

## Proceedings and Resolutions of meeting of IQAC held on 23 November 2019

The name of Dr Nabanita Chakrabarti, Principal of the college, was proposed by Dr Ranjan Kumar Auddy to act as chairperson and it was accepted unanimously. The Coordinator, Dr Auddy read out the proceedings of the last meeting of the IQAC dated 16.03.2019 and it was resolved unanimously. Dr Raktim Sur updated the house regarding the execution of the resolutions taken in the previous meeting. Mr Kishore Sengupta, Member of the Alumni, suggested that an action taken report be prepared before the next meeting of the IQAC and the house resolved that such a report may be prepared henceforth. Dr Nabanita Chatterjee enquired whether the faculty exchange programme has materialized. Dr Sur answered that the college is thinking of signing a MOU with another college for successful implementation of the programme. Regarding the Sunday school the Principal informed the house that after the slum dwellers with whom the college intended to start the Sunday school were dislocated and the NGO with whom the college collaborated could not organize it further and hence it got a setback. Dr Chatterjee and Mr Sengupta highlighted the necessity of holding four IQAC meetings in one academic year and framing an Action Taken Report before the next meeting. The house agreed with them in this matter. The proceedings on the scheduled agenda are as follows: 1. Dr Auddy informed the house that although meetings could not be held, the IQAC has been functioning effectively. All the departments have introduced the system of parent teacher meetings. Programmes on social welfare such as Cancer Awareness Programme on 15.03.2019 and Awareness Programme on Alzheimer's Disease have been conducted in the college, Workshop on General Safety and First Aid on 6.3.19. The system of Mentor-Mentee programme has been introduced informally in the college. Several programmes have been conducted by the Women's Cell. Several departments have organized seminars and special lectures. Meetings of the internal members of the IQAC have also been held.

2. Preparation of AQAR: The teacher members have said that they will participate in the preparation of the AQAR filling up each of the seven Criterion as arranged in the internal meetings.

3. Academic Calendar: Dr Auddy suggested that each department may form an academic calendar of their own. But Dr. Nabanita Chatterjee opined that to maintain uniformity a general Calendar should be prepared and the house accepted the suggestion.

4. Feedback: Dr Auddy said that feedback of the students is indispensable for NAAC accreditation. Dr Chatterjee suggested involving the college union in this matter. However, it was told by Dr Sur that a feedback form has already been created on the college website. It was resolved that a scroll will be put up on the college website asking the students to fill in three Feedback forms given in the college website: Feedback on Curriculum, Feedback for Students and Feedback on Library. 5. Regarding Self Appraisal the house observed that the teachers of the

college already have the opportunity to assess themselves if they fill in all the data in the college website. Dr Sur said that teachers can also check their API score by filling in necessary data on the college website. Hence Self Appraisal report in hard copy is not essential just now.

6. Mentor Mentee Register: The house unanimously resolved to maintain a register for the recently introduced Mentor-Mentee work. A format of such a register has already been prepared by the IQAC which will be implemented with changes if necessary. Moreover, considering the enormity of the Department of Commerce, the house resolved that the department of Commerce may conduct the programme selectively on need-basis.

7. Incubation Centre: Dr Auddy said that the Incubation centre is an important programme suggested by NAAC. Dr Bodhisattwa Bardhan Choudhury highlighted that this is a way of enabling the student for entrepreneurship. Considering the limited space of the college the house has to find a way in bringing to light an Incubation Centre which will immensely benefit the students in the present social context.

8. Seminar on IPR: Dr Emon Bagchi and Dr Raktim Sur informed that a department of the Government of India on property rights exists in Kolkata and they may be contacted to provide us with necessary resources for arrangement of seminar on IPR. Dr Chatterjee suggested the name of Mr Sabuj Chaudhuri who might be the fittest person to act as resource person in a seminar on IPR. The house requested her to contact him and Dr Auddy opined that the college may fix the date for this seminar as per the availability of Mr Sabuj Chaudhuri.

9. Seminar on Values and Ethics: Dr Auddy asked for suggestions regarding the arrangement of seminar on Values and Ethics. Dr Chatterjee volunteered to act as resource person in a seminar on Values and Ethics and the house expressed thanks for this gesture.

10. During miscellaneous hours, Mr Sengupta said that the Alumni Association needs an office room and at least they need a signboard indicating their address to be put up in the college premises. The house comprehended the problem and at last, the Principal said that the Alumni Association may use the college address for correspondence. Mr Sengupta urged that the quality of the teaching should be uplifted further keeping in mind the past glory of the institution. Dr Madhubanti Shome said that the teachers of the college give utmost importance to holding of classes and attendance of students have increased in the past two years. The Principal suggested that the next meeting of the IQAC may be conducted in January 2020. The meeting ended with a vote of thanks to the chair.

### ACTION TAKEN REPORT 1 as on 08/02/2020

1. The IQAC has collected most of the data necessary for submission of AQAR. However, most of the data filled online needs to be simultaneously uploaded in xls, doc.x or pdf format (as per the latest format) which is being done.
2. The IQAC has arranged an international seminar on 26 February 2020 to celebrate the bicentenary of Pandit Iswarchandra Vidyasagar in order to pay homage to the great soul and also to highlight the values of uprightness, pure knowledge and rationalism practised and professed by Pandit Iswarchandra Vidyasagar. The seminar is going to be sponsored by Indian Council of Social Science Research.
3. The IQAC has approached the Directorate of Youth Services to sponsor a Debate and Essay Competition as a way of celebrating the 150th year of Mahatma Gandhi. We have not yet received any feedback from The Directorate of Youth Services.
4. The IQAC has taken initiative to publish an ISBN book consisting of the discussions and lectures of the main two sessions of the seminar and full papers of the paper presenters in the parallel sessions during the international seminar on 26 February 2020.
5. The IQAC has prepared a guideline for the Mentor-Mentee programme to be presented during the next meeting of the IQAC before circulating among the teachers.
6. A Scroll has been put up on the college website asking students to fill in three Feedback Forms: Feedback Form for students, Feedback on Library, Feedback on Curriculum. Some feedbacks have been received but since the classes are suspended due to undergraduate examinations of Calcutta University, of which this college and Sivnath Sastri College and Prafulla Chandra College are a centre, the teachers are not in a position to meet with the students physically and motivate them for filling up Feedback Forms.
7. The IQAC has contacted the Office of the Controller General of Patents, Designs and TradeMarks, Ministry of Commerce and Industry, Government of India, to provide us with a resource person for the organization of lectures and seminars on Intellectual Property Rights. We have received a reply from them. Mr Sanjay Bhattacharya, Deputy Controller and Head of Office, Patent Office, Kolkata of Government of India has responded and is willing to come and speak on IPR and Patents. We are likely to hold a Special Lecture or a Day Long Seminar in March 2020.
8. The college has utilized funds from RUSA to enrich the Geography Lab of the college and to subscribe to JSTOR. The repository of books and journals can now be accessed through wifi within the college campus. The IQAC highly appreciates this action.
9. The AISHE data has been uploaded successfully by Ms Chinmoyee Nanda.