

# Excerpt of meeting of IQAC

Date: 6.7.2018

Venue: IQAC Office

Meeting of IQAC is held on 6.7.2018 under the chairmanship of Dr. Sk. Ataur Rahaman. After in depth discussion following resolutions taken on the agenda mentioned below. Resolutions of earlier meeting is confirmed by the honourable members.

## Agenda:

- 1) Plan for New Session :2018-2019
- 2) Assessment of CBCS in the institution
- 3) Students' Attendance
- 4) Misc.

## **Resolutions:**

- 1) **Agenda : 01 : Plan for New Session :2018-2019**
  - a) **Academic Audit** is to be done for the interest of the faculty and the institution as well
  - b) Introduction of PG in select subjects keeping the academic infrastructure and human resources in mind;
  - c) **Inter-department faculty exchange** should be extended to other departments. CBCS system introduces inter-disciplinary and multi-disciplinary subjects, and the financial strength of the institution is limited, so it is prudent to introduce inter-department faculty exchange within the institution so as to utilize the human resource in a calculated manner;
  - d) **Job oriented** courses should be introduced as the general course students hardly find any opportunity in government services. If they are trained in various professional and job oriented courses they will be established and self-dependent. It is resolved that keeping the local demands in mind such type of courses be introduced. It is also resolved that present and former students will be allowed to take part in such courses if they show interest.

### **Agenda: 02 : Assessment of CBCS**

Members express satisfaction over the performance of the students in the examination as reflected in the final examination result. Members requested the Principal to look into the availability of faculty .If required, guest teachers be appointed to continue the teaching learning process.

### **Agenda: 03 : Student Attendance**

Students' attendance improved significantly. It is due to constant effort of the institution. Regular parent-teacher meeting and counseling improves the presence of the students in the class room.

### **Agenda: 04 : Miscellaneous:**

a) It is resolved that reading materials be made available as far as possible. Librarian is requested to make necessary arrangement so that sufficient number of books is available for the students and faculty members; Promotion of research is to be emphasized and for that Principal suggested to organize a workshop on research motivation;

b) IQAC expressed satisfaction over the library automation. IQAC is glad to see it operational;

c) It is resolved to switch over to ICT based teaching methods from conventional one. For that 5 ICT based rooms are available. If required, Principal nodded to provide more once the Annex Building is ready to use. It is resolved that at 30% classes should be taken on ICT methodology;

d) Meeting ends with the thanks to the chair as no other issue cropped up for discussion.

# Resolutions of the IQAC Meeting

Date: 12.10.2018

Venue: IQAC Office

Meeting of IQAC is held on 12.10.2018 in the IQAC Chamber chaired by the principal, Dr. Sk. Ataur Rahaman. After discussion following resolutions taken on agenda wise. Resolutions of earlier meeting is confirmed by the honourable members.

## **Agenda:**

- 5) Progress of Teaching- learning
- 6) Infrastructural facility
- 7) Misc.

## **Resolutions:**

### **2) Agenda : 01 : Progress of Teaching-learning**

IQAC on several occasions convince the faculties to undertake different activities during the session so as to develop the students' performance in curricular and extra-curricular activities. Dr. Subhas Singha Roy, Coordinator informed the members of the activities undertook by each department. Subject Aptitude test, regular class test, project, student seminar, external resource person visit, excursion etc are regularly attempted by the department. Members expressed satisfaction to know that extra-curricular and co-curricular activities are done like cultural programme, departmental exhibition, annual sports and games (both-indoor & outdoor) etc. It is resolved that these activities should continue. Principal suggested to motivate those reluctant faculty members to use ICT in their teaching.

### **1) Agenda: 02 : Infrastructural facility**

Infrastructural facilities are one of the prime important factors for effective teaching-learning. Although number of class-rooms for academic activities is sufficient, but for ICT based teaching-learning practice more ICT enabled rooms are needed. Smart class room and virtual class room need to be renovated. It is resolved that Smart class room and virtual class room are to be equipped with

modern facility and Principal promised to look into the matter seriously. Members also requested the Principal to make necessary for more smart class rooms in the Annex Building and he nodded affirmatively. Moreover, a workshop on Value Education is need of the hour. Coordinator is requested to organize the same.

### 3. Miscellaneous :

a) Research publication is to be given due importance not only for the benefits of the teacher concerned but the institution as well.

b) Mentoring system to be should be given more importance.

c) Members held the view that the financial assistance that is given to the needy but serious students from the exchequer of the institution, should be publicized. All students should know the kind of assistance the institution provides.

d) Inter-departmental exhibition is an important event to ignite the ingenuity of the students.

Members requested the Coordinator to prepare a PPT with documents for presentation in the next meeting.

Meeting ends with the thanks to the chair as no other issue cropped up for discussion.

# Excerpt of meeting of IQAC

Date: 26.3.2019

Venue: IQAC Office

Meeting of IQAC is held on 26.3.2019 under the chairmanship of Dr. Sk. Ataur Rahaman. After discussion following resolutions taken agenda wise. Resolutions of earlier meeting is confirmed by the honourable members.

## Agenda:

- 8) Performance of IQAC and presentation
- 9) Misc.

## **Resolutions:**

### **3) Agenda : 01 : Presentation of the performance of IQAC**

As per the resolution of the last meeting, Coordinator prepared a presentation on the basis of the performance of the last session and this session also. Coordinator presented the activities of IQAC one after another.

a) **Faculty enrichment programme:** Departments were convinced to invite resource persons from reputed institutions so as to enrich the faculty and the students as well. Eminent personality like Sudipto Tagore, renowned academician of Santiniketan, Dr. Partha Sarathy Mukhopaddhyaya, Professor in Library and Information Sciences, Kalyani University and Swami Shastrajnanandji Maharaj, Belur Vidyamandir visited our institution at the repeated request of IQAC. They dealt with various academic issues cutting across the subjects like how to classify and teach various types of student in the class, how to access e-materials and publish papers without cost but high publicity and impact factor, what should we do to inculcate values among us and the students. Three important luminaries enlightened the faculties, non-teaching staff and the students. This is no doubt a great achievement for IQAC.

**b) Awareness generation programmes:**

1) Students were made aware about the possible difficulties while **using social media**. Effective use of social media is to be done because no one can be prevented to use social media platform. So IQAC thought it prudent to generate awareness among the students how to use social media effectively.

3) Sub-divisional Police Officer and the Officer-in-Charge of Nanoor Police Station were invited to deliver lecture on **the possible legal threats of using social media**. The officers detailed the legal penalty if the sharing or posting any materials in the social media hampered the social fabric and create law and order situation. **Social Harmony** is our prime motto. Professor of Comparative Religion, Visva Bharti, is invited to deliver lecture on the social harmony.

4) Higher education opportunity in Europe is another programme organized by the IQAC so as to apprise them of the opportunity in studying in Europe. Besides, **George Telegraph Training Institute** was invited to deal the professional and job oriented courses for the students.

5) **Environmental Pollution and AIDS awareness** were in platter of IQAC. Tree plantation, installation of solar panel in the campus, disposal of chemical waste were taken to contribute for the mother earth. Gender sensitization programme was taken up through discussion. Prof. Gopa Samanta, Professor in Geography, Burdwan University, was invited to deliver a speech on this topic.

6) To bring excellence in the functioning of the departments, inter-department faculty exchange programme in limited way started. Inter-department exhibition also organized to bring healthy competition among the department.

7) Library Automation is another success story of IQAC. College authority gave proper care to automation in library. Even office accounts and clerical management system is fully computerized.

8) Mentoring system and feedback mechanism are the two important achievements of IQAC can claim. Students are placed under a faculty member to look after their academic and extra-curricular needs. Moreover mentors are asked to advise them in their professional areas. Feedback is taken systematically from the students and after analyzing handed over to the Principal for further action.

Members lauded the performance of the IQAC Coordinator.

All these activities are presented with documents.

**Agenda: 02 : miscellaneous**

1) Another 20KV solar panel is to be installed keeping the increase of power consumption in the institution. Principal promised to take the issue with proper authority.

2) Auditorium is to be renovated for better college function. Principal is requested to prepare blue print to make it a comfortable one

3) All the department will be asked to present their performance in this way.

4) Workshop on MOOC is to be organized for the preparation of e-content and Dr. Sudip Narayan Maitra is entrusted to take the lead.

Meeting ends with the thanks to the chair as no other issue is on table to discuss.