



Resolutions of the IQAC meeting dated 02-08-2018

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

1. At first, the resolutions of the last meeting dated 23-04-2018 were confirmed. It was proposed that the seven NAAC activity groups have to meet regularly to speed up the process, and the assistance in compilation of data could be obtained from Sri Sumit Kumar Manna (Librarian). Regarding feedback analysis, Sri Sanjay Kumar Ghosh's (Assistant Professor, department of Statistics) help would be sought. The issue of necessity of students' mentoring would be discussed with the teachers and responsibilities would be divided among the full time teaching members immediately, followed by information of the same to the students. For more support from the college towards research works by the teaching members, new guidelines need to be provided for allotting seed money. Regarding welfare activities of the teaching and non-teaching staff, Sri Abrar Alam (as the Secretary, TC) and Sri Jamil Akhtar may be assigned the responsibilities of collecting information and suggesting possible measures.
2. Following the confirmation of the minutes, the action taken report of the IQAC for the AY 2017 – '18 was discussed, as shown below.
 - o Plan: Purchasing a land for setting up the second campus of the College to host playground, hostel, classrooms etc.
 - o Action taken: Application has been submitted for availing a land from Govt. of West Bengal.
 - o Plan: Erection of 3rd floor and expansion of the computer laboratory in the new building.
 - o Action taken: Plan for construction of 3rd floor has been submitted to the Kolkata Municipal Corporation.
 - o Plan: Enhancing ICT infrastructure using smart and virtual classrooms.

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- Outcome: Usage of smart and virtual classrooms has been started by various departments.
 - Plan: More extensive use of ICT in teaching-learning processes
 - Action taken: Teachers have been appealed for enhancing the use of ICT in teaching and store the relevant records.
 - Plan: Regular monitoring of the students' attendance and counselling those with lower attendance to help in their betterment.
 - Outcome: Regular monitoring enhanced the attendance of students.
 - Plan: Enhancement of the stock of the departmental libraries and seminar libraries for the benefit of students.
 - Action taken: Books have been purchased out of Govt. fund for enriching the departmental libraries.
 - Plan: Enhanced vigil on the campus through installation of CCTV cameras in the old building premises to monitor campus discipline.
 - Action taken: Five places in the old building have been brought under monitoring through CCTV camera.
 - Plan: Improvement of the feedback system through the implementation of the teacher-specific response format in the online student feedback system.
 - Action taken: Teacher-specific feedback format, as well as alumni and parents' feedback have been implemented.
 - Plan: Completion of the cataloguing and enhancement of the safety system in the library.
 - Action taken: Cataloguing is under progress. Security issue are being managed using CCTV cameras.
3. It was resolved that the Academic Calendar as proposed by the University of Calcutta will be followed
4. The plans of action for the next year, as discussed in the meeting, have been listed below.

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- Extension of physical infrastructure by construction of classrooms and laboratories in the 3rd floor to offer better teaching-learning facility.
- Expansion of campus area by purchasing another land for the college.
- Expansion of IT infrastructure by procuring more computers for the computer laboratory.
- Measures for proper recording of marks and attendance of students, using software-centric method.
- Enhancement of soft skills and English-speaking ability of the students by organising training programmes.
- Informing students about the competencies, course outcome and programme outcome, by displaying them on the departmental and college website, and evaluating their achievement of the same.
- Implementation of students' online feedback system following SSS format.
- Development of feedback mechanism for the alumni.
- Enhancement of students mentoring system.
- Conducting Workshops/Seminars on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices.
- Development of more comprehensive mechanism for Academic and administrative audit.

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Resolutions of the IQAC meeting dated 12.10.2018

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

1. At first, the resolutions of the last meeting dated 02.08.2018 were confirmed.

2. Following the confirmation of the minutes, the discussions were on:

AQAR preparation

- i. All members gave stress on more scientific method of feedback analysis. Prof. Sanjoy Ghosh (Statistics), Prof. Mohsin Islam (Mathematics) and Prof. Sarajit Sardar (Commerce) will take the responsibility of students' feedback, parents' feedback and alumni feedback.
- ii. Self-appraisal report will be introduced in case of all non-teaching staff of the college. Principal Sir and Dr. Pranati Sinha (Mallick) will prepare the requisite proforma / format of this self-appraisal.
- iii. Regarding IQAC composition, the following discussion were made:
 - a. Administrative member will be the librarian.
 - b. Student member will be included from the 2nd year / 4th semester or from 3rd year as per recommendation of the faculty members of B.A. / B. Sc. / B. Com.
 - c. Meeting with stakeholders like faculty, students, non-teaching staff etc. should be increased in 2018 - '19.
- iv. IQAC seminar organizing committee will be formed.
- v. A logbook will be kept in smart classroom, seminar room; and the records will be preserved properly.
- vi. Any type of college activity should be informed to IQAC through email.
- vii. Regular meeting of the library subcommittee should be necessary for discussion about the upgradation of the library.
- viii. Academic audit of 2017 - '18 will be carried out by an auditor as early as possible.

3. PBAS of teachers for CAS

PBAS of the following teachers were recommended and will be submitted in the next G.B. meeting:

- a. Dr. Sanjay Pramanik
- b. Dr. Sarajit Sardar.
- c. Prof. Abrar Alam.

It was resolved that PBAS will be checked by Dr. Pranati Sinha Mallick.

4. Following courses were approved

- i. Certificate course on Mushroom Cultivation from 19th May to 15th September, 2018 being conducted by Entrepreneurship Development Committee.
 - ii. Certificate Course on "Business Communication" from 4th August to 12th September, 2018 being conducted by the Department of English.
 - iii. Add On Course on "Techniques of Social Research" from 7th August to 25th September, 2018 being conducted by Department of Sociology
 - iv. Add On Course on "Mathematics in Real Life" to be conducted by Department of Mathematics from 17th November to 1st December, 2018
5. A Perspective Plan applicable for 2018-19 to 2027-28 was proposed and approved by the members.
6. Dr P S Mallick reported that the feedback analysis report and action taken report has been prepared.

The meeting ended with vote of thanks to the chair.

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Resolutions of the IQAC meeting dated 22.12.2018

- The meeting was chaired by the Principal, Dr. Ramswarup Gangopadhyay.
1. At first the resolutions of the last meeting dated 12.10.2018 were confirmed.
 2. Finalization of the AQAR for 2017-18 AY: The members proposed various changes in the AQAR 2017-18 which were noted down by Dr. P. Banerjee. It was argued that a draft copy of the same would be prepared and shared by Dr. P. Banerjee in the IQAC group for finalization.
 3. Plans for upcoming changes in the AQAR from 2018-19 AY and progress during the last six months of the current AY: It was resolved that the criteria conveners would play major role in preparing the AQAR of 2018-19 in the new format.
 4. Programs for the remaining six months of the current AY:
 - (i) It was agreed that during the next six months new programs like Gender Sensitization would be conducted.
 - (ii) Plan to revive Suswastha was also discussed and appropriate steps to be taken.
 - (iii) The website of the college needs to be updated on a regular basis.
 - (iv) It was also agreed to chalk out a plan to obtain feedback of teachers and alumni.
 - (v) The process of library automation needs to be expedited.
 5. The following policies were approved
 - (i) Research policy for teachers
 - (ii) Incentive norm for staff members
 - (iii) Incentive norm for students
 - (iv) Mentoring Policy
 6. The meeting ended with vote of thanks to the chair.

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Action taken report of the minutes of 2018-19

1. The feedback of the students and teachers are being analysed and actions taken as far as practicable.
2. The progress of construction work of third floor is being monitored by the Governing Body.
3. Efforts are being made to purchase a land for second campus.
4. Students' mentoring system is being developed and implemented by Dr(Mrs) Suparna Pal and Dr Sandip Mukherjee.
5. Log books in the smart classroom, seminar room and computer centre are being maintained.
6. Following courses were conducted
 - a Certificate course on Mushroom Cultivation from 19th May to 15th September 2018, by Entrepreneurship Development Committee.
 - b Certificate Course on "Business Communication" from 4th August to 12th September 2018, by the Department of English.
 - c Add On Course on "Techniques of Social Research" from 7th August to 25th September, 2018 by Department of Sociology
 - d Add On Course on "Mathematics in Real Life" conducted by Department of Mathematics from 17th November to 1st December, 2018
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 - (i) Research policy for teachers
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