



## **THK JAIN COLLEGE**

### **MINUTES OF IQAC MEETING**

A meeting of the IQAC and Academic Committee members was held on the 6<sup>th</sup> of August, 2020 at 11:00 AM in the Audio-Visual Room 1. The Principal welcomed all the members and invited agenda wise discussion.

#### **ACTION TAKEN REPORT**

- As discussed in the last meeting, several webinars at the international, national and state level were organized by various departments, IQAC and NSS.
- Teachers attended many webinars on NAAC accreditation framework and other subjects/themes organized by different colleges. IQAC coordinator attended several webinars organized by NAAC on revised accreditation framework.

#### **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**

##### **Academic Related Issues**

##### **1. Commencement of online classes for 3rd and 5th Semesters**

Principal informed that the new admission for the session 2020-2021 has not started yet. However, classes for Semesters 3 and 5 will be started subject to admission of the students to 2<sup>nd</sup> year and 3<sup>rd</sup> year in the new session.

- Date of commencement of classes was finalized as 25<sup>th</sup> August 2020.
- Mode of teaching will be through G-Suite Education as followed in the last session after announcement of pandemic and college closure.
- Time-table for online classes would have to be prepared by the departments based on the number of theoretical and practical classes required in each semester as per the curriculum.

##### **2. Student Enrichment Programs**

For enhancing the quality education, Principal asked the IQAC members and the departmental in-charges to conduct more student enrichment programs for the holistic development of the students. The In-charge of Department of Commerce reported that a 'Student Development Program' has already been started for B.Com students from 4<sup>th</sup> of August, 2020 and will continue till end of August.

### **3. Discussion on Mentor-Mentee process**

An informal mentoring of students by the teachers existed from the very beginning but a formal "Mentor-Mentee" process for BA/B.Sc./BBA programs has to be started from the 2020-2021 session.

The members were asked to prepare a department-wise list of students along with their mentors, which is to be circulated amongst the departmental teachers and students.

### **4. Library**

A discussion was made that some alternative arrangements must be made as students cannot visit library in the pandemic. It was decided that study materials will be uploaded on the college website.

### **5. Discussion of Part III/Semester VI University Examination**

The uncertainty around the conducting of the Part III (Annual system) for BA/B.Sc. and B. Com Semester VI University Examination was brought up for discussion. It was decided that preparations would be made for it so that the college was ready to conduct the examination if and when it was held. Students would be informed accordingly.

## **AGENDA 3**

### **Collecting alumni and student feedback**

- Feedback for the session '2019-2020' on curriculum, teaching-learning and college facilities would have to be collected from the students.
- Feedback from Alumni on curriculum has to be started as per NAAC criterion I.
- The feedback collection process would be conducted online (through Google form) so the members were asked to re-frame and design some of the questions under different categories accordingly.

## **AGENDA 4**

### **Initiate preparation for AQAR 2019-20**

IQAC Coordinator informed the members that the deadline for the submission of the AQAR for 2019-2020 was 31<sup>st</sup> December 2020. The coordinator requested the members to start collecting data from the departments and accounts.

## **AGENDA 5**

### **Miscellaneous**

- Principal recommended the faculty members pursuing Ph. D to make progress with their thesis writing as the academic load was comparatively less than usual during the pandemic period.
- It was discussed that teachers must be encouraged to attend more FDP programs.

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

**Members Present:**

1. WSL
2. S. Das
3. Mondal
4. Sindri/la Singha
5. Swarna Thakur
6. R. Roy
7. Ann
8. ~~Aditya~~
9. Rimidatta
10. ~~Gosh.~~
11. Mounika Marik
12. R. K. S.
13. Janki Chetty
14. Baner
15. Thumma mandal
16. N. Gupta
17. Debjani Sam.
18. - Brijesh Singh
19. Anjali Gupta
20. Anita Laha.



## **THK JAIN COLLEGE**

### **MINUTES OF IQAC MEETING**

A meeting of the IQAC members was held on the 20<sup>th</sup> of November, 2020 at 11:00 AM in the IQAC Room. The Principal welcomed all the members and invited agenda wise discussion.

#### **ACTION TAKEN REPORT**

- The Online Feedback has been collected from Alumni and students for the session 2019-2020. The data has been analysed and graphs were prepared for the 'AQAR report 2019-2020' to be submitted on Dec, 2020.
- The online classes of Semesters 3 and 5 have commenced from 25<sup>th</sup> August 2020.

#### **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**

##### **Academic Related Issues**

##### **1. Commencement of Semester 1 classes**

Principal informed that the 1<sup>st</sup> year admission process is almost complete and classes can start from 1<sup>st</sup> week of December through online mode.

- An Orientation Program would have to be conducted either on 1<sup>st</sup> or 2<sup>nd</sup> December, 2020 by all the departments through the Google Meet platform.
- A combined time-table for online classes of all three odd semesters (1, 3 and 5) would have to be prepared based on the number of theoretical and practical classes required in each semester as per the curriculum.

##### **2. Even Semesters University Examination**

- The results of Part III (Annual system) for BA/B.Sc. and B. Com. Semester 6 University Examinations 2020, have been published and more than 99% of students have graduated. A huge backlog of students from the earlier annual systems have also cleared all their supplementary papers and graduated.
- As per the latest notification from the University, the Even Semester Examination would have to be conducted for Semesters 2 and 4 in a similar manner as it was conducted for Part III and Semester 6 Examinations, 2020.



### AGENDA 3

#### AQAR progress report

IQAC Coordinator informed the members that the data has been collected for the AQAR report for 2019-20. The report is under preparation and would have to be submitted within 31<sup>st</sup> December 2020.

### AGENDA 4

#### Green campus initiatives

- A discussion was made on the installation of 'Solar Panel' on roof-top of the college building as an energy-conservation measure, as set by NAAC in criterion VII.
- The proposal of Dr. Rimi Datta, IQAC member and HOD, Department of Botany, on the production of "Organic Compost" from the garden leaves litter, was considered by other members. She added that the Department of Botany will take care and look after the compost project.

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

#### **Members Present:**

1. IBL
2. S. Das
3. Samr
4. Swarna Bhattacharya
5. R. Mukherjee
6. Rimidatta
7. Pratik Chatterjee
8. N. Gupta
9. Dr. S. Saha



## **THK JAIN COLLEGE**

### **MINUTES OF IQAC MEETING**

A meeting of the IQAC members was held on the 24<sup>th</sup> of February, 2021 at 11:00 AM in the IQAC Room. The Principal welcomed all the members and invited agenda wise discussion.

#### **ACTION TAKEN REPORT**

- AQAR '2019-2020' has been submitted on 24<sup>th</sup> Dec, 2020.
- A discussion has been made with a Senior Professor, who has agreed to be an expert and provide us consultation on construction of 'Organic compost' inside the campus.
- The proposal of installation of 'Solar Panel' on roof-top of the college has been forwarded to the Governing Body for their approval.

#### **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**

##### **AQAR update**

- IQAC coordinator reported that the AQAR for 2015-16 session was due according to the NAAC portal and had to be uploaded by 31<sup>st</sup> May 2021. The data collection for the same has been started.
- Further, the format for AQAR for the 2020-21 session has been modified by NAAC and is similar to the SSR format.

#### **AGENDA 3**

##### **Academic Related Issues**

##### **1. University Examinations**

- Results have been published for Even Semester Examinations (Semesters 2 and 4) and as expected, the performance of the students was very good and almost 99.9% students cleared the semesters, primarily because the exams were held in the digital mode. It was unanimously voiced by all members that the meritorious students are suffering as all students are getting high marks.
- To compel the students to study more harder, the IQAC members recommended that the teachers must take more tests in the oral/viva-voce mode during the classes. Practical classes should be made more interesting and teachers must either do live demonstration of

experiments or share with students the recording of experiments being performed by teachers.

- As per the latest notification from the University, the Odd Semester Examination would have to be conducted for Semesters 1, 3 and 5. The examination would be conducted through the digital mode. Question papers and examination schedule will be provided by the University. Students have to be notified regarding the examination rules and dates.

#### **AGENDA 4**

##### **Recruitment of Librarian and Teachers for Some Departments**

The post of the librarian has remained vacant for long time and all recruitments were closed due to college closure. A discussion was held that recruitment of Librarian and faculties in some of the departments has to be started.

#### **AGENDA 5**

##### **Revised Accreditation Framework of NAAC**

IQAC Coordinator informed that NAAC had updated the Accreditation Framework. It was suggested by some of the members that a webinar should be conducted for updating the teaching and non-teaching staffs of the college regarding the same.

#### **AGENDA 6**

##### **Miscellaneous**

A discussion was held regarding the webinars and online programs that were to be conducted in the upcoming session.

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

##### **Members Present:**

1. USP
2. S. Das
3. [Signature]
4. Swarna Ghosh
5. Rimidatta
6. Roula
7. N. Gupta
8. Smita Saha



## THK JAIN COLLEGE

### MINUTES OF IQAC MEETING

A meeting of the IQAC members was held on the 4<sup>th</sup> of May, 2021 at 11:00 AM in the IQAC Room. The Principal welcomed all the members and invited agenda wise discussion.

#### **ACTION TAKEN REPORT**

- Approval has been given by Governing Body for installation of 'Solar Panel' on roof-top of the college building as an energy-conservation measure.
- Advertisement has been given in leading newspaper for recruitment of Librarian and faculties in some of the departments.

#### **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**

##### **Self-Appraisal of Faculties**

Discussion on self-appraisal of faculties was made and it was decided that it has to be started from the current session 2020-2021. The questions were framed by the members, which will be circulated to the full-time teachers.

#### **AGENDA 3**

##### **NAAC Related Issues**

The IQAC coordinator reported that the college closure for such a long time has resulted in slowing of data collection, analysis and writing reports of NAAC. The college closure has enormously hampered the functioning of IQAC.

#### **AGENDA 4**

##### **Academic Related Issues**




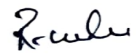

- Sri Soumik Chatterjee, an IQAC member and HOD of Dept. of Journalism and Mass Communication informed that the faculties and students of his department is organizing a webinar to celebrate the 100 years of leading Bengali newspaper "Anandabazar Patrika" on 12<sup>th</sup> May, 2021.



- Smt. Sunita Saha, an IQAC member and teacher of Dept. of Commerce informed that as a skill development program for students, a free program on digital literacy and digital communication by BFSI Sector Skill Council of India will be organized between 14<sup>th</sup> May to 31<sup>st</sup> May, 2021. The National skill development Corporation (NSDC) in collaboration with Microsoft will be providing free access to learning resources and conduct digital skill awareness drives.

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

**Members Present:**

1. 
2. 
3. 
4. Swarna Shacker
5. Sunita Saha
6. 
7. Rimidatta
8. 
9. N. Gupta