Proceedings of IQAC Meeting along with Academic Sub Committee on 23rd July 2020 at 3 p.m.

Members present:

Dr. Indranil Kar (Principal)
Dr. Suchandra Chatterjee
Dr. Tushar Kanti Saha
Dr. Kausik Lahiri
Dr. Nilansu Das
Sri Tanmoy Mukhopadhyay
Dr. Achintya Biswas
Prof. Gautam Sinha
Dr. Asis Basu
Dr. Barnali Ray Basu
Mr. Kousik Ghosh
All the HODs

Proceedings

The principal presided over the meeting. Minutes of previous meeting were confirmed. The IQAC convener then expressed the purpose of the meeting by saying that all the HODs should fix up the allotment of DSE papers in the 5th semester as well as getting prepared for taking classes in online mode for the coming session.

Principal conveyed the house that admission will take place without changing the eligibility criteria for admission, keeping it same as that in the previous year. Dr. Nilansu Das agreed to initiate the responsibility. Principal also reiterated that Pro VC Academic has assured him over phone that at present university is not going toclose the ongoing semester. Hence no question of taking classes for the new semester arises without further notification. So, it was decided that all the departments should start assessing and evaluating their students now, based on their previous semester syllabus.

It was informed that an online platform would be purchased by the college shortlyfor one year tenure. The departments would be able to use it optimally for conducting different webinars, training programs, certificate courses etc. with prior approval of IQAC and the technical Committee. It was also decided that the entire SACTs of Computer Science department would be incorporated in the newly extended technical Committee to assist in conducting different programs in the online platform.

Next IQAC coordinator clarified in detail all the relevant points she has learnt aboutthe new process of NAAC evaluation and urged to utilize the lockdown period effectively and judiciously for the preparation of coming NAAC. The points discussed by her are:

- All the departments should encourage their students to write review articles on a given topic and the procedure to write the same should be clarified to them.

- The existing mentor-mentee system should be given importance by arranging frequent meetings and group discussions. Analyzing their performance, they should be grouped into different categories and should be treated as per their need. This mentoring system which earlier started with the present Semester 3 students only now can be extended to Semester 5 students also.

- Departments may sign MOC, memorandum of cooperation (academic) with departments of other colleges or institutes and optimally use their expertise to teach or train their students, specially keeping in mind the new SEC and DSE courses.

- The departments should arrange lectures for their students to impart basic and moral values beside other invited lectures of academic importance.

- All the departments should start at least one Add on Certificate course related to their syllabus. For example, Zoology may go for mushroom culture, Botany for medicinal plant, Chemistry for lab safety and so on. These courses would be organized by the departments but may be interdepartmental in nature, so that students from other disciplines can also take that course.

- Some certificate courses that are run by the college should be given proper attention now and new courses may be designed too as per need keeping in mind the current situation. Dr. Nilansu Das proposed a new course on environmental awareness in this regard and he was encouraged to proceed further with it.

- It was decided that college will set up an Incubation Hub soon and innovative ideas would be sought from all the disciplines to ignite the young minds to address the economic situation after pandemic. These proposals should come after scrutiny and modification by the Departmental faculty members. A competition would be held on those submitted proposals and the best ideas and the departments wouldbe rewarded.

- All the departments should utilize this time to contact their alumni and form WhatsApp or Facebook group with them. As lots of data regarding student progression would be required from them for filling up the AQAR and applying for the NIRF next year, so this is a must do. College would try to provide the list of phone numbers of some of the alumni from the database. Departments should organize lectures by their established alumni from time to time to encourage, guide and motivate their students.

- All the departments should go for continuous internal assessment and evaluation of their students, may be with Google Classroom and all these evaluations should be recorded. Departments can initiate innovative methods of evaluation like open book exam too to assess

their students.

- Internship of students under different political, social and media organizations is strongly recommended specially for the students of History, Political Science, Sociology and Journalism at time of election, obviously after lockdown.

- Different Enrichment/Development program should be organized by the departments for their students, faculty, and nonteaching staff on regular basis. In this regard Computer Sc. Department was asked to design two courses one basic for all and another advanced relevant for the faculty members in this new normal.The department also expressed their interest to organize an even more advanced course on Python for the interested candidates. All these would be treated as certificate courses mentioned earlier.

- As DVV, document validation and verification would be done by an external agency before NAAC for each and every document submitted by the departments, they must concentrate on keeping all the records and documents in a presentablemanner and if possible, in the existing online diary in the college website.

- As SSS student satisfaction survey of all the students would be conducted by NAAC randomly, so all the Departments must make it a practice to send at least one mail (containing notice etc.) monthly to the registered email ids of all the students of their departments to make the habit of checking mail accounts on regular basis beside checking all social media accounts. This is vital. If they don't have any, they should be persuaded to create that immediately.

- The Faculty Profile settings in the college website would be modified soon and duly informed. After that, all the faculty members must update their individual profile and upload all the certificates of all their exams, especially Ph. D, M. Phil etc., the joining letter, the scanned copy of all the publications, all the participation certificates of OP, RC, STC seminar, workshop etc., all the awards and all other documents that are relevant for the NAAC assessment. We desperately need a soliddatabase to prepare the AQAR 2019-20 and SSR for five years. So all data and documents starting from 1st June 2017 to till date should be uploaded. This is a must do.

- The departments should also arrange some parent-teachers' meetings in the weekends and record them properly.

- To conclude, lots of dedication, determination and hard work is expected from all the faculty members of all the departments particularly in this pandemic situation to groom their students to face all difficulties, to generate in them the ability to take high risk and to ignite their entrepreneurial skills. All the faculty members must remember that they are the shapers of nation and hence must givetheir students not only the conventional education but the required mental support and boost. They must become a mentor rather than a teacher and make their students avid learners to learn the required life skills to face this difficult time.

•   She requested all the HODs to prepare a statement for online classes taken as well as students' participation percentage in those classes. This data would be put in the college website as a pi diagram.
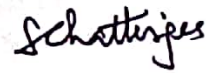
Convener urged all the HODs to prepare the same and submit within **15ᵗʰ of August.** He also requested them to learn the basic techniques of uploading study materials as well as taking online classes and assessments in any platform found suitable to them. He assured that a training module (an orientation program) will be arrangedsoon in this regard by the IQAC to help all the faculty members to get acquainted with these techno pedagogical skills for facing the new normal. Later a student enrichment program for enhancing their digital skill would also be arranged with the beginning of the new academic session.

It was generally agreed that every department will keep contact with their studentbase and keep themselves engaged in various activities like review projects, seminar talks, webinars, write-up contest, debate, quiz, group discussion, brainstorming etc. So that they remain charged up and motivated for the coming academic session.

The Meeting ended with thanksgiving by the convener and principal.

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