

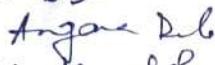

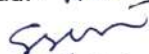

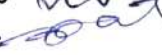
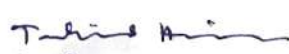






AGENDA

1. Review and documentation of college activity during lockdown
2. Matters related to Add on courses.
3. Quality assurance initiatives to be taken in curricular aspects
4. Initiatives to be taken to related to infrastructural advancement of the college
5. Quality assurance initiatives to be taken in teaching-learning
6. Quality initiatives to be taken in administrative aspects
7. Initiatives to be taken to accelerate the process of digitization
8. Quality assurance initiatives in student support and progression
9. Career Advancement of teachers
10. Formation of NAAC steering committee
11. Initiative "Back to campus"
12. Status of financial accounts and audit
13. Review of the report by Dr.Pratip Chowdhury on poor enrolment in the college
14. Misc

Members:

1. Dr. Sunil Kr. Biswas - 
2. Sri Swapan Kr. Giri - 
3. Dr. Angana Deb - 
4. Dr. Aparna Mandal - 
5. Dr. Samik Sen - 
6. Dr. Malay Das - 
7. Dr. Sanjit Pal - 
8. Dr. Touhid Hossain - 
9. Dr. Indrani Ghosh - 
10. Smt Jhumur Bhunia - 
11. Dr. Pratip Chowdhury - 
12. Sri Prabir Saha -
13. Sri Bidhan Chandra Mandal - 
15. Ms. Srimanti Das -
16. Mr. SousthabShil -

Meeting Minutes:

Principal Dr. Sunil Kumar Biswas welcomed all internal and external members of the first meeting of the newly formed IQAC. Dr. Angana Deb, IQAC coordinator explained the items on the agenda and members resolved on each agenda through discussion and interactions. The following resolutions have been taken in the IQAC meeting held on 17/11/2021.

Agenda 01: Review of college activity during lockdown

Principal Dr. Sunil Kumar Biswas informed the house that during lock-down, regular classes have been taken by the teachers following a well-organized routine composed by the Academic Committee. The routine had been prepared following University guidelines for appropriate credit and class hours for each course. Classes have been conducted through online mode using platforms like google classrooms and google meet and also college website portals under the supervision of the Academic Committee. Relevant materials, web links and study materials have been regularly provided to the students. Class records have been regularly updated by teachers through google forms and the records have been preserved for future references. Internal and External examinations also have been conducted by the Examination committee during the lock-down period through online mode. Various other committees like Cultural Committee, Admission Committee, NSS Committee, Library Committee, Finance Committee have performed their respective tasks during the entire lockdown period. These committees and various departments have conducted webinars, special lectures and other online events so that students are not kept out from their co-curricular activities.

Agenda 02: Matters related to Add-on Courses

Resolved that 7 add on courses will be organized in the Academic session 2020-21. These add on courses are Business English by Department of English, Introduction to Cyber Security by Department of Computer Science, Mathematics for Competitive Examination by Department Of Mathematics, Advertisement and Reporting by Department of Bengali, Basics of Therapeutic Intervention and Counselling Process by Department of Psychology, Application of GIS and Remote Sensing in Real World by Department of Geography, Environmental Issues, Policies and Practices by IQAC. A Certificate Course on Web Designing will be conducted in collaboration

Agenda 03: Quality assurance initiatives to be taken in curricular aspects

The IQAC coordinator has informed the house that the Digital Academic Calendar and Blog of the Academic Committee have already been introduced. Format of Lesson plan has been sent to all departments by the Academic Committee. One faculty exchange programme is

already running successfully with APC college to overcome the problem of faculty shortage in the Political Science department.

It has been resolved that

1. Special lectures and students' seminars are to be arranged by each department.
2. Initiatives to be taken by the Commerce Department to introduce an add-on course for the students.
3. All the departments have to prepare lesson plans in the specified format and submit it at the beginning of each semester and a semester report at the end of each semester.
4. Google classrooms and whatsapp groups will be maintained to provide study materials to the students and for student-teacher interactions.
5. Initiatives will be taken for more such FEPs for Physical Education departments and other departments which lack adequate faculty.
6. Dr.Touhid Hossain has been requested to do the needful for publication of a multi-disciplinary peer-reviewed journal of the college.
7. Initiatives will be taken to introduce the process of continuous assessment and participative learning for the students.

Agenda 03: Initiatives to be taken to related to infrastructural advancement of the college

The IQAC coordinator has conveyed to the house that the construction of the Science block of the college has been completed. The College auditorium has also been constructed. Stock and Asset Registration of the college has already been started by the Equipment & Maintenance Committee.

It has been resolved that

1. The task of Stock and Asset Registration of the college will have to be completed by 31/01/2022. Geo-tagged photos of all rooms, assets and equipment of the college are to be preserved during this task. Asset Registration will be documented in digital format as well.
2. The Equipment & Maintenance Committee will also look after the process of annual maintenance of the equipment and electronic devices.
3. Regular stock-books of stationery and other items will be received and properly maintained by Office staff Sri Barun Kr. Chakraborty.
4. A floor-map of the college will be prepared with professional help.

5. The college auditorium will be furnished and made available for college activities as early as possible.
6. A bike and cycle shed has to be constructed.
7. The Geography department will be assigned with the task of Green-audit and rain-water harvesting. Initiatives will be taken to perform these tasks in collaboration with the local municipality.
8. The Geography Lab and Computer Science Lab will be shifted to a larger room and will be upgraded with new equipment. Education Lab will be constructed as per requirement.
9. An additional Teachers' Room will be arranged as the number of faculty members has increased and the existing Teachers' Room is inadequate.
10. Separate office rooms will be arranged for IQAC, NAAC, Accounts, NSS and Career Counselling Cell.

Agenda 04: Quality assurance initiatives to be taken in teaching-learning

It has been resolved that

1. The mentor-mentee system of the college has to be strengthened. Mentors will communicate with their mentees through regular face-to-face interactions/meetings for inclusive student-teacher interactions. Newly admitted students will be inducted in this system by the Academic Committee.
2. All smart classrooms will be made functional and accessible for the teachers for effective teaching-learning.
3. Whatsapp groups and google classrooms will continue to function even after resumption of offline classes.

Agenda 05: Quality initiatives to be taken in administrative aspects

It has been resolved that

1. A database of the college will be prepared and maintained by the digital support committee. This database will contain data related to admission, examination, financial and other administrative data.
2. A workshop will be arranged for the office staff to train them with basic computer knowledge and language skill for official use purposes.
3. All the office files are to be properly indexed and maintained serially so that those are readily available for reference.

4. Initiatives will be taken to install biometric attendance/entry and exit systems for teachers and NTS.

Agenda 06: Initiatives to be taken to accelerate the process of digitization

It has been resolved that

1. Initiatives will be taken to digitize all office files. All office files will be scanned and properly filed on the google drive.
2. All sub-committees will keep meeting notices and meeting minutes in both in analogue (or paper format) and in digital format on the respective google drive.
3. IQAC meeting notices and minutes will be uploaded on the college website under the IQAC tab.
4. The Digital Support Committee will take initiatives to renovate the college website and to make necessary changes required for NAAC. This committee will also prepare a database containing all necessary official information related to college administration, teachers and NTS etc.

Agenda 07: Quality assurance initiatives in student support and progression

The IQAC coordinator has informed the house that the Internal Compliance Cell has already been formed as per UGC norms and the cell has started working. A Student Welfare committee has also been formed. The installation process of "Koha" software in the library has been initiated and is expected to be functional very soon. An online resource database for CBCS courses has been created by the college library and the link will be made available on the college website.

It has been resolved that

1. The Student Welfare committee will publish a list of helpline numbers for students. Student welfare committee will arrange for Communicative English Coaching classes, Basic Computer Training Classes and Basic Mathematics Coaching classes for the students at nominal costs. Students will also be properly informed regarding various financial aids, scholarships, concessions and schemes.
2. Initiatives are to be taken to make the Career Counselling Cell of the college more active and properly functional. Workshops and training programmes are to be arranged for proper guidance of the students. The Career Counselling Cell will take initiatives to contact industrial partners and arrange for campus interviews.

3. Initiatives are to be taken to create a feedback and grievance portal for the students on the college website with student-ID based log-in.
4. Initiatives have already been taken to form the Alumni Association of the College. The task of communicating with the alumni members and registration process of the association has been assigned to Sri Gobinda Chandra Das, Commerce Department and Smt. Banani Bhattacharjee, Bengali Department.
5. A students' canteen will be set up and will start functioning in the college from this semester.
6. Initiatives will be taken to engage our students into various extracurricular activities like observing special days and cultural events.

Agenda 08: Career Advancement of teachers

It has been resolved that

1. All teachers have to submit their self-appraisal required for their Career-Advancement Scheme every year.
2. Initiatives will be taken to update all the existing service books and to create service books for newly appointed teachers.

Agenda 09: Formation of NAAC steering committee

It has been resolved that

1. NAAC Steering Committee will be formed consisting of all the full-time teachers. Dr. Aparna Mandal and Dr. Samik Sen will be the convenors of the committee. The committee will convene their first meeting as early as possible.
2. The process of NAAC will be initiated within one month and SSR to be submitted by the end of 2022.

Agenda 10: Initiative "Back to campus"

It has been resolved that

1. Initiatives are to be taken to encourage the students to come back to college campus and to attend classes regularly.
2. The Academic Committee will arrange a PTM for the students of poor attendance.

S/S
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17/11/2021
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New Barrackpur

3. The Mentor-mentee system will be made more active for this purpose. Mentor-mentee meetings will be arranged and mentors will be in regular touch with the mentees and encourage them to attend college regularly.
4. After the Covid19 restrictions for educational institutions are over, the IQAC, with the help of the mentors and different sub-committees, will arrange a week-long programme for the students. Events like Interdisciplinary students' seminars, Logical reasoning contest, Mock interview contest, mock parliament, cultural competition will be arranged to encourage the students to participate in campus activities and to interact with teachers and within themselves.

Agenda 11: Status of financial accounts and audit

Bursar Sri Swapan Kumar Giri informed the house that initiatives have been taken to regularise the day-to-day account of the college. Accounts for two years are ready for audit.

It has been resolved that

1. Audits of those two years will be done as soon as the college gets a government appointed auditor.

Agenda 11: Review of the report by Dr.Pratip Chowdhury on poor enrolment in the college

The report has been discussed in the previous GB meeting and it has been resolved that changing the name of the college is not a recommended option at this stage.

It has been resolved that

1. Initiatives will be taken to make changes as per other recommendations of the report

Agenda 12: Miscellaneous

The IQAC has expressed concern regarding the continuous poor enrolment of the college in past years.

It has been resolved that

1. The Admission Committee will review the causes and take initiatives to overcome this problem in the next session.

Action Plan for the academic session 2021-22

1. Initiation of the process for successful NAAC accreditation of the college.
2. Introduction of Lesson plans and Semester Reports of all departments
3. Installation and implementation of "Koha" software in the library.
4. To resolve the problem of faculty shortage in the Physical Education department.
5. Publication of peer-reviewed multidisciplinary journal
6. Completion of Asset Registration of the college
7. Furnishing the newly constructed college auditorium
8. Construction of Education Lab and renovation of Geography and Computer Science Lab
9. Implementation of "Green audit" and rain water harvesting.
10. Construction of a bike and cycle shed.
11. Construction of separate office rooms will be arranged for IQAC, NAAC, Accounts, NSS and Career Counselling Cell
12. Setting up a canteen for students
13. Introducing biometric entry/exit system for teachers and NTS
14. Preparation of a database containing academic, administrative and financial data of the college.
15. Digitization of college office
16. Proper maintenance and indexing of office files
17. Introduction of add-on courses by the department of commerce
18. Introduction of coaching classes for Basic Mathematics and Communicative English

19. Introduction of student log-in portal on the college website for grievance and feedback.
20. To update service books of teaching staff
21. To strengthen mentor-mentee system
22. To encourage students to come back to the campus life
23. Completion of pending audits of previous years
24. To review and resolve the problem of poor enrolment
25. Formation of Alumni Association


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