

DHRUBA CHAND HALDER COLLEGE

Resolution of the joint meeting of IQAC and NAAC Steering Committee (Cycle-2) held on 11.02.2017

A joint meeting of the IQAC, Dhruba Chand Halder College in association with NAAC (Cycle-2) Steering committee was convened on 11.2.2017 in the Principal's Room in the presence of under mentioned members to consider the following agenda. Dr. Satyabrata Sahoo, Chairperson of both committees presided over the meeting.

Members:

1. Prof. Sudakshina Sengupta –sd/-
2. Dr. Mossior Rahaman –sd/-
3. Prof Shyamal Banerjee –sd/-
4. Dr. Manika Rakshit –sd/-
5. Prof. Abhijit Pathak –sd/-
6. Prof Sujit Sasmal –sd/-
7. Prof. Tarak Dey –sd/-
8. Dr. Sovona Ghosh –sd/-
9. Dr. Rupa Acharya –sd/-
10. Smt. Sudeshna Moitra –sd/-
11. Dr. Subhasis Chakravorty –sd/-
12. Sri Tilak Halder –sd/-

Agenda:

1. Analysis of Quality Profile and Grade awarded to this college by NAAC Office, Bangalore in Cycle-2, vis-à-vis Quality Profile and Grade awarded in Cycle- 1.
2. To find out ways and means by which this institution can overcome its sluggish growth defined by NAAC.
3. Miscellaneous.

Discussion and resolution:

1. Principal Dr. Satyabrata Sahoo placed the result of NAAC Peer Team visit in our college during 8 – 10 September 2016. The Executive Committee of National Assessment and Accreditation Council has declared Dhruba Chand Halder College as Accredited by NAAC with CGPA of 2.59 on seven point scale at B+ grade which is valid up to 04. 11. 2021. He also mentioned that five years back, this college was also accredited in Cycle-1 with CGPA of 2.45 on four point scale at B grade which was valid up to 07. 01. 2016. Members compared and analyzed the result of Cycle-2 vis-à-vis Cycle-1. At a glance the quality of the college has improved in 2016 over 2011.

A comparative picture of criterion wise CGPA in Cycle-2 and Cycle-1 was presented as:

Criteria	CGPA in Cycle-1	CGPA in Cycle-2
I. Curricular Aspects	2.70	1.90
II. Teaching-Learning and Evaluation	2.28	2.94
III. Research, Consultancy and Extension	2.55	2.27
IV. Infrastructure and Learning Resources	1.95	2.80
V. Student Support and Progression	3.00	2.60
VI. Governance, Leadership and management	2.56	2.20
VII. Innovations and best practices	3.00	2.70

A comparative analysis yields that our college has scored better in Criterion –II and Criterion – IV. In other criterions score of Cycle-1 was better.

All members participated in the discussion of comparative result NAAC. Important points came out from this discussion were:

- a) Assessment by NAAC in Cycle-II is not similar to assessment in cycle-I.
- b) After completion of Cycle-I, the institution is expected to continue quality improvement and quality sustenance measures in all of its activities and in all the years.
- c) In a NAAC accredited college some aspects were expected to be strengthened by deliberate effort from every corner. These are curricular development, Infrastructure, Research environment, Extension activities, Institutional social responsibility.
- d) Living condition of boarders in Boys' hostel, vis-à-vis accommodation of teachers, students in class room, offices, canteen and laboratories is a big miss match.

2. Members present expressed their consensus in the following points as means to overcome the bottleneck in quality improvement:

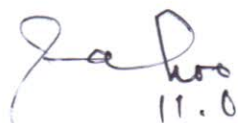
- i) Execution of recommendations by NAAC Peer Team.
- ii) Strengthening of IQAC and to make IQAC functional in true sense.
- iii) Identification of weaknesses of the institution and opportunities of the institution s that adequate measures can be adopted.
- iv) Academic performance of the institution should be taken care of.
- v) Research, publication, minor / major research projects, extension activities should be major agenda in following days.

Miscellaneous:

- a. The coordinator of IQAC informed to the house that Promotion under CAS is due for Prof. Manas Mandal, Assistant Professor, Dept of Pilosophy and Prof. Lakshman Ch Mondal, Assistant Professor, Dept of History both from Stage-I to Stage-II. Both of them have prepared Self Assessment papers required as document for promotion. Papers need to be verified by members of IQAC for proceeding further. Members of IQAC went through papers of both Prof. Manas Mandal and Prof. Lakshman Ch Mondal . They pointed out some deficiencies and inconsistencies. It was resolved that after necessary modifications and corrections, documents may be signed by the IQAC Coordinator where it is necessary.
- b. The coordinator of IQAC described the hardship of procuring data for AQAR every year after completion of academic session. It came out that source of majority part of data is teachers. Second major part is office data and subsequently comes the central library and physical education department. He proposed the method of collecting information through questionnaire/ feedback form. Hard copy will be given to teachers, office, library and physical education department. After collection of filled in questionnaires, members of IQAC will do the tabulation work. Prof. Abhijit Pathak and Prof. Dr. Mossior Rahaman suggested uploading the soft copy of the feedback form in college website which may be downloaded by any one at any time. Members present consented for this method of collecting feedback. Dr. Mossior Rahaman will do the needful for uploading the questionnaires.

There was no more agenda to discuss.

The meeting was ended with thanks to all members.


11.02.17
Chairperson

Chairperson
Internal Quality Assurance Cell
Dhruba Chand Halder College

DHRUBA CHAND HALDER COLLEGE

Resolution of the meeting of IQAC held on 22.04.2017

A meeting of the IQAC, Dhruba Chand Halder College was convened on 22.4.2017 in the IQAC Room in the presence of under mentioned members to consider the following agenda. Dr. Satyabrata Sahoo, Chairperson of the committee, presided over the meeting.

Members:

1. Dr. Mossior Rahaman –sd/-
2. Prof. Shyamal Banerjee –sd/-
3. Prof. Abhijit Pathak –sd/-
4. Prof. Tarak Dey –sd/-
5. Dr. Rupa Acharya –sd/-
6. Prof. Bratati Dey – sd/-
7. Prof. Achyutananda Biswas –sd/-
8. Saddam Hossain Molla –sd/-

Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To update/ upgrade students' feedback form.
3. To rewrite college vision and mission statement and core values.
4. Tabulation of feedback data for AQAR.
5. To frame and propose some guidelines in framing norms of admission as a mark of quality measure.
6. To organize a seminar by IQAC on 'Quality of Higher Education' related field.
7. Miscellaneous.

Discussion and decisions:

1. Minutes of the last meeting of IQAC held on 11.02.2017 was read and confirmed.

The Chairperson of IQAC, Dr. Satyabrata Sahoo , reported that at present, the coordinator of IQAC generally keeps these keys in his custody but many of the faculty members have appealed him for easy access to the IQAC room for various purposes. Prof. Tarak Dey explained such purposes as: evaluation of answer scripts, any short discussion, computer work etc. Prof. Abhijit Pathak narrated the helpless situation he had to face during the students' union election preparation in January 2017. He could not find any scanner at any corner in the college which was safe to scan a confidential document. Prof. Pathak also proposed to make Sujata Naskar a custodian of IQAC keys along with an issue and return register. Prof. Tarak Dey opined not to make the system so complex.

The coordinator replied that: (i) He generally remains present in the college on a regular basis and he stays here till 5 pm most of the days. Many teachers visit the IQAC room for various purposes. They come with some

queries, suggestions, complaints and even for checking answer papers or drafting a meeting resolution. (ii) Sometimes teacher(s) requests him to keep the keys at such a corner from where they can collect it for some work in IQAC room. No such teacher has been refused so far. (iii) During January 2017, when he was out of station, keys were with Sujata Naskar, our NTS employed in the staff room. (iv) Previously keys were kept in the keyboard placed in the tea corner of staff room. Such a restriction with IQAC keys is the result of some unethical events that happened in the IQAC room. A good key board of a desktop was replaced by a bad one, the working toner was taken out from one of the printers and one new UPS was replaced by an old one. No one took the responsibility of such misplacements. (v) the duplicate keys are always kept with the Principal. (vi) in the IQAC room there is no personal property of the coordinator. He has no objection to keep keys at a suitable place from where all teachers can collect it to get access in the IQAC room. But the coordinator cannot be made liable for displacement of any article from IQAC room.

It was decided unanimously that henceforth keys of front door of IQAC room will be kept with Sujata Naskar for easy access of all teachers. No 'issue and return register' will be maintained for these keys.

2. The Coordinator of IQAC informed to the members present that Academic sub-committee in its meeting dated 29 March 2017 has decided to upgrade the students' feedback form to make it more appropriate. It was also decided that the IQAC will do this part. He also placed in the meeting all old versions of feedback forms. Members discussed among themselves and decided to form a committee for modification of feedback forms.

Members of the committee are:

Prof. Tarak Dey

Dr. Sovona Ghosh

Prof Shyamal Banerjee

Dr. Subhasis Chakravorty

Dr. Jaydev Misra

It was decided unanimously that this committee will finish this job by 12 May 2017.

3. The coordinator of IQAC proposed that the Mission and Vision statement of our college may be rewritten now after 50 years of continuous development and progress. He also placed the Vision and Mission statement, and core values of University of Calcutta, our Affiliating University. All members agreed with this view and decided to form a committee for rewriting Vision and Mission statement.

Members are:

Prof. Tarak Dey

Dr. Subhasis Chakravorty

Prof. Shyamal Banerjee

It was decided unanimously that this committee will finish this job by 12 May 2017.

4. The coordinator reported that regular submission of AQAR to NAAC office is mandatory. Submission of the AQAR 2016-17 will become due in July 2017. This time date for AQAR are being collected through feedback from teachers, college office, library and physical education department. But data are to be tabulated properly for use in AQAR.
- Members discussed the matter thoroughly and framed a committee for this job.

Members of this committee are:

Prof. Bratati Dey


Prof. Abhijit Pathak

Prof. Rasidul Karim

5. Admission in 1st year classes in 2017-18 session in Dhruba Chand Halder College will commence after publication of H.S Exam Result 2017. The IQAC, DCH College will monitor and try to ensure quality in the whole admission process. Some important decisions were taken in this connection:
- a) A cut-off marks will be set for admission in B.Com courses.
 - b) Admission will be made strictly on the basis of Merit.
 - c) Respective departments will ensure that all students admitted in Hons. programme will pass out with Hons. marks.
 - d) Admission norms are to be communicated to all teachers and non-teaching staff members. A handout will be circulated to all members.
6. The issue of organizing a seminar by IQAC was deferred to the next meeting.
7. Miscellaneous: Following general decisions were taken which may be applicable in various activity of the college.
- a) The principal reported that now a days some of the members of different sub-committees remain absent in the meeting. It hampers decision making and framing of important policies. It was resolved that all members will have to be present in meeting for smooth functioning of the college.
 - b) Recently a UGC fund for students' welfare has been returned due to non utilization in appropriate time. It was resolved that henceforth the IQAC will look after the matter so that no such incident recurs.

There was no more agenda to discuss.

The meeting was ended with thanks to the members.


22.4.17
Chairperson
Internal Quality Assurance Cell
Dhruba Chand Halder College

Minutes of the Meeting held on 11.9.18

The meeting was called to order by the President at 2.30 p.m, in the IQAC room.

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Pradip Baidya
6. Dr. Subhasish Chakraborty
7. Dr. Jaydev Mishra
8. Dr. Bratati Dey
9. Prof. Rashidul Karim
10. Sri Tilak Halder
11. Sri Sanjoy Das

Minutes And Resolutions :

- ❖ The Convenor appraised the Committee of the modalities of mailing AQARs of 2016-17 and 2017-18, as directed by the NAAC office. She said that we would have to prepare the reports adhering to the old and existing format. The members said that this was a comparatively easy task.
- ❖ Different suggestions and proposals were put forward specifically for students, non-teaching staff and teachers.

Non-teaching Staff :

- ❖ A workshop would be organized for the upkeep of records and official data.
- ❖ Preparation of students' attendance registers would be made systematic so that these could be made available to the teachers from day one of classes.
- ❖ Regarding the fate of candidates failing in the University examinations, it was unanimously decided that the I.C would be approached and measures sought in this regard.
- ❖ A second workshop could be organized on developing computer softwares with regard to admission and results. Sri Samarjit Acharya and Sri Sukhendu Mal, System Developers, would be approached by Sri Dipak Singha for conducting such a workshop.

Teaching Staff :

- ❖ Dr. Pradip Baidya suggested that a seminar be organized on the C.A.S of teachers so that proper modalities could be ascertained. It was decided that this endeavour would be made after the Puja vacation, when Sri Rama Prasad Bhattacharya would be contacted and a feasible date obtained.
- ❖ It was unanimously resolved that a Seminar on the Modalities of the CBCS would be organized and Sir Debasish Biswas, I.C, would be invited as the main speaker.

Students :

- ❖ For the benefit of students, the Career Counseling Cell would be more active.
- ❖ Guiding students for Higher Education would be another area where teachers would take proper initiative.
- ❖ Consideration of Skill Development Courses would be our next priority.
- ❖ The need for Remedial Courses and Employment related Courses was accepted by the members and it was decided that the IQAC would formulate ways and means for starting this.

Website :

It was unanimously resolved that henceforth, Prof. Rashidul Karim would be the main communicator for collecting and uploading data on the college website. All matter in this regard should be handed over to him.

Academic Audit :

The Internal Academic Audit would be initiated by Prof. Shyamal Bandopadhyay so that the relevant AQARs could be prepared appropriately.

Since there was no other issue to be discussed, the meeting was concluded at 4.15 p.m, with thanks to the Chair.

MINUTES OF THE IQAC MEETING HELD ON 17.12.18

VENUE : IQAC Room

TIME : 2 p.m.

MEMBERS PRESENT:

- 1.Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Pradip Baidya
- 5.Dr. Manika Rakshit
- 6.Dr. Jaydev Mishra
- 7.Dr. Subhasish Chakraborty
- 8.Prof. Rashidul Karim
- 9.Sri Sanjoy Das
- 10.

AGENDA :

Submission of the AQAR, 2017-18.

RESOLUTION :

The said AQAR was tabled at the meeting on 17.12.18 and the Co-Ordinator invited suggestions for rectification, if there was any.

Since the members had no difference of view in this regard, it was resolved that the report would be e-mailed by 24th December 2108.

Since there was no other issue to be discussed, the meeting was concluded at 3 p m. with thanks to the Chair.

Members further noted the different faculty development programmes which the teachers have participated during the Academic Session 2017-18 as enumerated below

Date From-to	Event Co-ordinator	Event Type	Name of the Faculty
16/6/2017-06/7/2017	HRDC, Ranchi University	Refresher course	Dr. Kushal Dey
07/12/2017- 27/12/2017	HRDC, University of North Bengal	Refresher course	Achyutananda Biswas
04/1/2018-31/1/2018	HRDC, Ranchi University	Orientation Programme	Tapashree Ghosh
15/1/2018-05/2/2018	HRDC, University of Calcutta	Refresher course	Sipra Halder
26/3/2018-20/4/2018	HRDC, Jawaharlal Nehru University	Refresher course	Dr. Bratati Dey

:

MEETING OF THE IQAC ON 11TH JANUARY, 2019.

TIME : 2 P.M

VENUE : IQAC ROOM, DHRUBA CHAND HALDER COLLEGE.

AGENDA :

1. Confirmation of the Minutes of the last meeting.
2. To consider the available infrastructure of the College and suggest measures of quality enhancement.
3. Feasibility of introducing skill development courses.
4. Means of strengthening Institutional Social Responsibility.
5. Discussion on the Feedback obtained from students.
6. Miscellaneous

MINUTES OF THE MEETING HELD ON 11.01.2019.

At the outset, the Principal , the Convenor and the other members of the IQAC welcomed the distinguished guest member Revered Swami Bhudebanandaji Maharaj , Principal, Naraendrapur Ramakrishna Mission Residential College, for taking his time off his busy schedule and attending the meeting.

MINUTES :

1. The minutes of the last meeting were confirmed without any changes.
2. The Principal said that a majority of the students in our college are not motivated enough, in spite of the existing infrastructure, to work wholeheartedly for better ment of their own selves.
 - Teachers often feel frustrated because of this attitude.
 - Moreover, students are not fully disciplined and do not co-operate with the authority.
 - The question that arose was : how do we instill confidence in students so that they realize that they would be gainers if they attend college regularly. In short what could be the possible quality enhancement measures ?

3. The following areas could be developed as quality enhancement measures :

- Introduction of e- books and extension of library hours and use of the internet in the library under adult supervision.
- Practice of more meaningful cultural activities.
- More participation in sports and games.
- Class room seminars by students could be one way of motivating the students.
- Value education could be introduced and made compulsory with the AECC courses.
- Coaching classes could be arranged in the college for weak students for a minimum fee.
- The feedback from students and guardians would be obtained and, after analysis, reward or caution of teachers could then be introduced. The whole exercise would be made digital in course of time.

4. Regarding the different skill development courses that could be introduced, the following were discussed in details :

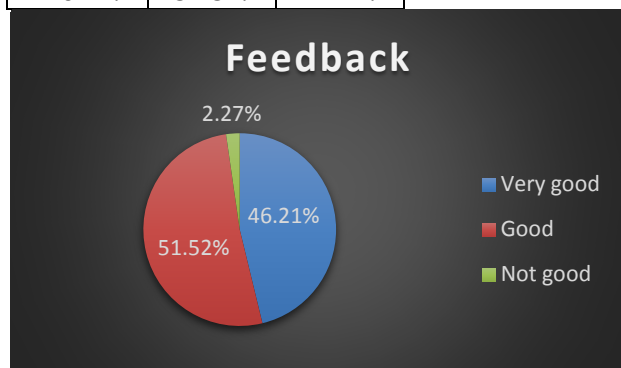
- Pisciculture in collaboration with Nimpeeth Vocational Training Centre. The faculty members would have to be appointed after discussion with the Nimpeeth centre authorities and theory and practical classes could be arranged thereafter.
- Introduction of the Spoken English Course.

5. The feedback obtained from the students was placed before the House by Prof. Rasidul Karim, with an analysis of the components.

Feedback-2018-19 analysis chart

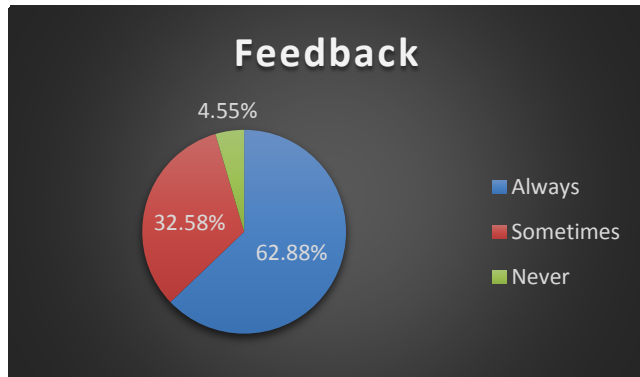
Q1> How is the standard of education and general ambience in the college?

Very good	Good	Not good
46.21%	51.52%	2.27%



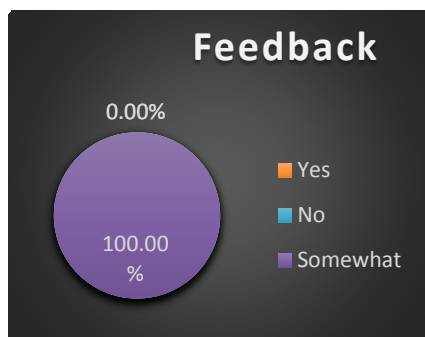
Q2> How far are the teachers and non teaching helpful in addressing the various problems of the student?

Always	Sometimes	Never
62.88%	32.58%	4.55%



Q3>Have you faced ragging in the college premises?

Yes	No	Somewhat
0.00%	100.00%	0.00%



Q4>When do you get information relating to the college?

Very soon	Timely	Very late
21.21%	75.76%	3.03%



Q5> Your experience of the library usage in the college.

Very good	Good	Not good
31.06%	64.39%	6.06%



- It was resolved that the overall standard of education would be improved in the next academic session so that students find it useful to attend classes on a more regular basis. The academic environment and improved quality of teaching would be our goal.
- The amenities in the library would be improved for better results of students.

6. Feasible programmes on a regular basis :

- Medical camp once a month in a nearby village in collaboration with an NGO.
- Coaching camp for students suffering from malnutrition twice a month.
- Introduction and formalization of an alumni association.
- Development of parent institutional relationship.

The meeting was concluded at 4 p.m with thanks to the Chair.

MINUTES OF THE MEETING ON 12.03.2019.

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Schedule of programmes and courses to be organized by the IQAC
3. Discussion on the programmes already started.
4. Miscellaneous.

MINUTES AND RESOLUTIONS :

- The Coordinator raised the issue of suggesting measures of improvement for the Library and it was decided that the hostel library would be given priority in this regard. The following additions could be made :
 1. Extension of the Hostel Library hours.
 2. Framing of rules and regulations for the Hostel Library.

Prof. Rasidul Karim said that a system has already been introduced in the Central library by which computerized documentation has become an on-going work.

It was resolved that more books catering to the needs of the CBCS would be bought and procedural modalities would have to be drawn up by the Library Sub Committee.

Dr. Pradip Baidya suggested that we request publishers to give us more sample copies of ENVIS.

Dr. Bratati Dey suggested that story books and comics which shall be of interest to students in general, be provided to the Central Library for initiating students to the practice of reading.

Indices of subject books would be placed on each computer in the library.

- It was unanimously resolved that several clubs would immediately be formed from among students and teachers for improving the general ambience. The following names were proposed as convenors of the different clubs :
 1. Dr. Pradip Baidya & Prof. Delowar Hossain----Drama Club
 2. Dr. Bratati Dey, Prof. Sudakshina Sengupta & Prof. Koushik Das----Nature Club
 3. Dr. Manika Rakshit, Dr. Rupa Acharya & Dr. Subhasish Chakraborty---Medical Camps
- Since all the members present, agreed that the need of the day was imparting value education, it was resolved that they would provide materials and design the course and hand over all the materials to Prof. Rasidul Karim by the end of the second semester.

- Students weak in different subjects , who require extra attention, could be provided with coaching classes in the college premises, by the teaching faculties. Each student would be required to pay Rs. 200 per month and all expenses like stationery and photocopies of notes etc., refreshment for students and teachers would be borne out of that. A notice would have to be issued by all departments in this regard and the number of interested students would be calculated. Each departmental teacher would be assigned classes, like the method followed in teaching ENVS. This required inclusion in the Prospectus. The entire process would be overseen by Profs Lakshman Mondal and Subhasish Bhattacharya.
- The Feedback system was to be put into effective practice and the already obtained feedback forms would be handed over to a data entry operator and the analyzed by our teachers. Dr Bratati Dey and Dr. Jaydev Mishra. From the next academic session, online submission of feedback forms would be made mandatory.
- The Principal reiterated the need for forming an Alumni Association and it was resolved that each department would make a meaningful start with recent pass-outs forming the groups. A committee could be formed from amongst the present teachers and non-teaching staff members with the Principal for the formation of an overall Alumni Association. The deadline for this would be September end, 2019.
- It was resolved that the college website would be updated on a regular basis by Prof. Rasidul Karim and Dr. Jaydev Mishra.
- For maintaining the parent-institution relationship, it was decided that the date and time of meetings with parents would be fixed at the commencement of new semesters and printed in the prospectus. A PPT could be made and shown to the parents and SMS would be sent before 15 days.
- Programmes/ Courses to be started or already started :
 1. Anti tobacco Campaign to be conducted by the Health Department, Govt. of W.B, on 1st April, 2019.
 2. A course on Pisciculture with Nipith Ashrama, in the next Semester.
 3. Beauticians' Course for girl students, in the next semester.
 4. Spoken English, already started.
 - The Principal asked the Coordinator to proceed with the formalities relating to the CAS of Dr. Subhasish Chakraborty.

There being no other issue to be discussed, the meeting was terminated at 4.30 p.m. with thanks to the Chair.

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.
5. Members further noted the different faculty development programmes which the teachers have participated during the Academic Session 2018-19 as enumerated below

Date From-to	Event Co-ordinator	Event Type	Name of the Faculty
08/8/2018-28/8/2018	HRDC, Ranchi University	Refresher course	Dr. Rupa Acharya
05/3/2019-01/4/2019	HRDC, Ranchi University	Orientation Programme	Dr. Tusi Bhattacharya
10/6/2019-30/6/2019	HRDC, Ranchi University	Orientation Programme	Bula Rani Howlader
12/6/2019-25/6/2019	HRDC, University of North Bengal	Refresher course	Dr. Tapashree Ghosh

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.

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, re-cycling 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 data 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 Gyan, 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.

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 12th 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.

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.

MINUTES OF THE IQAC 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.

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 be renamed 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.

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.

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 endeavour 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.

MINUTES OF THE MEETING OF THE IQAC ON 8.12.20

On Google Meet, at 7p.m.

Members Present :

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

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Students' attendance on the virtual platform.
3. Discussion on the feedback obtained from the stake-holders..
4. Discussion on Academic Audit
5. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the meeting dated 12.9.20 were confirmed by the house.
2. The Principal informed the house many of the faculty members were facing difficulties in making attendance compulsory on the virtual platform. He said that while some students faced genuine problems because of financial constraints and poor or no network in the region, some others were taking the advantage of these and staying away from classes. It was unanimously resolved that all faculties would be requested to maintain class attendance records and try and find out the reason for students not attending classes. Individual departments were to take a decision regarding the setting of parameters for awarding them marks for attendance.
3. Feedback : Prof Rasidul Karim placed the detailed report of the feedback obtained from the various stake-holders.
 - a. He pointed out that most of the responses were positive and encouraging, but, unlike previous years, a few of the students felt an undercurrent of ragging. Prof. Sudakshina Sengupta said that there could be a number of reasons for such thinking : some of the students could have felt uneasy because of the co-educational nature of the college; the interpretation of ragging could be erroneous; at their stage, many students were very sensitive and touchy about a number of issues. Dr. Bratati Dey said that the newly admitted students would have to be addressed more on this issue so that all their fears, misconceptions could be allayed without delay. Since no complaint had been put forward by any student in this regard, it was very difficult to identify and understand the problem. It was unanimously resolved that the Anti-Ragging Sub-Committee

would be requested to put up more explicit messages and encourage students to express themselves.

- b. The feedback obtained from the alumni suggested that the range of study in the college be expanded for the convenience of students. It was unanimously resolved that the prospect of introducing other courses would be explored.
4. It was unanimously resolved that the IQAC would conduct Academic Audit for the academic session 2020-21.
5. The Coordinator reminded the members present, of the necessity of registering a college alumni association with the Registrar of Companies, Govt. of West Bengal, since many of the departments in the college had been organizing alumni meet individually. It was unanimously resolved that a formal Alumni Association would be formed, under the name: Dhruba Chand Halder College Saraswat Alumni Association, Dakshin Barasat, and the proposal would be placed before the Governing Body of the college, for immediate perusal.

There being no other issue to discuss, the meeting was terminated at 8.10p.m, with thanks to the Chair.

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.

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. Subhasish Chakraborty
8. Prof. Rasidul Karim
9. 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.
4. Members further noted the different faculty development programmes which the teachers have participated during the Academic Session 2020-21 as enumerated below

Date From-to	Event Co-ordinator	Event Type	Name of the Faculty
28/7/2020-17/8/2020	HRDC, Mizoram University	Orientation Course	Rasidul Karim
03/8/2020-08/8/2020	HRDC, University of Hyderabad	Short Term Programme	Dr. Kushal Dey
27/8/2020-09/9/2020	HRDC, Maulana Azad National Urdu University	Refresher course	Dr. Tusi Bhattacharya
03/9/2020-28/10/2020	Department of Biotechnology, AKS University, Satna	e-Refresher course	Nirza Moktan
15/9/2020-30/9/2020	Department of Computer Science, Mata Sundari College for Women, University of Delhi	Faculty Development Programme	Nirza Moktan
08/10/2020 - 21/10/2020	HRDC, Pondicherry University	Refresher course	Dr. Partha Biswas
09/10/2020 - 22/10/2020	HRDC, Kannur University	Refresher course	Bula Rani Howlader
25/11/2020 - 01/12/2020	HRDC, Ranchi University	Short term course	Dr. Malini Basu
03/12/2020 -01/1/2021	HRDC, Pondicherry University	Faculty Induction Programme	Dr. Partha Biswas
04/1/2021-31/1/2021	HRDC, Ranchi University	Faculty Induction Programme	Subir Gayen
03/3/2021-30/3/2021	HRDC, University of Calcutta	Faculty Induction Programme	Dr. Sukanta Das
09/3/2021-23/3/2021	HRDC, University of Calcutta	Refresher course	Achyutananda Biswas

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.

MINUTES OF THE IQAC MEETING ON 30.10.21

Date : 30.10.21

Time : 2 p.m

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof Shyamal Bandopadhyay
3. Prof. Sudakshina Sengupta
4. Dr.Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakrabarty
7. Dr. Bratati Dey
8. Dr. Tapasri Ghosh (Invited Member)
9. Prof.Subir Gayen

Agenda :

1. Confirmation of the minutes of the last meeting dated 8.6.21.
2. Discussion on the progress of work mentioned in the different criteria of the SSR.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 8.6.21, were confirmed without any alteration.
2. Regarding the data yet to be collected for Criteria 1, Dr. Tapasri Ghosh informed the house that teachers' data remained to be collected and that the cut –off date for sending the required information would be 8th November, 2021.
3. Regarding Criteria 2, Prof Shyamal Bandopadhyay said that the required data had been readied by the office, but was yet to be collected.
4. Prof Subir Gayen informed the house that he, along with Prof. Abhijit Pathak, had been working on Criteria 3, and that it was getting difficult for them to obtain the reports of NCC and NSS activities.
5. Prof Sudakshina Sengupta said that Academic and Administrative Audits were yet to be done, and suggested that Prof. Tarak Dey take the responsibility of these two. She shared a sample questionnaire designed for the purpose by her and invited suggestions and alterations, if any, in this regard.

6. A detailed discussion on certain aspects of Criteria VII was held, in which some measures of record keeping were suggested by different faculties. The Convenor spoke about the revival of the College Counselling Cell under Dr. Sreerupa Ghosh, with help and support from Dr Prabir Ghosh and Dr. Sayanti Halder. She also reminded the house that more collaborations needed to be made with other organizations, for academic purposes. It was resolved that these two issues would be taken care of, as soon as possible.

There being no other issue to discuss. The meeting was terminated at 4.15p.m, with thanks to the Chair.

MINUTES OF THE IQAC MEETING HELD ON 28.1.22

Venue : IQAC Room

Time : 2.30 p.m

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof Shyamal Bandopadhyay
3. Prof. Sudakshina Sengupta
4. Dr.Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakrabarty
7. Dr. Bratati Dey
8. Prof. Rasidul Karim
9. Sri Sanjoy Das
10. Prof. Abhijit Pathak (invitee member)
11. Dr Subhasree Thakur (invitee member)

Agenda :

1. Confirmation of the minutes of the last meeting dated 30.10.21.
2. Discussion on matters related to construction.
3. Progress of SSR related work
4. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting held on 30.10.21 were confirmed without any changes.
2. Regarding the various constructional works, it was resolved that the Convenors of Purchase and Building Committees would work in unison, for the construction of the lift and ramps in the Main, Library and Science buildings. They would also expedite the process of constructing a toilet for the physically disabled. A time frame had been set for the purpose and it was resolved that the work would be completed by June, 2022, provided that the lock down was lifted by then.
Dr Subhasree Thakur placed a proposal of harvesting rain water and the members present, supported her. She said that she would require the assistance of Profs Sushanta

Saha and Ranjit Mishra in this regard. It was resolved that this work too, would be started immediately.

The IQAC Convenor reminded the house of the need for installing a solar panel on the roof of the main building and the Principal said that the contractors entrusted with this job had been indifferent and had not turned up, as promised. It was resolved that Prof. Shyamal Bandopadhyay would enquire about it and try and initiate this project.

Prof Sudakshina Sengupta also raised the issue of setting up a bio-degradable waste hub immediately and it was resolved that Dr. Subhasree Thakur would initiate the process of signing an agreement with Hulladek, a premier organization in Kolkata, in this regard.

3. Regarding Criteria 1, Dr Manika Rakshit informed the house that only two questions were left to be answered and that she required technical support in this regard. It was resolved that Dr Subhasis Bhattacharya and Rasidul Karim would be requested to provide technical support.

Regarding Criteria II, data collection had been completed and that the process of updating ICT and other log books, needed to be initiated. It was resolved that Drs. Chandrima Goswami Bhattacharya and Rizwana Nasira would be entrusted with this job.

Regarding Criteria III, Prof. Abhijit Pathak reminded the house of the necessity of organizing an IPR workshop as soon as possible. It was resolved that a workshop on entrepreneurship would be organized, with help from Dr Malini Basu.

Data on students' progression required in Criteria V, has been obtained and incorporated in the questionnaire.

4. a .Prof Sudakshina Sengupta reminded the house of the necessity of re-designing the college website and the Principal informed that this was already on the way.
b. The members of the IQAC felt the need to apply for Post Graduate Courses in certain subjects, as it would benefit a large number of students in South 24 Parganas. After meaningful deliberations, it was unanimously resolved that modalities for the introduction of PG courses in Bengali and Geography would be initiated at the earliest available opportunity. The Principal said that he would place this proposal at the meeting of the Governing Body.

There being no other issue to discuss, the meeting was terminated at 4.30 p.m.

MINUTES OF THE IQAC MEETING HELD ON 13.5.22

Venue : IQAC Room

Time: 2 p.m.

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof Shyamal Bandopadhyay
3. Prof. Sudakshina Sengupta
4. Dr.Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakrabarty
7. Dr. Bratati Dey
8. Prof. Rasidul Karim

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Systematization of documents in the various departments.
3. Discussion on workshops for the office staff.
4. Discussion on the publication of departmental magazines.
5. Miscellaneous.

Discussions and Resolutions :

1. The minutes of the meeting dated 23.2.22, were confirmed without any changes.
2. The IQAC Coordinator reiterated the need for maintaining necessary documents in the individual departments in a systematic way so that at the end of every academic year, departmental reports could be published for transparency and progress. Dr. Bratati Dey said that departmental events be organized under different heads like: students' profile, activities by faculties, cultural events, extension lectures, field trips, and the like. Dr. Manika Rakshit suggested that a timeline be maintained for this. The Principal suggested that an annual report in this regard be compiled and printed for the knowledge of all stakeholders. It was unanimously resolved that publication of the Annual Report REFLECTION would be revived at the next academic session.
3. Prof. Sudakshina Sengupta informed the house that after speaking to some of the office staff, she felt that there was a need to organize special sessions/ workshops for them, in order to improve their working skills. But a suitable time was difficult to be determined, as they remained busy all the year round, with various official duties. The Principal said that in that case, the IQAC could arrange for multiple workshops for small batches. It was unanimously resolved that decisions in this regard would be taken in consultation with the Office in Charge.
4. The members of the IQAC observed that many departments were quite regular in bringing out annual departmental magazines and wall magazines, but a few departments remained inactive in the field. In order to bring parity to the system, all departments needed to act

alike. It was unanimously resolved that all departments would be directed by the Principal, to follow the same pattern.

There being no other issue to discuss, the meeting was terminated at 3.20 p.m, with thanks to the Chair.

MINUTES OF THE IQAC MEETING ON 23.2.22

Date : 23.2.22

Time : 2 p.m

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof Shyamal Bandopadhyay
3. Prof. Sudakshina Sengupta
4. Dr.Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakrabarty
7. Dr. Bratati Dey
8. Prof Rasidul Karim
9. Sri Sanjoy Das

Agenda :

1. Confirmation of the minutes of the last meeting dated 28.1.22.
2. Mechanism to keep track of students' progression.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 28.1.22 were confirmed without any changes.
2. The Principal reiterated the need for keeping records of ex-students' data by the individual departments. Prof Shyamal Bannerjee suggested that the college office be approached for this purpose and that ex students be requested to scan and submit relevant documents, when they visited the college office for different reasons. This work could be handled by Sri Kamal Naskar and Sankhya Mondal.
The Principal said that this would not be very effective, and said that the individual departments handling this issue, would be a better and effective option. Each department would need to trace students either opting and enrolling in institutes of higher learning, or professionally engaged in different spheres. In case of ex-students working individually as electricians, plumbers, farmers, shop keepers or shop owners, they could submit a document stating their professions. This mechanism would work out only if a relationship was established between the two. The Principal suggested that the present situation be made useful in this regard.

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

MINUTES OF THE IQAC MEETING HELD ON 30.6.22

Venue: Principal's office

Time: 2.30 PM

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. Subhasish Chakraborty
8. Prof. Rasidul Karim
9. Sri Sanjoy Das

Agenda:

Note of faculty members who have participated in different faculty development program in 2021-22 session.

Minutes and Resolutions:

Members noted the different faculty development programmes which the teachers have participated during the Academic Session 2021-22 as enumerated below

Date From-to	Event coordinating Institute	Event Type	Name of the Faculty
06/7/2021-26/7/2021	HRDC, Mizoram University	Faculty Induction Programme	Kutubuddin Sheikh
20/7/2021-02/8/2021	HRDC, Mizoram University	Additional Refresher course	Dr. Bratati Dey
20/7/2021-02/8/2021	HRDC, Mizoram University	Additional Refresher course	Rasidul Karim
20/7/2021-02/8/2021	HRDC, Mizoram University	Additional Refresher course	Subhashis Bhattacharyya
16/8/2021-21/8/2021	HRDC, University of Hyderabad	Short Term Programme	Dr. Kushal Dey
01/9/2021-30/9/2021	HRDC, University of Hyderabad	Faculty Induction Programme	Dr. Mobina Parveen
01/9/2021-30/9/2021	HRDC, University of Hyderabad	Faculty Induction Programme	Dr. Rupanwita Sarkar
16/9/2021-30/9/2021	HRDC, Jamia Milia Islamia	Online Refresher Course	Tusi Bhattacharya
01/10/2021-09/10/2021	HRDC, University of North Bengal	Short Term Course	Manas Mondal
01/10/2021-09/10/2021	HRDC, University of North Bengal	Short term course	Sipra Halder

15/11/2021-15/12/2021	HRDC, University of North Bengal	Faculty Induction Programme	Dr. Anirban Shaw
16/11/2021-17/12/2021	HRDC, University of Calcutta	Faculty Induction Programme	Dr. Prabir Ghosh
23/11/2021-29/11/2021	HRDC, University of North Bengal	Short Term Course	Sipra Halder
01/12/2021-28/12/2021	HRDC, Devi Ahilya Viswavidyalaya, Indore	Faculty Induction Programme	Dr. Malini Basu
22/2/2022-28/2/2022	HRDC, Jadavpur University	Short Term Course	Subhashis Bhattacharyya
09/5/2022-23/5/2022	HRDC, Aligarh Muslim University	Online Refresher Course	Sudeshna Das
18/5/2022-31/5/2022	HRDC, Mizoram University	Inter/Multi-disciplinary Refresher course	Dr. Prabir Ghosh
18/5/2022-31/5/2022	HRDC, Mizoram University	Inter/Multi-disciplinary Refresher course	Dr. Sukanta Das
18/5/2022-31/5/2022	HRDC, Mizoram University	Inter/Multi-disciplinary Refresher course	Subir Gayen
27/6/2022-02/7/2022	HRDC, Devi Ahilya Viswavidyalaya, Indore	Short Term Course	Dr. Malini Basu

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