

# Minutes of IQAC Meeting 19-20

## Page Division

*IQAC meeting dated 16.07.2019*

*IQAC meeting dated 03.12.2019*

*IQAC meeting dated 21.01.2020*

## Meeting of IQAC dated 16.07.2019

### Members Present:

1. Sd/- Dr. M. Sahu
2. Sd/- Dr. S.K. Bera
3. Sd/- Dr. D. Ghosh
4. Sd/- Dr. A. K. Mandal
5. Sd/- Dr. S. Basu
6. Sd/- Dr. A. Jana
7. Sd/- Dr. M. Dey
8. Sd/- Dr. G. Mondal
9. Sd/- Dr. S. Saha
10. Sd/- Dr. T. Kar

In presence of the above members, the Principal took the chair and the meeting started. After a thorough discussion, the following resolutions were taken.

1. The IQAC read and confirmed the proceedings of the last meeting.
2. The IQAC in its first meeting of the new committee divided the different criteria in NAAC amongst its different members in the following manner:

Criteria I- Dr. A. K. Mandal

Criteria II- Dr. S. Basu

Criteria III- Dr. S. Saha

Criteria IV- Dr. G. Mondal

Criteria V- Dr. T. Kar

Criteria VI- Dr. A. Jana and Dr. M. Dey

Criteria VII- Dr. D. Ghosh

It was decided that the different members will be responsible for their individual criterion and it was further decided that the individual criteria-heads are to identify best policies in their respective criterion that are implementable taking into account the profile of the college.

3. Pursuant to this, it was decided that the IQAC would soon hold a brainstorming session where after identifying best policies, committees would be set up that will best be able to put those policy initiatives into practice.
4. The IQAC decided to start collecting data for AQAR for the academic session 2018-19 so as to submit AQAR within the stipulated date to NAAC. Each individual criteria-heads were requested to collect data for their respective criteria.
5. It was felt by the IQAC that digitization of college functioning is the need of the hour and Principal was requested to explore avenues for the same. While discussing the same, IQAC observed that our software vendor Sristi Technologies have an ERP solution of their own and it was decided to call them for a demonstration of their product.
6. It was felt by IQAC that we need to be involved in NIRF and Dr. A. Jana was given the responsibility of the same from IQAC. He is to liaison with the college office, especially with Sri K. Halder and ensure that the college is included in

the NIRF. All the needful regarding NIRF is, therefore, to be handled jointly by Dr. A. Jana and Sri K. Halder of college office.

7. It was felt that industry-academia collaboration as also collaboration with research institutions needs to be given a serious thought and so Criteria III in-charge Dr. Soumya Saha was requested to come up with proposals regarding the same.

There being nothing else to discuss, the meeting ended with a vote of thanks to the chair

## Meeting of IQAC dated 03.12.2019

### Members Present:

1. Sd/- Dr. M. Sahu
2. Sd/- Dr. S.K. Bera
3. Sd/- Dr. D. Ghosh
4. Sd/- Dr. A. K. Mandal
5. Sd/- Dr. S. Basu
6. Sd/- Dr. A. Jana
7. Sd/- Dr. M. Dey
8. Sd/- Dr. G. Mondal
9. Sd/- Dr. S. Saha
10. Sd/- Dr. T. Kar

In presence of the above members, the Principal took the chair and the meeting started. After a thorough discussion, the following resolutions were taken.

1. The proceedings of the last meeting were read and confirmed.
2. The much awaited brainstorming session began with the different criteria being individually taken up for discussion and individual criteria-heads requested to identify policy initiatives in their respective criteria that can be implemented. A lot of proposals came up each of which was noted down. It was next felt that no initiative in the college can be put into practice without taking the college as a whole into confidence. It was, therefore, decided that the IQAC will sit in a meeting with the college faculty where the faculty will be apprised of the thoughts and ideas of IQAC and would also be encouraged to share their views about these proposed policy initiatives.
3. As far as the formation of committees for each of the proposed policy initiatives, it was felt that it would be better that the formation of committees takes place only in the meeting of the IQAC with the faculty. That would allow the faculty a say in the formation of the committees for any successful implementation of the policies will not be possible without the committees joining in the effort. Therefore, it was felt that the preferences of the individual faculties need to be taken into account while including them in the committees.
4. The IQAC decided to extend all support to faculties intending to join Refresher Courses and Orientation Programmes for other than being of help in their own CAS promotions; it would also enrich the concerned faculty's teaching skills. The Cell also decided to help teachers in preparing documents for their CAS promotion according to the new format (4<sup>th</sup> amendment) and the latest Government of West Bengal regulations. Two teachers Dr. Dipesh Ghosh and Dr. Gopal Mondal whose CAS promotion has been overdue for some time were requested to submit their documents with IQAC for verification. The Principal was also requested to liaison with DPI office and University and fix a common date acceptable to both the University nominee and the DPI nominee. The CAS meeting will be held on that day in the college premises.

5. The IQAC felt that biometric system of attendance needed to be put in place in order to ensure punctuality and regularity by the employees which some members of the IQAC namely Dr. A. Jana and Dr. D. Ghosh felt has fallen away terribly recently. The Principal assured that he would take up the matter with all seriousness and place it in the next GB meeting and that the modalities of biometric system of attendance will also be fixed there.
6. The ERP demonstration of Sristi Technologies was noted with satisfaction by IQAC and the Principal was requested to invite tenders for ERP from all who are interested. It was noted by each and every member that going forward digitization was the need of the hour and such ERPs the solution.
7. As far as AQAR submission for academic session 2018-19, the individual criteria heads had submitted their data which were then compiled with additional inputs wherever necessary. The IQAC requested the Principal to place the AQAR in front of the Governing Body in its next meeting.
8. The IQAC noted with satisfaction the enrolment of college in NIRF portal and requested Dr. A. Jana to get on with 2019-20 NIRF data submission.

There being nothing else of substance to discuss, the meeting ended with a vote of thanks to the chair

## Meeting of IQAC dated 21.01.2020

### Members Present:

1. Sd/- Dr. M. Sahu
2. Sd/- Dr. S.K. Bera
3. Sd/- Dr. S. Basu
4. Sd/- Dr. A. K. Mandal
5. Sd/- Dr. A. Jana
6. Sd/- Dr. D. Ghosh
7. Sd/- Dr. M. Dey
8. Sd/- Dr. G. Mondal
9. Sd/- Dr. S. Saha
10. Sd/- Dr. T. Kar

In presence of the above members, the Principal took the chair and the meeting started. After a thorough discussion the following resolutions were taken.

1. The IQAC read and confirmed the proceedings of the last meeting.
2. The meeting began with IQAC noting the change in IQAC Coordinator. In the last GB meeting dated 6<sup>th</sup> January 2020, Dr. Dipesh Ghosh stepped down from his Coordinator's position citing personal reasons and the GB subsequently appointed Dr. S. Basu, senior faculty and past IQAC Coordinator to take up the position. It was felt that with NAAC round the corner someone with experience needed to be at the helm of the affairs. The IQAC affirmed its support to Dr. S. Basu in all his well intentioned efforts to take the college forward.
3. Dr. S. Basu brought the issue of NAAC accreditation next. Our institutional accreditation ends, he noted on 2<sup>nd</sup> March 2020. He pointed out that there were large areas that the college needed to cover before it can even think of appearing for NAAC accreditation. It was, therefore, decided by IQAC that rather than jumping forward for NAAC accreditation, it is best that we put our house in order before appearing for the same. Some of the policies that we are thinking of implementing need time to be executed and that we will wait a year or two before harbouring thoughts of renewing NAAC accreditation.
4. It was also pointed out by Dr. S. Basu that the NAAC format for SSR itself has undergone a change recently and that we need to prepare ourselves accordingly following the new format.
5. The committees formed in the meeting of the IQAC with the faculty were ratified next. It was also decided that the IQAC will be sitting next with the individual committees and evolve jointly with the committees the road map of their activities going forward.
6. The Principal apprised the IQAC that the solar panel installation project that the college has requested to be set up on its roof has after a long delay at last been approved by the government. It needed a letter from the Principal himself for the roadblocks to the project to be removed. The IQAC noted with satisfaction this latest development.

7. Dr. Soumya Saha informed IQAC members that he has been talking with South Asian Institute for Advanced Research (SAIARD), an autonomous academic & research institution certified by ISO 9001:2015 & MSME, Govt of India & registered under NITI Aayog, Govt of India and that representatives from SAIARD will be visiting the college soon in order to stitch modalities of collaboration with the college.

There being nothing else of substance to discuss, the meeting ended with a vote of thanks to the chair