

## **DHRUBA CHAND HALDER COLLEGE**

### **Resolution of the meeting of IQAC held on 22.04.2017**

A meeting of the IQAC, Dhruba Chand Halder College was convened on 22.4.2017 in the IQAC Room in the presence of under mentioned members to consider the following agenda. Dr. Satyabrata Sahoo, Chairperson of the committee, presided over the meeting.

#### Members:

1. Dr. Mossior Rahaman –sd/-
2. Prof. Shyamal Banerjee –sd/-
3. Prof. Abhijit Pathak –sd/-
4. Prof. Tarak Dey –sd/-
5. Dr. Rupa Acharya –sd/-
6. Prof. Bratati Dey – sd/-
7. Prof. Achyutananda Biswas –sd/-
8. Saddam Hossain Molla –sd/-

#### Agenda:

1. To read and confirm the minutes of the previous meeting.
2. To update/ upgrade students' feedback form.
3. To rewrite college vision and mission statement and core values.
4. Tabulation of feedback data for AQAR.
5. To frame and propose some guidelines in framing norms of admission as a mark of quality measure.
6. To organize a seminar by IQAC on 'Quality of Higher Education' related field.
7. Miscellaneous.

#### Discussion and decisions:

1. Minutes of the last meeting of IQAC held on 11.02.2017 was read and confirmed.

The Chairperson of IQAC, Dr. Satyabrata Sahoo , reported that at present, the coordinator of IQAC generally keeps these keys in his custody but many of the faculty members have appealed him for easy access to the IQAC room for various purposes. Prof. Tarak Dey explained such purposes as: evaluation of answer scripts, any short discussion, computer work etc. Prof. Abhijit Pathak narrated the helpless situation he had to face during the students' union election preparation in January 2017. He could not find any scanner at any corner in the college which was safe to scan a confidential document. Prof. Pathak also proposed to make Sujata Naskar a custodian of IQAC keys along with an issue and return register. Prof. Tarak Dey opined not to make the system so complex.

The coordinator replied that: (i) He generally remains present in the college on a regular basis and he stays here till 5 pm most of the days. Many teachers visit the IQAC room for various purposes. They come with some

queries, suggestions, complaints and even for checking answer papers or drafting a meeting resolution. (ii) Sometimes teacher(s) requests him to keep the keys at such a corner from where they can collect it for some work in IQAC room. No such teacher has been refused so far. (iii) During January 2017, when he was out of station, keys were with Sujata Naskar, our NTS employed in the staff room. (iv) Previously keys were kept in the keyboard placed in the tea corner of staff room. Such a restriction with IQAC keys is the result of some unethical events that happened in the IQAC room. A good key board of a desktop was replaced by a bad one, the working toner was taken out from one of the printers and one new UPS was replaced by an old one. No one took the responsibility of such misplacements. (v) the duplicate keys are always kept with the Principal. (vi) in the IQAC room there is no personal property of the coordinator. He has no objection to keep keys at a suitable place from where all teachers can collect it to get access in the IQAC room. But the coordinator cannot be made liable for displacement of any article from IQAC room.

**It was decided unanimously that henceforth keys of front door of IQAC room will be kept with Sujata Naskar for easy access of all teachers. No 'issue and return register' will be maintained for these keys.**

2. The Coordinator of IQAC informed to the members present that Academic sub-committee in its meeting dated 29 March 2017 has decided to upgrade the students' feedback form to make it more appropriate. It was also decided that the IQAC will do this part. He also placed in the meeting all old versions of feedback forms. Members discussed among themselves and decided to form a committee for modification of feedback forms.

**Members of the committee are:**

**Prof. Tarak Dey**

**Dr. Sovona Ghosh**

**Prof Shyamal Banerjee**

**Dr. Subhasis Chakravorty**

**Dr. Jaydev Misra**

**It was decided unanimously that this committee will finish this job by 12 May 2017.**

3. The coordinator of IQAC proposed that the Mission and Vision statement of our college may be rewritten now after 50 years of continuous development and progress. He also placed the Vision and Mission statement, and core values of University of Calcutta, our Affiliating University. All members agreed with this view and decided to form a committee for rewriting Vision and Mission statement.

**Members are:**

**Prof. Tarak Dey**

**Dr. Subhasis Chakravorty**

**Prof. Shyamal Banerjee**

**It was decided unanimously that this committee will finish this job by 12 May 2017.**

4. The coordinator reported that regular submission of AQAR to NAAC office is mandatory. Submission of the AQAR 2016-17 will become due in July 2017. This time date for AQAR are being collected through feedback from teachers, college office, library and physical education department. But data are to be tabulated properly for use in AQAR.  
Members discussed the matter thoroughly and framed a committee for this job.

**Members of this committee are:**

**Prof. Bratati Dey**


**Prof. Abhijit Pathak**

**Prof. Rasidul Karim**

5. Admission in 1<sup>st</sup> year classes in 2017-18 session in Dhruba Chand Halder College will commence after publication of H.S Exam Result 2017. The IQAC, DCH College will monitor and try to ensure quality in the whole admission process. Some important decisions were taken in this connection:
- A cut-off marks will be set for admission in B.Com courses.
  - Admission will be made strictly on the basis of Merit.
  - Respective departments will ensure that all students admitted in Hons. programme will pass out with Hons. marks.
  - Admission norms are to be communicated to all teachers and non-teaching staff members. A handout will be circulated to all members.
6. The issue of organizing a seminar by IQAC was deferred to the next meeting.
7. Miscellaneous: Following general decisions were taken which may be applicable in various activity of the college.
- The principal reported that now a days some of the members of different sub-committees remain absent in the meeting. It hampers decision making and framing of important policies. It was resolved that all members will have to be present in meeting for smooth functioning of the college.
  - Recently a UGC fund for students' welfare has been returned due to non utilization in appropriate time. It was resolved that henceforth the IQAC will look after the matter so that no such incident recurs.

There was no more agenda to discuss.

The meeting was ended with thanks to the members.

  
Chairperson  
Internal Quality Assurance Cell  
Dhruba Chand Halder College  
22.4.17