

- Agenda 01 - Review of the activities during 2017-18  
 Agenda 02 - Plan of Quality initiatives for the year 2018-19  
 Agenda 03 - Matter related to linkages, curriculum workshop and MoU with publishing house etc  
 Agenda 04 - Matter related to feedback of stakeholders

Tilak Chatterjee	Tilak Chatterjee
Suchandra Biswas	Suchandra Biswas
Rina Chatterjee	Rina Chatterjee
Abhijit Siddhanta	Abhijit Siddhanta
Swapna Paul	Swapna Paul
Malay Debnath	Malay Debnath
Anupam Pramanik	Anupam Pramanik
Kazi Tuhina	Kazi Tuhina
Debanjan Banerjee	Debanjan Banerjee
Debasis Roy	Debasis Roy
Suman Sardar	Suman Sardar

Dr Suchandra Biswas - IQAC Coordinator explained the items on the agenda and members appreciated each agenda through discussions and interactions

### Agenda 01 - Review of the activities during 2017-18

At the outset Principal reported that a linkage has been established with Jogesh Chandra Chaudhuri Law College Kolkata during Oct 2017 with the purpose of

1. Conducting regular programmes on professional ethics, constitutional rights and obligations,
2. Enabling students to learn through experimental and participative learning
3. Enabling teachers to integrate cross cutting legal issues in curriculum
4. Enabling the IQAC to conduct regular extension and outreach programme towards enriching local people on legal issues

In the matter of reviewing the Quality Initiatives for the year 2017-18 the members identified the following as major contributions of IQAC

- Curriculum Enhancement
  - Geography introduced (UG)
- Laboratory upgradation
  - Physics Electronics lab
  - Bio Chemistry Lab
  - Physical Chemistry Lab
  - Physics Computer Lab
- New Library Entry to Service Workstations - Seminar Library
- Smart Class Room in the Department of Science
- Language Lab in the Department of English
- Classroom upgradation with the use of Lectern and Projector

- Library Automation with KOHA software, CCTV surveillance, Biometric access control, Library Portal, Learning Management System and RFID
- Computer Centre with 32 workstations
- Seminar Hall upgradation
- Office modernization with high speed internet connectivity, online UPS, CCTV surveillance, robust server
- Mentoring space - Seminar library
- New Library building (500 sq feet) inauguration
- Towards larger students participation in campus life
  01. Rabi Pronam (May 15, 2017)
  02. Abhishek Dibash (July 01, 2017)
  03. Bandhan Dibash (Aug 08, 2017)
  04. Swadhinata Dibash (Aug 15, 2017)
  05. Abhibhabak Dibash (Aug 18, 2017)
  06. Shikshak Dibash (Sept 05, 2017)
  07. Abhimath Dibash (Sept 25, 2017)
  08. Nari Siksha Dibash (Oct 30, 2017)
  09. Briksharopan Dibash (Nov 27, 2017)
  10. Nari Suraksha Dibash (Dec 08, 2017)
  11. Bani Bandana Dibash (Jan 22, 2018)
  12. Sourjya Dibash (Jan 23, 2018)
  13. Prajatantra Dibash (Jan 26, 2018)
  14. Orientation Programme on Constitutional Rights, Anti Ragging (Feb 20, 2018)
  15. Matri Bhasa Dibash (Feb 21, 2018)
  16. Gourab Dibash (Feb 28, 2018) – Achievers Day
  17. Nari Dibash (Mar 08, 2018)
- Six day College Week - *Sundarmon* – 18<sup>th</sup> Dec to 24<sup>th</sup> Dec 2017 - was observed - 304 student mentees under the guidance of 26 teacher mentors participated and performed in several students centric events – debate, quiz, extempore, mock parliament, lateral thinking exercise, poster competition, etc
- Departmental Activities
  - a. Sep 14, 2017 - Students Seminar by Dept of Pol Science
  - b. Sep 17, 2017 - Students Extempore by Dept of Bengali
  - c. Sep 23, 2017 - Publication of Wall Magazine by Dept of Sanskrit
  - d. Dec 12, 2017 – Students Quiz by Dept of History
- Educational Tours
  - a. Nov 24, 2017 – Visit to West Bengal State Assembly by students of Pol Science
  - b. Nov 25, 2017 – Visit to Indian Museum by students of History
  - c. Feb 4, 2018 - Feb 9 2018 – Visit to Dooars by students of Botany and Zoology
  - d. Mar 12, 2018 – Visit to Botanical Garden by students of Botany
- Exchange Programmes
  - a. Feb 3 & 4, 2018 – Students from the college visited Santiniketan
  - b. Mar 18, 19, 2018 – Students from Santiniketan visited the college
- CPE Seminars
  - a. Sept 12, 2017 – State Level Seminar by Dept of Zoology and Botany
  - b. Sept 15,16 2017 – National Level Seminar by Dept of Bengali
- Building Green and Clean Campus
  - a. Solar Power Plant
  - b. Rain water harvest
- Innovations made
  - a. Bar coded attendance tracker for students
  - b. Learning Management system for teachers
  - c. Staff Attendance Portal
  - d. File tracker for Principal
  - e. Library Attendance portal for library user

- Best Practice
  - a. Subndarmon
  - b. Cultural Exchange

RESOLVED THAT all such initiatives and its outcome be included in the AQAR 2017-18 and sent to NAAC File - 10042018 IQAC 34 01 AQAR 2017-18 - to remain in custody of IQAC Coordinator.  
Action to be taken by - IQAC Coordinator

### **Agenda 02 - Plan of Quality initiatives for the year 2018-19**

In the matter of deciding the Plan of Action for the year 2018-19 the meeting reviewed the Perspective Plan 2015-20 and identified the areas of

- Work undone
  - a. Class room furniture upgradation
  - b. Office furniture upgradation
  - c. Public address system
  - d. Geography Laboratory Development
  - e. Staff Room upgradation
  - f. Computer Centre workstation modernization
- Work to be completed
  - a. Coloring of the college main building
  - b. Completion of the rain water harvest project
  - c. Completion of the solar power plant project
- Plan for Students Participation in Campus Life
  - a. Abhibhabak Dibash
  - b. Abhishek Dibash
  - c. e-saksharata Dibash
  - d. Neighbourhood relation building during Swadhinata Dibash
  - e. Bandhan Dibash
  - f. Sikkhak Dibash
  - g. Sampriti Saptaha
  - h. Swachata Dibash
  - i. Sikkharti Dibash
  - j. Sanmanana Dibash
  - k. Sundarmon
  - l. Sourjya Dibash
  - m. Neighbourhood relation building during Prajatantra Dibash
  - n. Bani Bandana Dibash
  - o. Matri Bhasa Dibash
  - p. Gourab Dibash - Achievers Day
  - q. Nari Dibash

### Agenda 03 - Matter related to linkages, curriculum workshop and MoU with publishing house etc.

The members discussed that the introduction of new syllabus under the CBCS would entail the necessity of several skill specific courses in different subjects for which neither teaching materials nor teaching abilities are available as of now. The meeting therefore appreciated the necessity of holding curriculum workshops by each department, preparation and publication of books, and forming linkages and/or signing MoUs with competent bodies such that the lacunae in these regards may be filled up.

RESOLVED THAT that IQAC would take necessary initiatives and sign MoU with Levant Books for the purpose of training in script writing, proof reading, editing and publishing and also obtain necessary career counseling in the publication industry

### Agenda 04 - Matter related to feedback of stakeholders

The meeting considered the feedback report as received from the following stakeholders

#### Administrator

- 1) Urges the Head of the Institution to make use of the UGC - CoC fund and strengthen the career oriented curriculum
- 2) Recommended that IQAC may consider introducing new value added courses and adding on courses by way of making use of CPE funds
- 3) Emphasized the necessity of imbuing larger self belief by way of building stronger inter personal relationship between the teacher mentor and the student mentees

#### Teachers

##### Regarding CBCS

Principal submitted the feedback received from the teachers with regard to their expectations and apprehensions in view of the ensuing introduction of CBCS curriculum in BA BSc from the next academic session. After detailed discussion it was agreed as follows:

RESOLVED THAT Principal would conduct regular meeting with the teachers to appraise them about the modalities of the CBCS and the Semester system

RESOLVED THAT Principal would depute teachers from each department to attend workshops convened by the Board of Studies and get appraised about the changes in the curriculum and the evaluation procedures

##### Regarding Mentoring

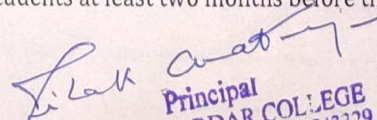
Principal and the IQAC coordinator reiterated the success of the Sundarmon 2017 held during Dec 2017 and emphasized that the feedback received from the mentors of Sundarmon events (2017) that mentoring has started making the students feel at home while in campus which is to be further strengthened

RESOLVED THAT teacher mentors would require engaging them with the students to impart skill enhancement curriculum and introduce events like bio data contest, email contest, interview contest etc.

#### Students

Expressed their satisfaction in the Sundarmon events and it was RESOLVED THAT every year teacher mentees would start mentoring the students at least two months before the Sundarmon

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