

AGENDA

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Members:

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

Agenda 01: Matters related to Add-on courses

1. IQAC coordinator Dr. Angana Deb informed the house that the college has already conducted four add-on courses successfully. All the classes of the add-on courses have been taken using smart classrooms and ICT teaching tools. Four departments (English, Psychology, Geography and Commerce) have organized add-on courses in collaboration with the Academic Committee and IQAC. Resource persons from other colleges and universities have come to college and taken classes for these courses. Certificates have been awarded at the end of the 30 hours add-on courses.
2. It has been resolved that the IQAC will take initiatives to organize more add-on courses involving other departments of the college. initiatives will be taken to make collaboration with other agencies and institutions in the next session so that these add-on courses are more effective and employability enhancing.

Agenda 02: Matters related to introduction of new subjects in 2022-23

1. Principal Dr. Sunil Kumar Biswas has informed the house that the college has already applied for four new courses in the coming academic session. Applications have been submitted for Mathematics Honours, Psychology Honours, Computer Science Honours and Electronics General courses.

Agenda 03: Matters related to smart classrooms

1. It has been resolved that all the teachers will be encouraged to take ICT enabled classes and IQAC will organize training programmes for teachers if necessary.
2. At Least 20% of the classes assigned to every teacher in the routine have to be taken in the smart classrooms.
3. The Academic Committee will look after the allotment process of the smart classrooms for smooth functioning of routined classes and academic activities.

Agenda 04: Matters related to campaigning for admission in 2022-23

1. Poor enrolment has been a serious problem for college in the last few years. The IQAC has expressed concern regarding this problem and requested the Admission Committee to organize campaigning programmes targeting students of interior areas of other municipal areas in the neighbouring locality.
2. The Admission committee in consultation with the digital support committee, other teachers, students and stakeholders, is requested to formulate a strategy plan for aggressive campaigning for the academic session 2022-23
3. The Admission Committee and Academic Committee are assigned the task of modification of subject combinations of Honours and General courses if required and prepare a final list of courses to be offered in the next academic session.

Agenda 05: Matters related to Green Audit and Rain-water harvesting project

1. It was resolved in the previous meeting that the task of Green Audit and Rain Water harvesting projects will be assigned to the Department of Geography. Dr. Diyali Chattaraj, Department of Geography, reported to the house that the Department has already formulated a Task Plan and that had been discussed with the IQAC Coordinator.
2. It has been resolved that Dr. Diyali Chattaraj, Department of Geography has been assigned the task of Green Audit and the documentation of the Green Audit process will be completed within this year.
3. It has been resolved that Dr. Parama Roy Choudhury, Department of Geography has been assigned the task of Rain-water harvesting project.
4. It has been resolved that the IQAC will take initiatives to make the college campus a "plastic-free" zone and to spread awareness among the students for this purpose.
5. It has been resolved that the IQAC will take initiatives to implement the plans recommended by the Department of Geography for purposes of energy conservation, waste management, water conservation, solar energy plant, rainwater harvesting, afforestation programmes, ecosystem conservation programmes etc.
6. It has been resolved that the IQAC will take initiative for collaboration with local administrative bodies, agencies and other stake-holders of the local community for the above mentioned purposes to make the process holistic and successful.

Agenda 06: Matters related to formation of Alumni Association

1. The IQAC Coordinator reported to the house that the college has already made contacts to the passed out students of previous years and arranged a meeting with them for the purpose of formation of Alumni Association. The committee members of the Alumni Associations, membership norms, functions and other details of the Alumni Association have been discussed and resolved in the meeting.
3. It has been resolved that the IQAC will assist the Alumni Association committee members with the process of registration and connecting the activities of the Alumni Association to the overall activities of the college.

Agenda 07: Matters related to systematic documentation of college activities by IQAC

1. It has been resolved that all academic, cultural, extension or other activities of the college will be documented digitally through IQAC.
2. The IQAC will develop a system through which all the activities of the college will be conducted in a coordinated manner and are well documented.

Agenda 08: Progress of NAAC and PAC

1. It has been resolved that the college will apply for Provisional NAAC Accreditation (PAC) in June 2022 as the portal for PAC opens.

2. NAAC Steering Committee will look after the process of PAC.
3. It has been resolved that the college will go for NAAC after completion of the next academic session.

Agenda 09: Regular Cleaning of College Campus

It has been resolved that arrangements will be made for regular cleaning of the college campus.

Agenda 10: Status of Library Software

1. Librarian Smt. Jhumur Bhunia reported to the house that the library has successfully installed "KOHA" software. Students can now remotely access library catalogue and submit book requisition.

Agenda 11: Status of financial accounts and audit

1. Bursar Sri Swapan Kumar Giri reported to the house that the audit of the financial year 2020-21 has been successfully completed. Accounts of the next financial year

Agenda 12: Matters related to Peer-reviewed journal of the college

1. In the previous meeting of the IQAC it was resolved that the college will take initiative to publish a peer-reviewed journal with a ISSN Number. However, the task has not yet been completed.
2. It has been resolved that Dr. Sanjit Pal will be assigned the task of journal publication.
3. It has been resolved that all the teachers have to publish at least one article in a peer-reviewed journal each year.

Agenda 13: Training Programme of TS and NTS

1. It has been resolved that the IQAC will continue to organize training programmes for teaching and office staff regarding smart classroom utilization, service book update, leave rules, basic english and computer etc.

Agenda 14: MOU with other institutes and colleges

1. It has been resolved that the IQAC will take initiative for collaboration with agencies and institutions for more effective and holistic teaching-learning, employability, extension and other activities.
2. The IQAC will take initiative to sign an MOU with the local administrative body/municipality for collaborative activities in the fields of academic, administrative and cultural activities and endeavours in waste management, water conservation, awareness programmes and general development of the local community.
3. The IQAC will take initiatives to sign MOU with industrial bodies/agencies to create employability among students in collaboration with the career counselling cell of the college.

4. The IQAC will take initiative to sign MOU with other colleges for collaborative academic, cultural or extension activities.

5. The IQAC will take initiative to sign MOU with agencies engaged in social welfare activities for collaborative efforts in that field through NSS units of our college.

Agenda 15: Maintenance of equipments

1. It has been resolved that all the departments will be allotted departmental rooms and bookshelves for departmental libraries.

2. It has been resolved that a separate room will be allotted to the Cultural Committee.

3. It has been resolved that the Computer Lab will be shifted to a larger room and will be renovated.

4. It has been resolved that the IQAC will take initiative for furnishing of ICT Lab for the Education Department.

5. It has been resolved that a separate meeting room will be arranged with lockers for the committees as required.

Agenda 16: Matters related to Asset registration

1. It has been resolved that the Asset Registration Process will be completed by the Equipment Maintenance Committee by September 2022.

Agenda 17: Storage of examination copies and other papers

It has been resolved that a room will be allotted and properly furnished for storage of internal examination copies.

Agenda 18: Promotion of Dr. Angana Deb, Dr. Aparna Mandal, Dr. Samik Sen, Dr. Indrani Ghosh and Dr. Ekramul Haque Chowdhury.

It has been resolved that the applications from Dr. Angana Deb, Dr. Aparna Mandal, Dr. Samik Sen and Dr. Indrani Ghosh are approved and IQAC is assigned the task of their promotion process through Career Advancement Scheme provided all the eligibility requirements are fulfilled.

Agenda 19: Miscellaneous

The IQAC coordinator informed the house about the initiatives successfully implemented in the college since the last meeting of IQAC.

- "Back to Campus" initiative has been successfully planned and implemented. Students have actively participated in interdisciplinary students' seminar, group cultural activity contest, photography contest, story-writing contest, CV writing and mock interview competitions.
- Workshop has been arranged on NAAC preparation by the NAAC Steering Committee in collaboration with IQAC.

- Training programmes on Basic Communication Skill and Basic Computer Skill for non-teaching staff members have been arranged by the Department of English and Department of Computer Science in collaboration with IQAC.
- MOU has been signed with Vivekananda College, Madhyamgram. Initiatives have been taken to sign MOU with East Calcutta Girls' College, Panihati Mahavidyalaya and New Barrackpore Municipality.
- Koha software has been installed in the college library.
- Furnishing and decoration of the college auditorium has been completed.
- Students' Canteen has started operation in the college campus.
- Initiatives have been taken towards a plastic-free college campus.
- The Geography Lab has been shifted to a larger room and has been renovated.
- A socio-economic and education related survey has been conducted by the Department of Education in collaboration with IQAC.
- Gender-sensitization programme has been conducted by the ICC in collaboration with IQAC.
- A drama has been presented by the students of the Department of Psychology to observe Mental Health Awareness week.
- College campus cleaning programme has been conducted by the NSS.
- Four departments of the college - English, Commerce, Psychology and Geography have successfully conducted four add-on courses.
- Separate office rooms have been arranged for IQAC, NSS, Career-counseling Cell
- The first meeting for the formation of Alumni Association has been conducted and the process for its registration has been started.
- Smart classrooms have been renovated and made fully functional. Projectors have been connected with desktop computers and measures are being taken to make all the four smart classrooms connected to the internet.
- The Career Counseling Cell has conducted a workshop for students.
- Seminars have been conducted by the department of Political Science, Department of Geography and Department of English in collaboration with the IQAC.

Action Plan for next six months

1. Arrangement and furnishing of Physics, Chemistry and Education lab
2. Renovation of Computer Science Lab
3. Biometric attendance system
4. Furnishing of college auditorium
5. Arrangement for departmental rooms with departmental library facility
6. Arrangement for a seminar room.
7. Mandatory smart classes for all teachers and all subjects.
8. College journal with ISSN
9. Active Alumni Association

10. More teaching posts fulfilment of NTS posts
11. Asset Registration
12. Formation of Psychological Counseling Cell
13. Active Career Counseling Cell and coaching for competitive exam
14. Introduction of LMS
15. Introduction of feedback portal and online grievance redressal system.
16. More environment-friendly college campus.
17. Up-to-date service books of all TS and NTS.
18. Arrangement for a "meeting room" and separate lockers for the sub-committees
19. Formation of book club, photography club, movie club and eco club etc. to include and involve the students into the various campus activities
20. Wall magazines and annual college magazine.
21. MOU with corporate partners who will enhance the scope of career growth of our students.
22. MOU with a public bank and conduct a financial literacy programme in the local area and for the students.
23. MOU with NGOs to conduct extension programmes in collaboration with them.
24. MOU with other institutions and to conduct add-on courses with collaboration with them.
25. Publication of at least one article per teacher in a peer-reviewed journal.

Angana
11/05/2022
Coordinator IQAC
Naba Barrackpur Prafulla Chand.
Mahavidyalaya

11/05/2022
Principal
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