

Agenda 01 - Matter related to introduction of CBCS and Continuous Internal Assessment

Agenda 02 - Matter related to events calendar 2018-19

Agenda 03 - Matter related to Training of teachers

The 37th meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber at 11AM
Dr Tilak Chatterjee – Principal and Chairman IQAC was in the Chair
Chairman welcomed all Head of the Departments to the meeting

Members Present

Tilak Chatterjee

Tilak Chatterjee

Suchandra Biswas

S. Biswas

Rina Chatterjee

Rina Chatterjee

Abhijit Siddhanta

Abhijit Siddhanta

Swapna Paul

Swapna Paul

Kazi Tuhina

Kazi Tuhina

Malay Debnath

Malay Debnath

Anupam Pramanik

Anupam Pramanik

Debanjan Banerjee

Debanjan Banerjee

Debasis Roy

Debasis Roy

Suman Sardar

Suman Sardar

Signatures of All HoDs invited to the Meeting

Chandrika Sa

Chandrika Sa

Krishna Basu

K. Basu

Kazi Tuhina

Subir Karmakar

Subir Karmakar

Arumita De

Arumita De

Prasenjit Samanta

Prasenjit Samanta

Swapna Ghosh

Swapna Ghosh

Bappaditya Koley

Bappaditya Koley

Nibedita Mullick

Puja Ghosh

Puja Ghosh

Ajit Mandal

Ajit Mandal

Agenda item No 1 – In the matter of introduction of CBCS from 2018-19

RESOLVED THAT Principal would report to the Administrator about the class routine and the academic calendar 2018-19 and obtain necessary approval of the Administrator about engagement of additional teaching staff to provide classes to the 1st year students for CCH 1 CCH 2 GEH CCG GEG AECC

RESOLVED THAT Teachers would learn the art of making use of the virtual class room the LMS and the Smart Classroom and for the purpose Teachers would be provided with hands on training by appropriate trainers to be remunerated from college fund

RESOLVED THAT Principal would look forward to discuss with each department towards faculty enrichment programmes for imparting the curriculum of Environment Studies as AECC is Semester II and the Skill Enhancement Programmes in the subsequent Semesters

Agenda item No 2 - In the matter of introduction of Continuous Internal Assessment on a centralized basis from July 2018

RESOLVED THAT Principal would report to the Administrator about the necessity of design and development of a Web portal wherein the students per month class attendance and the marks of each internal assessment could be stored and kept on record for reference to the university as and when necessary and all necessary expenditure be made from CPE fund as and when available or college fund if CPE fund is not made available within the financial year 2018-19

RESOLVED THAT Principal would report to the Administrator about the necessity of engaging Sri Debanjan Banerjee for the purpose of database management with assistance from Sri Ebrahim Molla and Sri Ashok Halder and obtain appropriate resolution from the administrator for making necessary payments to them for their database management work

RESOLVED THAT each department would prepare necessary budget for the year 2018-19 and submit estimates of fund required in view of the introduction of CBCS and discuss the budget in the Teachers' Council Meeting within seven days time so that such budget estimates could be submitted before the Administrator for approval

Agenda item No 3 - In the matter related to Cultural Events Calendar 2018-19

Principal referred to the calendar of events to be held during the year 2018-19 and reported that the college has observed three events during the first two weeks of the month and would go ahead to observe several other events in the months to come
Principal also tabled the three publications of the college during the year 2017-18 namely the 1) Conference volume of the State Level Seminar organized by Dept of Botany and Dept of Zoology 2) The Newsletter 2017-18 3) Conference volume of the National Level Seminar organized by Dept of Bengali

Members discussed the necessity of each programmes

RESOLVED THAT teachers would share responsibilities towards mentorship of students in making them participate in the several events as listed below

July 1, 2018 - Abhibhabak Dibash
July 2, 2018 - Abhishek Dibash
July 7, 2018 - e-saksharata Dibash
Aug 15, 2018 - Swadhinata Dibash
Aug 27, 2018 - Bandhan Dibash
Sept 5, 2018 - Sikkhak Dibash
Sept 11, 2018 - Sept 18, 2018 - Sampriiti Saptaha
Oct 2, 2018 - Swachata Dibash
Oct 13, 2018 - Sikkharti Dibash
Dec 18, 2018 - Dec 24, 2018 - Sundarmon
Jan 23, 2019 - Sourjya Dibash

Jan 26, 2019 - Prajatantra Dibash
Feb 5, 2019 - Legal Aid Counselling
Feb 9, 10 2019 - Bani Bandana Dibash
Feb 11, 2019 - Orientation Programme on Professional Ethics, Code of Conduct and Human Values
Feb 21, 2019 - Matri Bhasa Dibash
Feb 23, 2019 - Legal Aid Counselling
Feb 28, 2019 - Gourab Dibash - Achievers Day
Mar 08, 2019- Nari Dibash

RESOLVED THAT Administrator be invited to the college during Sikkhak Dibash and/or Sampriti Saptaha who will unfold the three publications of the college during the year 2017-18 namely the 1) Conference volume of the State Level Seminar organized by Dept of Botany and Dept of Zoology 2) The Newsletter 2017-18 3) Conference volume of the National Level Seminar organized by Dept of Bengali

Agenda 03 - Matter related to Training of teachers

Members present in the meeting discussed the matter related to introduction of CBCS and spelt out the necessity of training and workshops for appropriate orientation of the teachers on the several aspects of the new syllabus and examination system. Members also expressed their grateful satisfaction about the series of training given by the Principal with regard to CBCS curriculum and modalities during the months of May and June 2018.

RESOLVED THAT Principal would continue training of Teachers with regard to uploading of collage database in the of attendance and marks of internal examinations in Internal Marks and Attendance System (IMAS) and subsequent upload in university portal

RESOLVED THAT Principal would continue encouraging the departments to cope up with changes in the syllabus and for that matter teachers would be deputed to seminars and workshops being held in other college or universities.

S. Biswas
IQAC, Co-ordinator
Bankim Sardar College

L. Lakshmi
Principal
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