

## Minutes

An Online Meeting of the IQAC comprising of both internal and external members was held on 4<sup>th</sup> August from 7.00 p.m. to discuss the following:

### **Members Present:**

1. Dr Sharmila De, Principal, P.N. Das College
2. Dr Madhuchhanda Lahiri, Coordinator, IQAC
3. Dr Basumita Tarafdar, Member
4. Prof Sanjib Dhar, Member
5. Prof Suman Ranjan Bandyopadhyay, Member
6. Prof Dipa Chakraborty, Member
7. Prof Kakoli Sen Banerjee, Member
8. Dr Bablu Biswas, Member
9. Sri Prasenjit Pramanick, Member
10. Sri Ashim Sarkar, Member
11. Dr Kamal Bardhan, External Member
12. Dr Shephali Vidyanto, External Member
13. Mriganka Biswas, Student Member
14. Meghla Biswas, Student Member

### **1. To read and confirm the proceedings of the last Meeting**

The Coordinator IQAC, Dr M. Lahiri read out the minutes of the last meeting held on 11/01/2021 which was unanimously accepted by the House.

<b>Agenda No.</b>	<b>Agenda of 10/10/20 Meeting</b>	<b>Note</b>
<b>Agenda I:</b>	<b>To read and confirm the proceedings of the last Meeting held on 10.10.2020</b>	Read and Confirmed
<b>Agenda II:</b>	<b>To report on Action Taken measures of the Proposals of the last meeting</b>	Presented by Coordinator
<b>Agenda III:</b>	<b>To present the AQAR for the Session 2019-20</b>	Presented by Coordinator
<b>Agenda IV:</b>	<b>To discuss about the newer methods of teaching -learning in the context of virtual modes of education</b>	Discussed
<b>Agenda V:</b>	<b>To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff</b>	Presented by Coordinator
<b>Agenda VI:</b>	<b>To discuss the Proposal of Re-fixation of Dr Madhuchhanda Lahiri in the grade of Assistant Professor (Stage 3) as per the new GO</b>	Presented
<b>Agenda VII:</b>	<b>Miscellaneous, if any</b>	Discussed

### **2. To report on Action Taken measures of the Proposals of the last meeting**

The Coordinator placed the following Action Taken Report of Proposals of the last Full Meeting of IQAC held on 11.01.2021:

S.No.	PROPOSAL	ACTION TAKEN
1.	To collect feedback from teachers on initiating improvements in teaching-learning process in the ongoing mode of online education	Feedback to be taken before the forthcoming session and suggestions to be implemented from thereon
2.	To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff	Initiated
3.	Proposal to conduct workshops/webinars by in-house faculties	Not done
4.	Proposal to induct new members in IQAC representing NTS and students	Head Clerk, Sri Ashim Sarkar and 2 nos of students, Mriganka Biswas and Meghla Biswas inducted
5.	Proposal of Re-fixation of Dr Madhuchhanda Lahiri	Refixation completed

Dr Lahiri also presented the Action Taken Report on the Plan of Action for the academic session 2020-21

	PROPOSAL	ACTION TAKEN
1.	Timely submission of AQAR 2019-20	Submitted in February 2021
2.	To continue organizing qualitative enrichment programmes for Staff and other stakeholders	1. Two -day Virtual Training of Teachers on LMS on 10.07.2020 and 11.07.2020 (gus-ckif-uom) 2. 8-Week Online Training Course for Students on Competitive Exams
3.	To organize extension and outreach programmes with NSS	NSS organized 2 nos of extension activities. Couldnot be done more due to the prevailing situation
4.	To introduce internship programmes for students.	Not Done
5.	Introduction of Online Structured mentoring	Online mode Introduced from 2020-21. Offline mode introduced in 2019-20
6.	Academic and Administrative Audit for 2019-20	Conducted on 18.02.2021 and 19.02.2021
7.	Continuation of Earn-While-You-Learn scheme by the College	Started in January 2021 for the session 2020-21 but had to terminated prematurely due to imposition of lockdown Scheme was effective for five days
8.	To collect Feedback from Teaching, Non-Teaching staff, Alumni and Guardians/Parents	Feedback Forms uploaded on college website for Students, Guardian/ Parents and staff.
9.	To register the Alumni Association.	Not Done
10.	Rainwater harvesting project to be taken up.	Completed with the installation of two tanks. Filtered water supplied to toilet tap, tap for hand wash, garden and connected to deep tube well even for drinking purpose.
11.	To organise a National Level Webinar on Qualitative issues/ Submission of AQAR	1. One-day Webinar on Portal based Data Management at the College Level for Teaching and Non-teaching Staff on

	according to RAF in collaboration with NAAC	22.08.2020 (bsa-qffm-zmf) organized by IQAC 2. One-day Webinar on “Emerging Trends in Online Evaluation System” on 15.08.2021 3. Seminar on “Research Methodology in Social Sciences” held on 29.09.2020  4. Seminar on “Preparing for Assessment and Accreditation under RAF” held on 12.05.2021
12.	Introduction of Digital Literacy programme for the elderly	Not Done

### 3. To discuss the status of Self Study Report for submission of IIQA

It was decided by the members that all supporting documents and data required for the verification of SSR will be submitted by the Departments by the end of Aug 21 and preparation of SSR and IIQA will be completed by Nov 21.

### 4. To present the Plan of Action for the session 2021-22

Dr Lahiri presented the following Plan of Action for the ensuing academic session 2021-22:

#### Plan of Action for 2021-22

- I. To conduct a workshop for Teachers on Student Induction Programme
- II. To strengthen the Mentor-Mentee Activities
- III. To improve the computer- ratio ratio
- IV. To introduce more Certificate and Value-added Courses
- V. To plan for subject-wise online tests after the completion of each module
- VI. To extend Library reading services to local community
- VII. To draft a proposal for solid-waste management
- VIII. To draft year-long academic activities in celebration of sixty years of College Foundation
- IX. To ensure that the Academic Publication of the college is done annually
- X. To continue with the internal Academic and Administrative Audit and Green Audit
- XI. To improve upon the Annual Gender Sensitization Plan

### 5. To frame the schedule for Internal AAA for the session 2020-21

It was decided unanimously that the Internal Academic and Administrative Audit for the session 2020-21 will be completed before the start of the new session.

### 6. To consider the applications of following Teaching Staff for promotion under CAS

- a) **Dr. Madhuchhanda Lahiri from Assistant Professor Stage 3 to Stage 4**
- b) **Dr Bablu Biswas from Assistant Professor Stage 2 to Stage 3**
- c) **Prof Ajay Choudhary from Assistant Professor Stage 2 to Stage3**
- d) **Dr Chandan Sarkar from Assistant Professor Stage 1 to Stage 2**

The applications for promotion under CAS of the itemized teaching staff namely, Dr Madhuchhanda Lahiri (from Stage 3 to 4), Dr Bablu Biswas (from Stage 2 to 3), Prof Ajay Choudhary (from Stage 2 to 3) and Dr Chandan Sarkar (Stage 1 to 2) were found to satisfy the eligibility conditions of the respective stages and are forwarded to the Principal for necessary actions.

### 7. To discuss about the Entry-in-Service Scheme for the forthcoming Session

The Coordinator Dr M Lahiri reported that the Entry-in-Service Scheme for the session 2020-21 has been successfully completed with 78 no. of students finally qualifying the test held at the end of the online teaching classes spanned over eight weeks.

The course coordinator Dr Bablu Biswas also informed the members that the scheme will be started for the forthcoming academic session 2021-22 after the admission of the fresh batch of students for Semester I is completed.

**8. To report on the various Certificate Courses initiated by the college during the year**

The Coordinator reported that two online 30-hours certificate courses were planned to start in the current session 2020-21. The first course “30-hours Free Online Certificate Course on Baking of Cakes and Chocolates” started on 10<sup>th</sup> June 2021 and was completed on 13<sup>th</sup> July 2021 with the conduct of an online evaluation. 232 students registered for the course and 59 students completed the course successfully. The second course “30-hours Online Certificate Course on GST” will start on 1<sup>st</sup> September 2021. 198 students from the college and 69 from other institutions have registered for the course.

**9. To prepare the Academic Calendar for 2021-22**

Convenor, Academic Sub-committee Prof Dipa Chakraborty presented the Academic Calendar for the session 2021-22:

July	University Exam Sem II, IV & VI New Admission (Session 2021-22)
August	online registration (Sem1 )
September	New Academic Session begins for Sem III & Sem V Orientation programme for Sem III and Sem V
October	Orientation programme for Sem I Puja Vacation
November	Continuous Assessment for Sem V, Sem III and Sem I Remedial Classes for Sem V and Sem III and Sem I
December	Internal assessment for B.A./B.Sc./B.Com. Sem V, Sem III and Sem I
January	University Exam for Sem V, Sem III and Sem I
February	As per University Dates Academic Session begins for Sem II, Sem IV and Sem VI Orientation programme for Sem II, Sem IV and Sem VI
March	Internal assessment for Sem II, Sem IV and Sem VI
April	Class for Entry in services
May	Final Exam for Sem II, Sem IV and Sem VI
June	Admission for new Sem I students (Session 2022-23)

**10. Miscellaneous, if any**

1. Meghla Biswas, student member narrated some untoward incident that occurred with one of her female friends and a student of the college and stressed the need for imparting sex education for the college students. The Coordinator informed that a sex awareness programme was conducted on the World AIDS Awareness Day on 1<sup>st</sup> Dec 2020. The Principal assured that further such programmes will be conducted to create sex awareness among the college students.

As there was no further agenda to be discussed, the meeting ended with a vote of thanks to the chair.