MINUTES OF THE IQAC MEETING ON 16.3.21

On Google Meet, at 7p.m.

Members Present :

1. Principal
2. Co-ordinator, IQAC
3. Prof. Shyamal Banerjee
4. Dr. Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Bratati Dey
7. Dr. Joydeb Mishra
8. Dr. Subhasish Chakraborty
9. Prof. Rasidul Karim
10. Sri Sanjoy Das

Agenda :

1. Confirmation of the minutes of the last meeting
2. Mentorship.
3. Alumni Association.
4. Review of the last academic session.
5. Computer workshop for all faculties.
6. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the IQAC meeting on 8.12.20 were confirmed without any changes.
2. Prof. Sudakshina Sengupta reported that the Student mentoring system which had already been put into practice in the college, has been made more systematic in this academic session. All the Teachers are involved in the process of mentoring. Every mentor has prepared a list of all the mentees, keeping a record of their mobile numbers, e-mail ids and college enrolment numbers. Each mentor has taken the responsibility of his/her mentees, not only by providing assistance in the academic field, but also by offering personal psychological counselling to them, as and when necessary. The mentor also encourages her/his mentees to participate in all on-line activities, ranging from presenting their written papers, to expressing themselves through music, dance, elocution and the like.
3. Prof. Sudakshina Sengupta informed the house that all the documents required for the registration of the College Alumni Association Saraswat, had been submitted to the concerned person. Since the courts were closed because of the pandemic, the application for registration would have to be done on-line. The process had been initiated and would take a few months’ time to be completed.
4. Review of different aspects: Department wise on-line teaching: advantages and disadvantages; successful submission of the college data for the NIFR portal; successful add-on-courses which included: Spoken English, Journalism, A Short Course on Psychological Counselling, Spoken Sanskrit, Elocution and Dramatics, Apiculture, Tourism Management, Manufacturing of Hospital Products, Basic Computer Course and Programming, Yoga and Meditation. It was unanimously resolved that these courses would be conducted on-line in future also, as it saves time and is convenient for the students.
5. Dr. Joydeb Mishra informed the house that he had arranged for a comprehensive workshop on Optimizing Google, for all faculties, that would be conducted at regular intervals. He said that the person conducting this entire course would be one of our ex-students from the department of Physics, who had specialized in this. This announcement was met with a huge round of applause.
6. There being no other issue to discuss, the meeting was terminated at 9.15p.m, with thanks to the Chair.

**ACTION TAKEN REPORT**

* Every department in the College had successfully devised ways to keep the record of attendance of students, even though classes were organized on the virtual platforms.
* Individual departments initiated the communicative process by which students could be informed about Ragging and the anti -ragging measures and punishments, codified by the UGC. Because of the closure of the College, it was not possible to address the students on this issue, physically.