IQAC Meetings held during 2014-15:

NOTICE

A Meeting of the IQAC will be held on 17.11.2014 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:
Discussion on NAAC Peer Team Report on Institutional Accreditation following
1st cycle of NAAC in December 2011 with a focus on the Overall Analysis of the Peer Team as stated under the heads of:
(i) Institutional Strengths
(ii) Institutional Weaknesses
(iii) Institutional Opportunities
(iv) Institutional Challenges.

IQAC Coordinator   Principal

Minutes of IQAC Meeting held on 17.11.2014 :

Members present:
Dr Satya Upadhyay, Teacher-in-Charge

Dr Chaitali Basu, IQAC Coordinator

Prof Nabanita Chatterjee, Management Representative

Dr Tapan Roy, Teacher-member

Dr Shubhra Bagchi, Teacher-member

Dr Amit Mohan Rakshit , Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Molly Ghosh, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

IQAC Coordinator Dr Chaitali Basu welcomed all members of the IQAC. She announced that this Meeting would focus on the NAAC Peer Team Report as given to the College after the 1st NAAC visit in December 2011. She read out the Overall Analysis of the Peer Team as stated under the heads of Institutional Strengths, Institutional Weaknesses, Institutional Opportunities and Institutional Challenges.

The Institutional Strengths had been stated in the Peer Team Report as Location of the College; Motivated staff and students; Teacher quality and Healthy staff-students relationship.

The Institutional Weakness had been stated as Limited college working hours (6:15 am to 11:15 am); Sharing of infrastructure with two other institutions; Inability to sustain the sanctioned strength of students; High drop out rate across the programmes offered and UGC resources underutilized. The ensuing discussion focused on how and to what extent the institutional weaknesses could be overcome.

The Institutional Opportunities had been stated as Better alumni network; Locational advantage be tapped for more teaching and research collaboration with Universities, industries and institutions in the city; Scope for introducing value enriching add-on courses; Scope for extensive institution-neighbourhood community interactions. It was discussed that networking with the alumni would have to be increased and that appropriate steps would have to be taken in this direction.

IQAC Coordinator then read out the Institutional Challenges as stated in the Peer Tam Report which were: Living upto the ideals of the founder of the institution; Promotion of healthy work culture in the campus; Overcoming time and space constraints; Mitigating poor enrolment of students; Optimum utilization of physical and technical resources by bringing better involvement and understanding between the three heads of institutions operating in the campus; Improving the attendance of students in the class and meeting the demands for skill enhancement with total commitment and involvement; Enhancing the proficiency in communication skill particularly in English amongst the students from vernacular medium and Maintaining social equity in the admission process. The ensuing discussion focused on how we could deal with the institutional challenges.

IQAC Coordinator then read out the NAAC Peer Team Recommendations for Quality Enhancement of the Institution:
A perspective long-term institutional plan be formulated, fulfilling social obligations and aiming for academic excellence: Teacher-in-Charge Dr Satya Upadhyay requested IQAC Coordinator Dr Chaitali Basu to prepare the long-term institutional plan.

Academic audit may be introduced at the college level by outside experts: The IQAC Coordinator was requested to prepare the format for academic audit in consultation with other IQAC members.

Emerging professional courses, women related diploma/ certificate courses of appropriate duration with employment and self-employment potential may be introduced: Dr Shubhra Bagchi stated that job-oriented women centric diploma/ certificate courses of appropriate duration would have to be thought out carefully and the IQAC would place a proposal outlining certain feasible courses to the GB. The GB may decide which courses to sanction.

Establishment of centre for studies on the founder of the College who is a renowned national leader with collaborative efforts seeking grants from UGC, ICHR, Indian Council for Philosophical Research, Ministry of Cultural Affairs and Ministry of Environmental Sciences is recommended: President Sir asked the IQAC Coordinator to first chalk out a Vision Document for the Centre outlining its broad objectives and requirements. Thereafter we may approach the said agencies for grants through due correspondence.

Efforts to be made to provide clean, healthy and hygienic learning environment: It was broadly decided that this would be handed over to a Committee specifically formed for the purpose. IQAC Coordinator was asked to recommend the formation of such a Committee to the GB.

Information dissemination should be made faster, relevant and adequate: Since the main medium for information dissemination was the College website, it was decided that the website should be re-designed with all the required links provided and that this assignment should be handed over to a reputable agency.

ICT enabled teaching-learning be strengthened with better training and motivation to the faculty: Dr Satya Upadhyay stated that since the RUSA fund was awaited, arrangements could be made for an ICT-enabled Classroom where faculty members could conduct classes for their students.

Special efforts be made to provide computer literacy and spoken English programmes to all the students of the College: Prof Nabanita Chatterjee stated that she would make enquiries with the Institute of English, Kolkata, which collaborated with different Colleges in conducting spoken English classes for students.

Library be strengthened, computerization of library be taken up and completed on a priority basis, reading-room facility with provision for acquiring general books be made possible to suit students' needs and demands: IQAC Coordinator Dr Chaitali Basu stated that a new librarian, Sm Moumita Ash, had joined the College. It was agreed that Sm Moumita Ash would be requested to take up the matter of computerization of the library. Since the process of shifting the Central Library from the Second Campus to the New Building was already under way, it was agreed that reading-room facility would be provided in the new premises where more space would be available.

The Computer Centre of the College should have more number of computers with internet connectivity, to be used by faculty and students for teaching and research and also for initiating job oriented courses for students: Dr Tapan Roy stated that a new twenty-terminal server-based Computer Lab was being constructed on the second floor of the New Building, utilizing funds made available through the Local Area Development Scheme of the Hon'ble MLA Smt. Smita Bakshi under BEUP Work. The Computer Lab will be fully equipped with computers and all necessary equipments and accessories as well as a projection system and a smart-board as well as a new BSNL Broadband connection for full Internet connectivity. Students may access the Internet in the Computer Lab under the supervision of teachers. The Computer Lab may also be used by faculty members to make power-point presentations.

Interface with students requires further strengthening: It was decided that a Grievance Redressal Cell would be set up with two IQAC members, Dr Shubhra Bagchi and Dr Molly Ghosh as student mentors. The Cell would hold periodic Meetings with a designated number of students from all Departments to address any grievances the students may have.

More focus on horizontal physical expansion before considering academic diversity: Teacher-in-Charge Dr Satya Upadhyay stated that the physical infrastructure had been developed. The New Building at the Third Campus of the College had seven classrooms, and an air-conditioned staffroom. In addition, ten classrooms were being shared with the Evening College. The second floor would be equipped with an Auditorium also.

Internal Quality Assurance Cell be made more vibrant and functional: Smt Nabanita Chatterjee expressed her hope that the newly constituted IQAC would function smoothly and impartially.

Sports infrastructure be strengthened and students be motivated to participate in sports and cultural activities at Inter-Collegiate, State and National level: It was decided that the Sports Committee would be restructured to include new members and the IQAC Coordinator may forward a recommendation to this effect to the GB. The new Committee would be entrusted with implementing this recommendation of the NAAC Peer Team.

The previous Peer Team had also pointed out that the College lacked a sports field. This was to be compensated by introducing Gym and Yoga classes. Attempts could be made to inaugurate a 2 to 3-months yoga course and that a part-time teacher may be appointed to teach yoga in a short-term course.

Space in Smriti Mandir be exclusively made available for supporting the entrepreneurial initiatives of the girl students of the College by not providing scope for other external organizations like IGNOU: GB President Sir stated that the proposed centre for studies on the founder of the College should be set up at Vidyasagar Smriti Mandir as its calm and quiet surroundings provided the ideal place for establishing the centre. In this context, it was deliberated whether the IGNOU may be shifted from the Vidyasagar Smriti Mandir (VSM) and brought to the New Building.

NOTICE

A Meeting of the IQAC will be held on 14.01.2015 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:
Discussion on Part A - 2.15 of the three overdue AQARs 2011-12, 2012-13 and 2013-14 which deals with the Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

IQAC Coordinator   Principal

Minutes of IQAC Meeting held on 14.01.2015:

Members present:

Dr Satya Upadhyay, Teacher-in-Charge

Dr Chaitali Basu, IQAC Coordinator

Prof Nabanita Chatterjee, Management Representative

Dr Tapan Roy, Teacher-member

Dr Shubhra Bagchi, Teacher-member

Dr Amit Mohan Rakshit , Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Molly Ghosh, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

IQAC Coordinator Dr Chaitali Basu stated that she was now involved with the preparation of the three overdue AQARs 2011-12, 2012-13 and 2013-14. In so doing, she said that she needed the approval of the IQAC with respect to Part A - 2.15 of the AQARs which dealt

with Plan of Action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year.

For AQAR 2011-12, it was agreed that the Plan of Action and the Outcome would be stated as follows:
Plan of Action 1: To continue with the progress in construction of the New Building at the Third Campus of the College:
Outcome: Construction work continued as on schedule.

Plan of Action 2: Introduction of rotation-based headship in the Departments for increasing the participation of faculty in the process of governance.
Outcome: Rotation-based Headship was introduced in Departments.

Plan of Action 3: To cover the whole Main Campus by Wi-fi internet access:
Outcome: The whole main campus has been covered by Wi-fi Internet access, by placing five Access-Points (Transmitters) at different places of the main building.

Plan of Action 4: To train the teaching staff of the College in basics of computer, by appointing a trainer with MCA degree:
Outcome: A 7-day course was organised by the College for this purpose. Many faculty members had availed of the course which had been conducted in the Seminar Library.

Plan of Action 5: To conduct parent-teacher meetings annually.
Outcome: Annual parent-teacacilitate further interaction, if required. her meetings were conducted and the contact numbers of parents who had participated in the meetings had been noted down by the departmental faculty. This was to facilitate further interaction, if required.

Plan of Action 6: To reactivate the Career Counselling Cell.
Outcome: The Career Counselling Cell was re-constituted to make it more active. The Cell arranged for some important psychometric tests.

Plan of Action 7: To sensitize all Departments to transfer departmental records into a database.
Outcome: All Departments were requested to maintain all departmental records including number of students, marks obtained by students in internal and University examinations etc. into a database that could be easily accessed if required. This was planned as an important step towards documentation. However, only partial success was achieved by some Departments in this respect.

Plan of Action 8: To set up a Student Grievance Redressal Cell.
Outcome: A Student Grievance Redressal Cell was set up to address any grievances the students may have. All students belonging to different Departments were informed about the Cell.

For AQAR 2012-13, it was agreed that the Plan of Action and the Outcome would be stated as follows:
Plan of Action 1: To introduce a course on Film Studies.
Outcome: As per the decision of the Governing Body and after gaining the necessary approval from Calcutta University, a course on Film Studies was introduced and a contractual teacher was appointed by due procedure.

Plan of Action 2: To oversee the progress in construction of the Ground Floor, First Floor and Second Floor of the New Building in the Third Campus of the College.
Outcome: Construction work progressed as on schedule and was overseen by the Building Committee.

Plan of Action 3: To further streamline the online system of admission for admissions to the First Year Classes to ensure full transparency.
Outcome: The online system of admission was further streamlined by the Online Admission Committee.

Plan of Action 4: To augment basic amenities in the Institution.
Outcome: As a basic step, water purifiers were installed in the main campus.

Plan of Action 5: To conduct Result Meetings after all internal mid-term and selection test examinations.
Outcome: Result Meetings were conducted after all internal mid-term and selection test examinations and all departmental data pertaining to students' marks were documented.

Plan of Action 6: To develop a Placement Cell.
Outcome: A Placement Cell was set up and requested to network with companies that conducted on-campus or off-campus recruitment.

Plan of Action 7: To encourage faculties to undertake research projects and to participate in seminars and other workshops:
Outcome: Faculties took part in seminars and other workshops and a major research project was undertaken in the Department of Economics.

Plan of Action 8: To initiate UGC-sponsored remedial coaching for SC/ ST/OBC students:
Outcome: Remedial course was begun and a senior teacher appointed as Coordinator.

For AQAR 2013-14, it was agreed that the Plan of Action and the Outcome would be stated as follows:
Plan of Action 1: To increase College timings:
Outcome: College timings were increased and henceforth are: 6: 30 am to 12: 30 pm. This was the outcome of long deliberations and was meant to provide the College, which was a Morning College, with more time to conduct its classes and activities. This step had been taken in tandem with the completion of the New Building so that the College could be more self-sufficient in terms of its own time and space.

Plan of Action 2: To introduce a course on Journalism and Mass Communications.
Outcome: As per the decision of the Governing Body and after gaining the necessary approval from Calcutta University, a course on Film Studies was introduced and a contractual teacher was appointed by due procedure.
Plan of Action 3: To augment the infrastructural development of the College and develop the third campus at 8A Shibnarayan Das Lane:
Outcome: The 3-storied New Building of the College at the third campus was nearing completion. The New Building at 8/A Shibnarayan Das Lane would provide the College faculty with its own infrastructure, and more space to conduct its own classes and activities independently of the two other institutions with which it shared its main premises.

Plan of Action 4: To upgrade the computerization of the administrative section:
Outcome: Partial computerization of administrative work was under process.

Plan of Action 5: To initiate automation of the Central Library and to purchase new books, journals and laboratory equipments:
Outcome: Automation of the Central Library has been initiated and the UGC XII Plan grant utilised to purchase new books and journals and laboratory equipments.

Plan of Action 6: To develop a modern Computer Lab in the new building for the use of students and faculty.
Outcome: A new twenty-terminal server-based Computer Lab was being constructed on the second floor of the New Building, utilizing funds made available through the Local Area Development Scheme of the Hon'ble MLA Smt. Smita Bakshi under BEUP Work. The Computer Lab would be fully equipped with computers and all necessary equipments and accessories as well as a projection system and a smart-board. The Computer Lab would be provided with a new BSNL Broadband connection for full Internet connectivity. Students may access the Internet in the Computer Lab under the supervision of teachers. The Computer Lab may also be used by faculty members to make power-point presentations.

Plan of Action 7: To enhance student involvement in NSS and NCC and other social activities:
Outcome: Students were encouraged to take up NSS and NCC. NCC and NSS students had participated in many activities during the year in the sphere of extension activities and Institutional Social Responsibility.

Plan of Action 8: To arrange for feedback responses from students:
Outcome: Manual feedback was collected by all Departments from the 3rd-Yr outgoing students. A questionnaire for gaining feedback covering different aspects of the teaching-learning process was distributed among the final-year students of all Departments in the months of January/ February after the 3rd Year Selection Test Examination. The students were briefed by the teacher ahead of time about the purpose of the feedback and the teacher's desire to benefit from their true opinions. Feedback was taken from those students who had 75% attendance or more. The feedback obtained helped in effecting improvements in the teaching-learning process and classroom management as well.

A Meeting of the IQAC will be held on 16.03.2015 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:
1. Matters related to the observations made in the NAAC Peer Team Report under the seven criteria on Institutional Accreditation.

IQAC Coordinator   Principal

Minutes of IQAC Meeting held on 16.03.2015:

Members present:

Dr Satya Upadhyay, Teacher-in-Charge

Dr Chaitali Basu, IQAC Coordinator

Prof Nabanita Chatterjee, Management Representative

Dr Tapan Roy, Teacher-member

Dr Shubhra Bagchi, Teacher-member

Dr Amit Mohan Rakshit , Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Molly Ghosh, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

IQAC Coordinator stated that in Section II of the NAAC Peer Team Report entitled 'Criterion Wise Analysis', there were seven criteria. She said that she would mention the main areas under the seven criteria where the Peer Team had sought to draw the attention of the College.

The first criterion was Curricular Aspects. It had been stated that 'Options to enrichment courses along with regular courses is remote possibility for the present' and that the 'College is yet to introduce any interdisciplinary/multidisciplinary courses'. It was decided that options to enrichment courses such as 'Computer Programming' for Physics students or 'Psychology for Philosophy students would be incorporated in the future plan of the College. Regarding interdisciplinary/ multidisciplinary courses, the Teacher-in-Charge was requested to make necessary enquiries at Calcutta University regarding how to apply for such courses and which kind of courses would be feasible for our College.

The second criterion was Teaching-Learning and Evaluation. It had been stated that in the admission process, 'Equity to be paid attention to'; 'Remedial coaching is offered under UGC scheme which could be strengthened'; 'No structured strategy for advanced learners' and 'Initiation of mentor-ward system is desirable'. On equity, the admission policy of the College followed all rules and regulations of the State Government and Calcutta University with respect to reservation of seats etc. Regarding remedial coaching, it was pointed out by Dr Tapan Roy that the present Coordinator of the remedial coaching course was due to retire shortly and that it would be necessary to appoint a new Coordinator soon. It was deliberated whether a structured strategy for advanced learners may include special classes so that they may be given extra attention to enable them to perform to their fullest potential. Teacher-in-Charge pointed out that the Routine Committee would have to see whether such classes could be incorporated in the Master Time-table. The IQAC members were asked to find out the exact implication of a mentor-ward system and how it could be implemented in our College.

The third criterion was Research, Consultancy and Extension. It had been stated that 'Research Committee is constituted, needs to be activated' and 'Hardly any facilities and funds available for research'. Regarding Consultancy and Extension, the Report stated that 'The institution is yet to develop expertise in offering consultancy' and that 'Collaboration with GO and NGO for extension activities needs strengthening'. GB president Sir stated that the Research Committee would be newly constituted in the next GB Meeting and that the newly constituted Committee could forward an application for funds for research to the Principal who would forward it to the GB. Dr Meera Agarwal wanted to know the areas where the College could offer consultancy. It was decided that IQAC Members would consult an expert in this matter. Regarding extension activities, Teacher-in-Charge stated that the Extension Activity Committee would be requested to implement this suggestion of the NAAC Peer Team and seek ways to collaborate with GOs and NGOs for extension activities.

The fourth criterion was Infrastructure and Learning Resources. Here the Report stated that 'Space is a constraint for the progression of the College as the infrastructure is shared by two other colleges (Morning, Day and Evening) and that there was 'No scope to develop a sports facilities, e-classroom, multimedia, a digital lab etc.' The Report also mentioned 'Poor maintenance of the infrastructure'. Regarding the library, it had been stated that 'Computerization of the library has not yet been taken up', and that 'More number of books and text books need to be procured'; 'Limited capacity of the Reading Room which could accommodate 10-12 students at a time'; 'the INFLIBNET facility was available, but to be made more functional with more computer terminals' and that the 'Majority of the books are in regional medium'. Regarding ICT as a Learning Resource, the Report stated that 'Central computing facility was yet to be established', and that the 'College has launched a website, needs to be updated and strengthened'. It was also stated in the Report that 'College does not have hostel facility for students'; and that 'College does not have a Health Centre but it has taken institutional membership of Govt. sponsored Students Health Home facility'.

In course of the discussion of the fourth criterion, it was agreed that the space constraint mentioned in the Report would be largely mitigated once the New Building, which was under construction, was completed. The Computer Lab in the New Building which was nearing completion would have the necessary arrangements to function as a digital lab. Maintenance of the common infrastructure was shared jointly by the Common Committee but the problem as stated by Teacher-in-Charge was that meetings of the Common Committee were few and far between. IQAC Coordinator stated that all recommendations pertaining to the library would be forwarded to the Librarian for implementation. Regarding ICT, Dr Amit Mohan Rakshit stated that once the Computer Lab in the New Building was completed, it could function as a Central computing facility. In matters of the website, GB President Sir stated that the Website Committee would also be reconstituted in the next GB. Regarding hostel facility for students, it was decided that this matter would be seriously looked into and that the second campus or VSM would provide the site for the hostel.

The fifth criterion was Student Support and Progression. Here the Peer Team had stated that 'Drop out rate calls for review'; 'There is no formal student tracking system' and 'Progression to employment needs to be made possible'. It had also been stated that there was 'No management sponsored scholarship' for students; the 'Career Counselling Cell, Placement Cell, Grievance Redressal Cell were yet to take off' and that 'A professional Counsellor needs to be appointed'. The Report also mentioned that 'Few students take part in inter-collegiate sports, tournaments and cultural activities' and that 'Extracurricular talent promotion needs to be taken seriously'. Here Teacher-in-Charge stated that it would be necessary to form a separate Committee to review the rate of drop outs. Regarding the formal student tracking system, it was decided that all faculty members would be informed in the next Teachers' Council Meeting to initiate a racking mechanism to trace the future progression of students who had completed their BA/ BSc course. IQAC Coordinator informed that since the last NAAC Peer Team visit in 2011, the Career Counselling Cell and Placement Cell had been performing well. A Professional Counsellor had also been appointed since.

The sixth criterion was Governance and Leadership. Here it had been stated in the Report that 'Decentralization of administrative responsibilities needs monitoring', and that there were 'Limited welfare measures for staff and faculty'. It had also been stated that 'A realistic future plan for the growth and development of the institution for the next fifteen years is yet to be formulated' and that the 'Management Information System has to be initiated'. Regarding human resource management, it had been stated that the College was 'yet to initiate mechanism to evaluate teaching and non-teaching staff for better accountability' and that there was 'Limited focus on professional development and skill upgradation programme of the non-teaching staff'. With respect to financial management, the Report stated that 'There is need to monitor grants received and availed from State as well as from UGC'. GB President Sir requested IQAC Coordinator to draft the future plan for the growth and development of the institution. Dr Amit Mohan Rakshit was requested to initiate the Management Information System and he said that at present, it was possible to implement it partially. He also said that he agreed with the observation of the Peer Team that the non-teaching staff needed to undergo skill upgradation programmes urgently.

The seventh and last criterion was Innovative Practices. It was to be noted that the Report stated that 'Academic and administrative audit by external and internal experts needs to be introduced'; 'Backlog of posts are not filled', and that 'Capacity building initiative missing in

the College' and that 'Focus on the sensitivities of students needs to be paid attention to'. It was agreed that academic and administrative audit would be introduced over the next one or two years. IQAC members were asked to start preparing the format for academic and administrative audit. Prof Nabanita Chatterjee stated that she would be able to recommend the names of some external experts for academic audit. Regarding backlog of posts, it was informed by Teacher-in-Charge that the standard procedure was to forward applications to the College Service Commission for filling up substantive posts which were lying vacant. The College had no autonomy in this matter. Vacant posts could be filled up only after the College Service Commission recommended suitable candidates for filling up the posts. IQAC Coordinator stated that capacity building initiatives would have to be taken up in the next few months. Keeping the sensitivities of students into account, GB President Sir informed that in the next IQAC Meeting, two faculty members would have to be chosen as Student Mentors who would deal with the grievances of the students and take appropriate steps to resolve their problems.

<div align="center">**NOTICE**</div>

A Meeting of the IQAC will be held on 25.05.2015 at 11 am in the New Building Staff Room. All members of the IQAC are requested to attend.

Agenda:
1. Matters related to the previous 3 overdue AQARs of 2011-12, 2012-13 and 2013-14
2. Discussion on the various recommendations of the NAAC Peer Team
3. Miscellaneous

IQAC Coordinator   Principal

Minutes of IQAC Meeting held on 25.05.2015:

Members present:

Dr Chaitali Basu, IQAC Coordinator

Dr Satya Upadhyay, Teacher-in-Charge

Prof Nabanita Chatterjee, Management Representative

Dr Tapan Roy, Teacher-member

Dr Shubhra Bagchi, Teacher-member

Dr Amit Mohan Rakshit , Teacher-member

Dr Moitreyee Basuroy, Teacher-member

Dr Molly Ghosh, Teacher-member

Shri Aniruddha Ghosh, Senior Administrative Officer

Dr Meera Agarwal, Alumni Nominee

Sm Ronita Srimany, Student Nominee

Dr Chaitali Basu, IQAC Coordinator, welcomed all the IQAC members. Dr Basu mentioned that our new Principal, Dr RupaliChowdhury, would be joining in June and she would be the Chairperson of the IQAC. Dr Satya Upadhyay, the Teacher-in-Charge, was co-opted as an IQAC member. Dr Chaitali Basu informed the members present that the agenda and minutes of the meeting were being documented with official signatures as per the guidelines of the UGC.

External IQAC Member Prof Nabanita Chatterjee expressed her hope that the IQAC should give utmost priority to promotion of teachers through CAS. The IQAC Coordinator informed the members present that she would hold a meeting on 27. 5. 2015 with faculty members with respect to CAS.

Dr.Chaitali Basu then read out the Agenda of the meeting which is recorded below:

First Agenda: Reaccreditation of NAAC: The Coordinator informed the members that our College received NAAC accreditation on March 10, 2012. The next accreditation is due by March 2017. Generally, after the first accreditation, NAAC re-accreditation takes place after 5 Annual AQAR (Annual Quality Assurance Reports) are sent online to the NAAC office in Bangalore. So now we have to prepare 3 AQARs that are overdue (July 2012-June 2012, July 2013-June 2014 and July 2014-June 2015) and send them to NAAC.

Second Agenda: The various recommendations of the NAAC Peer Team and ways of implementing them were discussed. These recommendations constitute Section IV of the Peer Team Report entitled 'Recommendations for Quality Enhancement of the Institution'. First among these recommendations was a long-term institutional plan aiming for academic excellence. It was agreed that the plan would be prepared by IQAC Coordinator in consultation with IQAC members.

Third Agenda: The second recommendation was 'Academic audit may be introduced at the College level by outside experts'. IQAC members were requested to prepare a format for academic audit. The Coordinator stated that all Departments would be informed in due course about the introduction of academic audit. It was agreed that the audit would be conducted by 2/3 outside experts.

Fourth Agenda: The third recommendation asks us to introduce certain women-related diploma/ certificate courses of appropriate duration with employment and self-employment potential. Regarding this, Dr Meera Agarwal, Vice-President, Alumni Association, offered her help and proposed that she would raise this issue in the Alumni AGM meeting to be held on 5.7.2015.

Fifth Agenda: The fourth recommendation is very important. The peer team has asked us to establish a centre for studies on the founder of our College, Iswar Chandra Vidyasagar. Grants are to be sought from UGC, ICHR, Indian Council for Philosophical Research, Ministry of Cultural Affairs and Ministry of Environmental Sciences. It was decided that the Centre would be named Vidyasagar Centre for Studies in Education and Society. It was decided that such a centre would be set up at VSM. Dr Basu mentioned that we will have to build a core group of mentors who will include a) Principal as ex-officio Chairman; b) certain GB members; c) some senior teachers and ex-teachers who have worked on Pt. Iswar Chandra Vidyasagar; d) some external experts.

Sixth Agenda: The next recommendation: 'Efforts to be made to provide a clean, healthy and hygienic learning environment'. Smt. Nabanita Chatterjee mentioned that maintenance of the campus was to be overseen by the Coordination Committee.

Seventh Agenda: Next recommendation: 'ICT enabled teaching-learning be strengthened with better training and motivation to the faculty'. Dr Shubhra Bagchi stressed the need for an ICT-enabled classroom with AC, a fixed screen and fixed infrastructure. Amit Mohan Rakshit was given the responsibility of having one ICT-enabled room ready.

Eighth Agenda: The next recommendation concerns two programmes to be provided for all the students of the College: one, computer literacy programme and two, spoken English programme. Regarding the spoken English classes, Smt Nabanita Chatterjee referred the IQAC Coordinator to the Director of the Institute of English in south Kolkata, Mrs Chatterjee, regarding this matter. It was decided that Webel Informatics, a government undertaking, would be approached for the computer literacy programme.

Ninth Agenda: The next recommendation concerns the computerization of the library. Smt Nabanita Chatterjee suggested that the IQAC may submit recommendations for additional staff in the library to the GB for consideration and Librarian Smt Moumita Ash would be requested to take necessary steps for computerization of the library.

Tenth Agenda: The next recommendation concerns strengthening interface with the students. Dr Basu mentioned that student feedback forms would be circulated to all Departments to be filled up by the outgoing 3rd Yr students following their Selection Test examination. Dr Basu stated that we would also have to continue remedial coaching under the UGC scheme for weak students. Smt. Nabanita Chatterjee suggested that Prof Anniruddha Ghosh be made the new Co-ordinator since Dr Prathama Roy Mandal, the erstwhile Co-ordinator, had recently retired. It was also decided that a Student Grievance Cell would be set up headed by Dr Subhra Bagchi and Prof Molly Ghosh who would be Student Mentors and address the problems faced by the students.

Eleventh Agenda: The next recommendation concerns the need to strengthen the sports infrastructure. The previous Peer Team had pointed out that the College lacked a sports field. This was to be compensated by introducing Gym and Yoga classes. It was decided that attempts would be made to inaugurate a yoga course and that a part-time teacher may be appointed to teach yoga to the students.

Twelfth Agenda: Need to form a Canteen Committee: Smt Nabanita Chatterjee suggested that IQAC recommend the formation of a Canteen Committee to the GB.

Thirteenth Agenda: Regarding VSM or Vidyasagar Smriti Mandir, the recommendation was that the space be 'exclusively made available for supporting the initiatives of the girl students of the College by not providing scope for other external organization like IGNOU.' Dr Shubhra Bagchi suggested that the IGNOU be shifted from the VSM and brought to the New Building and the Vidyasagar Centre for Studies in Education and Society be set up in the VSM.

Fourteenth Agenda: The last recommendation was that the 'Internal Quality Assurance Cell to be made more vibrant and functional'.