

# RISHI BANKIM CHANDRA COLLEGE FOR WOMEN

Naihati, North 24 Parganas, West Bengal

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## DATE OF MEETING - 24.08.2022

### Agenda 1- Acceptance of AQAR 2019-2020

**Resolution-** The committee was informed that AQAR (2019-2020) has been approved and accepted by NAAC.

### Agenda 2- Preparation of AQAR (2020-2021)

**Resolution-** The committee agreed that steps should be taken to prepare AQAR (2020-2021). Dr. Manika Biswas, Dr. Jagabandhu Behera, Dr. Jilkod Mamun, Dr. Tuliam Dey, Dr. Jasmeet Singh, Dr. Suddha Kalyan Mondal, Dr. Sudakshina Ray, Smt. Moumita Biswas were given the responsibility of preparing the AQAR.

### Agenda 3- Redesigning the College Website

**Resolution-** The IQAC approved redesigning of the college website. A website committee was formed to look over the upgradation of college website. The committee consisted of Dr. Sudakshina Ray, Dr. Tuliam Dey, Sourangshu Halder, Shreyasi Guha Roy, Laxmi Kanta Das and Souhardya Roy.

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## **DATE OF MEETING - 28.09.2022**

### **Agenda 1- Status of AQAR (2020-2021)**

**Resolution-** Prof. Teresa Namchu was given the task of completing Criteria-1. Sri Sourangshu Halder and Shreyasi Guha Roy were included as invitee members in the IQAC committee. Work has been done in preparation of AQAR, some data collection were pending which the committee suggested to be completed as soon as possible.

### **Agenda 2- Operation of Virtual Classroom**

**Resolution-** The teachers were asked to take virtual and ICT enabled classes. A schedule will be prepared to monitor proper utilization of virtual classroom.

### **Agenda 3- Publication of departmental journals and magazines**

**Resolution-** IQAC recommended the publication of departmental magazines and student seminars. Teachers' Council proposed to give scholarships to meritorious students of Arts and Science.

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## **DATE OF MEETING - 23.12.2022**

### **Agenda 1- Status of AQAR (2020-2021)**

**Resolution-** Work is on progress for submission of AQAR (2020-2021). Student-Computer ratio and IPR address to be noted by Jagabandhu Behera.

### **Agenda 2- Ad-on Courses**

**Resolution-** The committee advised the commencement of Add-on courses by various departments. Teresa Namchu, Shreyasi Guha Ropy, Suddha Kalyan Mondal and Jasmeet Singh were assigned the job to supervise the organization of add-on courses. Each course will be of 30 hours duration.

### **Agenda 3- Preparation of AQAR (2021-2022)**

**Resolution-** AQAR (2021-2022) was targeted to be prepared by January 2023. Teresa Namchu was assigned to prepare Criteria-1, Dr. Jagabandhu Behera would prepare Criteria-2, Sourangshu Halder and Dr. Jasmeet Singh would prepare Criteria-3, Dr. Tulima Dey would prepare Criteria-4, Dr. Suddha Kalyan Mondal would prepare Criteria-5, Dr. Sudakshina Ray would prepare Criteria-6, and Moumita Biswas would prepare Criteria-7.

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## **DATE OF MEETING - 09.01.2023**

### **Agenda 1-** Beautification of College Campus

**Resolution-** The committee approved that measures should be taken to beautify college campus. Wall painting, roof garden, cleaning the campus and other similar steps should be taken.

### **Agenda 2-** Preparation of Academic Calendar and College Calendar

**Resolution-** College Calendar should be prepared by Sourangshu Halder. Academic Calendar (2022-2023) to be prepared by Nirmal Das.

### **Agenda 3-** Seminar on NEP and NAAC

**Resolution-** IQAC to organize a seminar on NEP and NAAC.

### **Agenda 4-** Promotion of teachers

**Resolution-** Promotion of teachers to be supervised by Dr. Suddha Kalyan Mondal, Moumita Biswas, Dr. Sudakshina Ray, Dr. Jagabandhu Behera.

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## **DATE OF MEETING - 27.03.2023**

### **Agenda 1- Add-on Course**

**Resolution-** IQAC proposed that minimum 15 add-on courses to be started for this academic session.

### **Agenda 2- SWAYAM and MOOC courses**

**Resolution-** The committee proposed that students should be encouraged to enroll in SWAYAM and MOOC courses. Dr. Jagabandhu Behera was assigned the duty to arrange awareness programmes involving students.

### **Agenda 3- Feedback Report**

**Resolution-** Feedback committee was asked to prepare feedback reports of students, teachers, NTS and alumni.

### **Agenda 4- Departmental Seminars and Journals**

**Resolution-** All departments were asked to organize departmental seminars. Steps should be taken for publication of departmental journals by all departments.

### **Agenda 5- NSS activities**

**Resolution-** NSS was directed to organize programmes on Swachhh Bharat, AIDS awareness, gender sensitization in collaboration with English, Political Science and Education departments.

### **Agenda 6- Memorandum of Understanding**

**Resolution-** Steps should be taken to increase the number of MoUs involving faculty exchange programmes, sports and cultural activities, job fairs etc.

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## **DATE OF MEETING - 26.04.2023**

**Agenda 1-** Submission of Academic Audit (2020-2021)

**Resolution-** The format of Academic Audit was discussed. Faculty profile to be prepared by Dr. Sudakshina Ray, Dr. Jasmeet Singh and Sourangshu Halder. Curriculum to be prepared by Dr. Suddha Kalyan Mondal and Dr. Jagabandhu Behera. Students profile by Lakshmikanta das and Shreyasi Guha Roy. Feedback and best practices to be prepared by Moumita Biswas. To be submitted by April 2023.

**Agenda 2-** Status of AQAR (2021-2022)

**Resolution-** AQAR (2021-2022) almost ready. It will be targeted to be submitted by May 2023.

**Agenda 3-** Publication of college journals, infrastructural development

**Resolution-** IQAC proposed the publication of college journal, departmental journals, college annual report, Yoga programmes, remedial classes and setting up of eco-friendly college campus.

**Agenda 4-** Computer Literacy Course for college staffs

**Resolution-** It was decided in the meeting that a computer literacy training programme will be arranged for Teaching and Non-teaching staffs of the college.

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## **DATE OF MEETING - 24.05.2023**

**Agenda 1-** Submission of AQAR (2021-2022)

**Resolution-** The IQAC coordinator notified the members that the AQAR (2021-2022) has been uploaded successfully.

**Agenda 2-** Preparation of AQAR (2022-2023)

**Resolution-** It was decided in the meeting that preparation of AQAR (2022-2023) will start soon. Criteria-1 to be prepared by Teresa Namchu, Dr. Jagabandhu Behera would prepare Criteria-2, Sourangshu Halder and Dr. Jasmeet Singh would prepare Criteria-3, Dr. Tulima Dey would prepare Criteria-4, Dr. Suddha Kalyan Mondal would prepare Criteria-5, Dr. Sudakshina Ray would prepare Criteria-6, and Moumita Biswas would prepare Criteria-7.

**Agenda 3-** Career Advancement Programme

**Resolution-** IQAC proposed the conductance of Career Advancement Programme for teachers in collaboration with The George Telegraph Institute, Kalyani.

**Agenda 4-** Preparation of Departmental Profile and Value Added Courses

**Resolution-** IQAC proposed that all HODs should prepare departmental profile. Value Added Courses in needle work and Yoga can be arranged by the college.

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