

DEPT		
Details of departmental programs		14
Student progression to higher education		15

MINUTES OF IQAC MEETING NO. IQAC/20-21/2 dt. 08.01.21

A meeting of the IQAC of the college was held on 8th Jan 2021 at 12.30.

Members, IQAC

1. Dr. Satya Upadhyaya, Principal
3. Dr. Ramaprasad Bhattacharya, Joint DPI(UGC) & NGC & DDO, State NCC officer
2. Prof. Maitreyee Bhattacharya
3. Sri Sandipan Saha, Councillor
4. Dr. Nayeem Anis
5. Dr. Suparna Bhattacharya, Co-ordinator
6. Dr. Debashis Biswas
7. Prof. Kranti Dewan.

Agenda

1. Submission of AQAR for 2019-20
2. Review & Planning of Quality Improvement Measures
3. Preparation for 3rd cycle of Assessment & Accreditation Process
4. Expanding the IQAC
5. Misc

The meeting is chaired by the Principal, Dr. Satya Upadhyaya.

1. Submission of AQAR for 2019-20
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IQAC Co-ordinator , Dr. Suparna Bhattacharya, informs the members that NAAC has extended the submission deadline for all pending AQARs till 31 May 2021. IQAC has archived data and with cooperation from all teachers, the AQAR for 2019-20 can be submitted through online process within February 2021. It is unanimously decided that the following teachers will contribute actively in the compilation of the following criterion for AQAR and submit it to IQAC with 31.01.2021

PART A	Institutional Info	SSM, NB, SR, SD (Com)
CRITERION 1	CURRICULAR ASPECTS	AJ, SSL, SSaha, Dayem
CRITERION 2	TEACHING-LEARNING ASPECTS	LRB, SSengupta, AP,JP,
CRITERION 3	RESEARCH INNOVATION& EXTENSION	DKB, DS, SC(HIST), Shuvam
CRITERION 4	INFRASTRUCTURE & LEARNING PROCESS	SD, NR, SP, Gulshan, Shireen
CRITERION 5	STUDENT SUPPORT & PROGRESSION	BS, PM, BKJ, Wamiq
CRITERION 6	GOVERNANCE, LEADERSHIP & MANAGEMENT	KD, SNG, Mondrita, Aafrin
CRITERION 7	INSTITUTIONAL VALUES & BEST PRACTICES	SB, SM, Sagnik, Aishwarya

Each group will have to act in coordination and a copy of the AQAR format will be posted in the college teachers whatsapp group.

2. Review & Planning of Quality Improvement Measures

The members of IQAC discuss in detail the SWOT paradigm:

Strength:

- Raising environmental awareness through college programmes
- Ensuring continuous upgradation of the teaching-learning environment
- Ensuring greater publicity and market for the handicrafts prepared by college students under “Sahara”
- Satisfactory progression of students to higher education

Weakness

- No Registered Alumni Association: Kranti Dewan is requested to initiate requisite steps without delay
- No Feedback and Analysis from Various stakeholders or SSS: SSS is to be uploaded on website and students’ feedback form initiated

- No NList facility accessible despite registering to it: Librarian is requested to look into the matter
- No e-journal : Each department is directed to launch an e-journal on annual basis with immediate effect

Opportunities:

1. Participation of teachers in a scientific online teaching-learning process

Due to this pandemic situation online classes have become the unavoidable norm and monitoring the classes is essential for ensuring quality. College will hand a centralized routine and the department must ensure that each teacher participates in a scientific online teaching-learning process by (a) Uploading the proper teaching plan, reading list (b) makes proper utilization of the G-Suite facility provided by the college, (c) keeps a classwise record of the time, duration, topic, google link and no of students attended on a daily basis

2. Monitoring of Online Classes for Quality Enhancement in Teaching-Learning

- Constituting Academic Monitoring Cell with the following members : Sovan Das, Dr. Debashis Biswas, Dr. Lekhraj Balmiki, Dr. Shatarupa Sengupta and Dr. Suparna Bhattacharya (Coordinator, IQAC)**
- Weekly record of departmental academic activity in the following format to be submitted by each HOD to the Principal with a copy to the IQAC (Annexure 1)
- Online Weekly feedback from students (Annexure 2)

Threats

- College has a rather unsatisfactory students pass percentage: Principal directs each department to take note of the situation and implement adequate remedial steps
- Students lack proper grasp over English as a communicative medium: Online classes for 1st and 3rd semesters, uploading of tutorial video on youtube to be implemented
- Limited scope to introduce lab-based and vocational course due to paucity of space: Continuous search for proper space for extension of college campus is going on.

3.Preparation for 3rd cycle of Assessment & Accreditation Process

Principal reminds the members that the next accreditation date is in 2022 and preparations for SSR and Institutional Information for Quality Assessment (IIQA) has to begin in earnest. IQAC & NAAC have to coordinate in ensuring a proper representation of the college data for DVV

4.Expansion of the IQAC

It is decided that that IQAC and NAAC will work in close coordination and the latter will be formed soon.

5.Miscellaneous

- a. It is decided that all teachers with promotions to the subsequent level under CAS immediately submit in writing to the Principal regarding the due date of promotion, date of joining the college and date of last promotion and details of last academic qualification.
- b. Principal suggested that a special memorial volume of the online college magazine be issued in honour of the departed Partha Sarathi Das.
- c. Principal constituted a Documentation Subcommittee to keep a record of the co-curricular activities and assigned the responsibility to Prof Nupur Roy, Sk. Raj Ali and Dr. Imtiyaz Ahmed.

Meeting concludes with thanks to the chair.