

# RISHI BANKIM CHANDRA COLLEGE FOR WOMEN

Naihati, North 24 Parganas, West Bengal

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## **DATE OF MEETING (ONLINE) - 08.07.2020**

**Agenda 1:** Endorsement of previous meeting decision.

**Resolution :** Previous meeting decision was unanimously accepted.

**Agenda 2:** Preparation of AQAR (2020-2021)

**Resolution:** It was proposed by the Committee that AQAR (2020-2021) has to be prepared.

**Agenda 3:** Discussion on online class methodology.

**Resolution :** During the pandemic lockdown the committee stressed upon online classes and online evaluation system. Teachers were also guided on the new online methods of teaching.

**Agenda 4:** Participation of teachers in online RC, OP, STC.

**Resolution :** Teachers were encouraged to participate in online RC,OP,STC courses organised by SWAYAM &MOOCS.

**Agenda 5:** To develop e-contents of topics related to CBCS and departmental webinars.

**Resolution :** All departments were instructed to conduct webinars during this session involving students and teachers were advised to develop e-content of topics related to CBCS curriculum.

*Manika Poiswas*

IQAC COORDINATOR  
R. B. C. COLLEGE FOR WOMEN  
NAIHATI, WEST-BENGAL

*L. Mukhopadhyay*

Principal  
R.B.C. College For Women  
Naihati, North 24 Parganas

## **DATE OF MEETING (ONLINE) - 03.11.2020**

**Agenda 1:** Upgradation of UG and PG courses.

**Resolution :** The committee stressed upon up gradation of UG courses like Honours course in Physics, Physiology and Economics , P.G in Hindi and English when the pandemic situation gets over.

**Agenda 2:** Relief work of NSS.

**Resolution :** Community services by NSS were discussed like distributing relief amongst the needy during lockdown.

**Agenda 3:** Enhancement of research activities by teachers.

**Resolution :** Teachers specially SACTS were asked to enhance research activities.

**Agenda 4:** Record keeping of all online activities of the teachers.

**Resolution :** Teachers were asked keep record of all the online classes taken and other University duties performed during the lockdown.

**Agenda 5:** Preparation of Academic Calendar and Academic Audit.

**Resolution :** Ways to prepare Academic Calendar and Academic Audit during the pandemic period were discussed.

*Manika Poiswas*  
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## **DATE OF MEETING (ONLINE) - 09.03.2021**

**Agenda 1 :** Appointment of new IQAC Co-Ordinator.

**Resolution :** Principal proposed the name of Dr. Manika Biswas as the new IQAC Co-Ordinator.

**Agenda 2:** To increase the number of classrooms.

**Resolution :** The Committee discussed that there is a need to increase the number of classrooms in the college.

**Agenda 3:** Procurement of land to enhance college campus.

**Resolution :** Purchase of land to enhance college campus was also stressed upon by the Committee. Principal suggested to take up the issue after the lockdown period.

**Agenda 4:** Possibilities of commencement of offline practical classes.

**Resolution :** The committee also discussed ways and options of starting offline practical classes maintaining the Covid-19 protocols standards of GOI.

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## **MEETING DATE (ONLINE) -15.06.2021**

**Agenda 1 :** Promotion of teachers.

**Resolution :** The Committee reviewed the promotion status of the teachers. CAS documents submitted by some teachers will be assessed by the IQAC Co-ordinator.

**Agenda 2:** Discussion on an online classes ,exam system, webinars.

**Resolution :**The Committee discussed the matters relating to online classes, webinars, online examination system. Teachers were advised to upgrade themselves on new technologies of teaching. They were also asked to upload marks on the WBSU portal on time.

**Agenda 3:** Online admission proceedings.

**Resolution :** Online admission process also discussed. Contact numbers of Dr. Manika Biswas for Science and Dr. Jagabandhu Behera for Arts, were suggested to be made available on the website as Helpline numbers for candidates seeking admission in the college.

**Agenda 4:** Record Keeping of teachers different online courses for career advancement.

**Resolution :**The Committee suggested keeping records of all teachers attending online courses like FIP, STC, OP, RC etc.

**Agenda 5:** Preparation and submission of AQAR(2020-2021)

**Resolution :** The committee decided to start documentation of AQAR (2020-2021) and its submission as soon as possible.

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