

MINUTES OF THE MEETING HELD ON 30.04.2019

The meeting of IQAC with all the faculty members of this college was held on 30.04.2019 at the office of the Officer-in-Charge at 2.00 p.m.

1. Dr. Raj Kumar Singh, Officer-in-Charge chaired the meeting.
2. Dr. Pradipta Kumar Basu, Coordinator, IQAC first confirmed the proceedings of the last meeting held on 26.02.2019 in the house.
3. Dr. Pradipta Kumar Basu, Coordinator, IQAC then placed the following proposals on table for discussion.

Agenda 1): Discussion regarding present status of draft copies of AQAR, Academic Calendars and feedback from students (Student satisfaction Survey)

The coordinator of IQAC informed that the first draft copy of the AQAR for the Academic Years 2015-16 and 2016-17 which was scheduled to submit on or before 30th March, 2019 was not submitted in time by the respective faculty members and therefore the date of submission for the same was extended till 16th April, 2019.

On the date of meeting (30.04.2019) IQAC received the draft copy of AQAR for the Academic Years 2015-16, 2016-17, 2017-18 and 2018-19 partially. In some cases the documents were incomplete and suggestions were given for further improvement and resubmission. The respective team members cordially accepted the proposals and they agreed to resubmit after necessary rectifications within 15th May, 2019. However IQAC observed that the team members for preparing Criterion V (PART B) of AQAR never communicated with Coordinator, IQAC during this period and not even submitted their part. The Coordinator, IQAC expressed his dissatisfaction and asked them to submit their part on or before 10.05.2019 and they agreed to do so.

The Coordinator, IQAC then sincerely acknowledged the receipt of academic calendars of 2016-17, 2017-18 and 2018-19 from the respective head of the departments. However he expressed his dissatisfaction again for not getting academic calendar of 2015-16 from the respective HODs and they were asked to submit the same on or before 10.05.2019 and they agreed to do so.

Regarding Student satisfaction Survey it was known that the department of Chemistry, Zoology and Sociology completed their survey and the other departments were requested to complete the same within 15th June, 2019. IQAC would verify the same after 30th June, 2019.

Agenda 2): To study the work done by NSS unit of the college and discussion regarding further development:

The programme officer of NSS unit was requested to provide the updated report within 10.05.2019 to IQAC. The Coordinator requested the NSS unit to think for few new projects like Blood donation camp, Dengue awareness and detection camp, AIDS education camp, Plantation of trees and overall cleaning of surrounding area etc.

Agenda 3): To know the present status of seminar/ workshop done at college till date and further plan in this respect

The convener of Seminar committee was requested to write a seminar proposal within 30th May, 2019 on “Challenge to face NAAC in new Govt. College” and to arrange for fund from W.B Govt. or DST, W.B. The other departments were also requested to arrange few seminars on contemporary topics.

Agenda 4): Infrastructure development (mainly teaching facilities), campus beautification

The Officer in Charge, GGDCM was requested to write to DPI, Govt. of West Bengal for faculty recruitment in Zoology and recruitment of Librarian for college library. It was suggested that few laptops were to be purchased as a part of teaching infrastructure development. The necessity of few journals subscriptions were well explained by the Coordinator, IQAC and OIC gladly accepted the proposal. OIC was also requested to write a proposal to PWD for preparing toilets and ramp for physically challenged persons. The OIC requested the house to think for setting up solar plants at our college and the members duly accepted the proposal and for this a committee was constituted to submit the proposal within 15th June 2019 to IQAC. A committee was again formed to give a proposal to IQAC within 15th June, 2019 for campus beautification.

Agenda 5): Initial steps for establishment of Green Campus (NSS & Botany department)

The programme officer of NSS and HOD, Botany department were requested to write a new proposal within 15th June, 2019 mentioning probable budget for establishment of green campus. It was suggested to create a medicinal plant garden at the college.

Agenda 6): Matters arising

Decision regarding uploading of IQAC notice and minutes of the meeting to our college website

The members endorsed the proposal of uploading the IQAC notices and minutes of the meeting to our college website.

Finally, The Convener, NAAC was requested to submit the AQAR for the Academic Years 2015-16, 2016-17, 2017-18 and 2018-19 to the Coordinator, IQAC within 15th June, 2019.

4. The meeting ended with the vote of thanks to the Chair.