

Udaynarayanpur Madhabilata Mahavidyalaya

(Govt. Aided & Affiliated to Calcutta University)
Estd - 2006



P.O.-Udaynarayanpur (Jangalpara), Howrah-711226

Phone No.- 03214 -291061/9434543278

E-mail- principalumm@gmail.com

Website:www.udaynarayanpurmahavidyalaya.org

Meeting 1 (Online)

Date: 08.07.2021

- Agenda: i) Preparation of NAAC
ii) Preparation of prospectus
iii) N-LIST
iv) Website development
v) Miscellaneous

Members Present: Dr. Arabinda Ghosh (Principal & the Chairperson of the IQAC)
Sreemoyee Banerjee (Coordinator, IQAC)
Debleena Singh
Jashodanandan Mallik
Shyamal Panda
Nilima Chakraborty
Anjana Das

Resolutions:

1. The IQAC distributed the works among the dedicated faculty members for the preparation of SSR. The teachers have been divided in 7 groups to work for 7 criteria separately. Mrs. Debleena Singh has been chosen as NAAC Coordinator. The teachers are requested to go through the NAAC manual and act accordingly.
2. The convener of the prospectus committee will be asked to submit the new prospectus within 15.07.2021. It will be circulated through the college website. It is decided that the head of the departments will circulate it among their respective groups. The members of the prospectus committee will have to be ready to answer any sort of queries mentioned in the prospectus.
3. The IQAC has requested the Principal and the Library advisory committee to initiate institutional subscription procedure of N-List for the overall enhancement.
4. The IQAC has thoroughly analysed the structure of the current website of the college and requested the convener of the Website committee to take necessary steps for its better look. Team IQAC also provided a PPT describing suggestions and views from different angles.
5. The IQAC has decided to make a suggestive pool of 'Best Practice' of the college based on the views of the stakeholders. Thus, it will be able to work in decentralized method even in the pathway of the preparation of NAAC.

**The meeting was presided by the Chairperson of IQAC, Dr. Arabinda Ghosh, Principal.

Sreemoyee Banerjee
Coordinator
Principal's Signature
Udaynarayanpur Madhabilata
Mahavidyalaya
10/7/21

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Meeting 2 (Online)

Date: 21.09.2021

- Agenda: i) Examination Process
ii) Performance of the newcomers
iii) Distribution of performance appraisal forms
iv) Miscellaneous

Members Present: Dr. Arabinda Ghosh (Principal & the Chairperson of the IQAC)
Sreemoyee Banerjee (Coordinator, IQAC)
Debleena Singh
Jashodanandan Mallik
Shyamal Panda
Nazrul Islam Mallik
Anjana Das

Resolutions:

1. The IQAC has decided to instruct each department regarding submission of a brief report on the new admitted students of 1st semester. The lesson plan, academic calendar, CBCS structure, examination procedure should be discussed thoroughly among them. The team wants to know whether the newcomers are facing any problems or not.
2. Two new teachers, Mudassar Nazar Baidya and Prahelika Hazra have been chosen as the examination-in-charge for the running session. They have been told to discuss any sort of problems with IQAC while the examination process will start. It has been decided that some non-teaching staff (Pradip Paladhi and Mohan Hazra) of the college will help them for a smooth execution of university examination.
3. The Principal Sir has given the responsibility of preparing the performance appraisal forms for the teaching and non-teaching staff of our college to Mr. Jashodanandan Mallik. He has been told to submit it by 30.09.2021. After that, it will be circulated among the staff.
4. The IQAC has reviewed the demands of the staff and the students of the college collected in different times. Now it's time to make a list of those to place in front of Governing Body. The demands are like, more computers, more printers, a mini seminar hall, AC in library etc. An official letter will be ready showing these demands by tomorrow.
5. The Principal Sir has selected four teachers from the team IQAC to go through the procedure of filling up IQA and SSR and to take necessary steps for further preparation.

**The meeting was presided by the Chairperson of IQAC, Dr. Arabinda Ghosh, Principal.

Coordinator
Principal's Signature
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Meeting 3

Date: 12.01.22

- Agenda: i) Modification of the AQAR 2019-2020
ii) Preparation of the AQAR 2020-2021
iii) Strategy development issues for the coming academic session
iv) Students' Week Celebration
v) Miscellaneous

Members Present: Dr. Arabinda Ghosh (Principal & the Chairperson of the IQAC)

Sreemoyee Banerjee (Coordinator, IQAC)

Debleena Singh

Jashodanandan Mallik

Shyamal Panda

Anjana Das

Priyanshu Patra (Student Representative)

Resolutions:

1. The IQAC has decided to modify the AQAR 2019-20 on the basis of the corrections suggested by the NAAC office. The AQAR will be submitted by the earliest possible date.
2. Team IQAC has already started to collect data from various sources to furnish AQAR 2020-2021. We hope to make it complete by the coming month.
3. The Principal Sir has gone through an analysis of the strategy development process of the next academic year. He has emphasized on the technicalities of blended teaching method, usage of ICT tools in teaching-learning and more engagement of the students in college activities (although the college is now running via online mode).
4. The IQAC has reviewed the overall participation in the Students' Week Celebration (held online from 01.01.22—07.01.22 instructed by the Higher Education Department, WB). The Cultural Committee organized the programme successfully and the participation was noteworthy.
5. The Principal Sir has confirmed about the institutional subscription of N-List. Mr. Biswajit Bag, Assistant Professor in Philosophy, has been chosen as the Nodal Officer of the N-List circulation process.

**The meeting was presided by the Chairperson of IQAC, Dr. Arabinda Ghosh, Principal.

Sreemoyee Banerjee
15/01/22
Coordinator
Principal's Signature

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Meeting : 4

IQAC meeting

Members Present

dt: 11.03.22

1. Prof. Ananda - Ghosh
2. N. K. Saha
3. Srimoyee Banerjee
4. Arjuna Das
5. ...

Student - Representative: Bijayanta Patra 6th Sem (G).
(8927628484).

The Principal Sir presided over the meeting.
Proceedings:

1. AQAR 2019-20 has been placed before Governing Body and it was approved thoroughly. Now ~~the~~ the coordinator is requested to submit the final corrected AQAR at the HEI NAAC Portal.

2. It was elaborately discussed regarding the areas of AQAR 2020-21. Three suggestions have been placed before the team members as best practices of 2020-21.

- Social Awareness programme (online)
- Quality maintenance
- Community interaction programme.

3. NAAC convener was requested to take important measures regarding filling up IQAC.

4. It has been decided that online feedback reports will be collected via online portal on June, 2022. 4th and 2nd Sem students will be doing the upcoming form filling.

5. Teachers' appraisal reports were collected in two halves (2019-20 & 2020-21). The reports were analysed properly and two summary reports were have been made.

6. Teachers have requested to arrange more training regarding online teaching-learning methods and new pedagogy. Team IQAC will surely arrange such training by this current academic session.

7. Team IQAC has suggested to make a scholarship Committee for smooth data collection process.

Srimoyee Banerjee

Coordinator
IQAC
Udaynarayanpur Madhabilata
Mahavidyalaya

Srujan
14/3/22

Coordinator
IQAC
Udaynarayanpur Madhabilata
Mahavidyalaya

Ananda Ghosh

Principal
Udaynarayanpur Madhabilata Mahavidyalaya
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Meeting: 5

IQAC meeting

Dt: 25/5/22

Members Present

1. Ananda Ghosh
2. Debprasad Ghosh
3. Srimoyee Chatterjee
4. Jyotirmoyee Ghosh
5. Shyamprasad Ghosh
6. Anjana Das
7. Nazrul D. Khan Siddique

The Principal of the college presided over the meeting.

1. Deadline will be fixed for AQAR 2020-21.
2. Scholarship details should be extracted from DM & Pradip.
3. Plan of action.
 - i) Online teaching method - making aware (Meeting of July, 2020).
Outcome: New Routine.
 - ii) Online exam procedure - mock exam, webinar, google form.
Outcome: Outstanding result.
 - iii) Extended lecture online mode
Outcome: Sub knowledge expanded.
 - iv) Practical classes - may be taken through verbal method.
Outcome: learnt properly.
4. Reservation procedure > link is needed > Sir will give.
5. Implementation of CBGS > CU guideline) " " "
6. Geo-tagged photos > Ref: Nazrul da, SP.
7. 4.2.3 - relevant link.
8. Best Practice - Mentor - Mentee Relationship [Approved]
9. Prog. on. Gender sensitization cell : 10th June, 2022.
EVS and sustainability : 6th June, 2022.
Moral values and ethics : Online.
10. Expected submission date of AQAR 2020-21 will be 15/06/22.
11. Analyzed appraisal reports of new teaching staff.
12. Beautification of approach road and extension of office > RB.
25/5/22

Signature

Principal
Udaynarayanpur Madhabilita Mahavidyalaya
Howrah - 711226

Signature
Coordinator
IQAC

Udaynarayanpur Madhabilita
Mahavidyalaya

27/5/22