The 41ˢᵗ meeting of the Internal Quality Assurance Cell was held in the Principal's Chamber at 15.00 Hours

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

Tilak Chatterjee	*Tilak Chatterjee*
Suchandra Biswas	*Suchandra Biswas*
Rina Chatterjee	*Rina Chatterjee*
Abhijit Siddhanta	*A. Sidhanta*
Kazi Tuhina	*Kazi Tuhina*
Swapna Paul	*Swapna Paul*
Malay Debnath	*Malay Debnath*
Anupam Pramanik	*Anupam Pramanik*
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 2018-19

At the outset Principal reported that a linkage has been established with Purash Kanpur Haridas Nandi Mahavidyalay Howrah during Nov 2018 for fulfilling the purpose of
1. Quality initiatives
2. Assessment and Accreditation
3. Students Exchange and Enrichment
4. Faculty Exchange and Professional Development
5. Cultural Exchange

Principal also reported that the linkage with Loreto College are required to be renewed and extended for the purpose of
1. Performance Appraisal of teachers and
2. Guidance in the process of quality audit of the college.
3. Innovation in several domains of quality higher education in the areas of profile mapping of the students
4. Students' enrichment programmes
5. Green Audit

In the matter of reviewing the Quality Initiatives for the year 2018-19 the members identified the following as major contributions of IQAC

Curriculum –
- CBCS introduced for Arts and Science and for Bengali PG

Infrastructure –
- Purchase of equipments towards introduction of Honours in Geography

- Renovation of Staff Room
- Computer Centre upgradation
- Classroom upgradation with modern furniture
- Completion of RUSA Building
- Painting of the Building

Library –
- OPAC in Seminar Library

Students' participation in campus life round the year -
- 01-Jul-18 - অভিভাবক দিবস – Parents Teachers Principal Meet
- 02-Jul-18 - অভিষেক দিবস – Introduction of the 1st Year Student
- 08-Jul-18 - ই-স্বাক্ষরতা দিবস – Training of students for the use email and whatsapp
- 07-Aug-19 - মীনমঙ্গল দিবস – Fisherman's day
- 08-Aug-19 - বৃক্ষরোপণ দিবস – Tree Plantation Day
- 15-Aug-18 - স্বাধীনতা দিবস - Neighbourhood Relation Building during independence day
- 26-Aug-18 - বন্ধন দিবস – Communal Harmony day on the day of Rakhi Bandhan
- 05-Sep-18 - শিক্ষক দিবস – Teachers Day on the birthday of S Radhakrishnan
- 12-16 Sept - সংস্কৃতি সপ্তাহ – Observing Secularism Week on the event of 125th Anniversary of Chicago Address
- 02-Oct-18 - স্বচ্ছতা দিবস – Cleanliness Day on Gandhiji's Birthday
- 13-Oct-18 - শিক্ষার্থী দিবস – Students Day on the birthday of APJ Abdul Kalam
- 12-Jan-19 - যুব দিবস – Youth Day on the on the birthday of Swami Vivekananda
- 23-Jan-19 - সামাজিক সম্পর্ক স্থাপন - Neighbourhood Relation Building during Netazi's Birthday
- 24-Jan-19 - বিশ্ববিদ্যালয় দিবস – Observing the University Foundation Day
- 26-Jan-19 - সামাজিক সম্পর্ক স্থাপন - Neighbourhood Relation Building during the Republic Day
- 10 - Feb-19 - শ্রী পঞ্চমী – Observing Saraswati Puja
- 11-Feb-20 – সংবিধান সচেতনতা দিবস – Observing Constitutional Awareness Day
- 21-Feb-19 - ভাষা দিবস – Observing International Language Day
- 08-Mar-19 - নারী দিবস – Observing International Women's Day

College Week - Sundarmon
- 12-15-Mar-19 - সুন্দরবনে সুন্দরমন – the College Week was observed when student mentees under the mentorship of teachers – students' centric events were held namely – Dance competition, Singing Competition, Recitation Competition, Poster Competition, Photography Contest, Quiz Contest, Mock Parliament, Students' Seminar, Debate, Bio-data contest, email contest, interview contest,
- 15-Mar-19 - গৌরব দিবস – Observing the Achievers' Day for felicitating the Krira Gaurab, Patho Gourab, Bankim Kriti, Bankim Samadha, Bankim Sammanona

Cultural Exchange
- 17-Mar-19 - বেলুরমঠে সুন্দরমন – Cultural Exchange – Visit to Belur Math

- 17-Mar-19 - মহানগরে সুন্দরমন – Cultural Exchange – Visit to City of Kolkata

Departmental Activities

- Department of Commerce introduced the competitive exam portal for students, introduced an basic course in use of Tally and Web Designing in Aug 2018
- Students and Teachers of Department of Geography visited Digha Shankarpur Coastal Belt during Dec 2018, for coastal bio-diversity mapping
- Bengali Department conducted Research Methodology workshop during Dec 2018 as Shorab Hossain Memorial Lecture
- Students and Teachers of Department of Zoology visited
  - Jharkhali region in the Sunderbans during Jan 2019 for study on bio-diversity in Sundarbans
- Indian Museum in Kolkata during Feb 2019 for studies on species and genus of diverse animal variety
- Political Science Department in collaboration with Jogesh Chandra Chaudhuri Law College conducted Legal Aid Counseling during Feb 2019
- Chemistry Department conducted workshop in Collaboration with Physical Chemistry Teachers' Forum on New CBCS Curriculum in Physical Chemistry and launched Book on Computational Methods in Physical Chemistry by eminent Authors during Feb 2019

CPE Advisory committee meeting

- Members of the CPE Advisory Committee from Benaras Hindu University and Gaya College visited the college on Dec 02, 2018 and expressed satisfaction on the progress of the CPE work during the period 2017-18

Innovations

- The IQAC in collaboration with the Right Brains Technology innovated the Internal Marks and Attendance Portal for regular update of internal marks and attendance and for parental viewing

Best Practice

1. Sundarmon – to cultivate the beautiful minds amongst the students
2. Neighbourhood relationship – to imbibe the sense of harmony amidst diversity
3. Gourab Dibash – to recognise and facilitate achievement
4. Cultural Exchange – to instill the sense of broder outlook amongst the students

RESOLVED THAT all such initiatives and its outcome be included in the AQAR 2018-19 and sent to NAAC

File – <u>16042019 IQAC 42 01 **AQAR** 2018-19</u> - to remain in custody of IQAC Coordinator

Action to be taken by – IQAC Coordinator

Agenda 02 - Plan of Quality initiatives for the year 2019-20

In the matter of deciding the Plan of Action for the year the college followed aimed at executing the following plan of action

RUSA funding

Adequate Networking for expansion *wifi* coverage and uninterrupted power supply

Local Area Network for office

Installation of Multiuser Tally software for training and office use

Purchase of Computer Furniture for upgradation of the computer lab

Purchase of Software for editing and publishing

Purchase of I card Printer for biometric attendance of students

CPE funding

Lab consumable

To be spent on the procurement of consumables in the departments of Chemistry, Botany and *Zoology*

Maintenance of equipment

To be spent for annual maintenance contract of AC machines, photocopy machines, generator, attendance portal, refilling of fire extinguisher and any such other maintenances

Internet services

To be spent for incurring the rental for internet services and maintenance/spare parts

Software

To be spent for conducting R&D, designing and developing web-applications, apps development and/or website customization for recording monthly attendance, recording marks of continuous internal assessment, the maintenance of CBCS database, developing IoT enabled attendance tracking, students' feedback system and smart governance

Enrichment of teachers

Organization of workshops on a) Teaching-Learning Methodologies b) Research Methodologies c) Evaluation Reforms d) Academic Audit / Students Feedback / Performance Appraisal, e) Quantitative metrics f) Students' Satisfaction Survey

Organization of a series of workshops on Bengali Post Graduate Studies for teachers and students

Organization of State / National / International level seminar

Organization of Faculty Development Programmes on Soft Skill, ICT Skills, IoT Training etc

Encouraging Teachers for presentation of Papers in State / National / International seminars and towards publication of Books/Conference proceedings

Organization of one day workshop on orientation and training of teachers (subject wise) towards introduction of SEC (Skill Enhancement Courses) DSE (Discipline Specific Electives) in the newly introduced CBCS system

Any other activities

Exchange programmes beyond campus

Recognition to achievers and performers

Campus publications

Greenery Coverage and Maintenance

Entrepreneurship Development Programme

Development of Innovation Ecosystem, Encouraging start-ups and Patents and Technology Transfer

Survey, study tours, field trips

Remuneration of faculties for sports training and other add-on training

IT training for college staff

College funding

Air Conditioner in Teacher's room and IQAC room

Shaded Road from Main building to Annex building

New LED flood light installation for Campus

New LED tube light installation for Classrooms

Drinking water separate tank installation

RO and UV water purifier installation for teachers and students

RUSA building boundary wall work

Room No 3 Gallery
New students' canteen work
New cycle stand along with shed work
New staircase for main building
New washroom and seating arrangement for guardian
New main gate work
New garden making work along with campus cleaning

Students' participation in campus life
Principal Students' Meet
Principal Parents' Meet
Freshers' Welcome
Fisherman Day
Tree plantation Day
Harmony Day
Neighbourhood Relation
Teachers' Day
Vidyasagar Day
Students' Day
Neighbourhood Relation Building
Saraswati Puja
Curriculum Workshop
Constitution Awareness Day
Sundarmon
International Language Day
Achievers' Day
Bengali PG Convocation
Citizenship Day
Women Day

Agenda 03 – Matter related to 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 lead from the front and encourage the Teachers to make successful implementation of the CBCS curriculum.
    2) Recommended that Teachers to take up the challenge to learn the newly introduced syllabus of SEC and DSE.
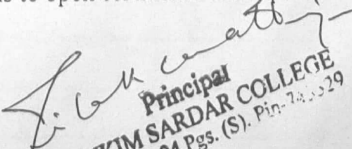
Teachers and HoD
    1) HoDs and Teachers from each Dept submitted their choice for SEC for the year 2019-20, 2020-21.
    2) Dept of Chemistry, Economics, Education, Geography submitted to organize curriculum workshops

Students
    1) Submitted to introduce honours in Geography and Philosophy
    2) Submitted to arrange for certification of the add-on courses.
    3) Submitted their choice about the SEC subjects

RESOLVED THAT Principal would take up the matter in the Governing Body and would take steps towards signing any MoU with any certifying authority so as to open certificate and diploma courses in add on curriculum.

Suchandra Biswas
IQAC, Co-ordinator
Bankim Sardar College

Principal
BANKIM SARDAR COLLEGE
Tangrakhali, 24 Pgs. (S). Pin-743529

Agenda 04 - Matter related to Refreshers Course and Short Term Course

Members further noted the different faculty development programmes which the teachers have participated during the Academic Session 2018-19 as enumerate below

Biswajit Mondal: Orientation Programme, Jadavpur University from 27.8.18 - 26.9.18 from
Somnath Middya: Refresher course on Recent Developments in Physics: theory and Experiment from 19.11.18 to 11.12.18
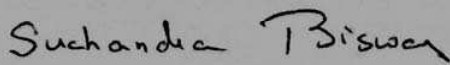Nibedita Mallick: Refresher Course in Business studies from 31.12.2018 - 22.01.2019
Bhabesh Mondal: Winter school on emerging trends in mechanical engineering with inter disciplinary applications from 2.1.19-22.1.19
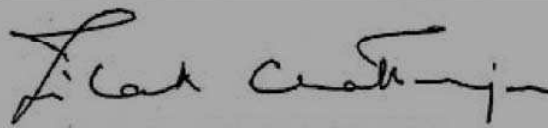Malay Debnath : Short term Course on Indian epigraphy and palaeography, UGC - CAS - SANSKRIT dept (Phase-II), Jadavpur University from 26.12.18 to 29.12.18 and 3.1.19 to 5.1.19
Debasis Roy: Short term Course (not less than 7 days) on Library automation for professional enrichment (ITPLAPE): emphasising on current technology trends organised by Dept of Lib, Satyajit Ray Film and Television Institute, Kolkata, India from 10.12.18 To 16.12.18
Debabrata Dey: Certified GST Practitioner Program, National Institute of Business Management and Technology during 2018-19
Ajit Mondal: Army attachment camp, 20 Bengal BN. from 10.01.2019 to 24.01.2019

Suchandra Biswas
IQAC, Co-ordinator
Bankim Sardar College

DR. TILAK CHATTERJEE
Principal
Bankim Sardar College