

- Agenda 01. Review of the activities during 2016-17
Agenda 02. Plan of Quality initiatives for the year 2017-18
Agenda 03. Annual performance appraisal of teachers and staffs
Agenda 04. Matter related to MoU with RBT, Ankur Industry
Agenda 05. Matter related to Administrative Training of Teachers and Staff on HRMS by Dr. Suchandra Biswas
Agenda 06. Review of Feedback 2016-17

Members present in the Meeting

1. Tilak Chatterjee - Chairman *Tilak Chatterjee*
2. Suchandra Biswas - Coordinator *Suchandra Biswas*
3. Rina Chatterjee *Rina Chatterjee*
4. Abhijit Siddhanta *Abhijit Siddhanta*
5. Subir Karmakar *Subir Karmakar*
6. Argha Sarkar *Argha Sarkar*
7. Debanjan Banerjee *Debanjan Banerjee*
8. Debasis Roy *Debasis Roy*
9. Suman Sardar *Suman Sardar*

Resolution

Agenda 01 - In the matter of reviewing the Quality Initiatives for the year 2016-17 the Principal pointed out that the quality initiatives during the last one year are in three distinct phases namely

- Phase 01 - April 2016 to October 2016
- Phase 02 - November 2016 to March 2017

Quality Initiatives during April 2016 to October 2016

Curriculum

Post Graduate course introduced in Bengali from Sept 2016

Construction and Renovation

1. Construction of the ground floor of the new library building completed by Oct 2016
2. Construction of the new women's hostel partially completed by Oct 2016
3. Truss roofing of the college main building completed by Oct 2016
4. Electrical work repair and other repair and renovation completed by Oct 2016

Quality Initiatives during November 2016 to March 2017

01. Bengali PG library set up
02. New Seminar library set up
03. Book purchase for Seminar Library
04. Office modernization
05. Classroom modernization
06. Better Intra college communication through EPABX set up
07. CCTV set up in every classroom
08. Virtual classroom
09. Two day National Seminar by the Department of Chemistry and IQAC on Advances in Chemical Sciences and Technology - Dec 2016
10. Three day inter college district sports (under Govt of West Bengal sponsorship) during Jan 2017

RESOLVED THAT all such initiatives and its outcome be included in the AQAR 2016-17 and sent to NAAC

Agenda 02 - In the matter of deciding the Plan of Action for the year 2017-18, the IQAC decided the following

- 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
- Larger students participation in campus life

1. Rabi Pronam (May 15, 2017)
2. Abhishek Dibash (July 01, 2017)
3. Bandhan Dibash (Aug 08, 2017)

4. *Swadhinata Dibash-(Aug 15, 2017)*
5. *Abhibhabak Dibash (Aug 18, 2017)*
6. *Shikshak Dibash (Sept 05, 2017)*
7. *Abhimath Dibash (Sept 25, 2017)*
8. *Nari Siksha Dibash (Oct 30, 2017)*
9. *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. *Matri Bhasa Dibash (Feb 21, 2018)*
15. *Gourab Dibash (Feb 28, 2018) – Achievers Day*
16. *Nari Dibash (Mar 08, 2018)*

RESOLVED THAT all such initiatives and its outcome be included in the AQAR 2017-18 and sent to NAAC

Agenda 03 – Performance appraisal of teachers and staffs during 2016-17

The internal Academic and Administrative Audit Report was placed by the IQAC having details of

1. *Annual career score graph of each teacher since joining*
2. *Performance audit of staff in terms of work assigned in the Administrative Calendar*

Agenda 04 – Matter related to MoU with Right Brains Technology and Ankur Industries

Members present appreciated the necessity of holding on to a long standing relation with person/s and/or agencies having credible reputation in the field of software development for the purpose of

1. *delivering and executing regular academic and administrative functions round the year*
2. *innovating new systems of delivery in quality higher education for the purpose of minimizing repetitive work in system administration*
3. *the functioning as the innovation lab and incubation centre by translating knowledge into products and services and offering for development of quality in higher education and for the purpose of the transfer of technology from lab to land through the developer and catering the needs of the ecosystem*
4. *providing training to teachers, non-teaching staff and students of Bankim Sardar College on the different ICT web applications.*

RESOLVED THAT Principal and IQAC coordinator will take up the matter with Right Brains Technology and do the needful in this regard

Members discussed that in the emerging decade interior designing has become a viable career option. In this regard they appreciated the need of hands on experience in real life. IQAC coordinator informed the meeting that Mr. S. Ghosh of Ankur Industries has agreed to counsel our students regarding such career options in the field of carpentry and interior designing. He has also agreed to help arrange training programmes in small scale industries in future in collaboration with WBSIDC.

RESOLVED THAT Principal and IQAC coordinator will take up the matter with Ankur Industries and do the needful

The meeting also took it to note that the IQAC in collaboration with Uttaran organized a training programme on yoga, awareness programme on diabetes and organized a health check camp with the objective of capacity building of students

RESOLVED THAT IQAC will do the needful and strike a tie up with Uttaran for holding similar programmes towards fulfillment of the objective of capacity building

Agenda 05 - Matter related to Administrative Training of Teachers and Staff on HRMS

Members present congratulated Dr. Suchandra Biswas on her successful implementation of HRMS software for disbursement of salary. They also discussed that other teaching and nonteaching should also be trained for using the software.

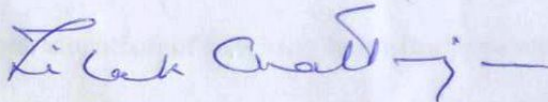
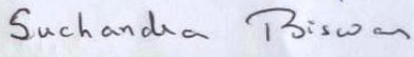
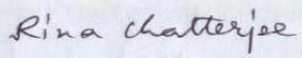
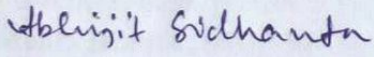
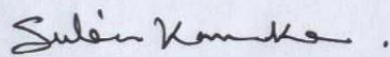
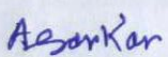
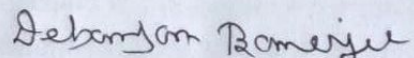
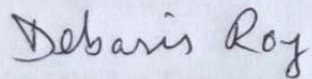
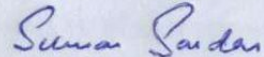
RESOLVED THAT Dr. Suchandra Biswas would train other Teachers and Staff on HRMS

Agenda 06 - Review of Feedback 2016-17

In the matter of feedback of students, members discussed the difficulties in obtaining feedback from alumni, parents. The meeting further stressed on obtaining feedback at the classroom level by each teacher after the completion of each class taken or after completion of each lesson delivered.

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- Agenda 01. Matter related to Admission
- Agenda 02. Matter related to Academic Calendar and Class Routine
- Agenda 03. Matter related to Prospectus
- Agenda 04. Matter related to consideration of teaching learning process, structure and methods
- Agenda 05. Matter related to Energy Audit - AC Dec 2015 Jan 2016 Electricity Bill rise - Physics Dept to take charge about Energy Audit
- Agenda 06. Matter related to consideration of teaching learning process, structure and methods
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Members present in the Meeting

1. Tilak Chatterjee - Chairman 
2. Suchandra Biswas - Coordinator 
3. Rina Chatterjee 
4. Abhijit Siddhanta 
5. Subir Karmakar 
6. Argha Sarkar 
7. Debanjan Banerjee 
8. Debasis Roy 
9. Suman Sardar 

RESOLUTIONS

Agenda 01 - Matter related to Admission

Students Admission in the 1st year was discussed in details

RESOLVED THAT **online admission will be in place as during the past few years**

Agenda 02 - Matter related to Academic Calendar and Class Routine

Academic Calendar was placed, considered and approved for inclusion in the Prospectus Class Routine 2015-16 was tabled but not approved as changes required to be incorporated due to the introduction of CBCS in Commerce approved. and be placed before the IQAC in the next meeting

The continuous internal assessment schedule was approved and was included in the academic calendar.

RESOLVED THAT the college would continue with the **block routine** so that students are provided with back to back classes while teachers stay back for six hours every day during the entire college hours

Agenda 03 - Matter related to Prospectus

Prospectus as prepared by Principal and the Prospectus Committee was placed, considered and approved for print

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

RESOLVED THAT teachers would prepare Academic Plan / Teaching Plan and provide it to the students before the commencement of the academic session

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

RESOLVED THAT examination committee would conduct regular monthly tests

RESOLVED THAT teachers in the commerce department will attend syllabus revision meetings and workshops that are arranged by the BoS and get appraised about the newly introduced CBCS curriculum

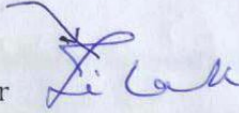
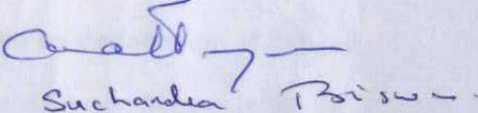
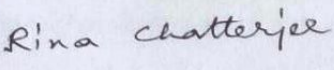
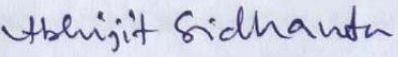
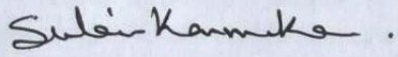
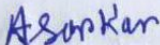
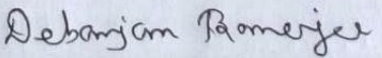
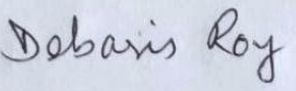
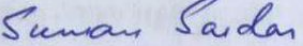
Agenda 05 - Matter related to Energy Audit

In view of the necessity of assessing the energy use in the college, and identifying the areas of economizing energy use it was

RESOLVED THAT Department of Physics would take charge of Energy Audit in the college

- Agenda 01. Matter related to consideration and approval of academic calendar for the year 2017-18
- Agenda 02. Matter related to students' participation in campus life and concept of Skill Plus
- Agenda 03. Matter related to organization of National Seminar by Department of Bengali
- Agenda 04. Matter related to organization of State Level Seminar by Department of Zoology and Botany
- Agenda 05. Matter related to obtaining of Students' feedback by IQAC
- Agenda 06. Matter related to felicitation of Smt. Sudipta Chakraborty...
- Agenda 07. Matter related to Campus Clean and Green programme
- Agenda 08. Matter related to introduction of Home in Campus programme
- Agenda 09. Reporting of the Energy Audit dated 20.06.2017 - Solar - LED
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Members present in the Meeting

1. Tilak Chatterjee - Chairman 
2. Suchandra Biswas - Coordinator 
3. Rina Chatterjee 
4. Abhijit Siddhanta 
5. Subir Karmakar 
6. Argha Sarkar 
7. Debanjan Banerjee 
8. Debasis Roy 
9. Suman Sardar 

RESOLUTIONS

Agenda 01. Matter related to consideration and approval of academic calendar 2017-18

The changes made in the Academic Calendar due to introduction of CBCS in Commerce was noted as incorporated and approved

Agenda 02. Matter related to students' participation in campus life and concept of Skill Plus

Principal floated the idea that students should be put to SKILL PLUS training

The idea of SKILL PLUS is to make the students learn to shed of their inhibition to come in front and remain laid back. This requires the teachers to interact with students to participate in campus life, make them feel that they are worthy enough to perform. Accordingly a forty hour Skill Plus curriculum as designed by the Principal was presented and members appreciated the need of such curriculum.

Members also appreciated their role as mentors in imbuing self belief amongst the students.

RESOLVED THAT the forty hours SKILL PLUS curriculum would be imparted to the students, by the faculty (including the Principal) and also trainers from outside wherever necessary

On successful completion of such curriculum the college would organize a week long programme for college students to take part and participate

Agenda 03. Matter related to organization of National Seminar by Department of Bengali

RESOLVED THAT IQAC would render all possible support to the Departments Bengali in the event of the department organize any seminar/workshop at the national level

Agenda 04. Matter related to organization of State Level Seminar by Zoology and Botany depts

RESOLVED THAT IQAC would render all possible support to the Departments Zoology and Botany in the event of these two departments organize any seminar/workshop at the state level

Agenda 05. Matter related to obtaining of Students' feedback by IQAC

RESOLVED THAT IQAC would obtain feedback from students so as to find out what kind of support the students need towards their holistic development and their willingness to participate in the Skill Plus curriculum

Agenda 06. Matter related to felicitation of Smt. Sudipta Chakraborty

RESOLVED THAT Smt Sudipta Chakraborty be felicitated by the IQAC for her leading role in spearheading the Government of West Bengal programme *Kanyashree* during the last three years

Agenda 07. Matter related to Campus Clean and Green programme

Principal addressed the members and apprised them this college should see Swachhta to be one prime goal of this college and strive to attain the same
A Campus Clean and Green Committee would be formed who would function towards maintaining greenery, cleanliness, eco balance, vehicle free campus and plastic free campus.

Agenda 08. Matter related to introduction of Home in Campus programme

Principal addressed the IQAC members and apprised them Teachers are required to be mentors of their students and love them to the extent that students see their parents in the teachers and feel at home while in campus
Agreed upon that teachers who would believe in this vision would be the mentors of their mentees and encourage them to come to college regularly, not to drop out from studies, perform well in exam

Agenda 09. Reporting of the Energy Audit dated 20.06.2017

Energy Audit Report dated 20.06.2017 was placed and the recommendations therein were considered and approved
It was observed that electricity bill has increased in recent times perhaps after making use of AC
It was decided that college would approach the WBREDA for installation of roof top solar project
It was further decided that the college would make LED cover in all classrooms and offices

Agenda 01 - Matter related to utilization of COC & CPE fund.

Agenda 02 - Matter related to organization of Sundarmon and Skill Plus and syllabus

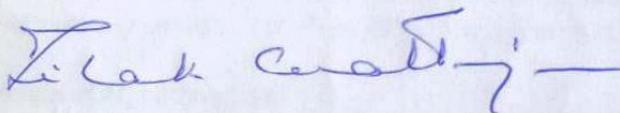

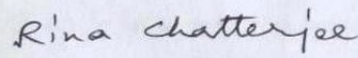
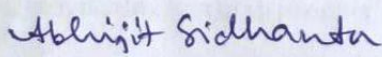
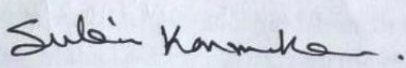
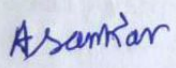
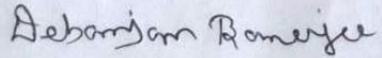
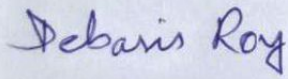
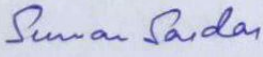
Agenda 03 - Matter related to revised guidelines of NAAC, July 2017

Agenda 04 - Matter related to submission of AQAR 2015-16

Agenda 05 - Matter related to consideration of teaching learning process, structure and methods and in particular LMS

Agenda 06 - Reporting of the Seminar held during Sept 2017 - Bio Diversity Education -
Bio diversity mapping of 2017 submitted -

Members present in the Meeting

1. Tilak Chatterjee - Chairman 
2. Suchandra Biswas - Coordinator 
3. Rina Chatterjee 
4. Abhijit Siddhanta 
5. Subir Karmakar 
6. Argha Sarkar 
7. Debanjan Banerjee 
8. Debasis Roy 
9. Suman Sardar 

RESOLUTIONS

Agenda 01. Matter related to utilization of COC & CPE fund

The IQAC made review of the funds available under UGC Career Oriented Courses and the funds available under the UGC College with Potential for Excellence

Members discussed in details and drew an action Plan towards making utilisation of the funds available to the two schemes

RESOLVED THAT the Action Plan be forwarded to the Administrator for consideration and approval

Agenda 02. Matter related to organization of Sundarmon

RESOLVED THAT the IQAC would take all possible steps towards organizing a seven day programme of several student centric events where the students would participate and build the self efficacy belief that even I Can and students who participated in SKILL PLUS would be required to participate in these events Further resolved that IQAC would organize this event every year under the name Sundarmon with the belief that every student in this college has a a Sundar (Beautiful) Mon (Mind)

Agenda 03. Matter related to revised guidelines of NAAC, July 2017

RESOLVED THAT the IQAC would take all possible steps towards making a firm understanding of the QnM and QIM included in the revised guidelines of the NAAC Assessment such that the understanding would help the IQAC to make them prepared towards submission of of the IEQA during March 2020

Agenda 04. Matter related to submission of AQAR 2015-16

The AQAR 2015-16 as prepared by the IQAC coordinator was tabled in the meeting for consideration and same was approved

RESOLVED THAT AQAR 2015-16 would be submitted to NAAC by Dec 31, 2017

Agenda 05. Matter related to teaching learning process, structure and methods

RESOLVED THAT IQAC would recommend before the Administrator to consider a proposal of developing a Learning Management System with individual login IDs of the teachers and each teacher would build e-content for uploading the same in the LMS for viewing by the students

RESOLVED THAT teachers would pay larger emphasis in students attendance and engage them in regular internal assessment towards better teaching-learning and evaluation

Agenda 06. Reporting of the Seminar held during Sept 2017

The meeting considered the report of the State Level Seminar organized by the Department of Botany and Zoology during Sept 2017

RESOLVED THAT IQAC would take necessary steps towards making a Bio diversity mapping of the campus which could be used for Bio Diversity Education

- Agenda 01. Matter related to Cultural Exchange programme
Agenda 02. Matter related to introduction of Learning Management System
Agenda 03. Matter related to introduction of Smart Classroom
Agenda 04. Matter related to CAS Training by Principal
Agenda 05. Matter related to Administrative Training of Teachers and Staff on e-Pension by Dr. Rina Chatterjee
Agenda 06. Training of Teachers by Teachers
Agenda 07. Training of Teachers on Use of Smart Board
Agenda 08. Training of Librarians on Koha
Agenda 09. Training on GST on Jan 2018
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Members present in the Meeting

1. Tilak Chatterjee - Chairman *Tilak Chatterjee*
2. Suchandra Biswas - Coordinator *Suchandra Biswas*
3. Rina Chatterjee *Rina Chatterjee*
4. Abhijit Siddhanta *Abhijit Siddhanta*
5. Subir Karmakar *Subir Karmakar*
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7. Debanjan Banerjee *Debanjan Banerjee*
8. Debasis Roy *Debasis Roy*
9. Suman Sardar *Suman Sardar*

RESOLUTION

Agenda 01. Matter related to Cultural Exchange programme

Principal addressed the meeting and floated the idea that students' participation in campus life should be and could be extended to beyond campus by way of making them participate in neighborhood relation building exercises, participation in activities in other colleges. Principal also stressed the necessity of cultural exchanges with other institutions. This will broaden the vision and the mindsets of the students and help them think in a better way

Members readily accepted the thought of the Principal and it was

RESOLVED THAT Principal would take steps to make cultural exchange programmes with other institutions of rich cultural heritage and traditions

Agenda 02. Matter related to introduction of Learning Management System

Principal informed the meeting that Administrator has approved the Learning Management System and teachers are now required to prepare study materials for uploading the same in the LMS.

RESOLVED THAT only those teachers who are willing to prepare learning contents for the students' viewing will be provided with login ID.

Agenda 03. Matter related to introduction of Smart Classroom

RESOLVED THAT IQAC would take initiative towards setting up a Smart Classroom and several ICT enabled classrooms towards larger use of IT applications in teaching learning

Agenda 04. Matter related to CAS Training by Principal

RESOLVED THAT Principal would provide training to the CAS aspirants and make them apprised of the CAS requirements across the three categories

Agenda 05. Matter related to Administrative Training of Teachers and Staff on e-Pension

Members present congratulated Dr. Rina Chatterjee and Suman Sardar on their successful completion of training on e-pension towards submission of pension papers in the e-mode

RESOLVED THAT Dr. Rina Chatterjee would train other Teachers and Staff on e-pension requirements

Agenda 06. Training of Teachers by Teachers

RESOLVED THAT Principal, and Kalyan Chattopadhyay and Biswajit Mandal – who are advanced learners in the use of MS office particularly MS excel would provide training to the Dr. Rina Chatterjee would train other Teachers so that they can make use of become capable in the use of MS office for functional purposes

Agenda 07. Training of Teachers on Use of Smart Board

RESOLVED THAT IQAC would arrange for three day training programme for all teachers on the use of Smart Board and other similar devices

Agenda 08. Training of Librarians on KOHA

RESOLVED THAT librarians would be deputed to take six day training on KOHA and expenses if any in this regard would be borne from college fund

Agenda 09. Training on GST on Jan 2018

RESOLVED THAT Sri Debabrata Dey would be provided training on GST during Jan and since then he will look after all matters relating to GST in college office

Agenda 01 - Matter related to *Gourab Dibas*

Agenda 02 - Matter related to Gender Sensitization Programme

Members present in the Meeting

1. Tilak Chatterjee - Chairman *Tilak Chatterjee*
2. Suchandra Biswas - Coordinator *Suchandra Biswas*
3. Rina Chatterjee *Rina Chatterjee*
4. Abhijit Siddhanta *Abhijit Siddhanta*
5. Subir Karmakar *Subir Karmakar*
6. Argha Sarkar *Argha Sarkar*
7. Debanjan Banerjee *Debanjan Banerjee*
8. Debasis Roy *Debasis Roy*
9. Suman Sardar *Suman Sardar*

RESOLUTIONS

Agenda 01 - Matter related to *Gourab Dibas*

Principal addressed the members that awards and recognitions are integral part of quality drive. He stressed that achievers be always be recognized and felicitated by awards such that performances are encouraged. In view of such opinion Principal proposed to observe the *Gourab Dibash* – a day when all achievers in the institution are recognized as *Gourab* – (matter of pride)

RESOLVED THAT IQAC would identify the achievers and performers in the field of university examinations and sports events and would facilitate them

01. Certificate of Recognition of Achievement – **Bankim Kriti** – the Honour that this college would confer to the faculty or staff as a mark of recognition in research, academics, administration and in public life
02. Certificate of Performance – **Bankim Samadha** – the Honour that this college confers to members of staff and faculty for their zeal and perseverance in executing assigned duties 24x7 to solve problems and keep the wheels of the college moving. The dialectics and contours of workplaces are changing fast and will change further in the years to come. e- Governance is gaining momentum and is becoming the order of the day. Such changes require attitude to solve problems, work round the clock and work thorough self directedness to achieve targets within given timelines
03. Award for Excellence – **Bankim Sanmanana** – the Highest Honor that this college confers to any of its stakeholder for exemplary contribution in the qualitative development of the institution

Agenda 02 - Matter related to Gender Sensitization Programme

RESOLVED THAT IQAC would conduct a gender audit on several gender sensitizing issues and the results of such audit would be taken up to prepare a Gender Audit Report

RESOLVED THAT the International Women's Day would be celebrated through invited lectures and other anti superstition drives