

Meeting – 1

Members present

Date: 02-07-2020

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to take necessary steps to cope with the Covid-19 pandemic situation in running the various academic and administrative activities of the college.

After a thorough discussion, the following decisions have been taken:

1. The IQAC advises all sub-committees to carry out their activities even in this lockdown period.
2. The Academic Council is advised to chalk out the plans and programmes with relation to the online teaching-learning process. For carrying out the online classes the faculty members need to be accustomed with the online platform as a medium of academic activities. Those who are tech-savvy and well acquainted with the creation of google meet link and other similar online avenues are requested to extend their cooperation to other faculty members in this regard. They should also guide the students how to access the online classes and download study materials online.
3. The IQAC advises all sub-committees to take necessary steps to organize webinars and web lectures specific to their disciplines.

The meeting ends here.

Meeting –2

Members present

Date: 07-08-2020

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is the preparation of the AQAR for the Academic Session 2019-20.

The following decisions have been taken:

1. The members of the IQAC need to gear themselves up for the preparation of the AQAR 2019-20. Due to the Covid-19 pandemic and the lockdown situation all the meetings related to the preparation of the AQAR will be conducted online and all the members must discharge their due responsibilities in a coordinated manner under the able guidance of the Principal sir and IQAC Coordinator.
2. It has been recommended by the Principal that all the formalities and procedures necessary for the preparation of the AQAR should be completed by 10th December 2020.
3. The deadline for the submission of the AQAR 2019-20 is 31st December 2020.
4. The committee approves the participation of Arpita Bhowmick in the Faculty Development Programme on Quantitative Method for Data Analysis (commencing on and from 12th August 2020)

The meeting ends here.

Meeting – 3

Members present

Date: 24-08-2020

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is the conduct of the Green Audit. It is to be noted that one of our future plans mentioned in the AQAR 2018-19 was conducting the green audit of the college. Keeping that in mind, the Coordinator of the IQAC, Dr. Arpita Bhowmick, and Prof. Sugandha Roy (IQAC member) attended a workshop at Bankura Zilla Saradhamani Mahila Mahayavidyalaya in June 2019 to gain a thorough understanding of the procedure for conducting Green Audit. But due to the outbreak of the Covid-19 pandemic, the campus remained closed and we couldn't conduct the green audit for the session 2019-20.

The committee resolves that once the pandemic situation gets over, we will conduct the green audit at the earliest possible.

The committee approves the participation of Arpita Bhowmick, Arijit Nag, Atanu Sen, Sandip Saha, Kartik Dandapat, and Yeamanur Khatun in the Refresher Course on Women Studies (commencing on 3rd September 2020).

The meeting ends here.

Meeting – 4

Members present

Date: 03-10-2020

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to approve Dr. Chandan Kumar Paswan's participation in Faculty Induction Program.

1. The committee unanimously approves the participation of Dr. Chandan Kumar Paswan in the Faculty Induction Program, Gurudakshita (commencing on and from 5th October 2020).
2. The IQAC also advises the Examination Sub-committee to supervise the assessment process of the End Semester Examination for UG 6th Semester as early as possible.

The meeting ends here.

Meeting – 5

Members present

Date: 25-11-2020

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is reviewing the comments sent by the NAAC officer with regard to AQAR for the sessions 2017-18 and 2018-19.

1. Previously IQAC sent an email to the NAAC authority asking for a solution with regard to a technical problem faced by the IQAC at the time of submission of AQAR 2018-19. But the NAAC authority did not respond in a specific way. Therefore, IQAC waits for proper responses from the competent authority.
2. The IQAC wing of Panchmura Mahavidyalaya is eagerly waiting for the acceptance of AQAR for the session 2017-18.
3. Distribution of laptops among teachers is accepted and supported by all IQAC members.
4. The committee approves the participation of Mr. Uttam Barman in the Faculty Induction Program, Gurudakshita (commencing on and from 1st December 2020).
5. The IQAC advises the Academic Council to take necessary measures for starting online classes for UG Semester 1 and also to conduct the Internal Assessment (Examination) for UG Semester 3 & 5 and PG Semester 3 through online mode as prescribed by the University.
6. The IQAC suggests to form a committee for monitoring the ethical values and proper code of conduct to be followed in the college campus.

The meeting ends here.

Meeting – 6

Members present

Date: 16-01-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to set up of an incubation center (mentioned in criteria 3 of AQAR) at the college.

Confusion arose in the meeting when the IQAC coordinator proposed to set up an incubation center in the college as directed by NAAC guidelines. The very terminology, 'Incubation Centre', is understood differently by the members of IQAC. Hence it is resolved that the IQAC coordinator will seek clarification of this term from the NAAC authority.

The meeting ends here.

Meeting – 7

Members present

Date: 28-01-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is the submission of the Annual Quality Assurance Report for the session 2019-2020 and preparation for the NAAC peer team visit in the year 2021.

Previously the committee decided to submit the AQAR 2019-20 by December 2020. But due to the prevalence of the Covid-19 situation the AQAR could not be prepared in time. The committee, however, has prepared the final draft of the AQAR 2019-20 and it is being placed now before the committee members for final approval.

The committee also gives its consent for further proceedings with the report. Also, discussions have been made regarding the onset of preparations for the NAAC Peer Team Visit in 2021.

The committee resolves that all IQAC members will visit the college following all the Covid-19 protocols from 8th February 2021 to 15th February 2021 in order to make adequate preparation for NAAC Peer Team Visit.

The meeting ends here.

Meeting – 8

Members present

Date: 8-02-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to discuss on IQAC team's mock visit to all the Departments of the college and to assess the preparedness of the Departments for the NAAC Peer Team Visit.

After a thorough discussion, the committee resolves that the IQAC members are advised to contact over the phone with the Departmental heads and faculty members of the college and to inform them about the proposed mock visit of the IQAC team to the Departments.

Meeting – 9

Members present

Date: 09-02-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to fix up the schedule for the IQAC team's mock visit to all the Departments of the college.

The members of the IQAC give their feedback on their communication made with the Departmental heads and faculty members of the college. Discussing the availability of the faculty members it is resolved that all the teachers will be present on the 14th and 15th of February 2021 during which the IQAC team will visit the Departments to assess the readiness of the Departments for the NAAC Peer Team Visit.

The meeting ends here.

Meeting – 10

Members present

Date: 13-02-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to allot responsibilities to the IQAC members of the various criteria mentioned in the AQAR.

After thorough discussion, the following resolutions are taken:

1. Below is given the names of the IQAC members against the criteria allotted to them

Part A: Dr Sudev Matia

Criteria 1(Curricular Aspects): Sandip Saha.

Criteria 2(Teaching learning evaluation): Dr. Bandana Sinha Mahapatra.

Criteria 3(Research, innovation extension): Dr. Debi Prasad Misra

Criteria 4(Infrastructure and Learning Resources): Kanta Mohan Kisku

Criteria 5(Student support and progression): Sugandha Roy

Criteria 6(Governance leadership and management): Dr Pralay Banerjee

Criteria 7(institutional values and best practices): Yeamanur Khatun

2. the IQAC coordinator reported that the schedule of the mock team visits to the Departments needs to be revised considering the request made by the Departmental heads to

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give them some more time. Therefore, the mock visits have been rescheduled in the following

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1st March 2021:

1st half (11 am to 1 pm): Bengali, Maths, and History.

2nd half (2 pm to 4 pm): Chemistry, Physics, ENVS, Computer Science, Geography, Economics, Commerce.

2nd March 2021:

1st half (11 am-1 pm): Political Science, Philosophy, and Education.

2nd half (2 pm to 4 pm): English, Sanskrit, Santali, and Physical Education.

The meeting ends here.

Meeting – 11

Members present

Date: 17-03-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to address and review the queries regarding the AQAR 2019-20 and to discuss on the preparation for starting Even Semester online classes.

1. The IQAC coordinator informs the members that on 4th March 2021 the NAAC authority sent an email to provide a few clarifications on various criteria mentioned in the AQAR for enabling NAAC to process AQAR for 2019-20. After a thorough discussion, the committee resolves that the proper clarifications of all queries will be sent to the NAAC authority in stipulated time.

2. The committee discusses and reviews the outcomes of the previous mock visit and creates a roadmap for further enhancements which include the following actions -

3. All Departments should put emphasis on the mentoring system to enhance the relationship between mentor and mentee.

4. In order to enhance the academic performance, the committee will motivate the faculty members of the college to engage in research activities and publish research papers on regular basis.

5. The IQAC advises the Examination Sub-committee to make necessary arrangements for the commencement of End Semester Examination.

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6. The IQAC advises the Academic Council to take necessary steps for the commencement of online classes once the examination gets over.

The meeting ends here.

Meeting – 12

Members present

Date: 04-06-2021

1. Dr. Anal Biswas. Principal, Chairman
2. Ms. Arpita Bhowmick, Coordinator
3. Dr. Debi Prasad Misra
4. Dr. Bandana Sinhamahapatra
5. Dr. Sudev
6. Mr. Kanta Mohan Kisku
7. Ms. Sugandha Roy
8. Dr. Pralay Banerjee
9. Mr. Sandip Saha
10. Ms. Yeamanur Khatun
11. Ms. Anusua Roy, Sabhapati, Panchayet Samiti
12. Mr. Manas Dutta, Secretary, Alumni Association
13. Mr. Bamapada Paramanik, Office Staff
14. Student's Representative, Topper of the Semester

The meeting has commenced with the addressing note of the Principal sir. The agenda of the meeting is to organize a webinar on mental health during the Covid-19 pandemic situation.

Mental health is a critical aspect of overall well-being and an important concern in the Covid-19 pandemic situation and our college recognizes the need to create awareness about mental health issues, promote mental well-being, and provide support to our students. In this pandemic period webinars have emerged as an effective medium for disseminating information and facilitating discussions on various topics. Therefore, be it resolved, that the IQAC will organize a webinar on mental health on 5th June 2021.

The organizing committee is tasked with the responsibility of planning, coordinating, and executing the webinar on mental health.

The committee also resolves that the IQAC coordinator Dr. Arpita Bhowmick will act as convenor and Dr. Smriti Mani, Principal of Govt. College of Nursing Medical College and Hospital, Kolkata, will be invited as guest speaker for the webinar.

The IQAC advises the Examination Sub-Committee to conduct and supervise the UG and PG Even Semester Internal Assessment (Examination).

The meeting ends here.