

A meeting of the IQAC members with all the faculty members of T.H.K Jain College was held on the 5th of July, 2018 at 12:00 PM in AV Room I under the Chairmanship of the Principal. 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.

AGENDA 2

Strategy for successful implementation of CBCS in the session 2018-19

Principal informed the following to all the faculty members:

- Under the CBCS system, timely completion of the syllabus has to be given priority in compliance with the schedule set by the University. In-charge of the department would have to ensure that the syllabus is covered in the stipulated time.
- Every faculty member would have to prepare a teaching plan and follow it to ensure syllabus completion.
- The in-charge of individual departments would have to give a report on the suggestions given by the BOS.
- Under the CBCS system regular class tests would have to be conducted by the departments and a Parent-Teacher meeting would have to be held for the first semester students to keep the parents updated regarding the performance of their wards.
- Parents' feedback and Students' feedback regarding the CBCS system will be collected after the completion of the 1st Semester final examination.
- Departments would have to conduct co-curricular and extra-curricular activities as far as possible alongside regular classes.
- Requisition for laboratory equipment and new books as per the CBCS syllabus for the upcoming semester would have to be submitted to the Principal and the Librarian respectively before the initiation of the semester. Department in-charges were to consult each other regarding laboratory requirements.
- Students would have to be cautioned regularly by the faculty members to maintain the required attendance percentage.

The Exam pattern under the CBCS system was explained and discussed by the IQAC co-ordinator including the Tutorial/ Practical Examination, Internal Assessment and End-Semester Examination.

A discussion was held regarding the credit hours as per the guideline of the University (1 credit= 1 hour for Theory and 1 credit= 2 hours for Practical). After a detailed discussion, it was decided that each period will be of 45 minutes instead of 1 hour/ 2 hours but total number of hours for each paper as per the University guideline will remain unchanged. (Number of classes to be increased accordingly)

AGENDA 3

Distribution of workload for preparation of the AQAR for the 2017-18 session.

Principal allocated criteria-wise responsibilities to the members of the IQAC:

- Principal- Criteria VI
- Suchismita Das- Criteria II & III
- Sangbad Banerjee- Criteria V
- Soumik Chatterjee- Criteria IV
- Tulika Saha- Criteria VI
- Sunita Saha- Criteria VII
- Paromita Manna- Criteria I

AGENDA 4

Miscellaneous

- Mid-term examination for the students under the Annual system would be held at the end of November or beginning of December.
- Departments of Zoology and Geography informed the Principal that departmental excursions would be conducted in the month of December as a part of the syllabus.

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

IQAC MEMBERS PRESENT

1. *W.S.* → 5/7/18
2. *S.D.* 5/7/18
3. *S. Banerjee* 05/07/2018
4. *Paromita Manna* 5/7/18
5. *Sunita Saha* 5/7/2018.
6. *Soumik Chatterjee* 5/7/18
7. *Tulika Saha* 5/7/18

A meeting of the IQAC members of T.H.K Jain College was held on the 4th of September, 2018 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

- Teacher members submitted the data collected for AQAR to the IQAC co-ordinator.
- Discussion was held by the members on the progression of the syllabus as informed by the different departments.

AGENDA 2

Introduction of New Course

A discussion was held regarding the introduction of a new course. Based on the feedback by individual departments it was decided by the IQAC members that the proposal for the introduction of a new General Course, Human Development, from the session 2019-20 for the students of Food and Nutrition Hons, would be given to the next Governing Body meeting.


AGENDA 3

Increase in Intake capacity

Members discussed the proposal to increase the intake capacity given by the departments of Zoology (Hons.), Journalism and Mass Communication (Hons.) and Food and Nutrition (Hons.) and Film Studies (Gen). The proposal was accepted and it was decided that applications would be sent to the University to initiate the process of increasing the intake capacity for these departments.

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

IQAC MEMBERS PRESENT

1.  4/9/18
2. S. Das 4/9/18
3. Sunita Saha 4/9/18
4. Jonnik Chatterjee 4/9/18
5. Jyoti Saha 4/9/18

A meeting of the IQAC members with all the faculty members of T.H.K Jain College was held on the 8th of January, 2019 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

- IQAC coordinator informed the members that the AQAR for the session of 2017-18 had been submitted on 22nd Dec 2018.

AGENDA 2

Reconstitution of the IQAC Committee for session 2019-20

The Committee finalised names of members who would be a part of the reconstituted Committee for the session 2019-20. Names of Prof. Paromita Manna and Prof. Sanbad Banerjee were excluded on account of discontinuation of their service and the following names were approved to become new members of the IQAC:

Prof. Neeloy Gupta

Prof. Madhureema Banerjee

Prof. Rituparna Kundu

Prof. Rimi Dutta

Prof. Swara Thacker

AGENDA 3

Discussion on New Methodology for Assessment and Accreditation

IQAC Coordinator informed the members that a new methodology for accreditation had been introduced by NAAC. Quantitative (QnM) as well as Qualitative (QIM) metrics would be taken into account. A new format for Student satisfaction survey (SSR) had been provided. From the session 2019-20, an online feedback system would have to be introduced to collect feedback from all stakeholders (student, parents, alumni etc.).

AGENDA 4

New questionnaire for collecting feedback on CBCS from parents of 1st Semester students

A new questionnaire for collecting feedback on CBCS from parents of 1st Semester was finalised for distribution.

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

IQAC MEMBERS PRESENT

1. *W.A.* 8/1/19
2. *S. Das* 8/1/19
3. *S. Banerjee* 08/01/2019
4. *Swati Saha* 8/1/2019.
5. *Jannik Chetty* 8/1/2019
6. *Mike Sam* 5/1/2019

A meeting of the IQAC members of T.H.K Jain College was held on the 13th of May, 2019 at 12:00 PM in AV Room I under the Chairmanship of the Principal. 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.

AGENDA 2

Admission Process

Principal informed the members about the following points:

- Admission process from the next session (2019-20) will be conducted online
- C.U registration process will also be conducted online
- Students must receive the registration certificate within the 1st week of November
- The online admission date should be retrieved from the portal and submitted to C.U registration
- Total number of seats available for new admissions is 1088
- New subjects will be introduced from this session- Human Development (General) and B.A. Hons. In Library Information and Studies

Principal informed the members about the admission process in detail. Subject combinations were read out and confirmed with each department. A suggestion was put forward by members that the Generic Electives for every course should be clearly mentioned in the admission portal for registration.

AGENDA 3

Issues related to the new academic session (2019-20)

IQAC coordinator informed the members about the following points:

- A meeting should be held by all the departments regarding syllabus distribution and teaching plan for the next session
- SEC options that each department is going to offer in the next semester must follow according to the instructions of the BOS
- The members suggested that the number of classes allotted per department will have to be increased to incorporate SEC courses.
- IQAC members informed the Principal that there is shortage of teachers for the next session and more teachers must be appointed.



AGENDA 4

Online Marks Submission for Internal Examination, 2019 for Sem II

Principal informed the members that the dates for online marks submission for the Internal Examination were from 15th May to 7th June, 2019.

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

IQAC MEMBERS PRESENT

1.  13/5/19
2. S. Das 13/5/19
3. Sunita Saha. 13/5/2019.
4. Jonmik Chetty, 13/5/2019
5.  13/5/19