ESTD : 1966

KIDDERPORE COLLEGE

(C. U. Affiliated)
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Ref. No. ....

Date : .... Date : 04.09.2019

NOTICE
IQAC MEETING

The postponed meeting of the IQAC will be convened on **06.09.2019** at **2:30 PM** in the Principal's Chamber to discuss the agenda given below. All the members are requested to attend.

1. Confirmation of the proceedings of the last meeting dated 26.4.2019.
2. Distribution of work with particular emphasis on writing out the seven criteria as mentioned in the Self Study Report
3. IQAC Fund
4. IQAC Seminar
5. Immediate appointment of a Data Entry Operator
6. Public Address System
7. College Journal (ISSN)
8. E-waste disposal and re-cycling
9. Community Schemes
10. Mentoring
11. Alumni AGM
12. Miscellaneous.

Sudakshina Sarkar (Roy)
IQAC Coordinator

04.09.19
Dr. Abhijit Ganguly
Principal
Kidderpore College

Members
1. Dr. Sunanda Mukherjee
2. Dr. Sohag Joarder 04.9.19
3. Dr. Pravabati Das Mullick
4. Dr. Swati Pal 4.9.19
5. Dr. Manoj Mandal
6. Dr. Sonali Sarkar
7. Dr. Dibyendu Roy 04|09|19

Invitee Members
Dr. Itu Singh 4/9/19
Dr. Chandrabali Das CDas. 4/9/19

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Kidderpore College

MINUTES OF THE MEETING

29.08.2019

This meeting got postponed to 6.09.19.

MINUTES OF THE MEETING

6.09.19

1. Confirmation of the proceedings of the meeting dated 26.04.19

   The minutes of the meeting dated 26.04.19 were confirmed.

2. Distribution of work with particular emphasis on writing out the seven criteria as mentioned in the Self Study Report

   The teachers who would be in charge of the criteria were decided.

   The names are as follows:

   Criterion I: Curricular Aspects

   Manoj Mandal (Team Leader) Srabani Roy Maiti, Nupur Basu, Pilu Chandra Das.

   Criterion II: Teaching-Learning Evaluation

   Itu Singh (Team Leader), Jaya Basu Sarbadhikary, Dibyendu Roy, Benoy Das.

   Criterion III: Research, Innovation, Extension

   Sunanda Mukherjee (Team Leader), Subhash Chandra Mandi, Tanika Bhattacharya, Rama Mishra.

   Criterion IV: Infrastructure and Learning Resources

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rrava Das Mullick (Team Leader), Debapriya Dhar, Kalpita Nandy, Kankana Dhara

Criterion V: Student Support and Progression
Chandrabali Das (Team Leader), Nausaba Parveen, Amrita Bhattacharya, Sutapa Bhattacharya

Criterion VI: Governance, Leadership and Management
Sohag Joarder (Team Leader), Sharmila Chanda, Shampa Maajhi, Priyanka Biswas

Criterion VII: Swati Pal (Team Leader), Syed Ali Irfan Naqvi, Susmita Ghosh, Teesta Dey.

It was decided that work should start immediately on Criteria II and IV.

Team IV was given the task of

(a) measuring the area of the college

(b) finding out whether an open access system can be established in the library

(c) to take an account of the total stock in the library

(d) whether there was a complete list of text books, references and journals in the library and whether some more journals can be arranged

(e) whether there is a database on the books and journals in the library

(f) securing information on DST, NBHM, SEM and IEEE from the librarian

(g) Whether clippings can be arranged and whether there is a bibliographic compilation

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3. IQAC Fund

The matter had been addressed in the meeting dated 26.04.19.

4. IQAC Seminar

It was said that an amount of Rs. 60,000/- would be set aside for a seminar to be organized under the guidance of the IQAC. It was also mentioned that efforts should be directed towards Kanyashree which has already benefitted many girls in this college. The NSS and NCC were asked if they could build up an Eco Club and create a no-plastic zone in college. The NSS could organize a programme to observe September 19 as Ozone Day. Mention was also made of the Jal Shakti Team of which Prof. Pilu Das was the leader. Attention should also be given to the Students' Health Home.

5. Immediate appointment of a data entry operator

It has already been decided by the Governing Body that such a data entry operator would be appointed, and that an advertisement, in this respect, would be given.

6. Public Address System

The matter has already been referred to the Governing Body.

7. College journal (ISSN)

The matter has been referred to Prof. Manoj Mandal.

8. E-Waste disposal and recycling

Companies should be contacted which deal with e-waste disposal Professors Sonali Sarkar and Sudakshina Sarkar (Roy) were asked to deal with the matter.

9. Community Schemes

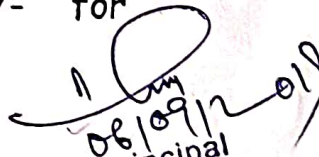This was to be handled by NSS and NCC

10. Mentoring

The matter of mentoring was the responsibility of individual departments.
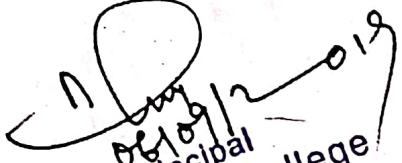
11. Miscellaneous

    (a) The Alumni was supposed to have a meet on 21ˢᵗ September 2019, and required Rs. 5000/- for refreshments.

    (b) PAS should be installed in Rooms 2 and 3.

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(c)   Umeed, an NGO, wanted to organize a gender sensitization programme for the students. It was also said that teachers could contact the USEFI in the American Centre for pursuing their doctoral and post-doctoral thesis.

(d)   Parent-Teacher meeting dates were to be intimated to the parents as soon as possible.

(e)   A workshop needs to be organized for ICT teaching in the ICT-enabled classrooms.

(f)   In this session the subject of EVS would be handled by Prof. Kalpita Nandy and Sudakshina Sarkar (Roy)

(g)   A glow signboard would be put up as the college signboard

(h)   Room 1 was earmarked for the Language Lab

(i)   There should be a noticeboard mentioning the names of the teachers who are absent on that day

(j)   IQAC meetings should include the non-teaching members

(k)   Attention should be given to organise a Drama Club, a Debate Club, a Quiz Club and a Student Grievance Cell.

The meeting ended with thanks to the Chair.

06/10/2019

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