

## **Proceedings of the meeting of the internal members of the IQAC dated 21 December, 2022**

The Principal takes the chair. The proceedings of the previous two meetings were read and confirmed unanimously.

The Coordinator tells the house that AQAR is being prepared, partly based on Annual Departmental Report of the individual departments.

### **Message to GB:**

The house tells the Principal to request the GB to give their views on Best Practices which are being thought upon by the teachers. The IQAC is willing to adopt the making of Charitable Fund for the needy as Best Practice for the college as involvement in extension activities would instil sensitivity to social problems and spirit of social service in our students.

The house also desires the GB to consider if free tiffin may be given to needy students.

The IQAC is framing the questionnaire of Student Satisfaction Survey; the house requests the Principal to inform the GB that it will be required to act based on the feedback given by students. It is to be treated as very important matter.

### **Message to Departments:**

The house discusses that the website needs to be updated regularly. It is resolved that the individual departments be requested to upload Activities of the Department, CU questions, Departmental Notices and Students' List on the departmental page. It is further resolved that teachers will motivate students to utilise Swayam and MOOCS.

### **Message to Cells and Committees**

Each cell/ committee be requested to update and rearrange their respective pages on the official website. The page must contain an Introduction, Names of members, Meeting, Resolutions, Other Activities. Each cell/ subcommittee will arrange observation of at least One Day in a Calendar Year.

### **Miscellaneous:**

The IQAC members discuss the utility of MoU already signed in 2022 that will bring scope of internship, research and employment for our students. Dr BBC points out that the college has signed MoU with IMS and ICA in April 2022 and September 2022 respectively. These will help to boost the employability of our students. ICA will conduct an Add On course. The members discuss the necessity of starting more Add-On Courses. However, the lack of space and constraints of time will be a severe challenge in the way of materializing more Add-On Courses. Dr Auddy points out that the MoU signed with Bengal Library Association in May 2022 will definitely help our students, especially our Advanced Learners in preparing themselves as potential researchers. The members discuss that the MoU with Umesh Chandra College need to be made functional.

The house discusses the utility of Academic Bank Credit and decides to wait for the University of Calcutta to register in ABC and issue guidelines to affiliated colleges regarding ABC.

The members discuss the possibility of utilizing the skills gained during the pandemic times in post-pandemic times, namely the skills of holding online classes. Dr Sur informs that department of History has not discontinued Online classes. The Principal suggests that many class days are lost due to University examinations every year, class days are lost during elections also. In such times Online classes may be held. The matter will be resolved in the meeting of the Academic Sub-Committee.

Dr Emon Bagchi and the Principal point out the possibility of materializing the installation of Solar Energy in the college campus.

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