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Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Notice

Dated: 02.07.2018

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 06.07.2018 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

Agenda

- 1) Action Plan for 2018-2019
- 2) CBCS Evaluation
- 3) Ice-breaking, Aptitude Test, Project Work
- 4) Solar Panel, Green Campus
- 5) Students Attendance
- 6) Feedback from different stakeholders
- 7) Parents Teachers Meeting
- 8) Innovative activities
- 9) Miscellaneous

Subhas Singha Roy
(Dr. Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutipara, Birbhum, W.B.

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 06.07.2018

Meeting started under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Dr. Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

Members present

- 1) Sk. Ataur Rahaman
- 2) Subhas Singha Roy 6.7.18
- 3) B. Saha 6.7.18
- 4) Addep. Dr. Maini 6.7.18
- 5) Maini Roy Chowdhury 6.7.18
- 6) Dorendran Das 6.7.18

1) Action Plan for 2018-2019

Resolved that the institution would take action in continuation with earlier sessions. Following are the plan of action for the session 2018-2019.

- 1) Experiential Learning through ICT
- 2) Participative Learning Through ICT
- 3) Problem Solving through ICT
- 4) Job Oriented Courses introduction
- 5) Academic Audit & Green Audit

Resolved that a new method of teaching learning should be adopted for the coming days.

Departments would be encouraged to initiate the new method of teaching like-

- a) Software training to the students, Online training, simulation based visual studies, Computer training in Central computer Laboratory
- b) Students seminar would continue. Students would be encouraged to use ICT in their seminar presentation

- c) Resolved that Online platform to be used more for the activities like Quiz, Online Class in a small way, even Special Lecture could be organized using Online platform
- d) Resolved that Problem solving methodology would be introduced using ICT, software based problem solving, software based survey or assignments would be carried out.

c) **Job Oriented Courses introduction**

. Resolved that college should seriously ponder over the crisis of job opportunity in organized sector. Alternative method of skill enhancement of the students should be chalked out so that they get benefitted after graduation. The problems of general course students are more complex, opportunity for higher studies are limited than the honours students.

So it is resolved that the National **Skill Development Corporation (NSDC)** would be approached for providing training to our students so that their skill could be developed and their employment could be ensured.

2) **CBCS Evaluation**

Result of the last semesters prove the efficacy of CBCS. Significant improvement of the result can be perceived. Resolved that this tempo should continue. Principal is requested to look into the availability of teachers, if required guest teachers would be appointed for purely temporary basis and for regular posts, government should be approached at the earliest. Even for the vacant posts to fill in, authority should take serious note of.

3) **Ice-breaking, Aptitude Test, Project Work**

In the beginning of the session the IQAC resolved to orient the students and faculty members about the new system of academic curriculum. It was named the Orientation Programme. Taking the experience from the orientation, it was resolved that a more comprehensive programme can be organized from 2018-2019. Department would be asked to prepare a roadmap for this comprehensive programme and it is named as **Ice-breaking Session**.

It was resolved that students should be classified as per their merits for better teaching-learning procedure.

Hence, it was resolved an **Aptitude Test** would be taken within a few days after the Ice-breaking session or if possible on that day as the department might feel convenient.

It was resolved that **Project work** would be given to the students as it would help them prepare for innovative ideas.

4) **Solar Panel, Green Campus**

Resolved that to reduce the cost of electricity and to contribute to the mother earth, it is necessary to install solar panels and utilize alternative sources of energy.

Resolved that to continue the greenery in the campus, proper steps be taken and the Principal is requested to take appropriate measures.

5) **Students Attendance**

Significant improvement in the attendance of the students is noted by the departments. But this trend should continue.

Resolved that regular counselling in the mentor-mentee meeting, P-T meeting should be utilized so that regular attendance in the class can be ensured and the progress of the student can be monitored.

6) Feedback from different stakeholders

Resolved that the feedback from the different stakeholders would be continued.

Students would be asked to give their opinion on teaching learning along with **infrastructural facilities** provided in the campus.

Alumni and parents would be asked to opine on the **issues of learning infrastructural resources, safety and security and discipline in the campus.**

Faculty members also be required to provide their opinions on the issues like **academic resources, working ambience, research facilities, grievance redressal etc**

Employers would be approached for their opinion over the **efficacy of syllabus** in the job market.

7) Parents Teachers (P-T) Meeting

Resolved that **Parents -teachers meeting** is a very good platform for **exchange of views** on the issue of progress of the students. **Dr. Rahaman** proposed that regular Parents-teachers meetings should **continue** like the **previous year.**

Resolved that Principal and IAC Coordinator should be invited in the said meeting so that the parents get opportunity to know the views of the authority also and vice-versa. Each honours department would invite the parents through their students and prepare the every details of their students so that the faculty members can provide minute details of each student in the meeting.

Dr. Maitra proposed that academic progress and presence in the class of each student be given more focus in the P-T meeting.

8) Innovative activities

Resolved that for the session 2018-2019 best practices would be

- a) **Ice-breaking:** As the new system of teaching learning introduced by the affiliating university from 2017-2018, comprehensive orientation to the students needed. Starting from the source lay-out to the choice of subjects and assessment procedure along with institutional rules and regulations the students should know. Coordinator would chalk out a comprehensive plan in consultation with the authority and other faculty members and arrange accordingly.

b) **Departmental and Individual Activities Appraisal**

Resolved that individual and department should appraise their annual performance either after the semester or annually in the presence of other faculty members and college authority. HoDs would collect the data from the individual teachers and present before us.

For this digital documentation should be preferred.

9) Miscellaneous

- a) Resolved that mentoring system would continue for the greater interest of the students. Mentors should prepare proper documents of the mentoring.
- b) CBCS system is so vast and newer that more academic materials are required. Librarian would be requested to expedite the process of procuring reading materials.
- c) **Research promotion** be given more emphasis. Faculty members would be encouraged to pursue PhD, publish research papers. Prof. Mousumi Rowchoudhury suggested that a **workshop can be organized on research ethics and technicalities for Research Project** to approach UGC, ICSSR, ICHR, CSIR for research grants. Members lauded this suggestion.
- d) Dr. Rahaman proposed that the faculty members should focus on ICT based teaching methodology along with the conventional black board method. Hence, it is resolved that at least 30% of classes be taken through ICT.
- e) Keeping with the earlier proposal of the Principal, it is resolved that more and more smart classes be prepared and a routine in this be prepared as it is beyond the capacity of the institution to provide smart class rooms with all modern facility to each and every department. Dr. Singha Roy proposed that existing smart class-rooms would be set aside for would be divided to 2-3 departments so that taking ICT classes would be easier and no complexity arise.
- f) Remedial classes would be taken for the lagging behind students and proper records of that classes be preserved.
- g) Observation of different days be continued. Gender justice should be given emphasis. As per the UGC VISHAKHA guidelines, Internal Complaint Committee be set up and each complaint of gender injustice be taken seriously. Zero tolerance of gender injustice, ragging and social injustice in the campus. Members are satisfied that campus is free from every vices of injustice within the campus.
- h) Resolved that **Academic Audit and Green Audit** should be done. For Academic Audit, IAC Coordinator would take appropriate steps like previous year. For **Green Audit**, department of **Botany** would be asked to take measures so that it can be done by the appropriate authority.
- i) EDP (Employee Development Programme) to be organized. Principal informed that CAMS new software was to be installed for the better management of regular financial activities. After that a training would be organized.

As no other issue to discuss, the meeting ends with thanks to the chair.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujulipara, Birbhum, W.B.



Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date :

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Notice-2

Dated: 02.10.2018

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 12.10.2018 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda. All are requested to attend the same and make it a success.

Agenda


- 1) Ratification of last meeting resolutions
- 2) Progress of Teaching learning
- 3) Infrastructural facilities
- 4) Publication of Inquest
- 5) Career Promotion of Teachers
- 6) Programme Outcome, Course Outcome, Programme Specific Outcome
- 7) Upgradation of Playground
- 8) Miscellaneous

Subhas Singha Roy
(Dr. Subhas Singha Roy)

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2/10/18

 Khujutpara, Birbhum, 731215, WB.

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Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 12.10.2018

Meeting started under the Chairmanship of Dr. Sk. Aatur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

Members present

- 1) Dr. Aatur Rahaman
- 2) Subhas Singha Roy 12.10.18
- 3) Damodar Das 12.10.18
- 4) Mousumi Das Choudhury 12.10.18
- 5) Aditya Sr. Mishra 12.10.18
- 6)
- 7)

1) Ratification of last meeting resolutions

Dr. Singha Roy, Coordinator, read out the resolution of the last meeting dated 06.07.2018 and requested the members to ratify the resolution and if any addition or omission kindly be mentioned for inclusion. As no other suggestion came and all of the members present positively agreed with the resolutions, so the resolutions were taken to be ratified unanimously.

2) Progress of Teaching learning

Coordinator informed the members that teaching-learning activities were running as per the expectations. 04 (Four) Ice-breaking or Orientation Programmes were held to appraise the newly admitted students as per the previous guidelines framed in the IQAC meeting.

Departments were seen taking Aptitude tests, class tests, and doing other activities. Resolved that the departments would be requested to conduct students seminars on a regular basis, arrange special lectures, publication of wall magazines, inspiring the students to take in the co-curricular and extra-curricular activities.

Resolved that the Cultural committee would be requested to organize cultural competition, inter- departmental exhibition, project work etc.
Coordinator informed the members that Smart Class rooms were utilized by the teachers.

3) **a) Infrastructural facilities**

Classrooms are sufficient in number; but well furnished auditorium was needed for large programme.

Resolved that authority should take note of it and take necessary steps in this regard.

Resolved that infrastructural improvement was needed like well furnished reading room for the students and faculties, more amenities etc.

Laboratories wanted improvement in their infrastructure and other materials. Principal in Charge was requested to look into the matter.

b) Upgradation of playground

Institutional sports and games are held far away from the campus. Resolved that a playground to be arranged and upgraded adjacent to the campus so the students and faculties can easily access and plan the activities accordingly.

Resolved that authority to be approached to take proper steps at the earliest.

4) **Publication of Inquest**

Resolved that our research journal - Inquest: A Journal of Social Science and Humanities (ISSN- 2349-5472) should be published regularly. It is a very good p-latform for the budding scholars to publish their research papers. By this, the institution can contribute to the pool of knowledge.

Resolved that journal editors would be requested to look into the issue of publication seriously.

Resolved that the publication expenses would be borne by the institution but the contributors would be asked to purchase a few issues for their college so that resources can be generated for the next issues.

5) **Career Promotion of Teachers**

Resolved that promotion of teachers would be done as per the statutory norms. The aspiring teachers for promotion would require to submit their necessary documents to the Coordinator if the conditions are attained by the incumbent.

Institution has an established policy of providing every support and cooperation for the promotion of the faculties.

6) **Programme Outcome, Course Outcome, Programme Specific Outcome**

It is informed that the departments continued their jobs of preparing PO, PSO, CO CSO. Resolved that if any department fails to prepare fully or has any confusion any doubt, resolved that the Coordinator and other members would help to complete the process at the earliest.

Resolved that PO, PSO, CO CSO. should be informed to the students so that they would have a clear idea about the syllabus they are imposed upon.

7) **Miscellaneous**

a) **Professional ethics seminar:**

Principal informed the members that **Professional ethics** would be given importance. It is decided that **Swamy Shastrajyananda Maharaj, Principal, Belur Vidya Mandir** would be approached to deliver a lecture on **Value education and professional ethics** as per his convenience. Principal is requested to take necessary steps in this regard.

Resolved that all the employees would remain present and interested students would be allowed to take part in this deliberation.

b) **Financial assistance for research**

Financial assistance and a token money for attending seminars, publication of papers be continued for the encouragement of research by the faculty members.

c) **Observations of different days**

In keeping with earlier resolutions, different important days would be observed for the generation of awareness among the students and to pay homage to the great personalities.

d) **Mentoring Process strengthening**

Our mentoring process should be done on a regular basis. Mentors should be asked to make regular contact with the students.

Resolved that mentors should help their mentees to create WhatsApp group, to help them to communicate through emails. If necessary, emails should be opened by the meteors for future communication.

As no other issue to discuss, the meeting ends with thanks to the chair.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

Coordinator
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Khujutipara, Birbhum, W.B.

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Notice-3

Dated: 18.3.2019

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 26.03.2019 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda. All are requested to attend the same and make it a success.

Agenda

- 1) Ratification of last meeting resolutions
- 2) Progress of students
- 3) Organization of PT Meeting, Alumni programme
- 4) Feedback from different stakeholders- Students, Parents, Faculties, Alumni, Employers
- 5) Academic audit & Green audit
- 6) Miscellaneous

Subhas Singha Roy
(Dr. Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khululpara, Birbhum, W.B.

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 26.03.2019

Meeting started under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

Members present

- 1) Dr. Ataur Rahaman
- 2) Subhas Singha Roy 26.3.19
- 3) Mausumi Roy Choudhury 26.3.19
- 4) Anup Sr. Mishra 26.3.19
- 5) Jomeludem Doo 26.3.19
- 6)
- 7)

1) Ratification of last meeting resolutions

Coordinator reads out the resolutions of the last meeting held on 12.10.2018 and asks the members to add or omit any thing they think fit.

As no other suggestion comes up, it is resolved that the resolutions are taken and ratified unanimously.

2) Progress of students

Coordinator informs the members that the results of previous examinations prove that the progress of the students is satisfactory. Resolved that the tempo of the progress would continue.

Departments would be asked to promote co-curricular and extra curricular activities among the students so that all round development be possible.

Special lectures by thei experts should be given priority for the encouragement of the students.

3) Organization of PT Meeting, Alumni programme

Resolved that the institution should continue its contact with the communities in the form of Parent-teachers meeting, NSS NCC community services. Few departments already organized such P-T meetings. Other departments would be asked to hold such meetings.

NSS and NCC would be asked to continue the community works through volunteers. Special camps in the adopted village should be given more emphasis by NSS.

NCC would continue their programmes as per their schedule.

Resolved that Alumni meet to be organized by the departments. In this meeting, successful former students will be asked to deliver lectures about their success to motivate the current students.

4) **Feedback from different stakeholders- Students, Parents, Faculties, Alumni, Employers**

Resolved that the Coordinator would take necessary steps to collect feedback through structured questionnaires framed in consultation with the senior faculty members and the Principal in accordance with the NAAC SSS.

Resolved that the feedback would be analyzed and submitted to the authority for further actions.

Resolved that online feedback be made available so that any stakeholders can share their views on the issues of infrastructural facilities, ambience, disciplines and teaching-learning and evaluation process.

5) **Academic audit & Green audit**

Resolved that like previous year, **academic audit** should be done by a committee comprising the Registrar of Burdwan University, Principal, IQAC Coordinator, and one Governing Body Member, Dr. Sudip Narayan Maitra.

Resolved that Green Audit would be done by the affiliating university and the institution would come to know its contribution to the atmosphere. The Department of Botany would be asked to take necessary steps for Green audit this year also.

6) **Miscellaneous**

- a) Resolved that an exclusive institutional app to be prepared for the convenience of the students. Notification, results, admission, e-materials can be uploaded in the apps. Students and staff can access this information easily.
- b) A workshop on MOOCs to be organized, as proposed by Dr. Sudip Narayan Maitra. Resolved that Dr. Maitra is asked to organize the same.
- c) FDP and other different programmes to be continued for the benefits of the faculties and students.
- d) Interdepartmental Clean campus Green campus Contest should be organized. Clean And green campus our other slogans throughout the year and we have to work in that direction as the resolutions taken in the previous meeting.

No other issue to discuss, the meeting ends with thanks to the chair.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidee Mahavidyalaya
Khujutipara, Birbhum, W.B.

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Notice-4

Dated: 25.06.2019

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 25.06.2019 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda. All are requested to attend the same and make it a success.

Agenda

- 1) Ratification of last meeting resolutions
- 2) Action taken for the year
- 3) Miscellaneous

Subhas Singha Roy 25.6.19
(Dr. Subhas Singha Roy)

Coordinator
Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya
Khujutpara, Birbhum, W.B.

Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 25.06.2019

Meeting started under the Chairmanship of Dr. Sk. Aatur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

Members present

- 1) Dr. Aatur Rahaman 25.6.2019
- 2) Subhas Singha Roy 25.6.2019
- 3) Aradip Mr. Mishra 25/6/19.
- 4)
- 5) Manoj Kumar Choudhary 25/6/19
- 6) Somendra Das 25/6/19
- 7)

1) Ratification of last meeting resolutions

Dr. Singha Roy, Coordinator, read out the resolution of the last meeting dated 06.07.2018 and requested the members to ratify the resolution and if any addition or omission kindly be mentioned for inclusion. As no other suggestion came and all of the members present positively agreed with the resolutions, so the resolutions were taken to be ratified unanimously.

2) Action taken for the year

In its meeting dated 06.07.2018, an Action Plan was chalked out. Members expressed satisfaction that most of the plans were materialized. Following the activities of the IQAC as per the Action Plan.

Date	Event organized	Link of the events
17.07.2018	Departmental Performance Appraisal	https://docs.google.com/document/d/16rKW0viXqtolxLLH9CghTg1WD4aPrKPwqg7D7O

		P6djs/edit?usp=share_link
18.07.2018 Phase-1 & 2	Orientation/ Ice-breaking Session- 1	https://docs.google.com/document/d/1g0KB8H9LnEb_Ah4SH1ornbQqFXCJWZWe0xlzOGb68Mw/edit?usp=share_link
21.7.2018	Orientation/ Ice-breaking Session- 3	https://docs.google.com/document/d/1g0KB8H9LnEb_Ah4SH1ornbQqFXCJWZWe0xlzOGb68Mw/edit?usp=share_link
01.08.2018	Ice-breaking sessions -4	https://docs.google.com/document/d/1g0KB8H9LnEb_Ah4SH1ornbQqFXCJWZWe0xlzOGb68Mw/edit?usp=share_link
27.12.2018	Departmental Presentation	https://drive.google.com/file/d/1vjN-WWufsQwHafClfOFiZV1J48f6NiYu/view?usp=share_link
28.12.2018	Departmental Presentation	https://drive.google.com/file/d/1vjN-WWufsQwHafClfOFiZV1J48f6NiYu/view?usp=share_link
29.12.2018	Departmental Presentation	https://drive.google.com/file/d/1vjN-WWufsQwHafClfOFiZV1J48f6NiYu/view?usp=share_link
08.01.2019	Changing World and Role of a Teacher	https://docs.google.com/document/d/1PftT5a_St535or91DjeN1Y-Nt1VmQCkW11xzKfhZgOg/edit?usp=share_link
09.01.2019	Workshop on PPT, Hyper Link etc	https://drive.google.com/file/d/1w9YDftBGMJITPwzei-Ei65EhrGsha51f/view?usp=share_link
24.01.2019	Voters Awareness Day Observation	https://drive.google.com/file/d/1U5TOa31i5sS62ljnesShcoYIE6AD7w4a/view?usp=share_link
30.01.2019	Special Lecture on Value Education	https://docs.google.com/docu

		ment/d/1CIMBOAsYWPIZcLKSB8YdJFoSF-7Is9_I_bmtKk-sIWM/edit?usp=share_link
13.02.2019	Promotion of and Motivation of Research	https://docs.google.com/document/d/1TU4Y_Iz9ih5PkTExlk8X1Dej4QhhMg-V8xaNOt0nRQ/edit?usp=share_link
28.02.2019	Photography Exhibition	https://drive.google.com/file/d/1J5wE-9_23UPhOsc-cfTPeuH6_UdU6MWd/view?usp=share_link
05.03.2019	Campusing by ABP	https://docs.google.com/document/d/1bsWin_HwfdOB2S-gRmhUDPae-PrIMoZfV87CCoi00As/edit?usp=share_link
04.04.2019	Workshop on MOOCS	https://drive.google.com/file/d/1kRC3Co9RE70VKYajTy7Ooaj9ocD47KGf/view?usp=share_link
25.06.2019	Submission of Feedback Reports to the Principal	https://drive.google.com/drive/folders/17ycFD13kQMZGbYq4cD6CdoswtMrOK5gK?usp=share_link
28.06.2019	Departmental and individual performance	https://drive.google.com/file/d/1BNsXreHNR9z5e3G_awEAjz8FOWIMKf-1/view?usp=share_link

1) **Miscellaneous**

- a) Resolved an innovative initiative to be taken. Nearby school students to be invited to visit the campus and the Principal, IQAC Coordinator and few other teachers will address them. Thereafter they will be allowed to visit the campus. This innovative step is named as **Selling the Dreams for Higher Education**.
- b) Resolved that the regular programmes should continue.
Feedback reports
- c) Coordinator informed that the Feedback reports from various stakeholders were taken, processed and report generated. Resolved that the feedback report will be conveyed to the Principal for further action.

As no other issue is raised for discussion, the meeting ends with thanks to the chair.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

25/6/2019

Coordinator
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