

Minutes of the Full Meeting of the IQAC held on 11th Jan, 2021 from 1.00 p.m.

Members Present (Mode of Presence):

1. Dr Sharmila De, Principal, P.N. Das College and Chairperson: (Online/ Offline)
2. Smt Manju Basu, Member (Management): Offline
3. Dr Madhuchhanda Lahiri, Coordinator, IQAC: (Online/ Offline)
4. Dr Basumita Tarafdar, Member: (Online/ Offline)
5. Prof Sanjib Dhar, Member: (Online/ Offline)
6. Prof Suman Ranjan Bandyopadhyay, Member: (Online/ Offline)
7. Prof Kakali Sen Banerjee, Member: (Online/ Offline)
8. Prof Dipa Chakraborty, Member: Online
9. Dr Bablu Biswas, Member: Online
10. Sri Prosenjit Pramanick, Member: Online
11. Smt Pratiba Acharya, Member (office): (Online/ Offline)
12. Dr Kamal Bardhan, External Member: Online
13. Dr Shephali Vidyanto, External Member: Online
14. Sri Jaideep Banerjee External Member: Absent
15. Miss Mita Dutta, Student: Absent

An Online Meeting of the IQAC was held on 11/01/2021 to discuss the following agenda:

❖ **Agenda I: To read and confirm the proceedings of the last meeting held on 10/10/2020**

The Coordinator IQAC, Dr M.Lahiri read out the minutes of the last meeting held on 10/10/2020. It was unanimously confirmed by the House.

Agenda No.	Agenda of 10/10/20 Meeting	Note
Agenda I:	To read and confirm the proceedings of the last Meeting held on 26.11.2019	Read and Confirmed
Agenda II:	To report on Action Taken measures of the Proposals of the last meeting	Presented by Coordinator
Agenda III:	To Discuss the Plan of Action for the Session 2020-21 and the compliance of Plan of Action for 2019-20	Both presented by Coordinator
Agenda IV:	To present the Academic and Event Calendar for 2020-21	Academic Calendar presented by the Convenor of the Academic Committee; Event Calendar presented by the Coordinator
Agenda V:	To present the SWOC analysis	Presented by Coordinator
Agenda VI:	To present the analysis on Feedback Reports of SSS, Staff Feedback, Alumni Feedback and Feedbacks on Activities undertaken and discuss the corrective measures required, if any.	Feedback Reports on SSS, Alumni, Library and Activities undertaken presented by Coordinator
Agenda VII:	To discuss the preparation for submission of AQAR for the session 2019-20	Done
Agenda VIII:	To place the CAS proposal of Prof. Suman Ranjan Bandyopadhyay	Placed and unanimously accepted.

Agenda IX:	To consider the application of Jhumpa Bose and Debaroti Das for Grant of Seed Money	Discussed.
Agenda X:	Miscellaneous, if any	No further agenda was discussed

Agenda II: 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 10.10.2020:

S.No.	PROPOSAL	ACTION TAKEN
1.	Initiating the process of filling the Google Form by the Faculty for the sharing of research and publication information	Circulated and Information received for the session 2019-20
2.	Arranging a Reunion	Online Reunion arranged on 20.09.2020
3.	Registering the Alumni Association	Yet to be done
4.	Modifications of the tentative Academic Calendar as per Government and University Orders and Circulars	All Admission procedures and University Examinations conducted and completed as per Academic Calendar and University Guidelines; Sem I class for 2020-21 also started
5.	To provide seed money to J. Ghosh and D. Das	To be provided
6.	To invite applications for providing Seed Money for the remainder of the Session 2020-21 to the Faculty members to promote Research Activities	Applications to be invited soon
7.	To continue organizing qualitative enrichment programmes for the current session	1. Online Training Programme for Competitive Exams (Entry-in-Services) started on 20.08.2020 and completed. 2. One-day State level Training Programme for Teaching and Non-teaching staff organized on "HRMS, Banglaruchahashiksha and related Portals" on 24.08.2020 3. Workshop on Emerging Trends in Online Evaluation System held on 15.09.2020 4. National level Webinar on "Research Methodology in Social Sciences" organized on 30.09.2020
8.	Initiating the Structured Mentoring in online mode	Initiated
9.	Online Induction Programme	Orientation as well as Induction Programmes conducted at both College and Departmental levels

10.	Introduce Internship Programmes for students	Yet to be initiated
11.	Academic and Administrative Audit for 2019-20	To be held in April 2021
12.	Continuation of Earn-while-You-Learn Scheme	To be undertaken for the session 2020-21 when resumption of physical classes occurs
13.	To organize Extension and Outreach Programmes with NSS	Programme on Cancer Awareness held on 31.07.2020
14.	To organise a National Level Webinar on Qualitative issues/ Submission of AQAR according to RAF in collaboration with NAAC	To be initiated
15.	To initiate the process of installation of solar panels	Proposal to be furnished within January 2021
16.	Rain water harvesting project	To be started within January 2021

Agenda III: To present the AQAR for the Session 2019-20

The Principal, Dr Sharmila De, presented the AQAR for the session 2019-20 which was unanimously accepted by the House.

Agenda IV: To discuss about the newer methods of teaching -learning in the context of virtual modes of education

The Coordinator put forth that newer methods of teaching -learning in the ongoing virtual mode of education being pursued as a result of the suspension of physical classes because of corona virus pandemic, needs to be found out to make the process more interesting and fruitful for the learners. Suggestions were invited from the members. The Principal suggested that a Google Form will be shared with members soon inviting suggestions from them on the subject.

Agenda V: To initiate the process of collection of Feedbacks from Guardians/ Parents and Staff

The Coordinator informed the House that Google Form Feedback forms in bilingual form has to be sent to the parents/Guardians for the current session. She also requested the Principal to share the Feedback Forms for the teaching and non-teaching staff.

Agenda VI: To discuss the Proposal of Re-fixation of Dr Madhuchhanda Lahiri in the grade of Assistant Professor (Stage 3) as per the new GO

The Principal placed the proposal of Dr Madhuchhanda Lahiri for Re-fixation (Re-designation) from Assistant Professor Stage 2 to Stage 3 on her due date of 20.10.2012 vide GO No. 1909 – Edn(CS)/5P-43(2019) dated 19/11/2019. Dr M Lahiri stated that her promotion date was delayed to 23/01/2014 from her due date (20.10.2012) subsequent to her completion of Refresher Course on this date.

The House found that as she satisfies all other requirements, it unanimously accepted the proposal and requested the Principal to do the needful.

Agenda VI: Miscellaneous, if any

1. The Coordinator informed the House that Training Programmes/ Workshops are being planned for state/ national level students and research scholars to be conducted by the teaching faculty of the college in the remainder of the current session. Dr M Lahiri, Prof K. Sen Banerjee and a few others have given their consent for the same.

2. The Coordinator stated that with the retirement of Smt Prativa Acharyya, member (office) in Jan'2021 and the completion of degree course by Mita Datta, member (student), the process to introduce new members to represent the concerned section has to be initiated. She requested the Principal to do the needful.
3. Dr Shefali Vidyanto sought to know about the future programmes of the IQAC for the remainder of the current session. The Coordinator clarified that all activities as per the Event Calendar, placed in the last meeting of the IQAC, is being held with some disruptions in the month of Nov, and Dec, 2021 due to the ongoing University examinations (Part III, Part II, Part I, Sem II and Sem IV) in these months. These programmes will be adjusted accordingly.

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