**MEETING OF THE IQAC WITH THE MEMBERS OF THE ACADEMIC SUB COMMITTEE ON 24.10.19**

**VENUE : PRINCIPAL’S ROOM**

**TIME : 2.30 P.M**

**MEMBERS PRESENT :**

1. Principal, Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta, Convenor, IQAC
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Subhasish Chakraborty
6. Dr. Jaydev Mishra
7. Dr. Bratati Dey
8. Prof. Rasidul Karim
9. Prof. Susanta Saha
10. Dr. Mosseur Rahaman
11. Dr. Sovana Ghosh
12. Prof. Sujit Sasmal
13. Dr. Suvosri Thakur
14. Dr. Malini Basu
15. Dr. Partha Biswas
16. Prof. Tarak Dey
17. Prof. Manash Mondal
18. Prof. Sreerupa Ghosh
19. Prof. Sriparna Ghosh

**AGENDA :**

1. Confirmation of the minutes of the last meeting**.**
2. Preparations for NAAC Accreditation.
3. Miscellaneous.

**Minutes and Resolutions** :

1. The minutes of the last meeting on 3.9.19 were confirmed without any changes.
2. Discussions on a number of programmes and activities that could be taken up immediately, led to the following :
3. **Mentor-Ward relationship activities** : The Convenor stated that all the departments had already introduced this particular concept but proper documentation was the need of the day. It was therefore resolved that hence-forth, the Departmental Heads would keep a record of such activities and compile these from time to time.
4. **Creation of E-mail Ids :**

The Principal urged the members present, to focus also on the General category students and help them create individual mail ids and passwords, as the NAAC members would communicate with them randomly as part of the Accredition process. It was unanimously resolved that Prof. Rasidul Karim would do the needful to get this work done. It was further decided that departmental e-mail ids would also be designed and started with immediate effect.

1. It was resolved that all kinds of academic, cultural and other co-curricular activities usually taken up by the various departments, would be continued without any break. The N.S.S and the N.C.C would have to be made more active.
2. **Collaborative Programmes** with other institutions, **Faculty Exchange Programmes** and **Student Exchange Programmes** would be increased in order to strengthen the academic bond among the different segments in the academic world.
3. The Principal reiterated the need to form an **Alumni Association** in the College. It was resolved that all the departments who had not initiated the process of alumni-formation, would work together, starting off with recent batches of ex- students, so that it might take the shape of an association. The proposed time would be January 2020. Dr. Jaydev Mishra, Prof. Susanta Saha, Dr. Bratati Dey, Dr. Sovana Ghosh and Dr. Manika Rakshit would take the initiative in this regard.
4. **Gender Sensitization Programmes** would have to be organized by the concerned cell, to highlight the basic approaches to gender related issues.
5. Dr. S Thakur proposed to undertake ‘**Open Laboratory Programmes’** on the Science Day.
6. It was decided that a seminar on **Intellectual Property Rights** would be organized after the re-opening of the College in November 2019. Dr. Malini Basu said that she would contact the Resource Person and arrange for a seminar.
7. Dr. Subhasree Thakur proposed to utilize the water of the fountain in the College garden and that of the pond, to start a natural aquarium. This was appreciated by all.
8. It was decided that Dr. Rupa Acharya would take the initiative to get the Green Audit done, as soon as possible.
9. **Feedback Mechanism** : The Convenor, IQAC, raised the issue of obtaining and analyzing feedbacks of students and reminded Prof. Rasidul Karim of the task he was entrusted with, in this matter. The Principal also voiced his concern on this issue. It was decided that this task would be completed by November 30th, 2019.
10. **Management Information System :**
11. The Principal informed the House that this particular practice ensured that data regarding classes, routine, library usage, office related work and all other areas within the purview of the institution, was made available to the stakeholders through the Website and other available resources.
12. Students’ attendance is another area of the MIS. Dr. Bratati Dey said that relevant applications were readily available that could be installed on the computers. It was decided that the work would be started manually and that the list of the first quarter ( July to October, 2019) would be submitted to the Principal and displayed on the Notice boards by 30th November, 2019.
13. **Academic Audit :** It was unanimously resolved that the IQAC would perform the task of handling academic audit by the end of this academic session (July to December 2019). Heads of all Departments would have to submit the data to the IQAC by 31st December, 2019.
14. **Website** :
15. **Posting of ATR on the Website** : The Principal observed that meetings were usually held regularly, but the follow-up actions were often not stated clearly. He said that the ATR , posted on the Website, along with the Minutes of each meeting, would have to be focused on, so that developmental work gained momentum. This was in accordance with the guidelines of the NAAC.
16. All Statuatory declarations under Section 41B of the RTI Act, 2005, would have to be posted on the website, in the NAAC folder.
17. **Skill Development Courses** : The need for such courses was felt by all the members present and it was decided that various programmes in the different spheres of Commerce, like Tally, G.S.T, Computer Applications, would be introduced for the benefit of our students.

There being no other issue to discuss, the meeting was terminated at about 5.10 p.m, with thanks to the Chair.

**ACTION TAKEN REPORT**

* As resolved at the previous meeting, a medical camp had been organized on 12 th September, 2019, at Beliadanga Free Primary School, conducted by Dr. Mahitosh Mondal and organized by Dr. Manika Rakshit and Prof. Sudakshina Sengupta.
* An MOU was signed by the English Departments of Dhruba Chand halder College and Raydighi College, for facilitating academic exchanges, on 7th September, 2019.
* ‘Green Audit’ had been initiated by Dr. Rupa Acharya, Department of Botany, in collaboration with the Department of Botany, Calcutta University.
* The Shailendranath Halder Memorial Lecture Series had been started with the Department of Economics, initiating it on 23.8.19, followed by the Departments of English and Political Science, on 11.9.19 and 02.12.19 respectively.
* The questionnaires of the Feedback System were framed and were handed out to the students.