

Agenda 01 - Matter related to Admission 2018 and Prospectus 2018-19

Agenda 02 - Matter related to Academic Calendar 2018-19 and Class Routine 2018-19

Agenda 04 - Matter related to consideration of teaching learning process, structure and methods

The 35<sup>th</sup> meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber at 11.00 Hours

Dr Tilak Chatterjee – Principal and Chairman IQAC was in the Chair

Principal welcomed all HoDs in the meeting to participate in discussions related to Academic Calendar, Class Routine teaching learning process, structure and methods

**Members Present**

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

Signatures of All HoDs invited to the Meeting

Chandrika Sa	<i>Chandrika Sa</i>
Krishna Basu	<i>K. Basu</i>
Kazi Tuhina	
Subir Karmakar	<i>Subir Karmakar</i>
Arumita De	<i>Arumita De</i>
Prasenjit Samanta	<i>Prasenjit Samanta</i>
Swapna Ghosh	<i>Swapna Ghosh</i>
Bappaditya Koley	<i>Koley</i>
Nibedita Mullick	
Puja Ghosh	<i>Puja Ghosh</i>
Ajit Mandal	<i>Ajit Mandal</i>

Dr Suchandra Biswas – IQAC Coordinator explained the items on the agenda and members appreciated each agenda

**Agenda 01 – Matter related to Prospectus 2018-19 and Students Admission 2018**

Prospectus 2018 was placed, considered and approved for print

Students Admission in the 1<sup>st</sup> year was discussed in details

RESSOLVED THAT College would conduct online admission as per the guidelines issued by the University and the Government of WB

RESOLVED THAT Principal will keep in touch with university authorities for the purpose of getting appraised about the new guidelines of CBCS, inform the HoDs and Teachers and also encourage the Departments to attend the CBCS workshops organized by different colleges  
File - 04052018 IQAC 35 01 Prospectus 2018 - to remain in custody of College Office  
Action to be taken by - Principal

### Agenda 02 - Matter related to Academic Calendar and Class Routine

Academic Calendar 2018-19 was placed, considered and certain modification were discussed that separate academic calendars will be made this year in view of introduction of semester system for the 1<sup>st</sup> year and old system of 1+1+1 for the 2<sup>nd</sup> and 3<sup>rd</sup> year

Class Routine 2018-19 was tabled and but could not be approved as 1<sup>st</sup> year classes are of 1 hour while 2<sup>nd</sup> and 3<sup>rd</sup> year classes are of 40 mins. Since routine cannot be of a hybrid nature it was discussed and agreed upon that the college would follow 1 hour period for all the three years. Such decision however puts the college to a situation that the number of classes would be six periods per day within the time frame of 10 AM to 4 PM and a nine period class routine can be adjusted only when classes are stretched from 9 AM to 6 PM which is not possible in a geographically disadvantaged location like this college.

RESOLVED THAT Principal would frame class routine for 1<sup>st</sup> year Hons and Pass and 3<sup>rd</sup> year pass on Tuesday, Thursday and Saturday for 2<sup>nd</sup> year Hons and Pass and 3<sup>rd</sup> year hons on Monday, Wednesday and Friday

RESOLVED THAT Principal would enhance the class hours to 9 AM to 4 PM or 10 AM to 5 PM wherever necessary in view of the increasing class load in view of introduction of CBCS

RESOLVED THAT Principal would finalize the class routine and the academic calendar and would submit the routine before IQAC and the HoDs during end of June for finalization

### Agenda 03 - Matter related to consideration of teaching learning process, structure and methods

RESOLVED THAT teachers would prepare Academic Plan / Teaching Plan and upload the same in the Learning Management System

Action to be taken by - HoDs

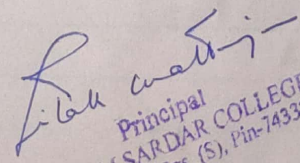
RESOLVED THAT teachers/departments would take regular PPT classes, conduct students quiz, students seminar, micro teaching, publish wall magazine, conduct educational tours.

RESOLVED THAT college would centrally conduct continuous internal assessment

Action to be taken by - Teachers

Members also discussed the necessary changes to be introduced in face of introduction of CBCS. In view of the new changes the Members felt that detailed discussion would take place in a separate IQAC Meeting where each teacher /HoD would discuss the new requirements as specified in the guidelines issued by the BoS.

Suchandea Biswas  
IQAC, Co-ordinator  
Bankim Sardar College

  
Principal  
BANKIM SARDAR COLLEGE  
Tangrakhali, 24 Pgs. (S), Pin-743329

RESOLVED THAT Principal will keep in touch with university authorities for the purpose of getting appraised about the new guidelines of CBCS, inform the HoDs and Teachers and also encourage the Departments to attend the CBCS workshops organized by different colleges  
File - 04052018 IQAC 35 01 Prospectus 2018 - to remain in custody of College Office  
Action to be taken by - Principal

### Agenda 02 - Matter related to Academic Calendar and Class Routine

Academic Calendar 2018-19 was placed, considered and certain modification were discussed that separate academic calendars will be made this year in view of introduction of semester system for the 1<sup>st</sup> year and old system of 1+1+1 for the 2<sup>nd</sup> and 3<sup>rd</sup> year

Class Routine 2018-19 was tabled and but could not be approved as 1<sup>st</sup> year classes are of 1 hour while 2<sup>nd</sup> and 3<sup>rd</sup> year classes are of 40 mins. Since routine cannot be of a hybrid nature it was discussed and agreed upon that the college would follow 1 hour period for all the three years. Such decision however puts the college to a situation that the number of classes would be six periods per day within the time frame of 10 AM to 4 PM and a nine period class routine can be adjusted only when classes are stretched from 9 AM to 6 PM which is not possible in a geographically disadvantaged location like this college.

RESOLVED THAT Principal would frame class routine for 1<sup>st</sup> year Hons and Pass and 3<sup>rd</sup> year pass on Tuesday, Thursday and Saturday for 2<sup>nd</sup> year Hons and Pass and 3<sup>rd</sup> year hons on Monday, Wednesday and Friday

RESOLVED THAT Principal would enhance the class hours to 9 AM to 4 PM or 10 AM to 5 PM wherever necessary in view of the increasing class load in view of introduction of CBCS

RESOLVED THAT Principal would finalize the class routine and the academic calendar and would submit the routine before IQAC and the HoDs during end of June for finalization

### Agenda 03 - Matter related to consideration of teaching learning process, structure and methods

RESOLVED THAT teachers would prepare Academic Plan / Teaching Plan and upload the same in the Learning Management System

Action to be taken by - HoDs

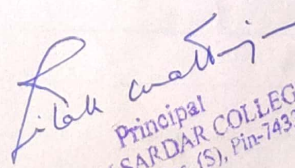
RESOLVED THAT teachers/departments would take regular PPT classes, conduct students quiz, students seminar, micro teaching, publish wall magazine, conduct educational tours.

RESOLVED THAT college would centrally conduct continuous internal assessment

Action to be taken by - Teachers

Members also discussed the necessary changes to be introduced in face of introduction of CBCS. In view of the new changes the Members felt that detailed discussion would take place in a separate IQAC Meeting where each teacher /HoD would discuss the new requirements as specified in the guidelines issued by the BoS.

Suchandea Biswas  
IQAC, Co-ordinator  
Bankim Sardar College

  
Principal  
BANKIM SARDAR COLLEGE  
Tangrakhali, 24 Pgs. (S), Pin-743329