

MINUTE BOOK

Jogesh Chandra Chaudhuri College

30, Prince Anwar Shah Road, Kolkata 700033

NAAC REACCREDITED: B++

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INTERNAL QUALITY ASSURANCE CELL (I.Q.A.C.)

NOTICE

Dated: 2nd. December 2021

Physical

Notice is hereby given that a meeting of the Internal Quality Assurance Cell (I.Q.A.C.) of Jogesh Chandra Chaudhuri College will be held on Thursday, the 9th. December 2021 at 3.00 p.m. in room no. 7 to consider the following agenda.

Attendance of all honorable members of the I.Q.A.C. in the meeting is hereby requested.

Agenda

1. To read out the notice convening the meeting.
2. To confirm the proceedings of the previous meeting.
3. To consider the progress and current status of AQAR submission.
4. To consider initiating the process of 3rd. cycle NAAC accreditation of the college.
5. To consider restructuring / formation of sub committees of IQAC for major functional areas .
6. To consider the ensuing requirements for uploading of college data in the AISHE portal.
7. To consider any proposal from any member of the IQAC for quality up gradation of the college.
8. Any other matter with permission from the Chair.

saf Dr. Pankaj Kumar Roy
Principal and Chairman IQAC

luis
Samir Kumar Sinha
Coordinator, IQAC

- c.c. to 1. Dr. Saibal Chakraborty - (GB Member) # 9831092909
 2. Prof. Nabanita Chattopadhyay (GB Member) # 8334912223
 3. Prof. Jatantanath Kundu - Burser (Senior Administrative Member, IQAC)
 4. Bratati Dasgupta - (Senior Teacher Member, IQAC)
 5. Dr. Bipradas Rit - Senior Teacher Member , IQAC
 6. Dr. Joydip Sengupta- Senior Teacher Member, IQAC
 7. Dr. Amit Bhar - Senior Teacher member , IQAC # 8617269861
 8. Dr. Sravasti Guha Thakurta - Senior Teacher member , IQAC
 # 7980678497
 9. Dr. Ajanta Paul - External Expert from Stakeholders # 9007216053
 10. Dr. Sujit Das - External Expert from Local Society, IQAC # 9433181837
 11. Prof. Tarak Dey - Alumni Member , IQAC #9433025275
 12. General Secretary , Students Union

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Meeting dated 15-12-2021

1	Pankaj Kumar Roy 15/12/2021
2	Iain Wu Dinesh 15-12-2021
3	S. Gupta Shakuntala 15/12/2021
4	Shrikant Bhowmik 15/12/2021
5	Tanjun Sengupta 15/12/2021
6	Boratatri Dasgupta 15/12/2021
7	Dr. SAIBAL CHAKRABORTY - ABSENT
8	Prof. NABANITA CHATTOPADHYAY - ABSENT
9	Dr. AJANTA PAUL - ABSENT
10	Dr. SUJIT DAS - ABSENT
11	Prof. TARAK DEY - ABSENT
12	Prof. J. KUNDU - ABSENT
13	G.S., STUDENTS UNION - VACANT.

CHAIR

The meeting started with Dr. P. K. Roy, principal to the chair.

NOTICE

The coordinator informed that the physical meeting of ISAC scheduled on 9th December 21 was deferred to 15th December 21 by circulating notice in the ISAC WhatsApp group on 10th Dec. 21. He read out the notice of the meeting.

QUORUM

The chairperson checked the quorum and called the meeting to order.

ABAR

Current status of Abar submission was put on motion.

The coordinator informed that Abar-16-17 was first submitted on 24-12-2019. Thereafter from March 2020 covid pandemic started. During the continuance of covid lockdown of the college the Abar was re-submitted in January 2021 with some edits (being so directed by the NAAC/UHC).

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He also informed that NAAC/VG has further directed to resubmit the ABAR with further edits. Sometime in Oct. 2021 due to the onset of the second wave of Covid this could not be attended to.

The coordinator further informed that the members of the ABAR team sat from time to time to progress the preparation of ABAR-17-18 during the covid lockdown which continued without interruption from March 2020 till date.

"Resolved that:

- i) the ABAR team members be requested to attend the VG/ NAAC direction about ABAR-16-17 without any delay.
- ii) the ABAR 17-18 preparation and submission at the earliest possibility
- iii) to plan for the preparation and submission of ABAR-18-19, 19-20, 20-21 which are now overdue.

3RD CYCLE NAAC

The coordinator informed that the college was accredited B++ by NAAC in the 2nd cycle wayback in September 2016 for a 5 years period and, therefore, the 3rd cycle re-accreditation has fallen due after Sep. 2021.

"Resolved that 3rd cycle reaccreditation process be started by constituting a NAAC Team/ committee the principal be requested to constitute the team."

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AISHE SURVEY (DCF-II) The coordinator informed that AISHE Survey was last done as of 30-09-19 which was uploaded in the AISHE portal sometime in Feb. 2020. Thereafter due to covid pandemic survey for as of 30-09-2020 was skipped. Now that the survey for 2020-21 has been launched which is due for submission by 28th Feb. 2022 to include therein:

- i) Student enrolment as on 31-12-20
- ii) Exam. Result as on 31-12-20
- iii) Financial Information 01-04-19 to 31-03-20
- iv) Scholarship data for year 01-01-20 to 31-12-20
- v) Infrastructural information as on 31-12-20

"Resolved that the DCF-II core committee be requested to complete and upload DCF-II within stipulated time"

RESTRUCTURING/ FORMATION OF I&TC SUB-COMMITTEES/ CORE TEAM.

The coordinator informed that the following sub committees are already in place having been formed in I&TC meet. dt. 24-12-16 for the major functions:

- i) Processing of CAS proposal for Dr. Amit Bhar signature of coordinator. - Dr. B. Rit
- ii) AGR = Dr. Amit Bhar, Dr. B. Rit, Bratati Dasgupta, Dr. Jaydeep Sengupta, Dr. Sravasti GuhaThakurta
- iii) DCF-II - Bratati Dasgupta & Dr Jaydeep Sengupta
- iv) Feedback - Dr Avijit Saha.
- v) Promotion of Research - Dr. Amit Bhar, Dr B. Rit.

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The coordinator informed that some changes in the core team are imperative now and as such he proposed that:

- i) Dr. Atish Sardar of Bio Science dept and Chiranjib Ghatak of Chemistry dept be inducted in the core team ~~of~~ for CAS proposals.
- ii) Atish Sardar and Chiranjib Ghatak to check the categories I & II of CAS and Dr. B. Rit and Dr. A. Bhos to check category-III of CAS proposal and the assigned persons ^{in their respective parts} to countersign the checked proposals before passing on to the coordinator.

The coordinator further proposed that the IBAC be restructured thoroughly with changing the coordinators as well in view of rejuvenating IBAC activities and the principal be requested therefor."

Seconded by Dr. Jaydeep Sen Gupta the proposal was carried unanimously.

PROPOSAL FOR QUALITY UPGRADATION :

The principal proposed that:

- i) For upgradation of research and publication activities of the college necessary coordination be planned by the IQAC so that the teaching departments, Students, Research committee, Magazine committee are all geared up to produce research papers/ articles, ^{e-contents, magazine contents (texts)} etc. and published ^{as e-journal, e-magazine} in the college website or ^{through} other media.
- ii) To commemorate the 75 years of Indian

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Independence which will complete
Quiz competition covering various information
about independence be organised for the
students and a suitable plan be designed
therefor. He also proposed the name of
Prof. Zigmire Wangchuk o History dept. to design
and execute the program."

Seconded by ~~the~~ Samir Kr. Sinha the
proposal was carried unanimously.

ANY OTHER MATTER

Introduction of new subject/teaching
program and its building repair and
development tabled for discussion. The
principal informed that:

- i) Introduction of new subject/program is dependent on building development.
- ii) For building development constant efforts from the college side are being made. Since the matter is fully dependent on the P.W.D department of W.B. Govt. and the Kolkata Corporation concerned dept therefore, outcome can be seen when the process flow of works are carried through by the aforesaid authorities for which the college is coordinating and comply with the requirement.
- iii) Funds required for the work will be financed from RUSA Grant (complying with the mode of utilisation prescribed) and the balance from College fund.

VOTE OF THANKS

The meeting ends with a vote of thanks
to the chair.

This
Coordinator.

CHAIRPERSON