

**R.B.C COLLEGE FOR WOMEN**  
**Naihati, Dist – 24 Parganas (North), West Bengal**

**PROCEEDINGS OF THE MEETINGS OF THE IQAC COMMITTEE**

**IQAC MEETING HELD ON 12-09-2017**

The meeting was attended by the following members:

Sl No.	Name of the members
1.	Dr. Ratan Kumar Nandi
2.	Dr. Lana Mukhopdhyay (Chairperson)
3.	Dr. Manika Biswas (Mukherjee)
4.	Prof. Malancha Bandhyopadhyay (Naha)
5.	Dr. Gargi Mukhopadhyay
6.	Dr. Sudakshina Ray
7.	Prof. Jilkod Mamun (Co-ordinator)
8.	Prof. Nirmal Das – Bursar
9.	Dr. Suven Das
10.	Prof. Subhas Chandra Mondal
11.	Prof. Suddhakalyan Mondal
12.	Dr. Purak Das

**Agenda 1:** Analysis of result of B.A. & B.Sc. (Honours & General) Part-I, II & III, 2017.

**Resolution:** The IQAC meeting was held on 12-09-2017 at 11 a.m. in the Principal chamber. The meeting was presided by Dr. Ratan Kumar Nandi, President , G.B.

The meeting was begin by Prof. J. Mamun , Co-ordinator of IQAC and he formally thanked the Principal & President for their effort in affecting the promotion of eight incumbents.

The first agenda was to analyse the poor result of the institution in University Examination.

Reasons cited for poor result:-

- a) Huge students are 1<sup>st</sup> generation.
- b) Maximum students come from Bengali and hindi medium but U.G. education medium maximum are English.
- c) Lack of competition in admission.
- d) Tougher evaluation of admission suggested.
- e) Misconception about the toughness of the subjects.
- f) Guardians called after the test examination.

Dr. Nandi suggested about one to one interaction with the guardian due for improving the result.

He also suggested that the faculty members should not leave the college in the during hours.

Principal madam & others teachers suggested regular class test and banning of cell phones in the campus respectively.

A separate meeting will be held with the guest lecturers for better result.

Remedial and tutorials classes will be arranged during the slack period.

Increasing hours class for the Arts. Subjects.

**Agenda 2:** Submission of AQAR for the session 2016-2017.

**Resolution:** resolution of IQAC proceedings should be posted college website regularly.

**Agenda 3:** Misc.

**Resolution:** There are no any agenda in Misc. The chair expressed thanks to all present members and concluded the meeting.

### **IQAC MEETING HELD ON 05-01-2018**

The meeting was attended by the following members:

Sl No.	Name of the members
1.	Dr. Ratan Kumar Nandi
2.	Dr. Lana Mukhopdhyay (Chairperson)
3.	Prof. Malancha Bandhyopadhyay (Naha)
4.	Dr. Gargi Mukhopadhyay
5.	Prof. Jilkod Mamun (Co-ordinator)
6.	Dr. Suven Das
7.	Prof. Suddhakalyan Mondal
8.	Dr. Purak Das

**Agenda 1:** AQAR submission for the session 2016-2017.

**Resolution:** The preparation and submission of AQAR 2016-2017 has been discussed and members were asked to take immediate steps in this regards.

**Agenda 2:** Analysis of Result of B.A., B.Sc. Part-I, Part-II & Part-III.

**Resolution:** Result of B.A., B.Sc. Part-I, Part-II & Part-III, 2017 were analysed to find patterns of development.

For students support NCC,NSS and counselling cells were encouraged to take more active steps in the regards.

For development of sports facilities the lack of space for the Gymnasium was zeroed as the main obstacles. It was resolved that particular space was to be given for the development of sports activities.

For career counselling tutorial class are to be arranged for students. Class notes and study materials are to be provided regularly. Extension classes are also to be arranged for attendance extension. Following decisions were taken to this end.

- a) Dr. Jagabandhu Behera will take responsibility of arranging tutorials class Dr. Behera will also submit the report of tutorial class.
- b) Sri Subash Ch. Mondal mentain and submit the report of deferent attendance register for tutorial classes.
- c) Attendance will be given extra credit.
- d) Attendant report will be posted in the college website and notice board.
- e) Principal will personally look after regular of students.

**Agenda 3:** Misc.

**Resolution:** There are no any agenda in Misc. The chair expressed thanks to all present members and concluded the meeting.

### **IQAC MEETING HELD ON 20-02-2018**

The meeting was attended by the following members:

Sl No.	Name of the members
1.	Dr. Lana Mukhopdhyay (Chairperson)
2.	Dr. Gargi Mukhopadhyay
3.	Dr. Sudakshina Ray
4.	Prof. Jilkod Mamun (Co-ordinator)
5.	Prof. Nirmal Das – Bursar
6.	Prof. Subhas Chandra Mondal
7.	Prof. Suddhakalyan Mondal
8.	Dr. Purak Das

**Agenda 1:** IQAC organize seminar.

**Resolution:** IQAC will organize a Seminar on CBCS. Our University will be introduced CBCS from the academic session 2018-2019. Malancha Bandopadhyay and Purak Das would be delegate & to take the responsibility to conduct this seminar.

**Agenda 2:** Analysis of Result of B.A., B.Sc. Part-I, Part-II & Part-III.

**Resolution:** The result of B.A. , B.Sc. part-I, II,III , 2017 were fully discussed to find out the loopholes. IQAC gave some suggestion like – tutorial class, special class, supplying study materials.

IQAC also suggested to arrange class test in every month.

**Agenda 3:** Misc.

**Resolution:** There are no any agenda in Misc. The chair expressed thanks to all present members and concluded the meeting.

### **IQAC MEETING HELD ON 23-05-2018**

The meeting was attended by the following members:

Sl No.	Name of the members
1.	Dr. Lana Mukhopdhyay (Chairperson)
2.	Dr. Manika Biswas (Mukherjee)
3.	Dr. Gargi Mukhopadhyay
4.	Dr. Sudakshina Ray
5.	Prof. Jilkod Mamun (Co-ordinator)
6.	Prof. Nirmal Das – Bursar
7.	Dr. Suven Das
8.	Prof. Subhas Chandra Mondal
9.	Dr. Purak Das

**Agenda 1:** Reporting the activities of all committees.

**Resolution:** The performance of the Examination Committee, Attendance Committee, and Leave Committee for the last year has been discussed. The convenors of these committees are to be requested to submit their annual report to the IQAC.

**Agenda 2:** AQAR preparation of 2017-2018.

**Resolution:** The co-ordinator of IQAC will also notify the convenors of the rest of 38 committees to submit their annual reports to the co-ordinator.

The preparation & submission of AQAR 2017-2018 were discussed and following persons were given specific responsibilities as listed below.

I- Jilkod Mamun.

II- Jagabandhu Behera, Jasmeet Singh.

- III- Malancha Bandyopadhyay, Suven das.
- IV- Subhash Ch. Mondal, Sudda Kalyan Mondal.
- V- Purak Das, Sudda Kalyan Mondal.
- VI- Sudakshina Ray.
- VII- Monika Biswas.

**Agenda 3:** Present scenario of students' support service.

**Resolution:** The performance of NCC unit was discussed and was found to be satisfactory. Following issues were emphasized:-

- a) Appointment of trained NCC officer.
- b) Participation of troops in various campus.
- c) Arrangement for students for appearing in B & C certificate exams.

Regarding NSS, it was found that their performance was satisfactory and the two units were asked to provide detailed annual programme list for upgradation of NSS.

Due to heavy academic schedule of students , regular career counselling programmes were hard to arrange but particular emphasis was laid on organizing campus selection programmes.

Regarding cultured activity , Dr. Gargi Mukherjee was given one responsibility of looking after and bettering the academic environment of the college.

For extension of extra-curricular activities, further resources were to be given for preparation and participation of students in youth parliament competition.

**Agenda 4:** Next NAAC preparation.

**Resolution:** Next NAAC procedure would be continued and all committees will be smoothly activated for these purpose and specially another meeting would be held regarding this issue.

**Agenda 5:** Misc.

**Resolution:** There are no any agenda in Misc. The chair expressed thanks to all present members and concluded the meeting.