

**MINUTES OF IQAC MEETING HELD ON 14.09.2022 (WEDNESDAY) AT 4-15 pm IN ROOM NO. 7B**

**Members present:**

1. Dr. Sital Prasad Chattopadhyay (Principal)
2. Dr. Arnab Chaudhuri (Coordinator, IQAC)
3. Smt. Sadhana Bose (Member from the local society)
4. Prof. Chaitali Mukhopadhyay (Member from the Management) - joined online
5. Dr. Arkadeep Mitra (Teacher Member)
6. Dr. Arkajo Majumdar (Teacher Member)
7. Sri Shyamsundar Dhara (Teacher Member)
8. Sri Soumendra Laha (Teacher Member)
9. Dr. Kausik Mukhopadhyay (Teacher Member)
10. Smt. Mitali Roy (Teacher Member)
11. Sri Sandip Mukherjee (Student Member)
12. Dr. Partha Karak (Invitee)

The meeting started with the welcome address by the Principal. He informed the members about the directive from Bikash Bhavan regarding the mandatory NAAC Accreditation for all undergraduate Colleges.

**AGENDUM 1: Confirmation of the proceedings of the previous meeting held on May 06, 2022 and matter arising of it**

The Coordinator, IQAC presented the minutes of the meeting held on May 6, 2022, at 2pm in the IQAC Room (7B) for confirmation. The same were duly confirmed by the members present.

**Discussion on matters arising from the minutes of the previous meeting:**

Agendum 4: Reporting regarding CAS of several teachers:

Dr. Arkadeep Mitra (Teacher Member) pointed out that the aspirant teachers should show more involvement and initiative in preparing their Documents for their Career Advancement Scheme (CAS).

Dr. Kausik Mukhopadhyay (Teacher Member) at this point expressed his willingness to organize a collective effort to expedite the said process.

Agendum 2: Briefing by the Coordinator regarding the aims and objectives of the IQAC and work for the present year:

Dr. Arkajo Majumdar (Teacher Member) proposed introduction of the ' Mentor-Mentee' system from the current academic session despite the fact that it is no longer required for the newly revised accreditation process of NAAC. He emphasised that introduction of such a system would earn credit for the Institution as it is a good practice for the learner-centric environment.

*Arnab Chaudhuri*  
14/09/2022

*Sital Prasad Chattopadhyay*  
14/09/2022

**AGENDUM 2: Briefing by the Coordinator on the activities of the IQAC in the last four months**

Dr. Arnab Chaudhuri (Coordinator, IQAC) briefed the assembly about the major events conducted under IQAC during the period mentioned with a special reference to a recent workshop of 10 days' duration on spoken Sanskrit, organised by the Department of Sanskrit in collaboration with Sanskrita Bharati.

**AGENDUM 3: Special briefing on the recent visit of Swami Shastrajnanananda, Secretary, Ramkrishna Mission, Saradapitha, Belur Math**

The Coordinator, IQAC presented a brief account of the said visit and offered certain highlights regarding the talk delivered by Swamiji.

Dr. Arkadeep Mitra opined that in order to facilitate the process of the Academic audit of the Institution, the various Departments should promptly furnish all required data in the excel formats which will be soon available to them.

In connection of the Academic Audit, a committee was proposed by Prof. Chaitali Mukhopadhyay comprising the following members:

- Coordinator, IQAC,
- Inspector of Colleges (University of Calcutta),
- Prof. Chaitali Mukhopadhyay (IQAC Member from the Management),
- Swami Shastrajnanananda, Secretary, Ramkrishna Mission, Saradapitha, Belur Math,
- Dr. Anupa Saha (Scottish Church College).

The Coordinator, IQAC, informed the members that procurement of the CPP1 (Certificate) is urgently necessary for establishing the affiliation status of the Institution and he proposed that the responsibility to procure the said document be conferred on Dr. Arkadeep Mitra. Dr. Mitra readily agreed to undertake the responsibility.

It was next informed by the Coordinator that the students' pass-out record of the last 5 years is to be obtained from the Calcutta University and he requested Dr. Arkajo Majumdar to see to this matter. Dr. Majumdar readily agreed to help.

**MISCELLANEOUS:**

Dr. Partha Karak (Invitee Member to the Meeting) expressed the need for an Orientation Programme about the CBCS System for the students newly admitted to Semester 1.

In this connection, the Coordinator, IQAC, announced that one such programme will be organised for the Bio-Science students on 20.09.2022. He also assured that similar programmes can also be arranged for students of other streams as well.

14/09/2022

Chaitali Mukhopadhyay  
14/09/2022

On the enquiry of the Coordinator, IQAC, Prof. Soumendra Laha responded that the analysis on Guardians' Feedbacks is now complete, though, the analyses on students' Feedbacks and those from the Alumni are yet to be completed.

Dr. Arkajo Majumdar (Teacher Member) enquired about the status of the activation of the ERP system.

Dr. Arkadeep Mitra responded that the system is ready for implementation and only awaiting the required training for the faculty members to be initiated to the new system.

Dr. Arkajo Majumdar expressed the need for collecting the AQARs of the previous years.

Next, Dr. Arkadeep Mitra initiated the crucial discussion on several infrastructural issues like renovations and repairs in the Campus which are urgently needed and the deplorable condition of the Central Library and the general lack of cleanliness in the campus. He also emphatically pointed out that the effort for acquiring a NAAC Accreditation would be a futile one for the Institution if the above mentioned areas are left uncared for.

Dr. Mitra also pointed out that regular cleaning, maintenance and safety of the Laboratories is another area where there is a perceptible lacuna which should be addressed urgently.

He further suggested that signboards and display boards be installed at various required spots in the Campus to facilitate the students.

The teacher members unanimously expressed the need for the renovation of the Central Library.

Smt. Sadhana Bose (Member from the local society) proposed that negotiation for M. P. Fund be initiated for the required expenditure towards the renovation of the Library. She also urged the Principal for better initiative towards the improvement of the surrounding environment of the Campus.

In response, the Principal expressed his wholehearted readiness to see to the said matters. He also informed the members of a recent visit of the team of Engineers from PWD and their recommendations for laser mapping of the entire building for planning the thorough repair work.

Regarding the issue of shifting the books and assets from the Central Library in case any major repair work is undertaken, Prof. Mitali Roy proposed that such transportation tasks could be entrusted to external agencies, though there might be hefty charges involved.

In response to the enquiry of the members regarding the installation of CCTV cameras in the Campus, the Principal reported that the said matter has been discussed with the other two Colleges, sharing the same premise with our Institution, and the installation process would commence soon.

Dr. Arkajo Majumdar next enquired about the status of the proposed purchase of a few more LCD projectors to increase the number of ICT-enabled classrooms in the Campus.

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At this point Sri Sandip Mukherjee (Student Member) commented whether all the Departments would be in a position to use the said instruments to the fullest of their capacity and whether proper maintenance and safe-keeping would be possible for those expensive instruments.

Dr. Arkajo Majumdar expressed the need for the creation of Asset IDs which matter was readily agreed upon by all the members present. Sri Sandip Mukherjee (Student Member) enquired about the status of inventory registers of various Departments. Dr. Arkadeep Mitra confirmed that most of the Departments of Science maintain updated inventory registers.

Dr. Arkajo Majumdar further expressed his concern regarding the sensitization of the Office Staff as total co-operation is needed from their end to obtain various data required for the preparation of NAAC Accreditation.

With no further matter left for discussion, the meeting was duly ended with a vote of thanks from the Coordinator, IQAC.

*Arumeeel*, 14/09/2022

*Sri Sandip Mukherjee*  
14/09/22