

Minutes of the IQAC meeting held on 3rd January 2017

Members present:

- 1) Dr. Bisui, 03.01.17.
- 2) SDe 03.01.17
3. Basimita Tarafdar 3.01.17
4. Kamal K. Bardhan 3.01.17
5. Sanjeev Kumar Khan
6. Dipa Chakrabarty 3/1/17
7. Shephali Vidyanta 3/1/17
8. Sumenjoy Banerjee 03/1/17.
9. Bablu Biswas 03/1/17.
10. Karati Sengupta 03/1/17

The Chairperson Dr. Sharmila De, Principal P. N. Das College took the chair and the first meeting of the IQAC started. The Coordinator welcomed the members and started the activities of the IQAC in the introductory session.

1. At the very outset, the Coordinator gave a review of the report prepared by the Peer Members of the NAAC team that visited the college on the 7th, 8th and 9th of Nov, 2016 and discussed the recommendations of the report.

Recommendations of the NAAC team:

- More permanent faculty members should be appointed on a priority basis.
- Motivate teachers to apply for major research projects from the UGC and other funding agencies.
- Encourage teachers to publish books and research articles in professional peer reviewed journals.
- Introduce more subjects/ combinations at the UG level and start skill-oriented add-on courses to suit local needs.
- To start language laboratory to improve the spoken English capabilities of students and also start business lab for commerce students.
- Take measures for the complete automation of the library with better reading room facilities.
- Library should subscribe to more professional journals.
- Make efforts for the up gradation of the physical infrastructure of the college, especially hostels and sports ground.

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- IT infrastructure be augmented to enable ICT based teaching and research.
 - Initiate efforts for starting a proper health centre.
 - Efforts to be made for the starting of the anti-sexual harassment and anti-ragging cell.
 - Provide coaching to students to face competitive examinations successfully.
2. The Coordinator asked about the action plan of IQAC during the forthcoming years. The Principal opined that there should be two types of action plan:
- i. Long-Term
 - ii. Short-Term

In the long-term development, Infrastructure development should be stressed upon.

3. It was also discussed that Remedial Coaching should be more framed and structured; and Entry-in-Services should be offered regularly. It was also decided to conduct a workshop on the preparation of the CV of the students.
4. Prof. Bardhan opined that ~~opined that~~ ^{apart} Language Teaching from English has great demand and a few other languages like Japanese, Russian and Mandarin should be introduced.

Prof. Suman Ranjan Bandopadhyay asked for the introduction of a course on Medical Transcription.

5. Prof. B. Biswas opined that
1. Every department should start a certificate course of variable duration in each session.
 2. Feedback Mechanism needs to be strengthened like measurement of the level of satisfaction of the Students, Guardian and Alumni. A feedback on the Content Course needs to be introduced.
 3. A comprehensive plan is needed for identifying the Advanced and Slow-Learners.
 4. A greater number of departments should put forth Seminar proposals.
 5. More stress should be laid on student-teacher exchange programmes.
 6. Talks by professionals from the industry need to be arranged.
6. The Chairperson proposed the purchase of the telescope to facilitate sky watching. Prof. Bardhan proposed for a 'Sky Watch Programme' very soon. He also proposed that Remote Sensing Programme may be introduced in the Department of Geography.
7. The house proposed that Pro. M.Lahiri and Prof. K. Sen Bannerjee will take up the action plan and accordingly the documentation of the programme.
8. The Principal proposed that the academic and administrative audit should be done by the professional from other Universities especially from the Universities of other states within November 2017. She also opined that more Industry and College interaction needs to be initiated to establish a close connection with the industries.
9. The Co-ordinator opined that the Feedback format should be changed. Prof. K.S. Bannerjee asked for different colours of Feedback Forms for the different years so that they are easily distinguishable and

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also can be preserved properly. Format for the 3rd year will be prepared by Prof. S. Dhar before the election. *examination.*

10. It was resolved to prepare the Appraisal Reports of the teachers regularly. It was also decided to collect the PPTs and keep them in both the Departmental Library as well as the College Library. The standard PPT may be uploaded in the college website.

11. It was also decided to offer Bridge Course to the 1st year students in the introductory session and thereafter. This has to be documented properly.

12. For the sustainability of the newly introduced Science course, retired professors will be requested to be a faculty member of those subjects. Principal opined that the 4 nearby schools should be contacted to increase student admitted in these subjects. Prof. S. R. Bandopadhyay also opined that subject combinations with the science subjects should be reviewed.

13. Applications of Prof. D Chakroborty, Prof. M Mallick, Prof. B. Biswas and Prof. A Choudhury for promotion under CAS has been placed in the meeting. The Principal said that the IQAC Coordinator will look after it and verify it and take necessary action. The proposal will be reviewed in the next meeting.

Since there was no further agenda to be discussed, so the meeting ended with a vote of thanks to the chair.

Read & confirmed

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