

MINUTES OF THE IQAC MEETING ON 3.7.19

Venue : IQAC Room

Time : 2 P.M

Members Present :

1. Principal
2. IQAC Co-ordinator
3. Prof. Shyamal Bandopadhyay
4. Dr. Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Bratati Dey
7. Dr. Subhasish Chakraborty
8. Dr. Joydeb Mishra
9. Sri Sanjoy Das

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Introduction of vocational/ job -oriented courses.
3. Discussion on Career Advancement Schemes for teachers.
4. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 12.3.19 were confirmed without any changes.
2. The Principal reiterated the necessity of introducing vocational/job-oriented courses for our students, as all of them would not be able to pursue higher studies or procure jobs immediately after graduation. The Co-ordinator said that talks in this regard had already been initiated and that a plan had been chalked out in this regard. Initially, a basic computer course for both boys and girls, and a beauticians' course for girl students could be introduced, keeping in mind, the demand for such professionals in the respective fields. Dr. Bratati Dey raised the issue of time and space. Prof. Sudakshina Sengupta answered that she had discussed the feasibility of these two courses with the director of 'Viewtech', at Dakshin Barasat, which was being run under the 'Utkarsho Bangla' banner (a West Bengal Government initiative). Classes could be held at this institute, since they had the required infrastructure, and students would take admission directly at this centre. For this, an MOU would have to be signed. The house welcomed the proposal and it was resolved that the paper work would be done very soon, so that students could start in the coming session commencing in August/September, 2019.
3. Regarding the CAS of all teachers, the Principal pointed out that most of the teachers whose promotion is due, should keep in mind that they would have to follow two patterns while preparing their documents, one adhering to the

old and the other, to the new norms, as had been declared by the Higher Education Department. He also suggested that all documents be examined and verified carefully by the CAS Sub-Committee, before their submission to the Principal.

4. There being no other issue to discuss, the meeting was terminated at 3.15p.m, with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ As resolved at the last meeting, the hours for the hostel library had been extended from 12 noon-6 p.m to 12 noon-8 p.m.
- ◆ Rules for the hostel library have been framed.
- ◆ Sample copies of text books on ENVS were obtained and photocopied for the convenience of our students.
- ◆ Nature Club under the supervision of Prof. Koushik Das, Dr. Bratati Dey and Prof. Sudakshina Sengupta and a Committee under the supervision of Dr. Manika Rakshit and Dr. Rupa Acharya to organize medical camps were formed successfully.
- ◆ The formalities required for the promotion of Dr. Subhashish Chakrabarty of the Department of Commerce had been completed on 21st May, 2019.



PRINCIPAL
Dhruba Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas. Pin- 743372

MEETING OF THE IQAC ON 03.09.2019

VENUE : IQAC ROOM

TIME : 2 P.M

MEMBERS PRESENT :

1. Principal, Dr. Satyabrata Sahoo
2. Co-ordinator, Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Jaydev Mishra
6. Dr. Subhasish Chakraborty
7. Prof. Rasidul karim
8. Sri Sanjoy Das.

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Preparations for NAAC re-accreditation, 2021.
3. Feedback analysis.
4. Miscellaneous.

MINUTES AND RESOLUTIONS:

1. The minutes of the meeting dated 3.7.19 were confirmed by the House without any changes.
2. At the outset, the Principal stressed the need for speed and planning in carrying out the different proposed activities required for NAAC re-accreditation. He said that we were already late in this regard and that our activities needed to be geared up without further delay.
 - Dr. Manika Rakshit informed the House that a medical camp was being organized at the local Beliadanga Free Primary School, Dakshin Barasat, on 12th September 2019, which would be conducted by Dr. Mahitosh Mondal. It was resolved that the children of the school would be given small food packets and the doctor would be paid an honorarium of Rs. 1000. The entire project would be supervised by Dr. Rakshit and Prof. Sengupta.
 - The Convenor informed the members that the English Department of Raydighi College at Raydighi, South 24 Parganas, had responded to the proposal of signing a MOU with the Department of English of our college, by which students and

teachers would have access to each other's resources. The Principal encouraged the idea and requested Prof. Sengupta to proceed with the formalities.

- The Principal also reminded the members that it was imperative that we documented all the activities and presented these well, as this was the primary requirement of the NAAC evaluation.
 - The Convenor appraised the House of 2 proposals suggested by Dr. Suvosri Thakur : a) bee-hives and honey extract b) natural aquarium in the garden, recycling the water of the fountain. The members appreciated the idea. The Principal said that it was high time somebody took the responsibility of implementing the projects.
 - It was also resolved that Dr. Rupa Acharya would be requested to initiate the Green Audit, mandatory in all institutions like ours.
 - Ban of plastic in the campus would be implemented as soon as possible, and awareness in this regard would have to be created with the help of NSS.
 - Sailendranath Halder Lecture Series which began with the initiative of the Departments of Economics and English, would be continued by the other departments in a row so that it could become an annual event in future.
 - Since it was time for submission of the AQAR, the Principal suggested that relevant papers be handed over to the persons concerned, within the next 2 days by the Co-ordinator and that written answers to questions be submitted to her within 15 days.
 - The IIQA would be submitted by May 2021.
 - The Principal suggested that the members of the IQAC go through the report submitted by the NAAC members on the second cycle of accreditation and try to put the recommendations into action.
 - The Principal also said that a tentative time-frame be chalked out for the implementation of various projects as well as the writing of the SSR.
3. Regarding the date entry of the feedback forms, the Convenor said that she had been unable to make much headway as the professionals whom she was in contact with, were posing too many problems. The Principal said that data entry was not difficult at all and that Prof. Rasidul Karim, Dr. Jaydev Mishra and Dr. Subhasish Chakraborty would do the needful to get the job done. Profs. Subir Gyen, Subhasish Bhattacharya, Kutubuddin Sk would be requested to help the core team with the feedback. It was also resolved that this year, the process of handing over hard copies of questionnaires to the final year examinees would be withdrawn so that, we could go on-line with this practice. Modalities would have to be worked out without delay.
4. There being no other issue to discuss, the meeting was terminated at 4.20 p.m with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ Keeping in mind, the need to introduce vocational/job-oriented courses, the earlier proposal from VIEWTECH had been accepted and the authorities initiated the process of getting a legal agreement made. The two courses on Computer Application and Beauty Enhancement for Ladies, started in September, 2019.
- ◆ All the necessary formats required for the Career Advancement Scheme for Faculties were duly obtained and a specific guideline had been set in this regard.



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Dhruba Chand Halder College
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South 24 Parganas, Pin- 743372

MEETING OF THE IQAC WITH THE MEMBERS OF THE ACADEMIC SUB COMMITTEE ON 24.10.19

VENUE : PRINCIPAL'S ROOM

TIME : 2.30 P.M

MEMBERS PRESENT :

1. Principal, Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta, Convenor, IQAC
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Subhasish Chakraborty
6. Dr. Jaydev Mishra
7. Dr. Bratati Dey
8. Prof. Rasidul Karim
9. Prof. Susanta Saha
10. Dr. Mosseur Rahaman
11. Dr. Sovana Ghosh
12. Prof. Sujit Sasmal
13. Dr. Suvosri Thakur
14. Dr. Malini Basu
15. Dr. Partha Biswas
16. Prof. Tarak Dey
17. Prof. Manash Mondal
18. Prof. Sreerupa Ghosh
19. Prof. Sriparna Ghosh

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Preparations for NAAC Accreditation.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting on 3.9.19 were confirmed without any changes.
2. Discussions on a number of programmes and activities that could be taken up immediately, led to the following :
 - a. **Mentor-Ward relationship activities** : The Convenor stated that all the departments had already introduced this particular concept but proper documentation was the need of the day. It was therefore resolved that hence-forth, the Departmental Heads would keep a record of such activities and compile these from time to time.
 - b. **Creation of E-mail ids** :
The Principal urged the members present, to focus also on the General category students and help them create individual mail ids and passwords, as the NAAC members

would communicate with them randomly as part of the Accreditation process. It was unanimously resolved that Prof. Rasidul Karim would do the needful to get this work done. It was further decided that departmental e-mail ids would also be designed and started with immediate effect.

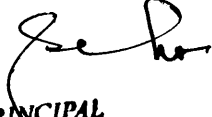
- c. It was resolved that all kinds of academic, cultural and other co-curricular activities usually taken up by the various departments, would be continued without any break. The N.S.S and the N.C.C would have to be made more active.
 - d. **Collaborative Programmes** with other institutions, **Faculty Exchange Programmes** and **Student Exchange Programmes** would be increased in order to strengthen the academic bond among the different segments in the academic world.
 - e. The Principal reiterated the need to form an **Alumni Association** in the College. It was resolved that all the departments who had not initiated the process of alumni-formation, would work together, starting off with recent batches of ex- students, so that it might take the shape of an association. The proposed time would be January 2020. Dr. Jaydev Mishra, Prof. Susanta Saha, Dr. Bratati Dey, Dr. Sovana Ghosh and Dr. Manika Rakshit would take the initiative in this regard.
 - f. **Gender Sensitization Programmes** would have to be organized by the concerned cell, to highlight the basic approaches to gender related issues.
 - g. Dr. S Thakur proposed to undertake '**Open Laboratory Programmes**' on the Science Day.
 - h. It was decided that a seminar on **Intellectual Property Rights** would be organized after the re-opening of the College in November 2019. Dr. Malini Basu said that she would contact the Resource Person and arrange for a seminar.
 - i. Dr. Subhasree Thakur proposed to utilize the water of the fountain in the College garden and that of the pond, to start a natural aquarium. This was appreciated by all.
 - j. It was decided that Dr. Rupa Acharya would take the initiative to get the Green Audit done, as soon as possible.
3. **Feedback Mechanism** : The Convenor, IQAC, raised the issue of obtaining and analyzing feedbacks of students and reminded Prof. Rasidul Karim of the task he was entrusted with, in this matter. The Principal also voiced his concern on this issue. It was decided that this task would be completed by November 30th, 2019.
4. **Management Information System** :
- a. The Principal informed the House that this particular practice ensured that data regarding classes, routine, library usage, office related work and all other areas within the purview of the institution, was made available to the stakeholders through the Website and other available resources.
 - b. Students' attendance is another area of the MIS. Dr. Bratati Dey said that relevant applications were readily available that could be installed on the computers. It was decided that the work would be started manually and that the list of the first quarter (July to October, 2019) would be submitted to the Principal and displayed on the Notice boards by 30th November, 2019.
5. **Academic Audit** : It was unanimously resolved that the IQAC would perform the task of handling academic audit by the end of this academic session (July to December 2019). Heads of all Departments would have to submit the data to the IQAC by 31st December, 2019.
6. **Website** :

- a. **Posting of ATR on the Website** : The Principal observed that meetings were usually held regularly, but the follow-up actions were often not stated clearly. He said that the ATR , posted on the Website, along with the Minutes of each meeting, would have to be focused on, so that developmental work gained momentum. This was in accordance with the guidelines of the NAAC.
 - b. All Statutory declarations under Section 41B of the RTI Act, 2005, would have to be posted on the website, in the NAAC folder.
7. **Skill Development Courses** : The need for such courses was felt by all the members present and it was decided that various programmes in the different spheres of Commerce, like Tally, G.S.T, Computer Applications, would be introduced for the benefit of our students.

There being no other issue to discuss, the meeting was terminated at about 5.10 p.m, with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ As resolved at the previous meeting, a medical camp had been organized on 12 th September, 2019, at Beliadanga Free Primary School, conducted by Dr. Mahitosh Mondal and organized by Dr. Manika Rakshit and Prof. Sudakshina Sengupta.
- ◆ An MOU was signed by the English Departments of Dhruva Chand halder College and Raydighi College, for facilitating academic exchanges, on 7th September, 2019.
- ◆ 'Green Audit' had been initiated by Dr. Rupa Acharya, Department of Botany, in collaboration with the Department of Botany, Calcutta University.
- ◆ The Shailendranath Halder Memorial Lecture Series had been started with the Department of Economics, initiating it on 23.8.19, followed by the Departments of English and Political Science, on 11.9.19 and 02.12.19 respectively.
- ◆ The questionnaires of the Feedback System were framed and were handed out to the students.


PRINCIPAL
Dhruva Chand Halder College
P.O.- D. Barasat, P.S.- Jaynagar
South 24 Parganas, Pin- 743372

MINUTES OF THE IQAC MEETING HELD ON 12.12.2019

MEMBERS PRESENT :

1. Principal, Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta, Co-ordinator
3. Prof. Shyamal Bannerjee
4. Dr. Manika Rakshit
5. Dr. Bratati Dey
6. Dr. Pradip Baidya
7. Dr. Joydeb Mishra
8. Prof. Rasidul Karim

AGENDA :

1. Confirmation of the minutes of the last meeting.
2. Matter relating to the submission of the AQAR 2018-19
3. Discussion on the various academic and co-curricular activities /programmes that need to be initiated immediately.
4. Miscellaneous.

MINUTES & RESOLUTIONS :

1. The minutes of the last meeting on 3.9.19 were confirmed without any changes.
2. Regarding the submission of the required AQAR, the Co-ordinator reminded the members of the portions they have been assigned and requested them to furnish the required criteria by 20th December, 2018, to facilitate its submission. A detailed discussion regarding some of the probable answers to certain questions which could be incorporated in the AQAR, followed.
3. The Principal and the members discussed the following programmes in details, which would be implemented immediately. For a better function of the College:
 - a. **Mentor-Ward Relationship Programme :**

The members present, agreed that this programme has already been implemented by a few departments, but the documentation has not been in order. It was resolved that all departments would be required to start this programme, maintaining a format prepared by the IQAC.
 - b. **Introduction of Bridge Courses :**
 - At the outset, the Principal explained the concept of these courses.
 - It was unanimously resolved that these courses would be made effective from the beginning of the 1st semester.

- Each course would be for a period of 5 to 6 days, at the commencement of the first semester classes.
- These would include preparation of departmental calendars and study materials.
- The basic tenets of Research Methodology would be taught to the 4th semester students.

c. Remedial Course :

Regarding the introduction of Remedial Courses, it was resolved that extra classes for the weak students would be conducted by the individual departments during the period between the end of internal examinations and the commencement of End Semester examinations. The details would have to be prepared by the individual departments.

d. Alumni Association :

It was resolved that all the departments would be requested to invite the ex-students of their departments for a centralized re-union on 23rd February, Sunday. The details would be worked out by a small committee to be constituted by the Principal. On-line registration of ex-students could be initiated for the purpose.

e. Feedback from stakeholders :

- Prof. Sudakshina Sengupta informed the members that the feedback from students (2018-19) had been analyzed by Prof Rasidul Karim and that the questionnaire, along with the analysis would be submitted with the AQAR.
- Feedback from the other stakeholders like guardians, alumni and teachers would also be submitted, along with that of the students.

f. Submission of NIRF data :

The Principal reiterated the need to get the required data uploaded within the stipulated time. Prof Sudakshina Sengupta said that she, along with the other members of the IQAC would take the responsibility of completing the work in due time.


g. College with Potential Excellence :

It was unanimously resolved that Prof. Abhijit Pathak ,with the initiative of the IQAC, would be given the responsibility of working in this regard.

There being no other issue to discuss, the meeting was terminated at 4.45 p m, with thanks to the Chair.

ACTION TAKEN REPORT

- Most of the departments in the college succeeded in preparing their mentor-mentee lists in their individual capacities. All the concerned students and faculties were informed and the practice of communication between the mentor and the mentee was established.
- All the Honours departments had prepared the database of their students and in the case of the General Course students, regular students were made to create their own e-mail ids and inform the respective departments.
- Faculty Exchange Programmes were taken up by the Departments of political science, English, Geography and Bengali.
- The Gender Sensitization Sub- Committee had prepared their action plan and succeeded in organizing a Poster Competition on Women In Contemporary India, on 2.11.19.


PRINCIPAL
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South 24 Parganas, Pin- 743372

MINUTES OF THE IOAC MEETING ON 21.01.2020

Venue : IQAC Room

Time : 2P.M

Members Present :

1. Dr. Satyabrata Sahoo, Principal
2. Prof. Sudakshina Sengupta, Co-ordinator
3. Prof. Shyamal Bannerjee
4. Dr. Prodip Baidya
5. Dr. Manika Rakshit
6. Dr. Bratati Dey
7. Dr. Joydeb Mishra
8. Dr. Subhasish Chakraborty
9. Prof. Rasidul Karim
10. Sri Sanjoy Das
11. Sri Dipak Kumar Singha (invitee member)

Agenda :

1. Confirmation of the minutes of the last meeting.
2. Preparations for NAAC accreditation.
3. Miscallaneous.

Minutes and Resolutions :

1. The minutes of the last meeting on 12.12.19 were confirmed without any changes.
2. Since all the members present agreed on a number of activities that needed to be initiated/ continued, on an urgent basis, for the overall development of the college, it was unanimously resolved that we would concentrate on these activities immediately, along with academic pursuits. The following is the list of activities :
 - ◆ Medical camps
 - ◆ Seminars and projects related to gender sensitization
 - ◆ Waste management
 - ◆ Devising ways to foster human values.
 - ◆ Introduction of bridge courses
 - ◆ Introduction of soft skill courses
 - ◆ Continuation of basic computer courses for students
 - ◆ Maximum utilization of the existing infrastructure

◆ Other academic activities

- i. The co-ordinator reminded the house of one medical camp that had already been organized and reiterated the need for continuity . Dr. Manika Rakshit suggested an eye camp and it was resolved that the modalities would be worked out by a team with Dr. Rakshit planning and monitoring the same.
- ii. Regarding gender sensitization programmes, it was decided that an annual gender sensitization action plan would be made and uploaded on the website, informing students about the specific facilities available for women in the college.
- iii. Dr Bratati Dey volunteered to take up the massive work of waste management, in collaboration with external agencies and our Group E staff, for a clean and hygienic campus.
- iv. The Principal stressed on the need to foster human values amongst students and other stake-holders. The ways and means were discussed in details. Dr. B Dey pointed out the importance of the you tube channel and geo-tagged photographs in this regard and it was resolved that an exclusive web-link would be created for this purpose.
- v. The Principal brought to the notice of the members, the inability of many students to comprehend class lectures as they are not proficient in the subject and require extra attention. For this reason, it was resolved that bridge courses would be introduced for them, that would help them start at a lower level, going on to the next. The proposal would be discussed at the meeting of the Academic Sub Committee.
- vi. Sri Dipak Singha informed the members that our college had collaborated with the Viewtech Centre for Skill Development courses at Dakshin Barasat, under the Utkarsha Bangla scheme initiated by the Government of West Bengal, to promote soft skill development. Many of our students had enrolled themselves for different courses on tailoring, beauty and cosmetic care and computers. It was resolved that

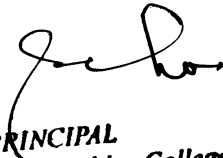
we would continue with this system for the benefit of our students.

- vii. It was unanimously resolved that the basic computer course for students, already in practice, would be continued undisturbed. Prof. Rasidul Karim suggested that this be organized more systematically, with students from each department taking the course in an ordered manner. In this context, the Principal emphasized that henceforth, all students would be required to furnish their e mail ids and that both students and teachers use the e mail to communicate with each other. He also suggested that study materials are either uploaded on the website or mailed to the students for their benefit. For this, each department can create its own mail id.
- viii. Infrastructure development and utilization were two more areas that needed attention, felt the members. After much deliberation, it was resolved that the ponds could be used for pisciculture if professional expertise could be obtained from the Ramkrishna Ashram at Nimpith, South 24 Parganas. Apiculture and mushroom cultivation were the other two activities proposed at this meeting and it was resolved that Dr Rupa Acharya, Dr Subhasree Thakur would be assigned the responsibility of implementing it. It was also suggested that some steps be taken to make the campus friendly for physically challenged students, like ramps, signages, library facilities.
- ix. Other academic activities requiring attention, were the implementation of the mentoring system, organizing seminars , conferences and workshops and concentrating on publications. It was resolved that these would be discussed at the Academic Sub Committee meeting.

The meeting was terminated at 4.25 P.M, with thanks to the Chair.

ACTION TAKEN REPORT

- ◆ The format of the Mentor-Mentee List was prepared by the IQAC and communicated to the different departments.
- ◆ The feedback obtained from the stakeholders, was analyzed and placed before the IQAC for a fruitful discussion.
- ◆ Preparations for collecting data for NIRF submission was initiated, under the supervision of Dr. Tapashree Ghosh.
- ◆ The date for organizing an alumni meet had been scheduled on 23rd February, 2020.



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