

Minutes of the meeting of the IQAC held on 03/02/2022

Item No.1: To finalize the lesson plan

Resolution: It was resolved that the proposed Lesson Plan would be circulated among all the departments of our college for its proper execution. The HoD of all the departments would be requested to display the Lesson Plan in the Departmental Notice Board well ahead of the start of academic session.

Item No.2: To include new members in the IQAC

IQAC coordinator reported that as per NAAC guidelines regarding composition of the IQAC some new members may be included in the IQAC of our institution from the following units for better planning and monitoring of our institution.

1. Three teachers from our college
2. One member from the Management
3. Few senior administrative officers
4. One nominee each from local society, students and alumni
5. One nominee each from Employers/Industrialists/Stakeholders

Resolution: It was resolved that the Teacher-in-Charge of Raigan jSurendranath Mahavidyalaya would be requested to consider the proposal of IQAC and initiate the necessary process for incorporating new members in the IQAC as early as possible.

Item No. 3: To augment basic amenities in the institution

Dr.Sankar Kumar Roy, IQAC coordinator proposed to include some new journals in our library considering the need of our students and teachers. He also proposed to increase the IT facilities in the existing Seminar Halls.

Resolution: It was resolved that in this regard a notice would be circulated among all the teachers of the institution requesting them to submit the names of new journals needed for their departments. It was also resolved that necessary initiative would be taken to increase the no. of Seminar Halls with IT facilities and enhance the IT facilities in the existing Seminar Halls.

Item No. 4: To conduct result meetings

It was resolved that all the HoDs of our institution would be requested to convene a meeting of their respective departments for analyzing the result of their respective students immediately after publishing results and submit a report of the same to the IQAC coordinator.

Item No.5: To arrange for feedback responses from students

It was resolved that all the departments of our institution would share the responsibility to collect students' feedback responses (available on the IQAC website), analyze them in tabular form, and submit a report of the same to the IQAC coordinator.

Item No.6: To form criterion-wise committees

It was resolved to form 7(seven) criterion-wise committees to expedite the IQAC activities for the completion of AQAR timely. The committees that have been formed comprise with the following members along with a convener of each committee:

CRITERION I-CURRICULAR ASPECTS:

Dr. Abdus Sabur (Convener), Dr. Prianjalee Banerjee, Azmalul Alam

CRITERION II- TEACHING-LEARNING AND EVALUATION:

Dr. Debasmita Banerjee(Convener), Dr. Rakhee Das Biswas, Dr. Kamala Rani Bhattacharyya

CRITERION III- RESEARCH, INNOVATIONS AND AND EXTENSION

Dr. Sujit Ghosh (Convener), Dr. Abhinandan Das, Sanat Kumar Singha

CRITERION IV-INFRASTRUCTURE AND LEARNING RESOURCES

Dr. Sankar Kumar Roy (Convener), Anindra Biswas, Nilima Moktan, Tariq Anowar)

CRITERION V – STUDENT SUPPORT AND PROGRESSION

Shila Saha (Convener), Chandana Saha, Choden Yolmo

CRITERION VI – GOVERNANCE, LEADERSHIP, AND MANAGEMENT

Dr. Abhijit Mandal (Convener), Arup Sanyal, Provash Roy Chowdhury, Pranati Mazumdar

CRITERION VII – INSTITUTIONAL VALUE AND BEST PRACTICES

Dr. Subrata Ghosh (Convener), Dr. Meghlal Mallik, Dr. Sujoy Ghosh, Dr. Shimul Chandra Sarkar

Item No. 7: To sensitize all departments to transfer departmental records into a database

It was resolved that all departments would be requested to update the records of their students and other departmental records into a database.

Item No.8: To organize webinars/seminars/special lectures

Resolution: It was decided that each department of our institution would organize two special lectures in their department for the ongoing session. The speaker selected by the department for this purpose would be paid Rs. 1000/ as honorarium per lecture. For payment, the respective department is required to submit a detailed report of the Special Lecture in written to the IQAC coordinator.