

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

Ref. No.

Date.



IQAC Meeting Minutes 2018-2019

Meeting-1

A meeting of IQAC was held on 31-07-2018 at 2:30 pm with following agendas:

1. Discussion on Teacher's Performance evaluation report
2. Discussion on students' feedback
3. Planning and preparation of AQAR-II

Discussion : The meeting started with observation made by the Principal based on collected copies of Teachers' self-evaluation reports. His observation included there was discrepancies about mentioning total days attended; some of have not mentioned as per academic days (July-June) , they have followed annual system (January- December). The committee decided to ask for a revised count from faculties. This was further followed by issue regarding number of classes taken in digital classroom. Principal noted that It is unclear from the self-appraisal report that whether the faculties used only projector or also e-learning method. Thus a detailed explanation was needed to further to understand actual use of ICT method in teaching and learning in college. The meeting continued with discussion of summary of feedback reports collected from 2nd year and 3rd year students. The students feedback could be summed up in the following points :- Students are overall satisfied with syllabus covered / internal examination taken/ and overall cooperation they get from the college. Their parents/guardian also expressed their satisfaction about course or classes. The major issues raised by the students were not having enough number of books in library; less number of books for music department; need for



equipments in Physical Education department; demand for more number of digital classes in History department; not enough classes taken in Bengali dept. They also expressed their concern about sanitation and hygiene of bathrooms. Further they reported canteen and common room facility is not enough for all the students. Based on the feedback the committee decided to talk to individual department Head regarding the issues raised and also to call for a meeting of library advisory committee and need for appointment of new cleaning person should be taken up in upcoming governing body meeting. The third agenda was about planning and preparation of AQAR-II. The new format of AQAR was discussed in details and the work as per parts of AQAR was divided among following faculties and officials— Part A – Snehasree Saha and Dr. Arabinda Ghosh Part B- Dr. Mousumi Samanta and Debalina Singha Part C- Debalina Singha , Sreemoyee Banerjee and Dr. Kanad Sinha Part 4 – Snehasree Saha , Sukhendu Chandra and Anjana Das. Part 5 – Najrul Islam Mallick and Nilima Chatterjee Part 6 and 7 – Dr. Arabinda Ghosh At the end, the committee asked Coordinator, IQAC to coordinate with all and compile the data for preparation of AQAR.

Sreemoyee Banerjee

01/8/2018

Coordinator
IQAC
Udaynarayanpur Madhabhata
Mahavidyalaya

Facility is not



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Meeting-2

A meeting of IQAC was held on 28/08/2018 at 2:30 pm with following agendas

1. To review the progress of AQAR-II
2. To consider to the situation related to illness of IQAC Coordinator
3. Miscellaneous

Discussion

Dr. Kanad Sinha , Assistant Professor and HOD History, is invited as an invitee member for this meeting. Regarding preparation of AQAR-II, it is decided that all faculties will mention their participation details in meetings/workshops / seminars attended for preparation and modification of under-graduate syllabus organized by UG- Board of studies, University of Calcutta. Secondly, it is decided to mention introduction of Spoken English course for students in AQAR-II as certificate course. Thirdly, progression of AQAR-II will be monitored in another meeting which will be arranged within two weeks. The IQAC Coordinator post was tentatively assigned to Prof. Sreemoyee Banerjee, Assistant Professor and HOD, Bengali during the period of illness of current coordinator.

Sub. Sinha

30/08/18

Coordinator
IQAC

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Meeting-3

A meeting of IQAC was held on 25/09/2018 at 2:00 pm with following agendas

1. Finalization of AQAR-II
2. Discussion on Feedback reports of first year students of 2017-2018
3. Proposal of special lecture of different cells
4. Proposal of formation of different societies by the students
5. Miscellaneous

Discussion

AQAR-II is compiled and placed in the meeting. It is decided to place the report before governing body for approval. Feedback reports of students are discussed and summarized. It is decided that IQAC coordinator will discuss summarized comments with departmental heads respectively and will take necessary action. IQAC committee members decided to organize special lectures under supervision of Dr. Mousumi Samanta on Moral and Ethical Values, Sreemoyee Banerjee, on Gender Sensitization, Snehasree Saha on Students Support Service. Further, students representative of the cell raises the issue of the need for that larger classrooms. All members agree with this point and it is decided to place this issue in next meeting of Governing Body. The Committee approves the formation of different societies by the students.

Srujan

24/9/2018

Coordinator
IQAC

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A meeting of IQAC was held on 15.02.19 at 2:00 pm with following agendas

Ref. No. Agenda:

Date.

1. Preparation and planning of AQAR-iii
2. Discussion on feedback reports of IIIrd year students of 2018-19
3. Discussion on Prize Distribution (Academic and Cultural)
4. Miscellaneous



Discussion

IQAC members discussed the areas which can be improved/organized for the preparation of AQAR-III. i) The college IQAC will contact the IQAC of The University of Calcutta for further clarification on certain aspects such as office management system and AAA (Academic and Administrative audit). ii) The IQAC will focus on the enhancement of the faculty members via e-content preparation, enrollment in e-pathshala, SWAYAM, maintainance of ICT records. iii) The IQAC will further focus on the development of students capability through career counseling courses, skill development courses and students exchange programmes. iv) IQAC will collaborate with cultural committee to observe International Mother Language Day and International Women's Day. v) The NSS unit of the college will be assigned to bear the responsibility to conduct an awareness programme on AIDS. There was a detailed discussion on preparing plastic-free campus. It was decided that no plastic packets and bags will be used in college campus and such signboards will be displayed throughout the college premises. Students' Feedback reports, prepared by the faculty members, were discussed thoroughly. The students demanded bigger classrooms which were approved by the members and it is decided to place the issue before the GB. It is recommended that online feedback survey may be introduced from next session for better circulation and maintenance of feedback records. To resolve the issue of book shortage and misplacement, it is decided to discuss the matter with library committee for implementation of library fine. It is decided that the prize distribution ceremony will be held on 20.03.19 on the occasion of 'Vasanta Utsav'. The teachers of different departments will take the responsibility of academic awards and the students union will give the prizes of cultural competition and annual sports held during the current academic session.

Subin
20/2/19

Coordinator
IQAC
Udaynarayanpur Madhabilata
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