

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.


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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 proposed 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


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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.



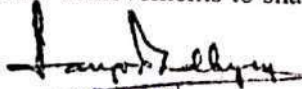
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Minutes of the IQAC meeting dated 27-08-2021

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.


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- 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 institutes 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 Uchhasiksha 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, philanthropics 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


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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


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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.


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Minutes of IQAC meeting held on 26th February, 2022

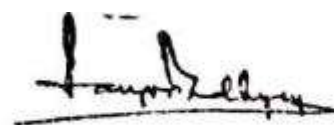
1. The meeting was initiated by Principal stating the need for timely submission of AQAR 20-21. It was proposed by Dr Sarajit Sardar that the Criteria Coordinators can carry on the process of updating the IQAC portal. A meeting to finalise the submission will be held as soon as the process of updating is completed by the Criteria Coordinators.
2. It was insisted by Dr Sarajit Sardar that as the academic year AQAR 2021-22 will end on 30th June 2022, a discussion regarding the activities to be conducted/organised before June 30, 2022 may be finalised which was agreed to by the members.
3. Dr Sarajit Sardar requested Principal to form an IQAC as per the latest guidelines of NAAC. It was also suggested by him to issue proper and timely notice which is required for maintenance of record. It was proposed by Dr Pranati Sinha Mallick and agreed to by the members as well as Principal that Ms Sadhana Bose, Councilor of local ward and Borough Chairman be requested to join IQAC. Dr Pranati Sinha Mallick also suggested that Sh D K Jaiswal, Chairman & Managing Director, HHI be requested to join IQAC as an industrialist to which Principal suggested further discussion. It was proposed that the alumni association be formed as early as possible and a member from the executive committee be included in the IQAC to which everyone agreed.
4. A draft plan was shared by Dr Sarajit Sardar for all the members to view and opine. Dr Pushan Banerjee asked regarding the nature of seminars to be conducted by Examination Committee to which Dr Sardar answered that examination related queries can be answered/solved at a students' seminar. Dr Sardar requested the members to go through the documents and suggest addition/alteration.
5. It was resolved that Dr Sandip Mukherjee. Convener of Academic Subcommittee will be responsible for designing an Academic Calendar in consultation with all the departments and subcommittees.
6. It was resolved that the departments may be requested to conduct and keep a record of Continuous Internal Evaluation. Dr Priyanka Khanduri suggested incentivising the students to increase their participation in the continuous internal evaluation.
7. It was resolved that the departments may be asked to take necessary steps to increase the footfalls in the library. Dr Debalina Banerjee and Dr Symasree Basu agreed to organise departmental examinations in the library.
8. A suggestion regarding the subcommittee was made by Dr Sarajit Sardar and requested the members to make additions/alteration to finalise the same as early as possible.
9. It was resolved that the faculty members will have fill up the Google form for Self-Appraisal Report from the current academic session. It was proposed by the members that a hard copy of a Self-Appraisal report, as was the practice earlier, may also be kept for reference.
10. A Learning Management System has been procured and a Memorandum of Understanding was signed with the vendor M/s Right Brains Technology.
11. The members approved the Add on Course on Constitutional Values: Rights and Duties held from 15th Nov 2021 to 22nd Dec 2021.
12. The following policies were revised
 - (i) Research policy for teachers
 - (ii) Incentive norm for staff members
 - (iii) Incentive norm for students
 - (iv) Mentoring Policy
13. The meeting concluded with thanks to the chair.


(Dr R S Gangopadhyay)
Chairperson, IQAC
Principal
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Minutes of IQAC meeting held on 7th May, 2022

1. The meeting was initiated by Dr R S Gangopadhyay, Principal and Chairman of IQAC by welcoming and introducing Sri Sanat Ghosh, an alumnus of Vidyasagar Evening College presently renamed as Vidyasagar Metropolitan College, with the members. The members thanked Sri Sanat Ghosh for attending the meeting for the first time and hoped that the association will be mutually beneficial.
2. Principal requested the IQAC Coordinator to initiate the proceedings. He also appreciated that the Academic Calendar of 2021-22 was being followed.
3. The minutes for the last meeting held on 26th February, 2022 was placed before the Cell for approval and confirmation. The minutes were approved without any changes. The coordinator insisted on expansion of IQAC as per the guidelines of NAAC. It was resolved that efforts will be made to include an industrialist in the cell.
4. Dr Pranati Sinha (Mallick) requested the coordinator to clarify the reason for writing “unknown” under “Scheme” in Part A, point number 7. After a brief deliberation it was decided by Principal that the said fund was for Seminar Grant. The coordinator urged the Criteria Coordinators to provide additional information and necessary links wherever possible as the quantitative metrics will be judged on the basis of the information provided in the aforementioned fashion. It was resolved that Dr Pushan Banerjee will be responsible for final submission of AQAR 2020-21.
5. The agenda on adopting the guidelines for departments, sub-committees, criteria coordinators was discussed at length. Some members wanted the issue to be further discussed in Teachers’ Council. The coordinator clarified that the guidelines are comprehensive and not compulsive. The concerned departments/sub-committees have the liberty to adopt and implement the guidelines as per their ability and convenience. It was resolved that the guidelines for now be accepted and they will be revised as and when need arises. The coordinator further clarified that the departments, sub-committees, criteria coordinators, individual teachers, library, alumni association and students’ union will have to submit necessary report twice a year. And after preparing a summary of the above reports, an ‘Annual Report’ as required under metric 6.5.3 will be approved and uploaded.
6. The issue of Statutory declaration under Section 4(1) (b) of the RTI Act, 2005 was the next agenda which came up for discussion. Dr Sandip Mukherjee supported by other members suggested a change in the duties of Principal. The Principal is the executive authority and carries out the plans and policies decided by the Governing Body. Dr Priyanka Khanduri who drafted the declaration will make the necessary change and upload in the website.
7. The discussion on the agenda of finalizing the organogram was initiated by Dr Suparna Nandy (Pal). She suggested that the organogram should reflect the true position all the stakeholders. She cited the examples of some other colleges. Other members also contributed to the discussion and it was resolved that Principal along with IQAC coordinator will be responsible for finalizing the Organogram.

8. The agenda on review of activities of all departments and subcommittees was initiated by the coordinator. He stressed that the academic calendar which reflect the plans and programmes of the departments and subcommittees should be followed as far as practicable. The reports to be submitted as referred to in serial number 5 will be instrumental in assessing/evaluating the performance of the departments and sub-committees. The coordinator requested all the criteria coordinators to ensure that the subcommittees with which they are supposed to keep a liaison, carry out the activities as declared in the academic calendar.
9. The Annual Self-Assessments for the PBAS of Dr Biswajoy Brahmachari, Dr Tamal Das and Dr Priyanka Khanduri were submitted by the coordinator for consideration of the members. Dr Pranati Sinha (Mallick) who was tasked by IQAC to assist the incumbents in preparing the self-assessment reports appraised the members that the reports prepared are satisfactory and requested that further steps necessary for career advancement may be taken. Principal agreed and approved the suggestion.
10. IQAC Coordinator informed that a Memorandum of Understanding with Pune Institute of Business management has been signed on 8th March 2022 which was appreciated by the members.
11. The coordinator then enquired if any item other than above may be taken up for discussion. Dr Suparna Nandy (Pal) supported by other members raised the issue of digital Annual Self-Assessment for PBAS to be submitted by all the faculty members. It was clarified by the coordinator that the supervision of performance and participation of the students during the years they remain as students of the college is essential for qualitative upgradation. After an elaborate discussion it was resolved that the progress in performance and participation of the students will be monitored and assessment of qualitative upgradation will be made.
12. A Certificate Course on Ecological Field Studies & Documentation of Biodiversity to be organized from 4th June 2022 to 9th June 2022 was approved by the members. The following courses were proposed to be organized
 - (a) Add on Course on Consumer Protection Act-Rights & Responsibilities during August 2022.
 - (b) Add on Course on Nutrition and Public Health Awareness during November 2022
13. The meeting ended with vote of thanks to the chair.



(Dr R S Gangopadhyay)
Chairperson, IQAC
Principal
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Action taken report of 2021-22

1. Academic Calendar has been prepared and adhered to.
2. Feedback Analysis Report prepared and necessary action taken.
3. AQAR and AISHE reports prepared and uploaded.
4. A Learning Management System was procured.
5. A Memorandum of Understanding was signed with M/s Right Brains Technology.
6. A Memorandum of Understanding was signed with Pune Institute of Business Management.
7. The following courses were conducted:
 - (i) Add on Course on Communicative English-26th Jul 2021 - 28th Aug 2021
 - (ii) Add on Course on Constitutional Values : Rights and Duties-15th Nov 2021 - 22nd Dec 2021
 - (iii) Certificate Course on Ecological Field Studies & Documentation of Biodiversity-4th June 2022 - 9th June 2022



(Dr R S Gangopadhyay)
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