

Minutes of the meetings of IQAC (Academic Year 2019-2020)

Meeting -1

A meeting of IQAC was held on 20.08.2019 from 2.45pm with following agendas:

- 1.To review the feedback reports from the 1st year and the 2nd year students.
2. To review the self-appraisal reports of the teachers.
3. The planning and preparation of AQAR-III (For the academic year 2018-19).
4. Miscellaneous.

All members of the IQAC were present at the meeting.

Proceedings:

1.The students' feedback reports have been collected from each department. Team IQAC will review the reports and make a summary on the basis of the views obtained. It is also decided that this report will be uploaded in the college website and necessary steps will be taken as per the requirements.

2. The cell has decided to felicitate the students with a certificate and a prize in Annual Cultural Competition.

3. IQAC has planned to take an initiative to arrange an awareness programme on 'Water Consumption and Environment Sustainability'. The Department of Geography will be given the charge to conduct this programme by the students under the guidance of the teachers.

4. Dr. Amlan Sarkar and Mrs. Nupur Adhikary have been chosen to make an overall supervisory team for the cleanliness of the campus.

5. The teachers' appraisal forms were discussed thoroughly and it has been decided that the summary report will be attached at the notice board at teacher's room. On the basis of the report, the teachers will be able to upgrade themselves.

6.The cell decided to arrange a seminar on ICT integration in teaching-learning by September, 2019. Research Committee has been chosen to execute this venture.

7.IQAC has selected some of the teachers who will monitor the preparation of the AQAR-III. Some non-teaching staff will also join them. Thus, the institution will be able to follow a decentralized method in administrative work.

Meeting -2

A meeting of IQAC was held on 26.11.2019 from 2.30 pm with following agendas:

1. Preparation of AQAR III.
2. Planning of extended lectures.
3. Planning of career counseling workshop.
4. Planning of different seminars on gender equality and values and ethics.
5. Miscellaneous.

All members of team IQAC were present at the meeting.

Proceedings:

1. Team IQAC distributed the works and the responsibilities among the teachers to execute AQAR III properly.
2. Some of the departments of our college such as Bengali, Geography, Philosophy and Food and Nutrition appealed to IQAC to organize some extended lectures about some topics which were newly introduced in the CBCS-syllabus. IQAC has arranged slots as per the requirements and told the departments to arrange the speakers accordingly.
3. IQAC has requested the 'Gender Sensitization Cell against sexual harassment' to arrange a seminar on gender equality on the occasion of 'International Women's Day', 2020.
4. The department of Philosophy has been chosen to execute a seminar on 'Values and Ethics' for the students and the teachers to illuminate their inner mind and soul on the next few months.
5. Team IQAC has planned some infrastructural development which are strongly needed.
6. The college has already organized a career counseling workshop for the students. One Government official and a journalist from private sector came and delivered valuable lectures. The sessions ended up with tremendous interaction. IQAC thinks to arrange such lectures again and makes it as regular practice.

Meeting -3

A meeting of IQAC was held on 04.02.2020 from 3 pm with following agendas:

Agenda:

1. The review of the teaching-learning process.
2. Online feedback system
3. Miscellaneous.

All the members of team IQAC were present at the meeting.

Proceedings:

1. Team IQAC has thoroughly reviewed the teaching learning process of the current academic session. IQAC has requested the teachers to take more classes using ICT and to make enabled the students about e-content accessing.
2. Team IQAC is going to start online feedback system through google form for the 3rd year students. IQAC apprehends that each year's feedback will be taken online either through google forms or any software from the coming academic session. We are also arranging to collect feedbacks from all stakeholders.
3. IQAC requests NSS unit of the college to organize more awareness campaigns regarding social issues and Government policies.

Action taken report

1. Online Feedback System has been introduced.
2. Student seminar and workshops have been started in full swing.
3. Teaching faculties and non-teaching staff members both took the initiative to prepare AQAR III properly. This venture signifies the decentralized method of execution of official works.
4. NSS unit of the college worked rigorously at the time of flood emergency and sudden pandemic situation.
5. Teachers incorporated ICT method in direct teaching as well as the blended teaching. Various online applications for online teaching and e-contents have been introduced to the students, which thoroughly helped the students specially in pandemic time.
6. Rural background and sometimes, the 'first-generation-learner' type hesitation usually keep our students in their shell. But, in this academic year, the continuous monitoring and encouragement of the teachers helped to break these shells. They performed with flying colours in inter college and intra college competitions in different fields.