

# Udaynarayanpur Madhabilata Mahavidyalaya



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

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

Phone No.- 03214 -257 444 / 9434543278

E-mail- principalumm@gmail.com

Website:www.udaynarayanpurmahavidyalaya.org

Ref. No. ....

Date. ....

## Proceedings of the meetings during 2020-2021 academic session

### Meeting-1

A general meeting of IQAC was held on 27.08.2020 from 4.30pm. All the members were present at the meeting.

### Agenda—

1. Review report of AQAR 2018-19
2. Upcoming webinars
3. Online feedback
4. New routine

### Minutes—

1. There are some suggestions regarding AQAR 2018-19 by the NAAC expert committee. Team IQAC has planned its execution method thoroughly.
2. The committee distributed the rectification works among the members and requested Sri Shyamal Panda to communicate with AIDNI about creating web links and updating of college website.
3. The members also discussed about the upcoming webinars of different departments and cells. All the conveners are requested to submit an action plan within 10.09.2020 to IQAC as these programmes will be held in collaboration with IQAC.
4. As we are going through a pandemic situation, we have planned to take feedback from the students through Google forms. We are planning to initiate the process through online portal too.
5. The committee takes the decision regarding making new routine for taking online classes smoothly. The academic council of the college and the routine committee will be requested to submit the fresh routine within a week from today.

Sreenoy Banerjee

Coordinator  
IQAC

29.08.2020

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## Meeting-2

Ref. No. A general meeting of IQAC was held on 18.12.2020 from 6.30pm. All the members were present at the meeting. Date.....

### Agenda—

1. Preparation of AQAR 2019-2020
2. Online Performance Appraisal Report

### Minutes—

1. Team IQAC has designed its next plan regarding preparation of AQAR 2019-20. Sri Shyamal Panda and Sri Jashodanandan Mallik have been selected to collect the data. Rest of the members will fill the form accordingly.
2. It has been decided that the performance appraisal forms will be distributed among the teachers via Google forms. They will be requested to submit these by 28.12.2020.
3. The forms will be discussed later with our Principal Sir and required steps will be taken. It is proposed that the hardcopy of the forms will be collected again after reopening of the college.

## Meeting-3

An emergency meeting of executive members of IQAC was held on 22.03.2021 from 11am. The members were present at the meeting.

The special agenda was online classes.

The students of our college have been habituated in online classes since one year like any other colleges. But being situated in a rural area, and struggling with poor economic condition, they are not being able to attend every class according to the routine. In view of this, they have requested us to find a replacement of the method.

Team IQAC has ensured them a flexible time schedule of doing classes. Now onwards they can even do their special classes before or after the daily routine. Only they will have to talk to their specific subject teacher. We have also decided to provide extra study material to them via whatsapp group.

The team also suggested some training programmes regarding online teaching method and e-content preparation for the teachers.

*Sreemoyee Banerjee*

Coordinator  
IQAC

24/03/21  
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## Meeting-4

A general meeting of IQAC was held on 15.06.2021 from 4.30pm. All the members were present at the meeting.

## Agenda—

1. Review of AQAR 2019-2020
2. Online examination process

## Minutes—

1. The data of AQAR 2019-2020 has been almost compiled by the assigned teachers. We will soon upload them.
2. Online examination process has been successfully executed. Now it's time to select the new examination in charge. The team has requested the Principal to take necessary steps regarding this issue.

Sreemoyee Banerjee.

18.06.21.  
Coordinator  
IQAC

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