



GUSHKARA MAHAVIDYALAYA

INTERNAL QUALITY ASSURANCE CELL

Estd.: 12.12.2007

P.O.: Gushkara, Dist.: Burdwan, Pin - 713128 (W.B.)



17.12.2019

Date

NOTICE

The Second Meeting of the IQAC will be held on the 21.12.2019 at 1:30 pm in the Principal's Chamber to discuss the following agenda. Members and invitees are kindly requested to attend the same.

Principal
Gushkara Mahavidyalaya

Co-ordinator
IQAC, Gushkara Mahavidyalaya

Agenda:

1. To discuss issues regarding the development and application of quality benchmarks including:
 - a. Distribution of classes as per the number of lectures allotted in the syllabus and periodical review of the same.
 - b. Adoption of required knowledge and technology for participatory teaching-learning process.
 - c. Development and maintenance of institutional database
2. Developing mechanism for regular feedback response from stakeholders especially students
3. Arrangements to be made and provisions for interdepartmental classes in the Central Routine
4. Arrangements for remedial, value-based and counselling classes in the routine
5. Documentation of all activities and programmes in and outside the college.
6. Holding of seminars.
7. Other routine administrative matters like:
 - a. Staying in the college as per regulation.
 - b. Posting and regulation of leave as per proper documents
 - c. Adjustment of advance taken in time.
8. Misc.

Members:

1. Dr. S. K. Pan
2. T. N. Datta
3. Dr. S. Mondal
4. S. Begum
5. Dr. B. N. Sarkar
6. A. Haque
7. Dr. B. Mitra
8. S. Chanda
9. R. Paul
10. A. K. Bhagat
11. Prof. M. K. Chattopadhyay
12. A. Baksi
13. B. N. Adhikari
14. Student

Invitees:

1. Dr. M. Roy Sar
2. Dr. T. Neogi
3. Dr. S. Rajguru
4. Dr. K. Saha
5. Dr. M. Bhattacharya
6. M. Biswas
7. Dr. M. Mondal
8. Dr. P. Dutta
9. M.M. Mondal
10. Dr. S. Roy



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MEETING DATED 21.12.2019

Date

Minutes:

1. The Principal introduces the concept of IQAC and the links between the AQAR, AISHE and the NAAC. Stresses on the necessity to prepare for conducting the 3rd cycle of the NAAC under the general supervision of the IQAC.
2. The Coordinator, for the benefit of the newer members, talks about IQAC's history in the College.
3. The Coordinator talks about the non-submission of AQARs from 2016-17 onwards due to reticence of faculty members to part with data of their activities. And, stresses on the necessity of submitting the same in the new format (as provided for by the new guidelines) for conducting the 3rd cycle of NAAC.
4. Necessity of teamwork to maintain the College's grade in the 3rd cycle of NAAC stressed on by both the Principal and the Coordinator.
5. Suggestions were invited from both the members and the invitees.

Resolution:

- a. *in re* item 1a of the Agenda it was resolved to distribute the number of classes mandated for each course following the University of Burdwan syllabi and the periodic review of the same.
- b. (i) *in re* item 1b of the Agenda it was resolved that one-third of each lecture was to be allotted for encouraging the students to air their opinion regarding the topic discussed in the class.
(ii) At least one-fourth of the lectures are to be conducted using projectors and a proper log book to be kept showing the utilization of the equipments required for the same.
- c. *in re* item 1c of the agenda it was resolved to contact the service provider of CAMS to communicate the need to redesign the office administration and maintenance software so that it could generate data in the format required for fulfilling our requirements with respect to the AQAR and NAAC (3rd cycle).
- d. (i) *in re* item 2 of the agenda it was resolved to get feedback from the students at regular intervals. For the first semester students it was to be taken twice, once at the time of admission (to gauge their aspirations in life and demands from the college) and once during the semester. For students of the other semesters it was to be taken once during their respective semesters.
(ii) Dr Biswajit Mitra and Prof. Ranjan Paul were entrusted with the task of developing a feedback format for students' feedback with the requirements of NAAC and AQAR in mind.
- e. *In re* item 3 of the Agenda it was resolved that faculty members are to be encouraged to take interdepartmental classes, provisions for facilitation of which are to be discussed in the Teachers' Council and the Routine Sub-committee.
- f. *In re* item 4 of the Agenda it was resolved that provisions for conducting Remedial Classes are to be made. Moreover a Career Counselling Cell is to be formed to help outgoing students choose their calling in life.
- g. *In re* item 5 of the Agenda it was resolved that faculty members are to submit data regarding their attendance in seminars, workshops etc., and publications in journals, books etc. or any other activity relevant to career advancement from 2016-17 onwards to Prof. T. N. Datta by 15th of January, 2020.
- h. *In re* item 6 of the Agenda it was resolved that proposals for seminars are to be submitted to the IQAC which will send its recommendations to the Governing Body for its approval.
- i. (i) *in re* item 7a of the Agenda it was resolved that all Staff members (both Teaching and Non-Teaching) are to strictly follow the working hours of the College i.e. 10:00 am to 05:00 pm.
(ii) *in re* item 7b of the Agenda it was resolved that posting of leaves and on duties of Staff members of the College is to be done regularly and without any delay.
(iii) *in re* item 7c of the Agenda it was resolved that any and all advance taken by the Staff members of the College are to be adjusted within due time.

Chairman

IQAC, Gushkara Mahavidyalaya

Coordinator

IQAC, Gushkara Mahavidyalaya



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Compliance of Decisions Taken in IQAC Meeting dated 06.09.2019

1. Classes of Bachelor's Degree Programme (BDP) of the Netaji Subhash Open University (NSOU) started on 06.09.19
2. RUSA 2.0 activities during the period 07.09.2019 to 21.12.19 was as follows:
 - a. Payment to the tune of Rs 53,94,947/- was made to the vendors who supplied various items and/or rendered services under RUSA 2.0.
 - b. A Utilization Certificate was issued on 14.11.19 in the standard GFR-12C format for an amount of Rs 78,63,807/- and submitted to the appropriate authority.
3. The Academic Calendar for the session 2019-2020 was finalized and uploaded to the College website on 06.12.2019
4. Institutional data for NIRF 2020 was prepared and submitted on 06.12.19.
5. Annual Cultural Competition was held on 03.12.19 and 04.12.19.
6. A seminar on the contribution of Pandit Ishwar Chandra Vidyasagar on 'Women's Education, Empowerment and Widow Marriage' was held on 26.09.19.

Chairman
IQAC, Gushkara Mahavidyalaya

Coordinator
IQAC, Gushkara Mahavidyalaya