

R.B.C COLLEGE FOR WOMEN

PROCEEDINGS OF THE MEETINGS OF THE IQAC COMMITTEE IQAC MEETING HELD ON 08/07/2016

The meeting was attended by the following members:

1. **Dr. Ratan Nandi (President of G.B)**
2. **Dr. Lana Mukhopadhyay (Principal)**
3. **Jilkod Mamun (IQAC Co-Ordinator)**
4. **Dr. Gargi Mukhopadhyay**
5. **Dr. Sudakshina Ray**
6. **Malancha Banyopadhyay**
7. **Nirmal das**
8. **Jasmeet Singh**

The following agenda was discussed:

Agenda 1: Preparation for NAAC Peer Team visit

The meeting began with the President of the Governing Body briefing the IQAC members regarding the impending NAAC Peer team visit. He pointed out the college should be prepared in respect of Registration of Society; Annual Budget and Prospectus of the Last 3 years; attendance records of last 5 years; review of results; steps taken about students' grievances and their redressal , students' magazine and other publications of the college, Master Routine, etc.

Resolution: Responsibility of preparing various reports, etc was given to the following Teachers:

1. **Departmental bulletins and Magazines- Malancha Bandhyopadhyay**
2. **Seminars- Dr. Suven Das**
3. **Fee Structure- Nirmal Das**
4. **Introduction of new courses- Dr. Gargi Mukhopadhyay and Malancha Bandyopadhyay**
5. **Master Plan of Institution- Principal and Co-ordinator**
6. **Students' feedback- Moumita Biswas and Samapti Dhara**
7. **Annual Budget- Nirmal Das**
8. **Audit reports of last 2 years- Nirmal das & Sajal Chakraborty (Non-Teaching)**
9. **Research Projects- Dr. Suven Das and Suddhyakalyan Mondal**
10. **Alumni- Dr. Gargi Mukhopadhyay and Malancha Bandyopadhyay**

Agenda 2: Discussion of scheduled date of NAAC Peer Team visit

The Principal informed the IQAC members that the date of the Peer Team visit will tentatively be in November 2016.

Resolution: The arrangement of accommodation for the NAAC Peer Team would be supervised by the IQAC co-ordinator Jilkod Mamun

Agenda 3: Preparation of AQAR 2015-2016

Resolution: The responsibility of preparation of AQAR 2014-15 and 2015-16 was given to the IQAC members-Dr, Sudakshina Ray and Dr. Sushree Chakrabarty.

Agenda 4: Preparation of Academic Calendar and Institutional Calendar

Resolution: it was decided that Academic Calendar would be prepared by Prof. Gargi Mukhopadhyay and the Institutional Calendar would be prepared by Prof. Satrajit Goswami.

Agenda 5: Miscellaneous

Resolution: A meeting between the non-teaching staff and IQAC co-ordinator and Principal to discuss NAAC peer team visit will be held on 12/07/16

IQAC MEETING HELD ON 20/07/2016

The meeting was attended by the following members:

1. **Principal- Dr. Lana Mukhopadhyay**
2. **Supritirani Datta**
3. **Malancha Bandyopadhyay**
4. **Dr.Gargi Mukhopadhyay**
5. **Dr. Suven Das**
6. **Nirmal Das**
7. **Jasmeet Singh**
8. **Dr. Satrajit Goswami**
9. **Suddha K. Mondal**
10. **Jilkod Mamun- IQAC Coordinator**

Agenda 1: Preparation of NAAC Peer Team Visit

In the context of upcoming NAAC Peer Team visit, the IQAC discussed about various steps which will be taken. Teachers are to carry out various responsibilities

Agenda 2: discussion of scheduled date of visit of NAAC Peer team

The Principal and IQAC co-ordinator informed the IQAC about the NAAC Peer Team's visit scheduled to be held from 07/11/16 to 09/11/2016

Agenda 3: AQAR 2016-2017

Resolution: the members of the IQAC are to prepare the AQAR 2016-2017

Agenda 4:Preparation of Academic Calendar

Resolution: as per previous decisions in earlier meetings, the teachers entrusted with this duty will carry out this responsibility

Agenda 5: Miscellaneous

Resolution: Students Feedback and reports from Grievance and Redressal cell, Anti-Sexual Harassment Cell and Library Committee will be taken

IQAC MEETING HELD ON 13/08/2016

The meeting was attended by the following members:

1. **Principal- Dr. Lana Mukhopadhyay**
2. **Supritirani Datta**
3. **Malancha Bandyopadhyay**
4. **Gargi Mukherjee**
5. **Sudakshina Ray**
6. **Nirmal Das**
7. **Suddha K. Mondal**
8. **Jilkod Mamun- IQAC Coordinator**
9. **Tulima Dey (Librarian)**

Agenda 1: AQAR 2015-2016

Resolution: Regarding Preparation of AQAR 2015-2016, the IQAC members entrusted with this duty were asked to submit accordingly by 17/08/2016. It was noted that some of the teachers had already submitted the parts of the report entrusted to them.

Agenda 2: Departmental Preparation for The NAAC visit

Resolution: the various departments will be briefed about the various steps to be taken by the departments for preparation of the visit by NAAC peer team.

Agenda 3: Miscellaneous

Resolution: the IQAC decided that that the following responsibilities of preparing:

- 1) Budget-Nirmal Das
- 2) Audit report-Nirmal Das
- 3) AQAR 2014-15: Sudakshina Ray
- 4) Report on Sports: Dr. Gargi Mukhopadhyay

Other than this all Head of departments will submit attendance and results of students within 3 days. The Budgetary allocations for publication and research was also discussed.

IQAC MEETING HELD ON 23/11/2016

The meeting was attended by the following members:

1. **Principal- Dr. Lana Mukhopadhyay**
2. **Supritirani Datta**
3. **Malancha Bandyopadhyay**
4. **Gargi Mukherjee**
5. **Dr. Suven Das**
6. **Nirmal Das**
7. **Jasmeet Singh**
8. **Satrajit Goswami**
9. **Suddha K. Mondal**
10. **Jilkod Mamun- IQAC Coordinator**

The first IQAC meeting post the NAAC peer team visit to the college was held on 23.11.2016 in the Principal's Chamber.

Proceedings of the meeting are as follows:

Agenda 1- Discussion about NAAC visit

The meeting began with the Principal and Co-Ordinator of IQAC thanking all teaching and non-teaching staff of the college for their whole-hearted efforts in making the NAAC Peer team visit a success.

Resolution:

- a) The IQAC was formed effectively from 12/08/2015. With the impending retirement of Dr. Supritirani Datta and Dr. Satrajit Goswami, the IQAC is to be restructured to include the following:

CHAIRPERSON- Principal Dr. Lana Mukhopadhyay

CONVENOR- Jilkod Mamun

**MEMBERS: Dr. Gargi Mukhopadhyay
Dr. Sudakshina Ray
Malancha Bandyopadhyay
Dr. Manika Biswas
Dr. Dr. Suven Das
Dr. Purak Das
Nirmal Das
Suddha Kalyan Mondal**

**ADMINISTRATIVE OFFICIAL- Dr. Ratan Kumar Nandi
Tushar Kanti Ghara (ADPI)**

**OTHER INVITEE MEMBERS- Jasmeet Singh
Subhas Ch. Mondal
Md.Jahidoor Rahaman**

**NON-TEACHING STAFF- Sajal Chakraborty, Anupam Hatui, Souhardya Roy (Proposed)
STUDENTS' REPRESENTATIVE- General Secretary & Assistant General Secretary
(Union)**

- b) It was resolved that guidelines provided By NAAC would be distributed among the teachers and Heads of Departments for proper execution. Emphasis was given on regular uploading of AQAR on the college website.
- c) Study Leave would be provided to teachers on proper submission of documents to the Principal
- d) Inclusion of IQAC in the teaching-learning enhancement programs was proposed by Dr. Sudakshina Ray
- e) The IQAC cell will function from the newly formed IQAC room in the new campus(Vidyasagar Bhavan).

Agenda 2- Promotion of teachers

Resolution :

The IQAC will immediately take up the task of preparing the promotion papers of teachers whose promotion is pending under the supervision of IQAC Co-ordinator.

Agenda 3- Introduction of new courses

Resolution :

- a) Honours courses in Journalism and Economics, and Post –Graduation in Bengali will be introduced
- b) Introduction of value –added courses like Communicative English , Grooming courses
- c) Heads of departments were asked to submit proposals for national level seminars.
- d) Food and Nutrition is introduced as a General subject in Three years U.G. course.

Agenda 3- Miscellaneous

Resolution :

- A) Emphasis to be given on students upgradation and analysis of results
- B) Dr. Purak Das proposed installation of:
 - i) single network system of computers
 - ii) computer in the staff-room
 - iii) faculty access system
- C) IQAC recommended creation of language laboratory
- D) E-learning facilities to be up-graded and log-book to be maintained
- E) On-line Access to result cards by students was proposed by the IQAC
- F) Computer literacy classes for teaching and non-teaching staff will be arranged

IQAC MEETING HELD ON 08/02/2017

The meeting was attended by the following members:

- 10. Principal- Dr. Lana Mukhopadhyay**
- 11. Nirmal Das**
- 12. Manika Biswas**
- 13. Dr. Suven Das**
- 14. Sudakshina Ray**
- 15. Purak Das**
- 16. Gargi Mukhopadhyay**

17. Suddha K. Mondal

18. Jilkod Mamun- IQAC Coordinator

The proceedings of the meeting are as follows:

Agenda 1: Promotion of teachers

Resolution:

The IQAC Co-ordinator Prof. **Jilkod Mamun** informed all, that under initiative of IQAC already four teachers have been promoted under CAS on 25/01/2017 –two to the post of Associate Professor (Stage 4) and two to the Post of Assistant Professor (Stage2). He also mentioned that the promotion papers of 4 other teachers were being processed.

Regarding the process of Promotion, IQAC Co-ordinator will request all incumbents to submit their relevant documents within 7 days so that the promotion procedure can be started by the IQAC

Agenda 2: Analysis of NAAC Report

Resolution :

As per the report given By NAAC Peer Team, composition of the IQAC has been revamped and provided with the directives given by NAAC. Two student representatives namely Udit Basu and Juthika Ghosh has been included in the IQAC for better teacher-student co-ordination.

Agenda 3: IQAC activity

Resolution :

- a) It was decided that proceedings and resolutions of IQAC meetings would be regularly uploaded to the college website
- b) Teachers are to be encouraged to undertake UGC funded Minor and Major research projects
- c) Use of ICT in regular pedagogical practice is to be encouraged. Use of Computers and routine ICT classes are to be provided
- d) Opening of language laboratory for the subjects like English was approved
- e) Proposal for introducing Post-Graduate course for Bengali has been submitted. But it was resolved that due to lack of faculty and infrastructure, Post-Graduate courses in other subjects cannot be undertaken
- f) Opening of women –centric subjects was proposed. As per NAAC Peer Team recommendations, Music course will be introduced in future
- g) The Budget of IQAC was discussed. Introduction of Computer Literacy classes was approved by IQAC.
- h) Film studies will also be introduced as a course in future
- i) Resolved that analysis of test results will be done and college website will be regularly updated
- j) The IQAC will look into encouragement of regular academic activities by i) distribution of study materials ii) regular screening tests iii)transfer of pass subjects into honours; and iv) consultancy and collaboration activities etc
- k) NSS/NCC activities are to be held regularly

Agenda 3: AQAR of 2016-2017

Resolution :

It was resolved that the AQAR of 2016-2017 will be prepared by members of IQAC and uploaded to the college website in due time.

Agenda 4: Miscellaneous

IQAC MEETING HELD ON 28/03/2017

The meeting was attended by the following members:

1. **Dr. Lana Mukhopadhyay**
2. **Dr. Dr. Suven Das**
3. **Dr. Sudakshina Ray**
4. **Dr. Purak Das**
5. **Dr. Gargi Mukhopadhyay**
6. **Jasmeet Singh**
7. **Subhas Chandra Mandal**
8. **Jilkod Mamun- IQAC Coordinator**

The proceedings of the meeting were as follows:

Agenda 1: Analysis of First Year and Second Year Test Results of B.A. & B.Sc (Honours and General), 2017

The examination results were discussed by the IQAC members present.

The students' performance in B.A (Hons) and B.Sc (Hons) Part I, Part II and Part III examinations was found to be satisfactory.

But performance of the students is not up to the mark in B.A (Gen) and B.Sc (Gen) Part I, Part II and Part III examinations. It seems that the students are not able to answer descriptive questions well due to their orientation towards Multiple Choice Questions from Higher Secondary Level.

Agenda 2: Analysis and discussion of the performance of IQAC

The following points were discussed and Resolutions taken:

- Initiative for sending proposals for UGC sponsored seminars will be taken. All departments are to conduct seminars by students.
- The NSS unit of the college has been working actively for the college. The IQAC co-ordinator will collect all relevant data for session 2016-2017
- Shri Rahul Nandi (Non-teaching staff) will be assisting the IQAC in office work
- The College Journal " Thoughts and Expressions" will contain an annual report of the various activities carried out by the IQAC for each academic session
- The IQAC proposed the following names as Members of **Committee for Grant-in Aid, UGC and Government :**
 - a) **Principal- Dr. Lana Mukhopadhyay**
 - b) **Prof. Purak Das**
 - c) **Prof. Manika Biswas**

This proposal was seconded by our **Principal- Dr. Lana Mukhopadhyay**

Agenda 3: Preparation of AQAR 2016-2017

It was proposed that responsibility of preparation of the report be allotted to various IQAC members as follows:

Criteria 1: Prof. Jilkod Mamun

Criteria 2: Profs. Jasmeet Singh and Gargi Mukhopadhyay

Criteria 3: Profs. Malancha Bandhopadhyay / Dr. Suven Das

Criteria 4: Profs. Suddha K. Mandal/ Subhas K. Mandal

Criteria 5: Profs. Purak Das / Suddha K. Mandal

Criteria 6: Prof.Sudakshina Ray

Criteria 7: Prof. Manika Biswas

The IQAC Co-Ordinator will notify all the concerned members about allocation of these duties

Agenda 4: Miscellaneous

The resolutions are:

- **The IQAC co-ordinator will take the responsibility of disbursing 3 lakhs within 31st march, 2017**

- **The benefits of increment for teachers with Ph.D and M.Phil as well as preparation of promotion papers of 4 teachers will be prepared by the IQAC coordinator and placed before the G.B meeting to be held on 29.3.17**