

MINUTES OF THE IQAC MEETING ON 3.7.19

Venue : IQAC Room

Time : 2 P.M

Members Present :

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

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Introduction of vocational/ job -oriented courses.
3. Discussion on Career Advancement Schemes for teachers.
4. Miscellaneous.

Minutes and Resolutions :

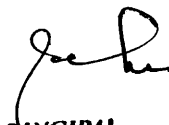
1. The minutes of the last meeting dated 12.3.19 were confirmed without any changes.
2. The Principal reiterated the necessity of introducing vocational/job-oriented courses for our students, as all of them would not be able to pursue higher studies or procure jobs immediately after graduation. The Co-ordinator said that talks in this regard had already been initiated and that a plan had been chalked out in this regard. Initially, a basic computer course for both boys and girls, and a beauticians' course for girl students could be introduced, keeping in mind, the demand for such professionals in the respective fields. Dr. Bratati Dey raised the issue of time and space. Prof. Sudakshina Sengupta answered that she had discussed the feasibility of these two courses with the director of 'Viewtech', at Dakshin Barasat, which was being run under the 'Utkarsho Bangla' banner (a West Bengal Government initiative). Classes could be held at this institute, since they had the required infrastructure, and students would take admission directly at this centre. For this, an MOU would have to be signed. The house welcomed the proposal and it was resolved that the paper work would be done very soon, so that students could start in the coming session commencing in August/September, 2019.
3. Regarding the CAS of all teachers, the Principal pointed out that most of the teachers whose promotion is due, should keep in mind that they would have to follow two patterns while preparing their documents, one adhering to the

old and the other, to the new norms, as had been declared by the Higher Education Department. He also suggested that all documents be examined and verified carefully by the CAS Sub-Committee, before their submission to the Principal.

4. There being no other issue to discuss, the meeting was terminated at 3.15p.m, with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ As resolved at the last meeting, the hours for the hostel library had been extended from 12 noon-6 p.m to 12 noon-8 p.m.
- ◆ Rules for the hostel library have been framed.
- ◆ Sample copies of text books on ENVS were obtained and photocopied for the convenience of our students.
- ◆ Nature Club under the supervision of Prof. Koushik Das, Dr. Bratati Dey and Prof. Sudakshina Sengupta and a Committee under the supervision of Dr. Manika Rakshit and Dr. Rupa Acharya to organize medical camps were formed successfully.
- ◆ The formalities required for the promotion of Dr. Subhashish Chakrabarty of the Department of Commerce had been completed on 21st May, 2019.



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

MEETING OF THE IQAC ON 03.09.2019

VENUE : IQAC ROOM

TIME : 2 P.M

MEMBERS PRESENT :

1. Principal, Dr. Satyabrata Sahoo
2. Co-ordinator, Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Jaydev Mishra
6. Dr. Subhasish Chakraborty
7. Prof. Rasidul karim
8. Sri Sanjoy Das.

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Preparations for NAAC re-accreditation, 2021.
3. Feedback analysis.
4. Miscellaneous.

MINUTES AND RESOLUTIONS:

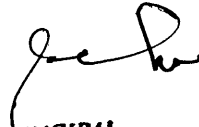
1. The minutes of the meeting dated 3.7.19 were confirmed by the House without any changes.
2. At the outset, the Principal stressed the need for speed and planning in carrying out the different proposed activities required for NAAC re-accreditation. He said that we were already late in this regard and that our activities needed to be geared up without further delay.
 - Dr. Manika Rakshit informed the House that a medical camp was being organized at the local Beliadanga Free Primary School, Dakshin Barasat, on 12th September 2019, which would be conducted by Dr. Mahitosh Mondal. It was resolved that the children of the school would be given small food packets and the doctor would be paid an honorarium of Rs. 1000. The entire project would be supervised by Dr. Rakshit and Prof. Sengupta.
 - The Convenor informed the members that the English Department of Raydighi College at Raydighi, South 24 Parganas, had responded to the proposal of signing a MOU with the Department of English of our college, by which students and

teachers would have access to each other's resources. The Principal encouraged the idea and requested Prof. Sengupta to proceed with the formalities.

- The Principal also reminded the members that it was imperative that we documented all the activities and presented these well, as this was the primary requirement of the NAAC evaluation.
 - The Convenor appraised the House of 2 proposals suggested by Dr. Suvosri Thakur : a) bee-hives and honey extract b) natural aquarium in the garden, recycling the water of the fountain. The members appreciated the idea. The Principal said that it was high time somebody took the responsibility of implementing the projects.
 - It was also resolved that Dr. Rupa Acharya would be requested to initiate the Green Audit, mandatory in all institutions like ours.
 - Ban of plastic in the campus would be implemented as soon as possible, and awareness in this regard would have to be created with the help of NSS.
 - Sailendranath Halder Lecture Series which began with the initiative of the Departments of Economics and English, would be continued by the other departments in a row so that it could become an annual event in future.
 - Since it was time for submission of the AQAR, the Principal suggested that relevant papers be handed over to the persons concerned, within the next 2 days by the Co-ordinator and that written answers to questions be submitted to her within 15 days.
 - The IIQA would be submitted by May 2021.
 - The Principal suggested that the members of the IQAC go through the report submitted by the NAAC members on the second cycle of accreditation and try to put the recommendations into action.
 - The Principal also said that a tentative time-frame be chalked out for the implementation of various projects as well as the writing of the SSR.
3. Regarding the date entry of the feedback forms, the Convenor said that she had been unable to make much headway as the professionals whom she was in contact with, were posing too many problems. The Principal said that data entry was not difficult at all and that Prof. Rasidul Karim, Dr. Jaydev Mishra and Dr. Subhasish Chakraborty would do the needful to get the job done. Profs. Subir Gyen, Subhasish Bhattacharya, Kutubuddin Sk would be requested to help the core team with the feedback. It was also resolved that this year, the process of handing over hard copies of questionnaires to the final year examinees would be withdrawn so that, we could go on-line with this practice. Modalities would have to be worked out without delay.
4. There being no other issue to discuss, the meeting was terminated at 4.20 p.m with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ Keeping in mind, the need to introduce vocational/job-oriented courses, the earlier proposal from VIEWTECH had been accepted and the authorities initiated the process of getting a legal agreement made. The two courses on Computer Application and Beauty Enhancement for Ladies, started in September, 2019.
- ◆ All the necessary formats required for the Career Advancement Scheme for Faculties were duly obtained and a specific guideline had been set in this regard.



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
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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 :
 - a. **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.
 - b. **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 Accreditation 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.

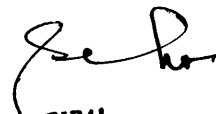
- c. It was resolved that all kinds of academic, cultural and other co-curricular activities usually taken up by the various departments, would be continued without any break. The N.S.S and the N.C.C would have to be made more active.
 - d. **Collaborative Programmes** with other institutions, **Faculty Exchange Programmes** and **Student Exchange Programmes** would be increased in order to strengthen the academic bond among the different segments in the academic world.
 - e. 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.
 - f. **Gender Sensitization Programmes** would have to be organized by the concerned cell, to highlight the basic approaches to gender related issues.
 - g. Dr. S Thakur proposed to undertake '**Open Laboratory Programmes**' on the Science Day.
 - h. 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.
 - i. 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.
 - j. It was decided that Dr. Rupa Acharya would take the initiative to get the Green Audit done, as soon as possible.
3. **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.
4. **Management Information System** :
- a. 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.
 - b. 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.
5. **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.
6. **Website** :

- a. **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.
 - b. All Statutory declarations under Section 41B of the RTI Act, 2005, would have to be posted on the website, in the NAAC folder.
7. **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.


PRINCIPAL
Dhruba Chand Halder College
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MINUTES OF THE IQAC MEETING HELD ON 12.12.2019

MEMBERS PRESENT :

1. Principal, Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta, Co-ordinator
3. Prof. Shyamal Bannerjee
4. Dr. Manika Rakshit
5. Dr. Bratati Dey
6. Dr. Pradip Baidya
7. Dr. Joydeb Mishra
8. Prof. Rasidul Karim

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Matter relating to the submission of the AQAR 2018-19
3. Discussion on the various academic and co-curricular activities /programmes that need to be initiated immediately.
4. Miscellaneous.

MINUTES & RESOLUTIONS :

1. The minutes of the last meeting on 3.9.19 were confirmed without any changes.
2. Regarding the submission of the required AQAR, the Co-ordinator reminded the members of the portions they have been assigned and requested them to furnish the required criteria by 20th December, 2018, to facilitate its submission. A detailed discussion regarding some of the probable answers to certain questions which could be incorporated in the AQAR, followed.
3. The Principal and the members discussed the following programmes in details, which would be implemented immediately. For a better function of the College:
 - a. **Mentor-Ward Relationship Programme :**

The members present, agreed that this programme has already been implemented by a few departments, but the documentation has not been in order. It was resolved that all departments would be required to start this programme, maintaining a format prepared by the IQAC.
 - b. **Introduction of Bridge Courses :**
 - At the outset, the Principal explained the concept of these courses.
 - It was unanimously resolved that these courses would be made effective from the beginning of the 1st semester.

- Each course would be for a period of 5 to 6 days, at the commencement of the first semester classes.
- These would include preparation of departmental calendars and study materials.
- The basic tenets of Research Methodology would be taught to the 4th semester students.

c. Remedial Course :

Regarding the introduction of Remedial Courses, it was resolved that extra classes for the weak students would be conducted by the individual departments during the period between the end of internal examinations and the commencement of End Semester examinations. The details would have to be prepared by the individual departments.

d. Alumni Association :

It was resolved that all the departments would be requested to invite the ex-students of their departments for a centralized re-union on 23rd February, Sunday. The details would be worked out by a small committee to be constituted by the Principal. On-line registration of ex-students could be initiated for the purpose.

e. Feedback from stakeholders :

- Prof. Sudakshina Sengupta informed the members that the feedback from students (2018-19) had been analyzed by Prof Rasidul Karim and that the questionnaire, along with the analysis would be submitted with the AQAR.
- Feedback from the other stakeholders like guardians, alumni and teachers would also be submitted, along with that of the students.

f. Submission of NIRF data :

The Principal reiterated the need to get the required data uploaded within the stipulated time. Prof Sudakshina Sengupta said that she, along with the other members of the IQAC would take the responsibility of completing the work in due time.


g. College with Potential Excellence :

It was unanimously resolved that Prof. Abhijit Pathak ,with the initiative of the IQAC, would be given the responsibility of working in this regard.

There being no other issue to discuss, the meeting was terminated at 4.45 p m, with thanks to the Chair.

ACTION TAKEN REPORT

- Most of the departments in the college succeeded in preparing their mentor-mentee lists in their individual capacities. All the concerned students and faculties were informed and the practice of communication between the mentor and the mentee was established.
- All the Honours departments had prepared the database of their students and in the case of the General Course students, regular students were made to create their own e-mail ids and inform the respective departments.
- Faculty Exchange Programmes were taken up by the Departments of political science, English, Geography and Bengali.
- The Gender Sensitization Sub- Committee had prepared their action plan and succeeded in organizing a Poster Competition on Women In Contemporary India, on 2.11.19.


PRINCIPAL
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South 24 Parganas, Pin- 743372

MINUTES OF THE IOAC MEETING ON 21.01.2020

Venue : IQAC Room

Time : 2P.M

Members Present :

1. Dr. Satyabrata Sahoo, Principal
2. Prof. Sudakshina Sengupta, Co-ordinator
3. Prof. Shyamal Bannerjee
4. Dr. Prodip 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
11. Sri Dipak Kumar Singha (invitee member)

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 12.12.19 were confirmed without any changes.
2. Since all the members present agreed on a number of activities that needed to be initiated/ continued, on an urgent basis, for the overall development of the college, it was unanimously resolved that we would concentrate on these activities immediately, along with academic pursuits. The following is the list of activities :
 - ◆ Medical camps
 - ◆ Seminars and projects related to gender sensitization
 - ◆ Waste management
 - ◆ Devising ways to foster human values.
 - ◆ Introduction of bridge courses
 - ◆ Introduction of soft skill courses
 - ◆ Continuation of basic computer courses for students
 - ◆ Maximum utilization of the existing infrastructure

◆ Other academic activities

- i. The co-ordinator reminded the house of one medical camp that had already been organized and reiterated the need for continuity . Dr. Manika Rakshit suggested an eye camp and it was resolved that the modalities would be worked out by a team with Dr. Rakshit planning and monitoring the same.
- ii. Regarding gender sensitization programmes, it was decided that an annual gender sensitization action plan would be made and uploaded on the website, informing students about the specific facilities available for women in the college.
- iii. Dr Bratati Dey volunteered to take up the massive work of waste management, in collaboration with external agencies and our Group E staff, for a clean and hygienic campus.
- iv. The Principal stressed on the need to foster human values amongst students and other stake-holders. The ways and means were discussed in details. Dr. B Dey pointed out the importance of the you tube channel and geo-tagged photographs in this regard and it was resolved that an exclusive web-link would be created for this purpose.
- v. The Principal brought to the notice of the members, the inability of many students to comprehend class lectures as they are not proficient in the subject and require extra attention. For this reason, it was resolved that bridge courses would be introduced for them, that would help them start at a lower level, going on to the next. The proposal would be discussed at the meeting of the Academic Sub Committee.
- vi. Sri Dipak Singha informed the members that our college had collaborated with the Viewtech Centre for Skill Development courses at Dakshin Barasat, under the Utkarsha Bangla scheme initiated by the Government of West Bengal, to promote soft skill development. Many of our students had enrolled themselves for different courses on tailoring, beauty and cosmetic care and computers. It was resolved that

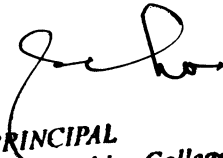
we would continue with this system for the benefit of our students.

- vii. It was unanimously resolved that the basic computer course for students, already in practice, would be continued undisturbed. Prof. Rasidul Karim suggested that this be organized more systematically, with students from each department taking the course in an ordered manner. In this context, the Principal emphasized that henceforth, all students would be required to furnish their e mail ids and that both students and teachers use the e mail to communicate with each other. He also suggested that study materials are either uploaded on the website or mailed to the students for their benefit. For this, each department can create its own mail id.
- viii. Infrastructure development and utilization were two more areas that needed attention, felt the members. After much deliberation, it was resolved that the ponds could be used for pisciculture if professional expertise could be obtained from the Ramkrishna Ashram at Nimpith, South 24 Parganas. Apiculture and mushroom cultivation were the other two activities proposed at this meeting and it was resolved that Dr Rupa Acharya, Dr Subhasree Thakur would be assigned the responsibility of implementing it. It was also suggested that some steps be taken to make the campus friendly for physically challenged students, like ramps, signages, library facilities.
- ix. Other academic activities requiring attention, were the implementation of the mentoring system, organizing seminars , conferences and workshops and concentrating on publications. It was resolved that these would be discussed at the Academic Sub Committee meeting.

The meeting was terminated at 4.25 P.M, with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ The format of the Mentor-Mentee List was prepared by the IQAC and communicated to the different departments.
- ◆ The feedback obtained from the stakeholders, was analyzed and placed before the IQAC for a fruitful discussion.
- ◆ Preparations for collecting data for NIRF submission was initiated, under the supervision of Dr. Tapashree Ghosh.
- ◆ The date for organizing an alumni meet had been scheduled on 23rd February, 2020.



PRINCIPAL
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IQAC MEETING ON 5TH JUNE, 2020
VIA GOOGLE DUO
TIME : 7 P.M.

MEMBERS PRESENT :

1. Prof. Sudakshina Sengupta, Coordinator
2. Prof. Shyamal Bannerjee
3. Dr. Manika Rakshit
4. Dr. Bratati Dey
5. Dr. Joydeb Mishra
6. Dr. Subhasish Chakraborty

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. Miscellaneous.

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.

RESTRUCTURING 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 individual 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 are 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.



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
S. No. 24 Parganas, Pin- 743372

MINUTES OF THE IQAC MEETING ON 8.8.20

(Through Google Meet) at 7 p.m

Members Present :

1. Principal
2. Co-ordinator
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Pradip Baidya
6. Dr. Bratati Dey
7. Dr. Subhasish Chakraborty
8. Dr. Joydeb Mishra
9. Prof. Rasidul Karim

Agenda :

1. Confirmation of the minutes of the last meeting on 5.6.20
2. Organizing Webinars during the Pandemic.
3. Publication of the College Magazine.
4. Introduction of Add-On Courses.
5. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 5.6.20, were confirmed without any changes.
2. Dr. Joydeb Mishra suggested that different departments in the college organize webinars on an array of subjects during the pandemic, as an extension of academic activities . The modalities of organizing such webinars were drawn up and it was decided that the technical details would be looked into, so that the webinars could be run smoothly. Google Registration, E-Certificates, You-tube Live Streaming, Chat-boxes were some of the areas discussed at this meeting. Prof. Shyamal Bandopadhyay said that students' interaction with teachers be encouraged for a successful session.
3. Dr. Mishra informed the house that students had already submitted numerous writings for the magazine this year. He had engaged a number of students for the purpose and the magazine would have two sections, one on the Pandemic and the other as a homage to the maestro Satyajit Ray, in his birth centenary year.
4. The Co-ordinator informed the house that the IQAC would introduce certain add-on-courses for the students of the first semester , so that they could pursue their interests beyond the texts they had to study and develop a passion on their own. The modalities would be worked out with the help of Prof. Rasidul Karim shortly.
5. There being no other issue to discuss, the meeting was terminated at 8.35 p.m.

ACTION TAKEN REPORT

- The basic measures regarding COVID protection had been adopted, like setting up of sanitizer-dispensers, providing masks to non-teaching staff, getting all entrants checked at the gate. The other measures suggested, would be implemented once the college re-opened, as per Government notice.
- The repairing of the college building affected by the super cyclone Amphan had been started and the campus had been cleared of all debris.
- New methods of teaching like using the various virtual platforms, such as Google Meet, Zoom, Skype were adopted during the period of lock-down. The You- Tube channel was used extensively for webinars and all other co-curricular activities.



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
S. N. Durganagar, Pin- 743372

MINUTES OF THE IQAC MEETING ON 12.9.20

On Google Meet

Time : 11 a.m

Members Present :

1. Principal
2. Invitee Member Dr. Sabyasachi Basu Roy Chowdhury, V.C, Rabindra Bharati University.
3. Co-ordinator
4. Prof. Shyamal Bandopadhyay
5. Dr. Manika Rakshit
6. Dr. Bratati Dey
7. Dr. Joydeb Mishra

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Guidelines for NAAC re-accreditation.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 8.8.20, were confirmed without any changes.
2. At the outset, the Principal, Dr. Satyabrata Sahoo thanked the Hon. V.C for taking time off to address us on the issue of NAAC re-accreditation.
Dr. Basu Roy Chowdhury pointed out the 7 criteria to be addressed in the SSR and made a detailed presentation of the marks allotted to each of these. The following areas needed to be focused on :
 - Preparation of detailed reports of the enrolment of students, students' diversity, tutorials and remedial classes.
 - Optimum utilization of smart class-rooms.
 - Learning innovations like Sayam, E-Pathshala.
 - Preparation of faculty profiles.
 - A continuous and comprehensive report on the process of evaluation, highlighting the reforms that have been initiated.
 - Compulsory on-line feedback from students at the end of each academic year.
 - Collective research could be a meaningful endeavor to promote research activities in the college.
 - If the college desires to publish an academic journal, the authorities could approach Tejpur University, as this University has a well - developed mechanism, and is always ready to guide others.
 - As an extension activity, the IQAC could think of adopting a village, along with the NSS.

- Since waste management measures are an important part of saving the environment, differently coloured bins are to be placed in strategic corners in the campus, for different categories of waste.
- The method of video- conferencing could be explored for maximum benefits during the pandemic.
- A toilet for the physically handicapped is another area that needed to be prioritized.
- Emphasis on forming an Alumni Association.
- Regarding institutional values and best practices, we should again include all that have been done over a period of 5 years.

The Hon. V.C shared his views regarding the writing of the SSR and said that quantitative data was very important in this regard. He encouraged the members present to think in a positive manner and allay all fears while preparing for this re-accreditation.

3. There being no other issue to discuss, the meeting was terminated at 1.15p.m, with thanks to the Hon. V.C and the Chair.

ACTION TAKEN REPORT

- Almost all departments had taken steps to organize webinars on different subjects and the response had been extremely positive.
- The College magazine was published successfully.
- Finalization of the Add-on Courses was done and Google forms for students in this regard were designed.



PRINCIPAL

Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

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 :

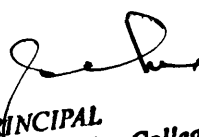
1. The minutes of the IQAC meeting on 8.12.20 were confirmed without any changes.
2. Prof. Sudakshina Sengupta reported that the Student mentoring system which had already been put into practice in the college, has been made more systematic in this academic session. All the Teachers are involved in the 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.


PRINCIPAL
Shruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

MINUTES OF THE IQAC MEETING HELD ON 8.6.21

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 dated 16.3.21
2. Discussion on Bridge Courses and Value added Courses.
3. Plans for Waste Management.
4. Miscellaneous.

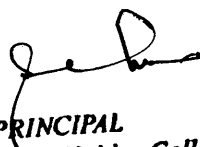
Minutes and Resolutions :

1. The minutes of the last meeting dated 16.3.21, were confirmed without any changes.
2. The IQAC members spoke of the necessity of introducing Bridge Courses from the next academic session, as it was difficult for the students of the Honours Courses to understand class lectures otherwise. Prof. Shyamal Bandopadhyay said that the pandemic had hit the students hard, and that they hardly had developed any idea of the subjects they wished to study. Hence, it was imperative that students be taught the basics of a particular subject, so that they could make their own choice in opting for a subject. It was unanimously resolved that Heads of all Departments would be requested to arrange for such sessions before the commencement of their honours subjects of study.
The IQAC Coordinator conveyed an idea mooted by Prof. Tarak Dey, Head of the Department of Commerce, regarding the introduction of value-added courses, to the house. It was unanimously resolved that the modalities would be worked out by the HODs of all the departments, but it would require time to execute the plan. However, the basic idea should be discussed in due time.
3. Since waste management was an important issue in all educational institutions, it was decided that attention should be focused on it immediately. It was unanimously resolved that Dr. Subhasree Thakur and Dr. Rupa Acharya would be requested to do the needful in this regard.

There being no other issue to discuss, the meeting was concluded at 8 p.m, with thanks to the Chair.

ACTION TAKEN REPORT

1. There had been a good progress in the adoption of the Mentor-Mentee system. All departments had prepared the lists in accordance with the prescribed format, and had explained the concept to the students.
2. Computer workshops for faculties had been initiated by Dr. Joydeb Mishra, with the help of Soumodeep Adams, a former student of the Department of Physics, proficient in the subject. The response was high.



PRINCIPAL
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