



Internal Quality Assurance Cell (IQAC)

Chandidas Mahavidyalaya, Khujutipara, Birbhum

meet.google.com/imh-dxsq-iwx

Time: 6.30 PM

Date: 06.07.21

Agenda

- 1) Ratification of last meeting
- 2) Plan for the session-2021-2022
- 3) Feedback from various stakeholders
- 4) Continuing the Past Activities
- 5) Miscellaneous

Members present

- 1) Dr. Ataur Rahaman
- 2) Subhas Singha Roy 6.7.21
- 3) Md Alamgir Khan 06/07/21
- 4) Somadon Das 6/7/21
- 5) Anupam Das 6/7/21
- 6) Mousumi Das Choudhury 6.7.21
- 7) Somadon Das 6/7/21
- 8) Srijanta Das 06.07.21
- 9) Abhinanda Chakraborty 6/7/21

Meeting starts under the chairmanship of Dr. Sk Ataur Rahaman, Principal on 06 07.21 from 6.30 pm on Google meet to discuss and resolve the following issues. Dr. Rahaman welcomes all the members to take part in deliberation of IQAC. He asks Dr. Subhas Singha Roy, Coordinator, IQAC to initiate the discussion.

Dr. Rahaman requests all the members to take active part in the deliberation.

Dr. Subhas Singha under the instruction of the Principal initiates the discussion.

1) Ratification of last meeting

He reads out the last meeting resolutions and requests the members to suggest anything that has been missed out in the resolutions.

As there is no such suggestion put forward, the last resolutions are accepted unanimously.

2) Plan of Action- 2021-2022

- a) Optimum Use of Digital Platform - for teaching, learning and assessment
- b) Mentoring the Students in this Neo-normal situation
- c) Organization of Research Oriented Webinars and national level webinars on various topics
- d) Publication of research Papers

As the lockdown continues, overall academic activities getting hampered since March 2020 due to various factors, resolved that digital options be utilized optimally starting from teaching to assessment of the students.

Resolved that emphasis be given to the mentoring of the students to cope up with neo-normal situations, motivating them to adjust with the situation.

Resolved that departments will be asked to organize more and more webinars.

Resolved that faculty members will be encouraged to do more and more research work, publish papers, attend webinars and online workshops. presents papers.

3) Feedback from various stakeholders

Resolved that the feedback-taking should be continued from the other stakeholders like Alumni, Parents, Employers, and Faculties on institutional infrastructural facilities, teaching-learning ambience, quality of the students for employment market. Resolved that students' feedback on syllabus is important and that will be conveyed to the concerned authority of the affiliating university. Coordinator is requested to prepare questionnaires for different segments and compile the same, prepare the report and submit to the principal.

4) Continuation of Past Activities

Resolved that the past activities which the departments are habituated to organize and perform be continued.

- 1) Students should be informed about the **PO, PSO, CO, CSO** so that they know what they are going to learn from which paper.
- 2) **Ice-breaking sessions (Online)** should be organized to provide the newly admitted students an opportunity to get to know each other and their teachers and institution.
- 3) **Aptitude Tests** should be taken to classify the students for better teaching-learning
- 4) **Periodical Tests** also be conducted to assess the progress of the students
- 5) **Students Seminar** be conducted
- 6) **Parents-teachers meeting** be organized
- 7) **Special lectures** to be conducted.
- 8) **Awareness generation** programmes also be organized
- 9) **Add on courses** should continue
- 10) **Reunion programme** to continue

5) Miscellaneous

- a) Resolved that online resources to be utilized by the faculty members through N-List programme
- b) Inter-department / Inter-college competition can be organized on Google Platform
- c) FDP Programmes can be organized

- d) Principal reminds the members that a national level webinar will be held tomorrow and the event is being organized by the department of Philosophy. IQAC Coordinator is specifically requested to extend all possible help to organize the same.
- e) It is informed that the department of Geography will organize an innovative webinar on Alternative Career Path and Entrepreneurial Mindset keeping the institutional vision in mind.
- f) It is also informed by the Coordinator, IQAC that a national level webinar will be held on Indian Foreign Policy and the event is organized by the department of Political Science. Coordinator requests all the members to remain present in the webinar and make a successful one.
As no such issue comes for discussion, the meeting ends with thanks to the chair.
- g) **Incubation centre** for generating knowledge and sharing with the community will be taken up.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

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



Internal Quality Assurance Cell (IQAC)

Chandidas Mahavidyalaya, Khujutipara, Birbhum

meet.google.com/rvg-gquw-rdg

Time: 6.30 PM

Date: 28.09.2021

Agenda

- 1) Ratification of last meeting resolutions
- 2) Mentoring and Counselling the students
- 3) Ice-breaking Session for SEM-I
- 4) Miscellaneous

Members Present

- 1) Dr. Ataur Rahaman
- 2) Subhas Singha Roy 28.9.21
- 3) Jomaxdau Das 28.9.21
- 4) Anup Kumar 28/9/21
- 5) Sanjay B. 28.09.21
- 6) Md Alamgir Khan 28/9/21
- 7) Mansum Roy Chowdhury 28.9.21
- 8)
- 9)

Meeting starts under the chairmanship of Dr. Sk Ataur Rahaman, Principal on 28.09.2021 from 6.30 pm on Google meet to discuss and resolve the following issues. Dr. Rahaman welcomes all the members to take part in deliberation of IQAC. He asks Dr. Subhas Singha Roy, Coordinator, IQAC to initiate the discussion.

Dr. Rahaman requests all the members to take active part in the deliberation.

Dr. Subhas Singha under the instruction of the Principal initiates the discussion.

1) Ratification of last meeting

He reads out the last meeting resolutions and requests the members to suggest anything that has been missed out in the resolutions.

As there is no such suggestion put forward, the last resolutions are accepted unanimously.

2) Mentoring and Counselling the students

Country is still reeling under the surge of Covid cases though the situation is coming under control as claimed by the government. But still the crisis is not over. Students should be counseled not only about their physical and mental health, but their academic part also. They should be advised to refrain from social media and concentrate on study.

Every teacher will be asked to mentoring the students so that they can keep themselves healthy and mentally balanced.

Parents should be taken into confidence.

Resolved that the employees should meet online and exchange their views so that any inconvenience can be overcome.

Resolved that the faculty should participate in the national and international webinars and present their papers.

Resolved that the faculty members will be encouraged to communicate their research papers to the journal and publish books or book chapters.

3) Ice-breaking Session for SEM-I

As the admission still continuing under the instruction of the affiliating university and department of Higher Education, resolved that the Ice-breaking sessions will be organized by the respective departments.

Resolved that the Principal, Coordinator, IQAC and other members will be invited to take part in the Ice-breaking sessions.

Resolved that the newly admitted-students will be appraised of the institutional facilities, disciplinary measures, co-curricular, innovative methods of teaching-learning, evaluation system apart from the syllabus.

Resolved that the departments will communicate their students about the Programme Outcome (PO), Course Outcome (CO) and Programme Specific Outcome (PSO).

Resolved that the department will appraise the students about the methods to be followed in the class and the modules.

4) Miscellaneous

Resolved that the departments will form a new Whatsapp group taking the newly admitted students.

Resolved that the newly admitted students will be asked to download college Apps for the regular information and notifications from the institution.

Resolved that e-materials will be supplied to the students for their preparation.

As the fair number of students are from the 1st generation learners, so that they may not be habituated with using emails and e-communications, it is resolved that the faculty members will shoulder the responsibility to make those students accustomed to using emails.

Resolved that Soft Skill Development programme will be organized by the faculty members

Librarian will be requested to share user ID and Password of N-list for e-resources and faculty members will be asked to utilize the same as far as possible.

As no such issue comes for discussion, the meeting ends with thanks to the chair.

Subhas Singha Roy
(Dr. Subhas Singha Roy)

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



Internal Quality Assurance Cell (IQAC)
Chandidas Mahavidyalaya, Khujutipara, Birbhum

Time: 2.15 PM

Date: 14.12.2021

Agenda

- 1) Ratification of the past resolution
- 2) Taking stock of the situation
- 3) Feedback collection from the various stakeholders and analysis
- 4) Continuous motivating the students
- 5) Miscellaneous

Meeting starts under the chairmanship of Dr. Sk Ataur Rahaman, Principal on 14.12.2021 from 2.15 pm in the IQAC Office to discuss and resolve the following issues. Dr. Rahaman welcomes all the members to take part in deliberation of IQAC. He asks Dr. Subhas Singha Roy, Coordinator, IQAC to initiate the discussion.

Dr. Rahaman requests all the members to take active part in the deliberation. He congratulates all the members for the new start of the institution in offline mode and urges all to utilize the opportunity to the betterment of the students.

Dr. Subhas Singha under the instruction of the Principal initiates the discussion.

1) Ratification of last meeting

He reads out the last meeting resolutions and requests the members to suggest anything that has been missed out in the resolutions.

As there is no such suggestion put forward, the last resolutions are accepted unanimously.

2) Taking stock of the situation

About one month passed after the educational institution opened. IQAC resolved to take stock of the academic activities going on. It is found that initial hesitation on the part of the students about off-campus academic activities is getting over. They are coming to the classes; but most of them are Honours course students.

Resolved that all possible channels would be used to convince the students to come to classes. Faculty members would be asked to use their online or social media platforms to get connected with the students and motivate them to attend classes. Principal is requested to issue notice to the students in this regard. Student representatives would be taken into confidence.

Principal informs the IAC members that the campus has been sanitized under the instruction of the Higher Education department with the help of local administration.

3) Feedback collection and analysis

Resolved that feedback of the students and other stakeholders was taken for the year 2020-2021. Coordinator with the help of other senior members prepared the report and it will be submitted to the principal.

Resolved that feedback for the year 2021-2022 will also be taken after the semester examination is over.

4) Continuous motivating the students

Resolved that it is the need of the hour to motivate the students for academic activities. They remained out of touch with the direct teaching-learning system for nearly 20 months. They need to be counseled and proper psychological care be given.

Resolved that faculties can use online platforms also if need be.

Resolved that ICT facilities should be extensively used to make the classroom teaching more attractive.

As the examination will be held soon, proper attention be given for their preparation for the examination.

5) Miscellaneous

Resolved that motivational lectures can be organized.

Participatory programmes like cultural competition, students seminar, quiz competition, wall magazine, sports and games, awareness generation programmes should be organized so that the students get motivated and involved.

Resolved that students should be motivated to visit the library more.

Resolved that the IQAC Coordinator will lead to organize the Skill Development Programme and another faculty member will be asked to cooperate in this regard. Dr. Singha Roy informs the members that Skill Development Programme will start this month.

Resolved that covid protocol is still to be maintained till the government orders otherwise.

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

Sudhansu Singh Roy
Coordinator
Internal Quality Assurance Cell (IQAC)
Chandides Mahavidyalaya
Khujutipara, Birbhum, W.B.



Internal Quality Assurance Cell (IQAC)

Chandidas Mahavidyalaya, Khujutipara, Birbhum

Time: 2.15 PM

Date: 21.06.2022

Agenda

- 1) Ratification of last meeting resolutions
- 2) Preparation for admission
- 3) Action taken
- 4) Miscellaneous

Members present

- 1) Dr. Sk Ataur Rahama
- 2) Subhas Singha Roy 21.6.22
- 3) Jambardan Das 21/6/22
- 4) Md Alamgir Khan 21/06/22
- 5) Sayantika Bha 21.06.22
- 6) Nousun Begum Chowdhury 21.6.22
- 7) Anup Kumar Mahto. 21.6.22
- 8)
- 9)

Meeting starts under the chairmanship of Dr. Sk Ataur Rahama, Principal on 21.06.2022 from 2.15 pm in the IQAC Office to discuss and resolve the following issues. Dr. Rahaman welcomes all the members to take part in deliberation of IQAC. He asks Dr. Subhas Singha Roy, Coordinator, IQAC to initiate the discussion.

Dr. Rahaman requests all the members to take active part in the deliberation.

Dr. Subhas Singha under the instruction of the Principal initiates the discussion.

1) Ratification of last meeting

He reads out the last meeting resolutions taken on 14.12.2021 and requests the members to suggest anything that has been missed out in the resolutions.

As there is no such suggestion put forward, the last resolutions are accepted unanimously.

2) Preparation of new admission

As the Higher Secondary result was out on 10.6.2022, the process for admission into the Semester would start. Principal informs the members that the process for admission into the new semester has already been made. Like previous years, entire admission related activities would be done online; students need not come to the college premises except on the day for verification.

Members express satisfaction over the admission procedure as mentioned by the Principal.

3) Action taken

Date	Events	Link
07.07.2021	National Webinar Deptt of Philosophy	meet.google.com/dit-powa-ing
08.07.2021	Alternative Career Path and Entrepreneurial Mindset	meet.google.com/xhk-wxsu-voq
24.7.2021	National Webinar on Indian Foreign Policy	meet.google.com/oph-dsov-eqj
31.01.2022	NAAC Preparation meeting with Prof. Chandan Roy, Malda College and Core Committee members	meet.google.com/gxd-ezpd-qrn
22.02.2022	AISHE Workshop with Jt. DPI Dr. TK Ghora	meet.google.com/xeg-qqwi-qth
Feedback taken, analyzed and submitted to the principal for further actions		
Academic audit also done and submitted to the Inspector of Colleges		
Process for Green Audit and the auditors' visit is awaiting		
Playing field adjacent to our institution completed		
New Annex Building is ready for academic activities		
04 Meetings of IQAC		

4) Miscellaneous

- It is informed to the members that the Golden Jubilee celebration is withheld due to the government circular.
- Principal informs that the golden jubilee celebration will be held once the restrictions over public gathering is over.
- Resolved that two statues - Late Dinanath Das and Medieval Poet Chandidas as verbally advised by the NAAC Peer Team in 2016 will be inaugurated by the family members of Late Dinanath Das and Local MLA and our Governing Body President Dr. Bidhan Majhi scheduled to be held on 30.7.2022 as informed by the Principal.
- Resolved that earlier practices will continue like- **Ice-breaking session, Aptitude test, regular class tests, students seminar, parent-teachers meeting, Department wise Alumni Get together/ Reunion, Cultural Programmes, Awareness generation programmes, Add on Courses, Skill Development Programmes, publication of college journal etc.**

- e) Resolved that our research journal will have to be published within December this year.
- f) Coordinator informed the members that the process of inclusion our journal -Inquest- into the UGC CARE List has already started. Members congratulate the Coordinator and those who are doing this commendable job.

As no other issue is cropped up, the meeting ends with thanks to the chair.

Subhas Singha Roy

(Dr. Subhas Singha Roy) 21/6/22

Coordinator
Internal Quality Assurance Cell (IQAC)
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