

Minutes of the IQAC Meeting held on 2nd August, 2022 from 2.30 p.m.

1. To read and confirm the proceedings of the last Meeting

The Coordinator read out the minutes of the last meeting held on 05.04.2022 and it was unanimously confirmed by the house.

2. To report on Action Taken measures of the Proposals of the last meeting

S. No.	Proposal	Action Taken
1.	The status of Self Study Report for Submission of IQA	Could not be submitted
2.	Entry - in - Service Scheme for the session 2021-22	Initiated, exams to be held by the end of September
3.	To continue with the various Add-on courses initiated during 2020-21 and introduction of new courses	30-hour course on Karate started
4.	Seminar/ Workshop to be conducted on use of ICT for qualitative upgradation of faculty	Organized 3 nos of Workshop/ Seminar
5.	Application of Prof Bonny Samanta, Assistant Professor Department Of Education for Promotion under CAS from Stage I to II	Names of experts received from DPI and WBSU

3. To present the Action Taken Report on Plan of Action for 2021-22 and discuss Action Plan for the session 2022-23

ACTION TAKEN REPORT on PLAN of ACTION 2021-22

Sl No.	Plan of Action	Status of Action Taken
	To conduct a workshop for Teachers on Student Induction Programme	Conducted by Prof Suman Ranjan Bandyopadhyay on 29.09.2021 in online mode and presentation pdf shared with teachers
	To strengthen the Mentor - Mentee Activities	Done
	To improve the student - computer ratio	More computers to be purchased


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		22; Registration Form for Baking Course circulated
5.	To plan for subject-wise online tests after the completion of each module	Partially done
6.	To extend Library reading services to local community	Done
7.	To draft a proposal for solid-waste management	To be done
8.	To draft year-long academic activities in celebration of sixty years of College Foundation	Successfully culminated
9.	To ensure that the Academic Publication of the college is done annually	Published for 2020-21
10.	To continue with the internal Academic and Administrative Audit and Green Audit	Done
11.	To improve upon the Annual Gender Sensitization Plan	Annual Gender Audit done

ACTION PLAN FOR 2022-23

S.NO	BROAD AREA	PROPOSED PLAN OF ACTION
1	CURRICULAR PLANNING AND IMPLEMENTATION	1) Continue Academic calendar and e monitoring of adherence 2) Conduct class test (CIE) during the last week of each month 3) Develop a methodology for PO, CO attainment 4) Introduction of new format for self- appraisal from the academic session 2022-23 5) Add on/Certificate courses for 2022-23 6) Blog writing 7) Teachers and Alumni to be sensitized over Feedback

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	TEACHING, LEARNING, EVALUATION	<ol style="list-style-type: none"> 1) Continuous assessment in form of two class tests and an assignment/Quiz to be introduced for all 2) Continue retraining program on module development 3) Workshop on pedagogical methods 4) Guidelines for resource sharing with other institutions 5) Sharing of online Swayam courses 6) Result Analysis of 2021-22 7) Feedback on teaching and Learning to continue, include feedback on LMS
3.	RESEARCH, INNOVATIONS AND EXTENSION	<ol style="list-style-type: none"> 1) Seed Money proposal to be structured 2) Submission of Project reports by the teachers to be ensured 3) Publication of college journal 4) Extension activities: Awareness campaign on Vector borne diseases, AIDS awareness, environment conservation, Adult Education etc. 5) Promotion of club activities 6) IPR and Research methodology seminar 7) Plan for academic exchange with institutions with whom MOU has been signed 8) Workshop on Life skills

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4	INFRASTRUCTURE AND LEARNING RESOURCES	<ol style="list-style-type: none"> 1) Introduce more ICT enabled classrooms 2) To increase student computer ratio 3) To enrich Departmental library 4) Yoga and Meditation Room 5) Use of E content development facility to be promoted 6) Create facilities for sports 7) Upgradation of module :Introduction of ERP
5	STUDENT SUPPORT AND PROGRESSION	<ol style="list-style-type: none"> 1) Induction Program 2) Awareness programs on different scholarship schemes 3) Registration of Alumni members to be strengthened 4) Awareness on National Apprenticeship Scheme 5) Counselling session for students
6	GOVERNANCE AND LEADERSHIP	<ol style="list-style-type: none"> 1) To seek Departmental Action plan , Long term and short term and chalk out the Action Plan for the institution 2) To monitor the compliance of all the committees and cells 3) Compliance of NAAC, Academic, Administrative , Green and Financial Audit and related work 4) Empowerment programs for Non Teaching staff members 5) To work for academic quality enhancement, holistic development of students, welfare of all the staff members and development of the local community

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7	INSTITUTIONAL VALUES AND BEST PRACTICES	<ol style="list-style-type: none"> 1) Environment consciousness programs to be conducted 2) Seminar on the Impact of single use plastic 3) Waste generation to be monitored and reduced 4) Survey on Carbon footprint
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4. To present the Academic Calendar for 2022-23

The Coordinator presented the Academic Calendar for the session 2022-23 as received from Prof Sanjib Kumar Dhar, Convenor Academic Sub-Committee. The House unanimously resolved to accept the same.s

JULY 2022	08/07/2022	END SEMESTER EXAMINATION FOR SEMESTER VI
	18/07/2022	COMMENCEMENT OF ADMISSION TO SEMESTER I OF 2022-23
	20/07/2022	END SEMESTER EXAMINATION FOR SEMESTERS II AND IV
AUGUST 2022		
	10/08/2022	ORIENTATION PROGRAM FOR SEMESTERS III AND V FOLLOWED BY COMMENCEMENT OF CLASSES
SEPTEMBER 2022		
	19/09/2022	INDUCTION PROGRAM FOR SEMESTER I FOLLOWED BY COMMENCEMENT OF CLASSES
	26/09/2022	CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTERS III AND V
OCTOBER 2022		
	01/10/2022	PUJA VACATION
NOVEMBER 2022		
	28/11/2022	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTER III AND V; CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTER I
DECEMBER 2022		
	14/12/2022	UNIVERSITY FORM FILL IN FOR SEMESTERS I, III AND V
	21/12/2022	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTER I
JANUARY 2023		
	02/01/2023	INTERNAL ASSESSMENT FOR SEMESTERS III AND V
	06/01/2023	REMEDIAL CLASSES FOR SEMESTERS III AND V
	10/01/2023	INTERNAL ASSESSMENT FOR SEMESTER I
	1/01/2023	REMEDIAL CLASSES FOR SEMESTER I
	16/01/2023	END SEMESTER EXAMINATION FOR SEMESTERS III AND V
FEBRUARY 2023		
	18/02/2023	ORIENTATION PROGRAM FOR SEMESTERS II, IV AND VI FOLLOWED BY COMMENCEMENT OF CLASSES

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MARCH 2023	20/03/2023	CONTINUOUS INTERNAL EVALUATION (CIE I) FOR SEMESTERS II,IV AND VI
APRIL 2023	24/04/2023	CONTINUOUS INTERNAL EVALUATION (CIE II) FOR SEMESTERS II,IV AND VI
MAY 2023	22/05/2023	UNIVERSITY EXAMINATION FORM FILL UP FOR SEMESTERS II,IV AND VI
JUNE 2023	02/06/2023	INTERNAL ASSESSMENT FOR SEMESTERS II,IV AND VI
	07/06/2023	REMEDIAL CLASSES FOR SEMESTERS II,IV AND VI
	16/06/2023	END SEMESTER EXAMINATION FOR SEMESTERS II,IV AND VI

5. To report on SSS analysis

The Coordinator informed the House that Student Satisfaction Survey responses obtained during the session 2021-22 has been analysed and the report with graphical illustrations have been uploaded on the college website for ready and easy access by all stakeholders.

Feedback Reports on Teaching -Learning, Library, Syllabus and Administration have also been analysed and uploaded on website. Feedbacks with suggestions have been sent to the stakeholders for actions to be taken thereof on their part.

6. To report on Certificate Courses conducted during 2021-22

The Coordinator informed the members that a 36-hour Certificate Course on Yoga has been started from 11th Dec 2021 in offline mode for the students by the Department of Physical Education and 53 number of students completed the course successfully. The Principal informed that a MoU has been signed with Hiranyagarbhaya Vedic and Yogic Institute (HYVI) on 01.06.2022 and the Certificate Course on Yoga for 2022-23 will be conducted in association with them.

Dr Lahiri also informed that a 36-hours Certificate Course on Self-Defence (Karate) was held from 08.03.2022 in association with West Bengal Nambudo Association and 48 number of students completed the course.

The coordinator also informed that a 30 -hour Online Certificate Course on GST has been successfully completed with 198 registrations from the college and 69 paid registrations from other colleges; 28 participants completed the course successfully.

The Coordinator informed the members that a 48- hours Certificate Course on Employability Skills for the session 2021-22 was conducted from 16.04.2022 in dual mode to ensure maximum student participation. The syllabus for the course remained the same as last year and will comprise of four parts - Mathematical Abilities, Basic Computer Course (BCC), English Communicative Skills and Personality Development, General Knowledge and General Intelligence (GK &GI). A total of 220 students had registered for the course and 160 completed the course successfully.

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7. To report on the completion of Screening /Selection Committee meetings for promotion under CAS

The coordinator informed the members that the entire procedure for the promotion under CAS of the following incumbents have been completed and requested the Principal to do the needful at the earliest.

- a) Prof Suman Ranjan Bandyopadhyay from Assistant Professor Stage 2 to Stage 3
- b) Sri Prasenjit Pramanick (Librarian) from Stage 1 to Stage 2
- c) Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4
- d) Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3
- e) Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage 3
- f) Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2

8. To frame the schedule for Internal AAA for the session 2021-22

The Coordinator informed that the Internal Academic and Administrative Audit for the Session 2021-22 by the IQAC will be held in the month of November after the Puja vacations. The Principal Dr Sharmila De informed the House that it will be followed by Audit by a Peer Team comprising of Dr T. K. Ghara, JDPI, Directorate of Education, Government of West Bengal.

9. To discuss the status of Self Study Report for submission of IIQA

The Coordinator Dr M Lahiri informed that the collection and presentation of data for the preparation of Self Study Report has nearly been completed.

10. Miscellaneous, if any

- i. The Principal informed the House that MoUs and Agreements on collaboration and linkages with various HEIs have been signed for sharing of resources, knowledge and infrastructure during the year and a number of seminars, workshops and training programmes have been conducted. Also MoUs have been signed with Hiranyagarbhaya Vedic and Yogic Institute and West Bengal Nanbudo Association for conducting Certificate Courses on Yoga and Karate respectively.

As there was no further agenda to be discussed, the meeting ended with a vote of thanks to the Chair.

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