**IQAC MEETING ON 5THJUNE, 2020**

**VIA GOOGLE DUO**

**TIME : 7 P.M.**

**MEMBERS PRESENT :**

1. Prof. Sudakshina Sengupta, Coordinator
2. Prof. ShyamalBannerjee
3. Dr. ManikaRakshit
4. Dr. BratatiDey
5. Dr. Joydeb Mishra
6. Dr. SubhasishChakraborty

**AGENDA :**

1. Confirmation of the minutes of the last meeting, dated 21.1.20
2. Measures to be taken during the Covid 19 regime.
3. Repair of the portions of buildings destructed by Amphan.
4. Restoration of some portions of the campus affected by Amphan.
5. New modes of teaching during the Pandemic.
6. Miscallaneous.

**MINUTES AND RESOLUTIONS** :

1. The minutes of the last meeting were confirmed without any changes.
2. Since the current pandemic requires the implementation of a number of precautionary measures in different directions, the IQAC members felt that this body should provide meaningful suggestions on the issue. Accordingly, a list of do-s and don’ts was drawn up at this meeting .these are :

**SANITIZATION ---**

* The entire college campus needs to be sanitized at regular intervals, made operational from next week perhaps. This should be treated as a regular feature, to be undertaken on a weekly basis. The local Panchayat and the honorable M.L.A, our G.B President could be approached in this regard.
* 3 small gates could be set up at the entrances to the 3 buildings in the campus and the entry of all individuals would be preceded by an automatic mechanism of getting the whole body sanitized.
* All furniture and various tools used, should be sprayed with sanitizers everyday.
* Sanitizers should be provided to all departments .
* All door handles, locks and other accessories are to be coated with plastic pieces .

**CLEANING ---**

* The tank and the drinking water filters are to be cleaned before the college re-opens.
* Only one button on each machine should remain operational, which should be coated with plastic pieces and the whole machine should remain in covers.

**RESTRUCTRING OF SEATING ARRANGEMENTS**---

* Chairs and tables in the Principal’s room, staff room , library and office should be altered to provide gaps between two persons.
* Not more than 10 persons should be allowed inside the canteen at a time
* No student shall be allowed inside the staff room. . For consultation with teachers, a specified area should be marked where conversations between a student and a teacher could be arranged on a one to one basis.

**MANDATORY PRACTICES ---**

* Wearing masks is compulsory for all individuals entering the campus**.**
* For canteen staff, using gloves and head covers is mandatory.

**STEPS FOR RAISING AWARENESS ---**

* Guidelines are to be drawn up for maintaining cleanliness and personal hygiene and these are to be displayed in all the buildings as well as in the other corners of the campus.
* Audio recordings of these guidelines could be made available in different areas in the campus so that the students are constantly reminded of the instructions that need to be adhered to.
* If required, special workshops or orientation programmes could be organized for the purpose.
* Students are to be instructed not to suppress any information regarding patients in their respective localities infected by COVID 19.

**FOR FACULTIES ---**

* Teachers should make sure that they carry their individual attendance sheets of students to class everyday and keep the same in their invidual custody.
* Provisions are to be made for supplying individual teaching tools (chalk, duster, white board pen etc) to the teachers ,which again, shall remain in their individual custody.
* The IQAC requests the Principal to devise a means so that all the teachers and non-teaching staff members do not touch the same attendance register everyday.

**OTHER SUGGESTIONS---**

* Masks at a nominal rate could be procured by the institution for the sale of such products to students, non teaching staff members and teachers. The IQAC recommends that the tailoring unit at the vocational training centre at Dakshin Barasat set up under the ‘Utkarsha Bangla’ scheme where our students are imparted trainings in different fields, be approached for the purpose.
* For the manufacture of sanitizers the Department of Chemistry could be approached.
* The Canteen Sub Committee should draw up a guideline for ensuring safety and cleanliness.
* The Academic Sub Committee and the IQAC should hold joint meetings to draft guidelines on the measures to be adopted at the time of commencement of the academic session.
* The existing Grievance Redressal Cell in the college berenamed as the Corona Grievance Redressal Cell, following the government directive in this regard.

**REPAIR OF THE AMPHAN AFFECTED CAMPUS AND RESTORATION OF**

**GREENERY :**

* Since the Amphan has ravaged the campus with most of the huge trees uprooted, damaging portions of certain buildings, it was decided that maintenance and repair of buildings should be given priority. Prof. S. Bannerjee informed the house that the work of felling branches of trees, removal of uprooted trees and clearing the ground was already in progress.
* Restoration of lost greenery would be the next priority. Large scale tree plantation would have to be taken up soon since monsoon rains care conducive to the rapid growth of trees. Such trees should be selected which are resistance to strong winds and torrential rains. Dr. J Mishra furnished a list of such trees, informing the house that particular organizations in Kolkata are working on this, selling these at a low rate. The price list is attached below. The adjoining street is also to be taken into consideration while taking up this work.
* The basic infrastructure needs to be put into place before students start attending college for the coming University examinations. Class rooms should have adequate fans and lights and the electrical repairs should be done on a war footing.
* Since our University has proposed home centres for examinees, it was decided that we would wait for the guidelines sent by the authorities and act accordingly.

**NEW MODES OF TEACHING DURING THE PANDEMIC** :

Since the outbreak of the pandemic, all activities, including class-room-teaching had to be stalled, as per Government order. The Principal stated that many departments in the college had already started on-line classes on Zoom/Google Meet/ Skype and other platforms. He applauded these departments and said that all departments should adopt virtual teaching-learning so that this practice does not get interrupted. It was unanimously resolved that all activities, academic, co-curricular, extra-curricular, would be conducted on an on-line platform. Departments would be at liberty to select a platform of its own choice.

There being no other point to discuss, the meeting was concluded at 8.30 p.m.

**ACTION TAKEN REPORT**

* The Annual plan drawn up by the Gender Sensitization Sub Committee was posted on the College Website, as resolved at an earlier meeting.
* The practice of making the campus hygienic, had been initiated and put into practice by the members of the Group E Staff.
* A Basic Computer Course for students and faculties was started by the Department of Computer Science.
* Modalities for organizing Add-on Courses were worked out, to be implemented at the commencement of the next academic session.
* HULADEK, a company in Kolkata that specializes in waste management, was approached for managing waste collected in the college campus.