



Minutes of IQAC meeting held on 4th July, 2022

1. The Coordinator initiated the discussion with the permission of the Principal. The action taken report of the meeting held on 7th May 2022 was read out. Dr Sandip Mukherjee suggested to remove mentor from the Organogram. It was supported by other members.
2. The Coordinator apprised the members that the reports of activities held are not being uploaded by the departments and sub-committees. He further informed that the attendance of the students be monitored using appropriate methods. It was suggested that a Teachers' Council meeting be held and the members be notified regarding the steps to be taken.
It was also informed that the draft Academic Calendar has been prepared and uplodsed.
3. The first agenda of the meeting was discussion on admission 2022. The Principal urged the members to update the website with appropriate information regarding the admission. It was decided that the website will be made responsive and Dr Priyanka Khanduri led ICT subcommittee will take necessary steps in this regard.
4. While discussing the timetable for 2022-23 Dr Pranati Sinha (Mallick) requested Prof A Mishra to consider extending the duration of classes from 45 minutes to 1 hour. Dr P Banerjee opined that that increasing the duration of the class will also increase the duration of break between classes. After a discussion it was decided that the class duration will be increased to 1 hour. Professor A Mishra incharge of preparing the routine informed the members that the classes of Faculty of Science will commence from 10:30 a.m, classes of Faculty of Arts will start from 12:30 p.m and that of Faculty of Commerce will begin from 2:30 p.m. The Principal also requested Professor A Mishra that the classes of different semesters be arranged for five days a week instead of present six days. The coordinator requested the Principal the shortage of faculty in different departments be discussed in the Governing Body meeting and a letter be sent to the Government.

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5. The next issue was to review the extent to which guidelines issued by IQAC are being followed by the Criteria Coordinators, Departments and Sub-committees. The Coordinator expected that the Criteria Coordinators, Departments and Sub-committees must attach more importance to guidelines issued. He also cited the example of reports of activities not being uploaded. The members unanimously opined that the issue should be discussed in Teachers' Council meeting and the stakeholders be urged to follow the guidelines diligently.
6. The discussion on the issue of formulating a guideline for the mentors was initiated by the Principal. He urged that that the mentors should be more active in motivating the mentees. In this regard Dr Pushan Banerjee wanted that a programme to train the mentors be arranged. This was supported by the members.
7. The issue regarding Self-appraisal of the teaching and non-teaching staff was discussed at length. The Principal and the coordinator highlighted the several discrepancies in the data submitted by the faculty members in the recently submitted self-appraisals. It was decided after a detailed deliberation that Teaching members will be apprised of the same in the next Teachers' Council meeting. A self-appraisal register was distributed among the members to keep a record of their activities. It was decided that Dr Pranati Sinha will be responsible for suggesting a format of Self-appraisal for the non-teaching staff.
8. Memo No ED-78/2022 dated 21st June, 2022 issued by Government of West Bengal was read out by the Principal. The memo urged the educational institutions to help the students prepare themselves for UPSC/PSC and other competitive examinations. The Coordinator requested the members to suggest ways to comply with the directions. Suggestions were made by Dr Suparna Pal, Dr Debasis Joddar and the Coordinator. Dr Suparna Pal suggested that the old campus be used for the courses. She also suggested that MoU be signed with reputed organisations running such type of courses. It was finally decided that

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the issue will again be discussed in the Teachers' Council Meeting for larger participation of the members.

9. In miscellaneous Dr S Mukherjee wanted a clarification regarding the academic calendar of the sub-committees. Some of the formats being used by different colleges were discussed & shared. It was clarified/decided that preparation of Academic calendar is the responsibility of the Coordinator of Criteria II.
10. An Add on Course on compla Banan Samosya o Proof Sanghodhan was proposed to be organized by Department of Bengali from 1st Dec 2023 - 21st Dec 2023 and was approved.
11. Memorandum of Understandings with the following institutions were proposed, discussed and agreed to
 - (a) Dum Dum Motijheel Mahavidyalaya
 - (b) Hangar Mahavidyalaya
 - (c) Charuchandra College
12. The meeting concluded with a thanks to the chair.

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Minutes of IQAC meeting held on 17th November, 2022

1. In the opening address Prof A Mishra stressed on the need of submitting the AQAR on a regular basis and within due time. He also emphasizes on the need to plan the AQAR 2022-23. He requested the Criteria Coordinators to initiate the discussions on the various Criteria scheduled for discussion. He insisted on the preparation and display of the academic calendar. Prof Mishra asked the IQAC Coordinator to discuss action taken report of the last meeting in a meeting where all the members would be present.
2. Dr (Mrs)Debalina Banerjee, in-charge of Criteria 7 started the discussion by stating that she and other members of the Criteria would try to complete the uploading of data in the NAAC portal in due time. She informed the members about the plan to organize gender equity and gender sensitization workshop/seminars. She also requested the Teacher-in-charge to repair/revive the solar energy plant as a part of energy conservation process. Dr Banerjee suggested to contact a landscaping agency to plan a Greener Campus. Professor Arunabha Mishra, Teacher-in-charge opined that the suggestions would be considered and decisions be taken after discussion in the Governing Body/Finance Committee.
3. Dr Pushan Banerjee, Coordinator, Criteria 3 suggested that the extension activities of NSS be planned and executed and records be shared properly. Criteria Coordinator insisted that all the faculty members have to fill up the Google form designed as PBAS as the data would be required to fill up the AQAR 2021-22. He also assured that the data related to the Criteria would be filled up in the NAAC portal.
4. Dr Sarajit Sardar, Coordinator, Criteria 6 suggested improvements of e-governance in the areas of administration, finance and -accounts, students admission and support by purchasing and installing appropriate software. He stressed on the importance of record keeping. Criteria Coordinator also reminded

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that all the faculty members have to fill up the Google form designed as PBAS as the data would be required to fill up the AQAR 2021-22. He also wanted that a separate form for non-teaching staff need to be designed. Dr Sardar suggested that a FDP may be conducted on Teaching-learning pedagogy in the month of December/January. The Criteria Coordinator insisted that the filling up of digital PBAS is vital for timely submission of data of AQAR 2021-22.

5. The discussion related to Criteria 1 did not take place due to absence of Dr (Mrs) Pranati Sinha Mullick, Coordinator of Criteria 1.
6. Professor Arunabha Mishra, Teacher-in-charge noted the suggestions made. He opined that the suggestions of IQAC would be placed before the Governing Body/Finance Committee appropriate decision would be taken.
7. While discussing items under miscellaneous Professor Mishra suggested that Dr R S Gangopadhyay, ex-principal may be included in the IQAC as a representative from local society to which all the members unanimously agreed.
8. The PBAS of Dr Debalina Banerjee and Ms Pritha Banerjee was then placed in meeting and everyone opined that after proper scrutiny by Dr (Mrs) P Sinha Mallick, the same be considered for their promotion to the next stage.
9. The following courses were proposed and approved by the members
 - (a) Add on Course on ICT and Computing Skills Level – 2
 - (b) Certificate Course on Mushroom Cultivation
10. Proposals to enter into MoU with the following institutions were approved by the members
 - (a) Jibantala Rokeya Mahavidyalaya
 - (b) Netaji Nagar College for Women
 - (c) Raja Rammohan Roy Mahavidyalaya
11. The meeting concluded with a thanks to the chair.

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Minutes of IQAC meeting held on 19th November, 2022

1. Prof Arunabha Mishra, Teacher-in-charge initiated the discussion by stating the importance of Criteria 2, 4 and 5.
2. Dr Suparna Pal and Dr S Mukherjee stated that recording and reproducing data related students and teachers are necessary for preparation of AQAR, to which the Chairman replied that he would instruct the office to produce the relevant data and he also insisted that the digital PBAS need to be filled by the teachers in due time. Dr Suparna Pal while discussing metric 2.6.2 i.e. Attainment of Programme outcomes and course outcomes are evaluated by the institution, it can be stated that pass percentage and progress of the students are proofs that the students understand the Programme outcomes and course outcomes. Dr S Mukherjee and Dr S Pal agreed to the suggestion of preparing a guideline for the mentor.
3. Dr Debasis Joddar, Coordinator of Criteria 4 started the discussion by stating the data related to the criteria are being readied. He requested Sh Sumit Manna, librarian to state the state of readiness of library related data. He also expressed unhappiness of the progress and performance of library to which the librarian pointed out that the shortage of staff being the principal reason for the lag. Prof Mishra asked the librarian to prepare a plan/proposal to upgrade the performance of the library. Dr Joddar also informed the members that a budget is being prepared where department wise, subcommitteewise distribution of fund will be earmarked. Dr Sardar insisted that a budget monitoring committee and budget monitoring register be prepared to keep an eye on the utilization of fund and submission of expenditure report.
4. Discussion relating Criteria 5 could not take place due to absence of Dr Priyanka Khanduri. It was informed by the IQAC Coordinator that she has ensured timely submission of data.

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5. In the miscellaneous all the members unanimously agreed on the fact that the website of the college be made responsive.
6. Prof A Mishra proposed that MoU with following institutions may be entered into and the members agreed to the proposals
 - (a) Sri Ramkrishna Sarada Vidya Mahapitha, Kamarpukur, Hooghly
 - (b) Sushil Kar College, Champahati
 - (c) Vidyasagar College for Women.
7. Dr S Sardar, Coordinator, IQAC, suggested that the attendance of the students be tracked and the performance of the students be monitored by the Academic subcommittee to which everyone agreed.
8. The meeting concluded with a thanks to the Chair.

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Minutes of IQAC meeting held on 11TH April, 2023

1. Prof Arunabha Mishra, Teacher-in-charge requested the Coordinator to initiate the discussion by confirming the minutes and action taken report of last two meetings.
2. The following are the action taken on the discussions of meeting dated 17-11-2022
 - (i) The Criteria Coordinators ensured that the Academic Calendar of 2022-23 will soon be finalized and displayed in the website.
 - (ii) The initiative to form a greener campus was encouraged by the members and decision to involve few non-teaching and casual staff was ensured. Coordinator of Criteria 7 was asked take the initiative.
 - (iii) PBAS data is being filled up by the teachers. A form has been designed for the non-teaching staff of the college and will be implemented as early as possible.
 - (iv) While discussing the e-governance metric it was informed by the Coordinator, Criteria 4 that steps are being taken to institutionalize/standardize e-governance process.
 - (v) The decision to include Dr R S Gangopadhyay has been communicated and the Honourable member has ensured his participation.
3. The following are the action taken on the discussions of meeting dated 19-11-2022
 - (i) The librarian reported that the plan for updating the database could not be completed due to non-availability of data entry operator.
 - (ii) A Budget monitoring Register has been introduced to keep an eye on the expenditure utilization certificate and report.
 - (iii) The process to make the website responsive has been initiated by the ICT Sub-committee and will soon be completed.


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4. The Criteria Coordinators assured that the AQAR 2021-22 will be uploaded in due time.
5. While discussing Agenda relating to expansion of IQAC as per the guidelines of NAAC it was resolved that the Chairperson will invite names of students who can be included as Students' representative in the IQAC. The Chairperson will also try and include a member each from Alumni, Administration and Management. It was also requested by the Coordinator to search a suitable representative from industrialists and employer.
6. The Agenda on Certificate programme was discussed and the following was resolved
 - (i) the Certificate programme on Mushroom Culture initiated by the Entrepreneurship Development Cell was approved and proposal will be sent to the Governing Body for final approval.
 - (ii) a proposal of a Certificate Course in Tally/GST/e-filing/DBMS in association with The Institute of Tally Learning was placed by the Coordinator and it was approved in-principle subject to the approval of Governing Body.
 - (iii) it was proposed that a Certificate Course in Nutrition may be introduced by the Department of Physiology to which all the members agreed and the Chairperson was requested to discuss with the concerned department
7. While discussing the Feedback System it was pointed out by Dr (Mrs) Suparna Pal that the response of the students was not satisfactory and the Chairperson requested that the efforts be made to improve the same.
8. The Mentor-mentee guideline suggested by the Coordinators of Criteria 2 and improvements suggested by the Coordinator was discussed and it was resolved that the Criteria Coordinators would take necessary step to circulate the same among the members after suitable modifications if necessary.
9. The issue related to Academic Calendar has already been discussed.


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10. The Coordinators of Criteria 2 ensured that the Seminars/conferences/workshops for the years 2022-23 and 2023-24 will be included in the respective Academic Calendars.
11. The issue relating to progress in Library Activities was discussed at length. The librarian Mr Sumit Manna informed the members that he tried to hire the students of IGNOU studying Library Science as Data Entry Operators but the students did not turn up as they were unhappy with the amount of remuneration. Mr Manna also informed that he is still in touch and is trying to convince them. The Chairperson as well as the members asked him to take necessary action related to updating the catalogue and issue necessary instructions to the departments for weeding out old books.
12. The Coordinator informed the members that the digital PBAS for collecting data related to the period July 2022 to December 2022 will be shared with the teachers for collecting necessary data to which the members agreed and approved.
13. The Coordinators informed the members that three MoUs are in the pipeline for approval. The members approved the same for signing.
14. As per the AQAR, quality audits on environment and energy are need of the hour. The Coordinator of Criteria 7 acknowledged the need of the same and agreed to renew the MoU with Redivivus Recyclers Private Limited
15. The Coordinator of Criteria 7 ensured that necessary action will be taken to upload the prescribed Code of Conducts for students, teachers and other staff in the website.
16. The PBAS of Ms Damayanti Bakra and Sh Abrar Alam which was checked and verified by Dr P S Mallick was approved by the members.
17. The meeting concluded with a vote of thanks to the chair.


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Minutes of IQAC meeting held on 29th May, 2023

1. Dr Argha Sarkar, Chairman of IQAC initiated the discussion by pointing out the importance of role of IQAC in the performance and progress of a higher education institution.
2. The Chairman requested the Coordinator to maintain proper and upto date documents relating to the meeting. The notice and the minutes must be signed by the members. The register for recording the minutes must also be maintained.
3. The Principal wanted to fill up the vacant position in IQAC as per the guidelines of NAAC. The position remaining vacant are one member from the management, few senior administrative officers, student representative and one nominee each from Employers /Industrialists/Stakeholders. At the end of a lengthy discussion it was resolved that the matter would be referred to the Governing Body for decision.
4. The minutes of the last meeting was accepted without any change.
5. While discussing the action taken report of the last meeting the following were resolved
 - (i) Month wise Academic calendar up to 31st December for the year 2023-24 will be prepared by 30th June, 2023, in consultation with various departments and sub-committees
 - (ii) The PBAS data submitted by the teachers will be supervised by Principal.
 - (iii) The library sub-committee will look after the progress and development of library
 - (iv) Dr Priyanka Khanduri, Convener of ICT Sub-Committee informed the members that the new responsive website is ready and will soon be made active.
 - (v) The feedback sub-committee will be asked to embed the feedback form in the website of the institution.
 - (vi) A uniform rules and regulations regarding the add-on/certificate courses will be formed and approval of the Governing Body will be sought.
 - (vii) An effort will be made to organize department wise Alumni meet which will then be collated and an Alumni Association for the institution will be formed.
6. While discussing agenda number 3 viz. initiate preparation of AQAR 2022-23, it was resolved that the Criteria Coordinators will take necessary steps to accumulate the data required.
 1. The discussion on agenda 4 viz. Preparation of Criteria wise Action Plan for 2023-24, discussions were made on the following action plans as proposed by the Criteria Coordinators
Coordinator, Criteria 1:
 1. Ensure effective curriculum delivery through documented processes for eg. Communicating POs, COs to students, Ensure preparation of Lesson Plans by

Argha Sarkar

Principal



the subject teacher along displaying and communicating the same to students, Preparation of time table along with displaying and communicating the same to students, Continuous Internal evaluation, identify slow learners and fast learners and taking appropriate action, ensure at least 100% pass record (1.1.1, 1.1.2)

2. Add on/ Certificate programs (1.2.2)
3. Ensure experiential learning by the different Departments/Programs (1.3.2)
4. Institutionalise the feedback system (1.4)

Coordinator, Criteria 2:

1. Expansion of ICT facilities which remain same for last 3-4 years.
2. Assessment of course and programme outcomes in methodical manner.
3. Create a proper and definite guideline for mentors.
4. Prepare a more detail feedback form for students and regularise the feedback taking procedure.
5. Make different data (category wise admission, department wise annual report of pass percentage of students etc.) accessibility easier and fast.

Coordinator, Criteria 5:

1. Capacity building and skills enhancement initiatives to be taken
2. To implement the suggestions of academic council regarding guidance for competitive examinations.
3. To register a new alumni association and conduct alumni meet.

Coordinator, Criteria 6:

1. Display of Mission and Vision at suitable positions in the college building (6.1.1)
2. Expand IQAC as per the guidelines of IQAC and ensure decentralised and participative management (6.1.2)
3. Adopt a Strategic/Perspective plan (6.2.1)
4. Implement/institutionalise e-governance (6.2.3)
5. Welfare measures for teaching and non-teaching staff (6.3.1)
6. Research sub-committee may form and issue guidelines regarding support to be provided to teachers for their research (6.3.2)
7. Research subcommittee may organise training programs for teaching and non-teaching staff (6.3.3)
8. Institutionalise PBAS (6.3.5)
9. Form and institutionalise a Quality Policy (6.5)

Coordinator, Criteria 7:

1. Rain water harvesting
2. Beautification of the garden.
3. Setting up alternative energy resources
4. Conducting more programmes on human values and professional ethics.

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5. Conducting gender workshops
 6. Organizing collaborative programs and internships on environment and gender
 7. Green Audit
 8. Programmes promoting tolerance towards different cultural, regional, linguistic and communal identities.
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7. The Academic Calendar up to 31st December, 2023 will be finalized and displayed in the website
 8. The budget for the year 2023-24 was placed before the members and was discussed and finalized.
 9. The meeting concluded with a vote of thanks to the chair.

Arup Saha
Principal



Action taken report of 2022-23

1. Academic calendar 2022-23 has been prepared and displayed in the website
2. The feedback analysis report from the students, teachers, alumni and employers has been prepared.
3. The issue of updating the database of the library is in progress and will be implemented. The plan to weed out of old books is being finalized.
4. The Organogram has been revised.
5. A self-appraisal form for the non-teaching members have been designed and will be implemented shortly.
6. Two programmes on Gender sensitization has been organized on 6th and 7th February, 2023.
7. Necessary steps are being taken to revive the Solar Panel.
8. A Faculty development Programme on New Education Policy has been planned in May 2023.
9. Guidelines for the mentor has revised.
10. A budget monitoring register has been prepared for monitoring the utilization of the fund.
11. The new responsive website of the college has been activated.
12. Memorandum of Understandings with the following institutions have been signed
 - (a) Dum Dum Motijheel Mahavidyalaya
 - (b) Bhangar Mahavidyalaya
 - (c) Charuchandra College
 - (d) Jibantala Rokeya Mahavidyalaya
 - (e) Netaji Nagar College for Women
 - (f) Raja Rammohan Roy Mahavidyalaya
 - (g) Sri Ramkrishna Sarada Vidya Mahapitha, Kamarpukur, Hooghly
 - (h) Sushil Kar College, Champahati
 - (i) Vidyasagar College for Women.

Arb. Saha

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13. The following courses have been organized
- (a) Add on Course on Consumer Protection Act-Rights & Responsibilities- 4th Aug 2022 - 11 Aug 2022
 - (b) Add on Course on Nutrition and Public Health Awareness- 4th Nov 2022 - 24th Dec 2022
 - (c) Add on Course on Bangla Banan Samosya o Proof Sangshodhan- 1st Dec 2022 - 21st Dec 2023
 - (d) Add on Course on ICT and Computing Skills Level – 2- 20th Feb 2023 - 12th May 2023
 - (e) Certificate Course on Mushroom Cultivation- 4th Apr 2023 - 30th Jun 2023

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