

Minutes of Online Meeting held on 25/ 08/2020

Members present

1. Pravrajika Bhaswaraprana (Chair)
2. Pravrajika Vedarupaprana
3. Dr. Chaiti Mitra
4. Smt. Parama Sarkhel
5. Dr. Gargi Gangopadhyay
6. Dr. Bidisha Chatterjee
7. Dr. Debrupa Das
8. Smt. Tanju Datta
9. Dr. Saheli Roychoudhury
10. Pravrajika Amritarupaprana

The meeting was presided over by the Principal, Pr. Bhaswaraprana. In the meeting held in the Google Meet platform, the following items were discussed:

1. The Principal welcomed the new IQAC members and mentioned that Dr. Sudakshina Gupta, Ex Dean, CU, and Professor, Dept. of Economics, CU has been inducted as an eminent academician.
2. The 2019-20 Research Grant awarded by the College for faculty research has been awarded to Smt. Bisaka Blone from the Sociology department, but she has not been formally intimated by the Research Committee, nor has she received the initial funds to start her research.
Resolved that the IQAC will look into the matter and ask the Research Committee convenors to act at the earliest. The proposal from the previous IQAC coordinator to simultaneously allot the 2020-21 grants was discussed, but rejected due to scarcity of funds.
3. Resolved that the Research Committee will be urged to be more proactive, and arrange at least two Research Talks (faculty as well as invited speakers) per semester.
4. The need to reshuffle the TC subcommittees was also discussed, and it was proposed that they act for at least two years at a stretch.
5. Noted that the plans for introducing vocational B Ed cannot be pursued due to a govt. injunction on new B Ed colleges.
6. Resolved that the opening of the PG section of the English department will be pursued once again, with the induction of SACT teachers resulting in increased permanent faculty members.
7. Discussed the possibilities of introducing new Diploma and Certificate courses in Library Science, Social Work, Tally, Montessori or Pre Primary Teachers' Training courses under NSOU or IGNOU.
8. Resolved that the Gender Resource Centre will prepare documents to apply to the UGC for funds for a Gender/Women's Studies Centre. GRC Co-convenor Bidisha Chatterjee pointed out that while a lot of activities have been done and documented, few bigger events like workshops, seminars, conferences could be held in the near future, funds permitting.

9. Noted that initial groundwork for both Green Audit and Academic Audit has been completed. Resolved to proceed with both immediately.
10. Resolved that software for online student and stakeholder feedback, Integrated Management System, Learning Management System etc will be procured at the earliest.
11. Noted that the final decision on the Digital Manuscript Archive of Ancient Indian Manuscripts was pending. Resolved that the Library Subcommittee will be asked to report to IQAC about its progress.
12. The Principal proposed a new research project on Swami Vivekananda for the faculty members, which will be funded by the Sarada Math. Resolved that the Research Committee will be asked to proceed.
13. Noted that the self financed courses have stopped during the lockdown period. Resolved that GSCE and ELTA Global will be asked to resume online classes if possible.
14. Noted that the proposed CAS workshop need not be held immediately, as there have been a number of webinars on CAS Application held by other institutions which the applicants have attended. Reported that the IQAC coordinator has already had a meeting with the CAS applicants on 18th August, 2020.
15. Resolved that Sri Sarada Math Rasik Bhita will be contacted for career oriented courses for our students, as their placement records are quite good.
16. Resolved that Career Fair should be arranged at the earliest. Reported that the previous IQAC had initiated contacts with institutions and agencies, these have to be followed up for a fair, preferably in January 2021.
17. Suggested that a Skill Development Workshop be organized for the office staff, focusing on the proposed new softwares.
18. Policies for the functioning of the Covid Cell were discussed. Noted that no cases for assistance have been received till date.
19. Noted that the Course and Programme Outcomes need to be readdressed.
20. Proposed workshop on e-resources for students (library), and webinar on Intellectual Property Rights (IPR).
21. Noted that the college has no Industry-Academia Innovative Practice till date. Proposed internships with NGOs, Media, Old Age Homes, Orphanages, Dementia Care organizations, Special-need institutions. All teachers to be asked to explore opportunities.
22. Principal enquired about the tie-up with the State Central Library. Librarian Parama Sarkhel was asked to report on its status.
23. Proposed online workshops for students for skill development, like art, painting, anchoring, news presentation, radio jockeying, etc.
24. Discussion on Environment-based programmes were held, need for further detailed planning was noted.
25. Noted that an Admission Committee needed to be set up at the earliest, keeping in view the problems faced during the ongoing UG admissions. Resolved that the committee be formed from among IQAC members, which will liaison between Academic subcommittee, college authority and website admin. Policies to be formed in discussion with the HoDs.

26. Draft Academic Calendar presented and discussion held on events.
27. Resolved that personal counseling for students will be held in early September, funded by Student Welfare Committee. Other events to be held are Health Camps, Environment based student-centric programmes, workshop with RAHI Foundation.
28. Holding of Internal and Unit tests was discussed and resolved that Academic Subcommittee be asked to decide on the dates.
29. Possibilities of holding Puja Social online were also discussed.
30. The meeting ended with a vote of thanks to the chair.