

Minutes of IQAC Meeting 20-21

Page Division

IQAC meeting dated 04.08.2020

IQAC meeting dated 12.09.2020

IQAC meeting dated 20.09.2020

IQAC meeting dated 04.10.2020

IQAC meeting dated 10.03.2021

IQAC meeting dated 18.05.2021

Resolutions of the IQAC meeting held on 4.08.20

Agenda 1 - The IQAC expressed satisfaction at the way online classes have been taking place from 1st July in the college and thanked the teachers for their sincerity and commitment in taking online classes. The issue of teachers not always taking all of their allotted classes due to network connectivity issues, engagement in meetings etc. came up for discussion. It was decided that in such cases teachers would reschedule their classes as constraints of space and time present in traditional mode of classroom teaching are absent in the online mode. Moreover, it was also decided that on University specified holidays, online classes will remain suspended.

Agenda 2 - The issue of obtaining feedback from students on online classes was discussed and it was decided that after consulting our ERP vendor and ironing out a few niggles still present in the feedback menu of our ERP and after finalizing the questionnaire, the feedback process would commence.

Agenda 3 - The introduction of DSC and GE classes was discussed. The members were unanimous in the need of beginning DSC and GE classes. It was decided that after the student section is amended in the ERP and on finalizing the DSC and GE routine, the same would be begun. It was further resolved that both DSC and GE classes would be introduced simultaneously and not in a phased manner.

Agenda 4 - The in-charges of the respective criteria of NAAC were requested to go through their respective sections and identify which portions of their criteria could be done from home. Such identified portions are to be made available to IQAC within the next seven days.

Agenda 5 - The IQAC was briefed by Dr. Soumya Saha about the different MOU's the college could consider signing. The IQAC then discussed areas where the college could collaborate, also feasibility of such collaboration etc. The IQAC felt such MOU's were necessary to extend the range of college activities and therefore requested Dr. Saha to provide written literature about the research organization interested in signing MOU's, and if possible specific information of the kind of cost they charge students participating in such collaborative courses.

Agenda 6 - The IQAC felt that the Departments should consider organizing Webinars and publishing Webzines. In fact, it was felt that Webinars and Webzines were a good idea,

not only because there is no such cost involved but also because of the ease with which they can be organized and published. It was brought to the notice of the IQAC in the ensuing discussion that the Department of English proposes to publish a Webzine in the near future.

Agenda 7 - The bottlenecks in the initiation of the pay fixation process of Dr. Amrita Banerjee, Faculty, Department of English were discussed threadbare by the IQAC and the Principal was requested to look into the matter and if possible speed up the process.

Miscellaneous - The issue of admission to UG came up for discussion and the Principal was requested to take the issue up with our software vendor so that anomalies of last year do not get repeated this time.

The issue of collective responsibility of members in committees was discussed. The IQAC expressed anguish at the fact that only the convener/joint convener of any given committee seemed to be alone responsible while other committee members abdicated their responsibility.

The meeting ended with a vote of thanks to the chair.

Resolutions of the IQAC meeting held on 12.09.20

The meeting started with the reading out of the resolutions of the meeting held on 04.08.20 and the execution thereof on the ground of those resolutions. It was found in the ensuing discussion that while other resolutions have been acted on, nothing substantial has been achieved on Resolutions 4 and 5 concerning the Criteria Wise reports to be prepared by the respective criteria-in-charges and initiatives regarding collaboration with other research organizations and institutes. The material regarding MOU's provided in the IQAC WhatsApp Group was also not followed up. Under the circumstances, it was proposed by Dr. Munmun Dey to have another meeting of the IQAC in a week or so, where we come to the meeting prepared on these two agenda. It was, therefore, decided that the next IQAC meeting will be held on 20.09.20, Sunday specifically on these two issues.

Agenda 1. The members of the IQAC expressed anguish at the state of the college post-amphan. They pointed out the lack of repair activity, also complete lack of maintenance. No repair activity whatsoever has been carried out in the college even more than three months after the Amphan cyclone and partial relaxation of lockdown in the state. The roof terraces (4) and the cycle stand of the college still bear the scars of the Amphan cyclone. The tin sheds in both these parts have been blown away. Also several glass panes in several locations of the college lie shattered. Also there has been no maintenance. For example, the stretch of space leading to the Science Block has turned into a veritable jungle what with wild growth of bushes and shrubs and no weeding whatsoever. Under the circumstances it was therefore proposed that the Principal look into the issue with all the seriousness it deserves. The Principal assured the members that repair activity will begin very soon, in fact just after the Vishwakarma Puja. Also he accepted the proposal of the IQAC of preparing a schedule of cleaning activity. It was also resolved that at least one departmental faculty needs to be present while the departmental facilities are being cleaned and checked.

Agenda 2. The online admission committee member and also the member of IQAC Dr. Gopal Mondal briefed the IQAC about the state of admissions to 1st Semester. He pointed out the many errors of omission and commission by the software vendor running our online admission portal. Taking note of all these, the IQAC suggested that the software vendor Infotech lab needs to be made accountable and sensitive

towards the grievances of the college. As an extreme measure a change of software vendor was also suggested, if Infotech Lab continues to remain insensitive to our concerns.

Agenda 3. The beginning of the *General Classes* was discussed in all its nitty-gritty and several roadblocks to its commencement identified. It was felt that the main stumbling block in the resumption of *General Classes* was the inability on the part of the college to communicate with the general students. Under the circumstances, the IQAC underlined some of the options that could be explored - like SMSing the students, putting notice on Website, displaying the said notice on the College Face Book page, informing the students through the Student Union etc. It was resolved that beginning of general classes remaining a top priority, the college will spare no effort in bringing the general students under the purview of online mode of teaching.

Agenda 4. The students' feedback process was discussed and it was proposed that Google Forms be used as a means of collecting feedback from students until the students are initiated into the ERP. A committee comprising the following members was constituted for the purpose with each member responsible for the departments named alongside him/her.

Milan Das (Bengali, Music), Ashadul Haque (Geography, Education), Tanmoy Kar (Computer Science, History), Susnata Bera (Botany, ENVS), Amrita Banerjee (Pol. Sc, Mathematics), Subhajit Naskar (Sociology, Nutrition), Brahmadev Jana (English, Zoology), Gopal Mondal (Chemistry, Sanskrit), Soumya Saha (Physics, Philosophy), Subhankar Gayen (Commerce, Physical Education).

Dr. Asim Kumar Mandal and Prof. Debajit Sensarma remains in charge of the whole feedback process.

As far as LMS uploads, it was decided all teachers would henceforth be made users of LMS menu and that they will be uploading their own individual study material in the requisite section. A video tutorial is being prepared to help them.

Miscellaneous. In the miscellaneous section the availability of *G Suite* came up for discussion and the IQAC Coordinator assured the members that *G Suite* will be made available very soon to the college. It was also pointed out that henceforth all Webinars will be able to make use of *G Suite*.

The meeting ended with a vote of thanks to the chair.

Resolutions of the IQAC meeting held on 20.09.20

Agenda 1 - Criteria wise Reports - The IQAC members in charge of respective criteria pointed out one by one in great detail the areas implementable in the present lockdown mode whereby the college could improve either by introducing new measures or by ironing out the lacunas built into the system. After a long discussion where each individual criterion was taken up for discussion separately, it was resolved that each of the criteria in charges would submit within three days to the IQAC mail a criteria wise report where they will underline the measures they think can be readily implemented in order of their ease of implementation and the person/persons they think is/are to be assigned for their implementation. The next IQAC meeting will take place only after the receipt of all such reports. As the first agenda stretched on for a long time, and other agendas needed similar extensive discussion, it was resolved that all other outstanding agendas would be taken up in the next IQAC meeting. A pressing concern raised by Dr. Dipesh Ghosh was then next addressed in the miscellaneous section.

Miscellaneous - As far as inclusion of additional qualification of teachers in the Prospectus was concerned, it was resolved that all such teachers would have to submit soft copies of their testimonials to the college mail and IQAC mail within three days of a notice to be issued by the Principal to this effect and after validation of such qualification, the extra qualification of the teachers would be included in the Prospectus.

The meeting ended with a vote of thanks to the chair.

Resolutions of the IQAC meeting held on 4.10.20 on the Google Meet platform via link <https://meet.google.com/yvg-yyhp-tax>. The meeting started at 8.00 P.M.

Members Present:

1. Dr. Manabendra Sahu (Principal and chairperson IQAC)
2. Dr. Santanu Basu (Co-ordinator IQAC)
3. Dr. Asim Kumar Mandal (Member)
4. Dr. Atanu Jana (Member)
5. Dr. Dipesh Ghosh (Member)
6. Dr. Soumya Saha (Member)
7. Dr. Tanmoy Kar (Member)

Agenda 1 - 1st Semester Classes - It was decided that all efforts will be made to start 1st Semester Hons. online classes before the Puja vacation itself. Details of newly admitted students to 1st Semester will be taken from our ERP provider and subsequently provided to respective Heads of Departments and in charges who will then contact the students, form WhatsApp groups etc. thereby setting in motion the process leading to the commencement of classes.

Agenda 2- Collaboration and Certificate Courses - It was decided that MOU will be signed with the three collaborative bodies interested to stitch a partnership with the college, namely South Asian Institute for Advanced Research and Development (SAIARD), Bandhan and Acasia Global Consulting LLP as early as possible. The contours of our specific engagements with them, for example beginning of certificate courses, organizing workshops etc. will be decided later on a case to case basis. At the same time a survey regarding student interest in Communicative English/soft skills and Tally may at the same time be internally carried out in the college. As regards the proposal of Ms. Parmita Dhar regarding an online Orientation Programme/Webinar on Communicative English, it was decided that a platform to interact with the students would be provided to her and that the said programme will be organized by Dr. Munmun Dey with support and assistance from Dr. Soumya Saha.

Agenda 3 - Webinar Issues - A technical support group of nine members - Dr. Gopal Mondal, Prof. Debajit Sensarma, Prof. Ashadul Haque, Dr. Soumya Saha, Dr.

Tanmoy Kar, Prof. Bidhan Halder, Dr. Susnata Bera, Prof. Milan Das and Prof. Sudipta Dey was formed who will be providing technical assistance to webinars and other e-activities of individual departments lacking in skilled personnel. The IQAC will assign to the department the necessary personnel on the request of the concerned department.

Agenda 4 - NAAC Activities - It was pointed out by the IQAC Coordinator that all Criteria in-charges have submitted their Criteria Wise reports and they were now urged to put into execution the plans they themselves outlined in their reports.

Miscellaneous - The Departments with Compulsory Additional subjects - Bengali, English and ENVS having to check more than 400 scripts in effectively two days, it was decided that the examiners of the said papers will be allowed duty leaves according to the following schedule - 8th, 9th and 10th October for BNGM and ENG C and 9th and 10th October for ENVS.

The meeting ended with a vote of thanks to the chair.

Resolutions of the IQAC meeting held on 10.03.21 on the Google Meet platform via link <https://meet.google.com/vfo-phwu-kyi>. The meeting started at 8.00 P.M.

Members Present:

1. Dr. Manabendra Sahu (Principal and chairperson IQAC)
2. Dr. Santanu Basu (Co-ordinator IQAC)
3. Dr. Asim Kumar Mandal (Member)
4. Dr. Atanu Jana (Member)
5. Dr. Dipesh Ghosh (Member)
6. Dr. MunMun Dey (Member)
7. Dr. Soumya Saha (Member)
8. Dr. Tanmoy Kar (Member)
9. Prof. Debajit Sensarma (Invitee member for this particular meeting)
10. Prof. Bidhan Halder (Invitee member for this particular meeting)
11. Prof. Kousik Pal (Invitee member for this particular meeting)

Agenda 1: ERP responsibility distribution - The responsibility of the different menus of ERP was distributed among the members of the IQAC and the invited members and in a few cases among the members of office staff. An addition was made to the faculty menu where in addition to Prof. Debajit Sensarma, Prof Ashadul Haque's name was included. It was resolved that menu in-charges will go through their respective menus and after about a week a meeting with our online ERP vendor will take place. Outstanding issues about ERP will be taken up in that meeting.

Agenda 2: Preparation of AQAR - It was felt that we need to begin the preparation of AQAR 19-20 in right earnest. The different criteria were subdivided among individual members like it was done last year and they were requested to submit their portion within 31st March.

Agenda 3: Semester Exams - The Principal informed the members about the modalities of Semester Exams as decided by the University. It was resolved that internal evaluation will also take place in the online format in a centrally uniform way by preparing a routine for the internal evaluations and posting the question papers in the college website.

Agenda 4: Miscellaneous - There being nothing else to discuss, the meeting ended with a vote of thanks to the chair.

Resolutions of the IQAC meeting held on 18.05.21 on the Google Meet platform via link <https://meet.google.com/fjv-emqn-cux>. The meeting started at 8.00 P.M.

Members Present:

1. Dr. Manabendra Sahu (Principal and chairperson IQAC)
2. Dr. Santanu Basu (Co-ordinator IQAC)
3. Dr. Asim Kumar Mandal (Member)
4. Dr. Atanu Jana (Member)
5. Dr. Dipesh Ghosh (Member)
6. Dr. Munmun Dey (Member)
7. Dr. Gopal Mondal (Member)
8. Dr. Soumya Saha (Member)
9. Dr. Tanmoy Kar (Member)
10. Prof. Debajit Sensarma (Invitee member)
11. Prof. Ashadul Haque (Invitee member)
12. Prof. Bidhan Halder (Invitee member)

Agenda 1: Report on the status of individual ERP menus from respective menu in charges: The menu in charges of the ERP reported the status of their individual menus. While some menus like Feedback, LMS and Student were more or less in functional mode, some others like Finance, HR, Employee and Faculty were not yet ready. The issue with Finance was deep rooted and was connected with reallocation of responsibility in the office. The Principal assured he will look into it. It was finally decided that after around two weeks a meeting of the faculty of the college will be called where the faculty would be provided an elementary overview of the working of ERP and its functions so that they can make use of it in curriculum delivery and other such academic needs.

Agenda 2: Discussion on the bill submitted by Sristi Technologies for ERP: It was decided that Dr. Santanu Basu will talk with Siddhartha babu of Sristi Technologies/Infotech lab about the ERP bill and try to negotiate a revised amount taking into account the fact that in the preceding year the college being in lockdown mode, ERP could not be utilized optimally and also because the ERP itself from Infotech end was not fully ready at the time of delivery and that there were initially a lot of glitches in the software provided by Infotech lab.

Agenda 3: Details regarding AQAR submission: The AQAR 19-20 was more or less complete other than a few issues about some finer details. Those were discussed and resolved in the ensuing deliberations. It was further decided that AQAR 19-20 would be submitted within the deadline of 31st May 2021.

Agenda 4: Present status of NAAC initiatives: It was decided to explore the possibility of activating the Mentor mentee initiative of the college that had to be put on hold due to college shutdown, now in an online format through creating Whats app groups of mentor-mentees or in any other such similar mode.

Agenda 5: Regularity of online classes: It was decided that the Principal will request the Heads and Departmental in-charges of the respective departments to see to it that online classes in their own departments are taking place regularly.

Agenda 6: Inclusion of new teachers in college sub-committees: It was decided to include the names of the new teachers who have been appointed through the last CSC in college sub-committees.

Agenda 7: Issues regarding online semester exams: It was decided that the departments will have autonomy over the conduct of internal examinations. The college will only earmark a window for such assessments. However, if any department has any problem in conducting internal assessments on their own, only then will the college centrally intervene. It was also decided that there having arisen a lot of problems in the submission of answer scripts through email mode, the college can explore other ways of online answer script submission, and talk with Infotech lab about the same.

Miscellaneous: The College GB being presently dissolved, Dr. Dipesh Ghosh requested Principal to look into the matter and initiate the process of reviving the GB. Principal assured that he is very much aware of the situation and has even begun taking steps towards it.

The meeting ended with a vote of thanks to the chair.