

Agenda and Minutes of IQAC Meetings held during 2015-16:

NOTICE

A Meeting of the IQAC will be held on 27.07.2015 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:

1. Matters Related to the Proposed Vidyasagar Research Centre for Studies in Education and Society
2. Letter from Institute of English for introduction of Spoken English course
3. Introduction of Computer Literacy programme
4. Presentation of Format for Academic Audit
5. Introduction of women-related self-financing job-oriented diploma/ certificate courses
6. Introduction of 3-months yoga course for students
7. Presentation of Format for Teaching Diary as a quality-enhancement measure
8. Matters related to Financial Audit
9. Matters related to the Canteen
10. Creation of IQAC window on the College website

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 27. 7. 2015:

Members present:

Dr Rupali Chowdhury, Principal and Chairperson, IQAC

Dr Chaitali Basu, IQAC Coordinator

Shri Debasis Mallick, Management Representative

Prof Nabanita Chatterjee, Management Representative

Dr Satya Upadhyay, Teacher-member

Dr Tapan Roy, Teacher-member

Dr Amit Mohan Rakshit, Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Shri Sayandeb Sinha, Head Clerk, Administration

Sm Ronita Srimany, Student nominee

First Agenda: Matters Related to the Proposed Vidyasagar Research Centre for Education and Society. IQAC Coordinator Dr Chaitali Basu informed the members present that the fourth recommendation of the NAAC Peer Team was the establishment of a Centre for Studies named after Iswar Chandra Vidyasagar. The Vision Document for the proposed Centre has already been prepared by the IQAC. A Mentor Group for the Centre was set up as follows: Mr Debashish Mullick (GB President, VCFW), Smt Nabanita Chatterjee (GB Member and IQAC Member, VCFW), Dr Satya Upadhyay (Associate Professor, Department of Hindi), Dr Ajanta Mitra (Associate Professor, Department of Bengali), Dr Rapti Deb (Assistant Professor, Department of Sanskrit), Dr Madhumita Dutta (Assistant Professor, Department of English), and Dr Prathama Ray Mandal (ex-teacher, Department of Bengali).

With respect to the venue, GB President mentioned that the Vidyasagar Research Centre would be set up at Vidyasagar Smriti Mandir as its calm and quiet surroundings provided the ideal place for establishing the proposed Research Centre.

Prof Pranab Chatterjee suggested three broad programmes to be adopted by the Vidyasagar Research Centre: firstly, Vidyasagar Memorial Centre and secondly, selected volumes on education and society and third, the role of the print media in the Bengal Renaissance. Prof Chatterjee also suggested a project on Metropolitan College. If a Proposal can be sent to the UGC incorporating these broad themes, then a substantial grant may be forthcoming. Prof Chatterjee also suggested that a separate Proposal may be prepared to seek a grant from the Ministry of Culture for the Memorial Centre.

Second Agenda: Introduction of a Spoken English course (NAAC Peer Team recommendation). This matter had come up in the first IQAC Meeting. Acting upon the advice of Prof Nabanita Chatterjee, Dr Chaitali Basu informed that she had sent the Director of the Institute of English, Dr Sampa Chatterjee, a letter seeking collaboration to set up a six months' Spoken English course for the students of our College and that classes would be held twice a week. In response, Dr Sampa Chatterjee has written that she has accepted our invitation for collaboration.

Third Agenda: Introduction of Computer Literacy programme (NAAC Peer Team recommendation) Dr Satya Upadhyay stated that the computer course could be started, to begin with, in the room adjacent to the VSM Central library. It was decided that Webel Informatics Ltd., a government agency, would be approached for the purpose of conducting weekly computer literacy classes for our students.

Fourth Agenda: Academic Audit (NAAC Peer Team Recommendation): Dr Basu presented to GB President Sir and Prof Nabanita Chatterjee the format for academic audit which had been compiled by the IQAC and mentioned that academic audit by outside experts would be conducted as soon as the format was filled out by IQAC members. Dr Satya Upadhyay read out the names of the 3 experts, as had been decided by the GB: Dr Sujoy Ghosh, Zoology Department, CU, Dr Diptendu Chatterjee, CU, Dr Sobuj Choudhury, Library Science, Information and Technology, CU. Dr Tapan Roy stated that the Departments should be informed so as to be prepared for academic audit and that they should provide necessary data.

Fifth Agenda: Introduction of women-related self-financing job-oriented diploma/ certificate courses of appropriate duration with employment and self-employment potential (NAAC Peer Team Recommendation): GB President Sir mentioned that car driving could be introduced as a job-oriented course. Apart from this, tailoring and food processing were the two other courses decided upon. Prof Nabanita Chatterjee mentioned that a proposal should be prepared to this effect by the IQAC and sent to the GB.

Sixth Agenda: Introduction of 3-months yoga course (NAAC Peer Team Recommendation): With respect to sports, the NAAC recommendation is that the 'sports infrastructure needs to be strengthened'. The NAAC Peer Team had pointed out that 'The College lacked a sports field. This was to be compensated by introducing Gym and Yoga classes'. GB President Sir mentioned that a gym should be started in the College premises. Dr Satya Upadhyay stated that the money for Gym and Yoga classes would be forthcoming from the RUSA grant which the College had applied for.

Seventh Agenda: Presentation of Format for Teaching Diary (as a quality-enhancement measure): As a quality-enhancement measure, IQAC Coordinator Dr Chaitali Basu suggested that each teacher must maintain a Teaching Diary where lesson plans and a record of lectures delivered in class will be entered on a regular basis. The format for the Teaching Diary was presented by Dr Basu to GB President Sir and Prof Nabanita Chatterjee. The format was approved by them.

Eighth Agenda: Matters related to Financial Audit: Dr Basu stated that the audit had been done till 2011-2012 session. The last 3 years' audit is pending: 2012-2013, 2013-2014, 2014-2015. Dr Tapan Roy mentioned that the Audit is very important and that it should be done as possible. Prof Nabanita Chatterjee said that this matter must be brought before the GB.

Ninth Agenda: Matters related to the Canteen: In the previous IQAC Meeting, the Students Union GS, Ronita Srimany, had stated that the canteen needed to be repaired as the roof leaked during rainy season. In the previous IQAC Meeting, Prof Nabanita Chatterjee had suggested that IQAC recommend the formation of a Canteen Committee to the GB to deal with canteen-related problems. Dr Satya Upadhyay stated that the GSs of the 3 Colleges would have to be included in such a Committee.

Tenth Agenda: Creation of IQAC window on the College website. Dr Chaitali Basu mentioned that it was necessary to create an IQAC window on the College website since we will regularly have to upload/ report on IQAC activities, as well as host the AQARs on this window. The Vidyasagar Research Centre will also have an exclusive window on the College website. It was decided that the Website Committee may be reconstituted and that the IQAC may send a recommendation to the GB to this effect.

NOTICE

A Meeting of the IQAC will be held on 28.11.2015 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:

1. Progress in preparation of 3 AQARs (2011-12, 2012-13, 2013-14)
2. Progress in Financial Audit
3. Highlights of TC Meetings to be recorded and distributed to all Departments at least 7 days before the next TC.
4. Matters related to allotment of RUSA funds
5. Matters related to short-term courses
6. Kanyasree Prakalpa to be brought under the purview of Nari Samsad
7. Recommendations from the Student Grievance Cell
8. Matters related to the Library
9. Matters related to Remedial Coaching
10. Matters related to the Academic Journal

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 28.11.2015:

Members present:

Dr Rupali Chowdhury, Principal and Chairperson, IQAC

Dr Chaitali Basu, IQAC Coordinator

Shri Debasis Mallick, Management Representative

Prof Nabanita Chatterjee, Management Representative

Dr Satya Upadhyay, Teacher-member

Dr Tapan Roy, Teacher-member

Dr Amit Mohan Rakshit, Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Molly Ghosh, Teacher-member

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

First Agenda: Progress in preparation of 3 AQARs (2011-12, 2012-13, 2013-14): IQAC Coordinator Dr Chaitali Basu stated that substantial data collection was required for the preparation of the AQARs 2011-12, 2012-13 and 2013-14. GB President Sir stated that IQAC Coordinator would have to hold an extended meeting where all the concerned teachers who were in charge of data collection would have to be invited and the papers filled up after due consultation with them.

Second Agenda: Progress in Financial Audit. Dr Tapan Roy stated the audit had been done till 2012-13. The audit for 2013-14 was yet to be done. Tapanda said that it would be done in January. GB President Sir said that everything should be done so that the audit was done quickly.

Third Agenda: Highlights of TC Meetings to be recorded and distributed to all Departments at least 7 days before the next TC. GB President Sir stated that the TC Minutes should be written and distributed to all HoDs atleast 2 weeks before the next TC. The HODs concerned could discuss the matter with her departmental colleagues and suggest corrections, if any. The Teachers' Council Secretary would take such opinions into consideration while finalizing the minutes of the TC.

Fourth Agenda: Matters related to allotment of RUSA funds. Dr Satya Upadhyay, Convener, RUSA Committee, stated that out of 50 lakh rupees of the RUSA funds, 13 lakhs 70, 000 thousand rupees had been spent to purchase books. All Arts Departments had been given Rs 45, 000 and science departments Rs 60, 000. An amount of Rs 28 lakhs had been spent to purchase computer parts and accessories which had been kept for the time being in the seminar library under lock and key. An amount of Rs 60 lakhs was remaining and within one week the amount would be utilised to make the remaining purchases.

Fifth Agenda: Matters related to short-term courses. Dr Basu stated that we have inaugurated Yoga course and Spoken English course. The fee book has been printed. Next is Tailoring and Food Processing Course. We have received an application from Mrs Sumitra Nandi, who has been recommended by Dr Meera Agarwal, our Alumni Vice-President. Mrs Nandi has given us a list of equipments required for Tailoring and for Food Processing. She has also given us a Theoretical and Practical syllabus for both the courses to be held for a period of six months.

Sixth Agenda: Kanyasree Prakalpa. GB President Sir said that a notice would have to be issued immediately asking the beneficiaries of the Kanyasree Prakalpa to make a declaration in the College office regarding when and why they had received the benefit of the scheme. Ronita, Students Union Secretary, would help in this matter. GB President Sir said that this record would be maintained by the Office.

Seventh Agenda: Recommendations from the Student Grievance Cell. Dr Basu stated that a Meeting of the Student Grievance Cell headed by Dr Subhra Bagchi and Prof Molly Ghosh was held on 7.10.15 . They have submitted a list of recommendations to the IQAC.

Prof Molly Ghosh said that the Cell had held a meeting with the girls after which they had made a list of recommendations which they had handed over to the Principal. GB President Sir said that the Principal should try to execute the recommendations and if she faced any problem in any respect, she may place it in the GB.

Eighth Agenda: Matters related to the Library. Librarian SmMoumita Ash has requested the IQAC to consider the following issues:

- 1.Redesign library web page as web portal for cyber library.
2. As per NAAC guidelines, user awareness and information literacy programmes need to be arranged by library.
3. Institutional static IP with proper networking facility to access subscribed e-resources (e-data base, e-journals).
4. New book racks are needed to shelve procured books from RUSA Grant.

Dr Satya Upadhyay said that new book racks would have to be purchased from the College funds and that a request could be forwarded to the Purchase Committee.

Ninth Agenda: Matters related to Remedial Coaching. It was decided that Prof Aniruddha Ghosh who was the Bursar of the College was overburdened and that a new Coordinator would have to be selected for Remedial Coaching. This proposal may be sent to the GB.

Tenth Agenda: Matters related to the Academic Journal. A letter submitted by Dr Dipti Bannerjee, member of the Academic Journal Committee, regarding request for ISSN No for the Academic Journal came up for discussion.

NOTICE

A Meeting of the IQAC will be held on 12.04.2016 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:

Discussion on Committee Reports

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 12. 04. 16:

Members present:

Dr Rupali Chowdhury, Principal and Chairperson, IQAC

Dr Chaitali Basu, IQAC Coordinator

Shri Debasis Mallick, Management Representative

Prof Nabanita Chatterjee, Management Representative

Dr Shibranjan Chatterjee, Management Representative, Invitee Member

Dr Satya Upadhyay, Teacher-member

Dr Tapan Roy, Teacher-member

Dr Amit Mohan Rakshit, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Shri Sayandeb Sinha, Head Clerk, Administration

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

It was decided that all Committees seeking an increase in funds for Committee activities will forward their requests to the GB through the IQAC. These Committees are Career Counselling Cell, Seminar Committee, Extension Activity Committee, Nari Samsad Committee, College Beautification Committee and Green Club.

2. The Laboratory Sub-Committee Convener has stated that the problem of roof repairs and water seepage in Physics Department and Computer Lab beside Room No. 21 are to be applied in the Common Committee for repairs. In this respect, Principal Madam stated that the Common Committee had been duly informed. .

3. The Academic Journal Committee Convener has stated that they have applied for ISSN No. but that process is getting delayed because it is conditional upon the College having a RNI (registration no.) Since the College does not have a registration no, President Sir asked Principal Madam to write a letter to the University stating the problem and requesting help in the matter of obtaining a registration no. for the College.

4. Library Sub-Committee Convener has stated that they are having problems with the previous stock verification. Principal Madam stated that the old damaged books were not yet removed from the library. President Sir stated that the old damaged books were to be labelled as 'dead stock' in audit.

5. RUSA Committee Convener has stated that they need a typist-cum-clerk with knowledge of computer for correspondence work and for preparing UC. President Sir stated that this matter may be sent to the GB.

6. The UGC Committee Convener has stated that:

(i)The UGC Convener has stated that Remedial Coaching classes (meant for candidates belonging to reserved quotas) and Entry-in-Services classes should commence as soon as possible. In this respect, Dr Shivranjan Chatterjee stated that the Coordinator of Remedial Coaching Course Dr Srijit Chowdhury be asked to submit a schedule of classes, list of teachers and remuneration per class to the GB.

(ii)The UGC Core Committee has placed the matter of utilization of grant for barrier-free education for construction of handrails and ramps for handicapped students in the forthcoming GB.

7. NSS Committee: The NSS Committee Convener has stated that for the NSS Unit of the College to function smoothly and effectively, a room designated solely for the NSS Unit is urgently required.

8. The Website Committee Convener:

a) has recommended the recruitment of a System Administrator/ Technical Staff to deal with regular system-related and routine jobs.

b) The Convener has made a request for maintenance grant for network upgradation, maintenance, and system security. GB President Sir stated that the Committee Convener be asked to submit an estimate to the GB for consideration.

9. Medical Cell: President Sir stated that the Medical Cell be asked to organise a health check-up camp for the College students. The camp should be spread over 2 days—the first day would be for the 1st Year students and the second day for 2nd Year students.

10. The Prospectus and Academic Calendar Committee: GB President Sir stated that the Committee should be reminded about the necessity of speedy and prompt publication of Prospectus and the Academic Calendar.

11. Vidyasagar Research Centre: IQAC Coordinator Dr Basu requested GB President Sir to look into the affairs of the Vidyasagar Research Centre. She stated that she had written the Vision Document for the Centre and handed it over to the Convener Dr Satya Upadhyay. The matter of obtaining grants for the Centre ought to be speeded up.

NOTICE

A Meeting of the IQAC will be held on 24.05.2016 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:

Matters related to submission of AQARs for 2011-12, 2012-13 and 2013-14

IQAC Coordinator

Principal

Minutes of IQAC Meeting held on 24. 05. 2016:

Members present:

Dr Rupali Chowdhury, Principal and Chairperson, IQAC

Dr Chaitali Basu, IQAC Coordinator

Shri Debasis Mallick, Management Representative

Prof Nabanita Chatterjee, Management Representative

Dr Satya Upadhyay, Teacher-member

Dr Tapan Roy, Teacher-member

Dr Amit Mohan Rakshit, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Shri Sayandeb Sinha, Head Clerk, Administration

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

The AQARs for 2011-12, 2012-13 and 2013-14 in hard copy (spiral binding) were submitted by IQAC Coordinator Dr Chaitali Basu.

GB President Sir looked through the AQARs.

Dr Chaitali Basu raised the point about the name of the IQAC Coordinator to be stated in the AQARs since the previous IQAC had not done any work on the AQARs. GB President Sir stated that a note would accompany all AQARs 2011-12, 2012-13 and 2013-14 mentioning that the previous IQAC had been dissolved by the GB and that the present IQAC was uploading the AQARs. This note would be ratified by the GB. Another letter that the GB was approving the AQARs for sending to NAAC would also be signed by the GB Members.

At the request of Dr Chaitali Basu, Dr Satya Upadhyay read out the Plan of Action (Action Recommended) and Action Taken sections from the 3 AQARs. GB President Sir approved it. Principal Madam suggested some minor changes. At the request of Dr Chaitali Basu, Dr Satya Upadhyay also read out the sections on Strength and Weakness of the College (SWOT Analysis) from the 3 AQARs.

Dr Chaitali Basu requested Dr Tapan Roy as GB Member to try and motivate the faculty to prepare themselves for NAAC. She also stated that since it had taken her about one year to complete three AQARs, it would take her the next six months to complete the remaining two AQARs. Thereafter, preparations would have to begin for NAAC. The NAAC accreditation was valid till March 2017.