



**Tara Devi Harakh Chand Kankaria**  
**Jain College**

**MINUTES OF IQAC MEETING**

A meeting of the Academic Committee was held on 27<sup>th</sup> August, 2019 in AV Room II from 10:30 am under the Chairmanship of the Principal. All the faculty members of B.A/B.Sc./B.Com/BBA departments were present. Principal welcomed all the members and invited agenda-wise discussion.

**AGENDA 1**

**EXPLANATION OF THE NAAC (2020-21) ASSESSMENT PROCESS**

Dr.Suchismita Das, co-ordinator of the IQAC, discussed the new NAAC accreditation process for the next inspection cycle to be held in the academic year 2021-22 to the IQAC members and other faculties. The followings were elaborated:

- Registration on the NAAC portal
- Submission of AQAR of the earlier academic session by 31<sup>st</sup> Dec of every year
- The processes of filing IIQA, SSR, DVV, SSS
- The newly introduced Quantitative metrics(70%)and data validation
- Peer team visit for validation of Qualitative metrics (30%)

Responsibilities were given to faculty members for criterion-wise data collection and documentation

**AGENDA 2**

**DEPARTMENTAL RESPONSIBILITIES**

- The departmental heads were asked to fill-up the Academic Record Book for the academic year 2018-19 by 30<sup>th</sup> of September, 2019 as a part of the AQAR submission process.
- The heads were told to distribute the Parents' Feedback form among the students and collect the filled up forms for further analysis.
- The teachers were given guidelines to keep track of pass-out students and their current academic or professional status.
- Every department must maintain a record of all the events/ excursions/ visits and any other activities both of teacher and of students.
- The students must be encouraged to participate in various intra and inter-college activities.

The members were informed that an Academic Core Committee as well as Steering Committee would be created to expedite the process of data collection and documentation.

### AGENDA 3

#### MISCELLANEOUS

- Principal asked the members to come up with suggestions for certificate courses which could be introduced in the current as well as upcoming academic sessions.
- Principal recommended faculty members to make use of online resources and software to enhance the teaching-learning process and facilitate the students.

There being no other business, the meeting ended with a Vote of Thanks to the Chair.

#### **IQAC Members present:**

1. W.S.
2. S. D.
3. R. S.
4. S. S.
5. N. Gupta
6. M. Banerjee
7. Swarna Ghosh
8. S. S.
9. Jannik Chatterjee
10. Rituparna Kundu



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**MINUTES OF IQAC MEETING**

A meeting of the IQAC members and departmental heads was held on the 11<sup>th</sup> of November, 2019 at 12:00 PM in the Principal's chamber. The Principal welcomed all the members and heads and invited agenda wise discussion.

**MINUTES OF THE MEETING**

**AGENDA 1**

**Confirmation of the Minutes of the last meeting**

Minutes of the last meeting were read out and confirmed by the House.

**AGENDA 2**

**Update about AQAR progress**

IQAC Coordinator Dr. Suchismita Das asked the IQAC members about the progress in criterion-wise data collection for AQAR that needs to be submitted within 31<sup>st</sup> December, 2019. Every members gave updates on the progression.

**AGENDA 3**

**Planning for the Internal Examination**

A discussion was held about conducting the internal examination of Sem1 and Sem3, and all the details were discussed. Principal asked the heads of individual departments regarding syllabus completion, overall performance of students in the class, and student attendance.

**AGENDA 4**

**Miscellaneous**

- Principal informed the members that a proposal had been sent to ICSSR jointly by the Departments of Commerce and Economics in collaboration with Vidyasagar Evening

College for sponsoring a One-Day National Seminar to be held tentatively in the month of December.

- Principal informed the members that Prof. (Dr.) Suchita Sinha will serve as CU nominee for College Governing Body.

There being no other business, the meeting ended with a Vote of Thanks to the Chair.

**IQAC Members present:**

1. MSF
2. S. Das
3. B. Das
4. S. Saha.
5. M. Banerjee.
6. N. Gupta
7. Swarna Shacker
8. G. Das
9. Jomink Chattj-
10. Rituparna Kundu



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**MINUTES OF IQAC MEETING**

A meeting of the IQAC members was held on the 27<sup>th</sup> of February, 2020 at 12:00 PM in the Principal's chamber. The Principal welcomed all the members and invited agenda wise discussion.

**MINUTES OF THE MEETING**

**AGENDA 1**

**Confirmation of the Minutes of the last meeting**

Minutes of the last meeting were read out and confirmed by the House.

**ACTION TAKEN REPORT**

- One-Day National Seminar organized by the Departments of Commerce and Economics in collaboration with Vidyasagar Evening College funded by ICSSR was held on 11<sup>th</sup> Jan, 2020. Around 100 participants registered for the event and it was well appreciated by everyone.
- The feedback collected from students and parents for the 2018-19 session was analysed and presented in the AQAR -2018-19 session.

**AGENDA 2**

**Finalizing proposals to be placed before the Governing Body for approval**

A discussion was held about the recommendations made by NAAC regarding the holistic development of students. Members gave their inputs about the activities that could be conducted for the students. The following proposals were finalized for placing before the Governing Body for approval:

- Two-day workshop to be organised by the Dept. of Journalism and Mass Communication for students
- Special Lecture session to be organised by the Dept. of English on 'Spoken English and Academic Writing' for Honours and General students based on their curriculum.
- Mushroom cultivation and vermicomposting to be done by the Dept. of Botany
- Career-counselling and placement facilities for students
- Conducting preparatory classes related to competitive exams for students.

- Inviting some school students of classes 11 & 12 for science popularization programme to be organised by various Science departments.
- Introducing yoga classes and gym facility for students
- Setting-up the online feedback mechanism for the students, alumni and parents

### AGENDA 3

#### Miscellaneous

Principal invited a discussion on the upcoming Part III University examination of the last batch of students under the Annual system to be held in the month of March/April. Updates were taken regarding performance of students in College tests and their preparation for final examination.

There being no other business, the meeting ended with a Vote of Thanks to the Chair.

#### **IQAC Members present:**

1. ~~MSD~~
2. S. Das
3. B. Das
4. S. Saha
5. N. Gupta
6. M. Banerjee
7. Swarna Ghosh
8. J. Das
9. Jonik Chattop
10. Rituparna Kundu





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**MINUTES OF IOAC MEETING**

An online meeting of the IQAC members was held on the 1<sup>st</sup> of June, 2020 at 08:00 PM on Google Meet platform. The Principal welcomed all the members and invited agenda wise discussion.

**MINUTES OF THE MEETING**

**AGENDA 1**

**Confirmation of the Minutes of the last meeting**

Minutes of the last meeting were read out and confirmed by the House.

**ACTION TAKEN REPORT**

- Mushroom cultivation and vermicomposting has been done by the Dept. of Botany
- Online feedback mechanism for the students, alumni and parents was prepared
- Due to enforcement of lockdown since March, 2020; most of the planned events could not be conducted. The Principal informed that mode of execution of the activities will change and has to be conducted through an online mode.

**AGENDA 2**

**Update regarding webinars conducted by NAAC**

- IQAC Coordinator Dr. Suchismita Das updated the members regarding several webinars organised by NAAC on NAAC Accreditation process, which she attended. Digital learning, Online yoga classes, UGC online courses on various subjects were emphasized by NAAC.
- Teacher member Prof. Sunita Saha briefed on the webinar she attended on 'Physical and emotional development of the youth for a better society', organized by NAAC.

Information regarding these programs has to be communicated to students through various online platforms. Depending on students' response on them, several activities may be conducted by College for their mental wellbeing.

**AGENDA 3**

**Discussion on data accumulation for AQAR 2019-20**

IQAC Coordinator informed the members:

- NAAC has opened the portal for the submission of AQAR 2019-20 on 1<sup>st</sup> June 2020. The final date for submission of the report is 31<sup>st</sup> December 2020. In case of late submission, the report will be accepted but it will be marked as late submission.
- From the academic session 2020-21, the AQAR format will change and will be equivalent to SSR.

Data related to departmental activities and publications as well as webinar/ conference/ workshop participation of faculty members should be collected online.

#### AGENDA 4

##### Organising college webinars

Members were informed about two upcoming webinars.

- The Dept. of Botany will conduct a webinar with NSS to observe World Environment Day on 5<sup>th</sup> of June, 2020.
- The Dept. of Economics will conduct a National webinar on Indian Economy in Post COVID-19 Prospects & Challenges on 9<sup>th</sup> of June, 2020.

Principal informed that webinars have to be organised to observe important days like:

- ‘International Yoga Day’ (on 21<sup>st</sup> June)
- ‘International Day against Drug Abuse and Illicit Trafficking’ (on 26<sup>th</sup> June).

Individual departments also have to plan subject- based webinars to ensure knowledge enhancement of students.




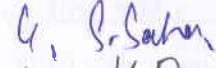
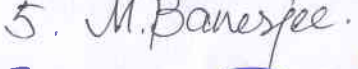


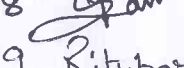
#### AGENDA 5

##### Miscellaneous

- Faculty members should be encouraged to participate in different webinars, faculty development program for skill and knowledge enhancement.
- National and International webinars should be planned for knowledge exchange.
- Video recording of the webinars and conferences should be uploaded on the YouTube channel of the college for the benefit of interested viewers.

There being no other business, the meeting ended with a Vote of Thanks to the Chair.

**IQAC Members present:**

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