

**Meeting Book of Internal Quality Assurance Cell**  
**Malda College**

---

**Academic Year: 2014-15**

**Proceedings of the Meeting No. 01/2014-15**

**DATE: 21/07/2014**

Venue: Principal's Chamber

Agenda:

1. SSR Submission.
2. Future Action Plan
3. Miscellaneous

**Members -**

Dr Ashim Kr Sarkar (Chairperson)

Dr M K Baidya (Coordinator)

Dr D Debnath (Joint Coordinator)

Dr B Nandi (Joint Coordinator)

Sri B K Ray

Dr A K Chatterjee

Dr A Roychoudhury (Bursar)

Dr N Mandal (TCS)

**Two External Members -**

Dr Saibal Mukherjee, Principal, Malda Medical College, Malda

Dr Sumanta Chattaraj, Ex Principal, Govt. Teachers' Training College, Malda

Discussion:

The meeting was presided over by Dr. Ashim Kr Sarkar, Teacher-in-Charge of the College and Chairperson of IQAC.

Firstly TIC suggested for appointment of a computer technician for the College and also suggested that Salary would be provided from PG, BCA and distance education center of Netaji and Burdwan University.

Prof M K Baidya informed that SSR had uploaded on 7th July and College was ready to submit hard copies. He also pointed out on some technicalities on the SSR submission.

External Member Dr Saibal Mukherjee suggested for extension programme on RSBY. He also highlighted some issues for opening new courses in optometry. Dr. Mukherjee suggested to get affiliation from UGB, State Medical Council (Beleghata) and Department of Health, West Bengal to start the new courses.

B K Ray emphasized on the teaching learning process by the Departments.

# Meeting Book of Internal Quality Assurance Cell

## Malda College

---

After detailed discussion, the meeting unanimously resolved the following:

### Item No. 1:

Dr. M K Baidya informed that SSR had been uploaded on 7 th July and College was ready to submit hard copies. He also pointed out on some technicalities on the SSR submission.

Resolved that the submission of SSR for 1st cycle on the 7th July, 2014 by IQAC be confirmed and the hard copies be submitted at the earliest.

### Item No. 2:

- a. External Member Dr Saibal Mukherjee suggested for extension programme on RSBY. He also highlighted some issues for opening new courses in optometry. Dr. Mukherjee suggested to get affiliation from UGB, State Medical Council (Beleghata) and Department of Health, West Bengal to start the new courses.

Resolved that initiatives be taken to introduce some Extension programmes on - i) Optometry ii) Awareness Programme on Rashtriya Swasthya Bima Yojana (RSBY), iii) Eye treatment for National Blindness Prevention and Control Board, iv) Biodiversity, v) Political Awareness etc.

Resolved that two new programmes in UG i.e. Sociology honours and Education honours has been introduced and Masters in Bengali in PG from this Academic session 2014-2015. For smooth running of these three new courses, guest teachers may be appointed

- b. The IQAC coordinator informed the house that the preparation of Academic Calender for the session 2014-15 has been completed and resolved that the same be published within a week.
- c. The IQAC coordinator submitted a report on actions taken in the academic session for 2013-14 and resolved that the report be approved. The academic planning regarding the syllabus distribution and preparation of routine for the new academic session are discussed.
- d. Discussed to develop the college campus a Wi-Fi zone and resolved that the Hardware Dot Com be requested to suggest in this regard.
- e. Discussed the necessity of using projectors in the classroom and resolved that Four LCD projectors be purchased immediately, one LCD projector for Chemistry/Math/Commerce, One for Zoology/Botany/Geography and Two for Arts.
- f. Discussed the importance of feedback, especially from the students and using online means to take tests and provide study materials to the students. Sri B K Ray emphasized on the teaching learning process by the Departments. Resolved that all Departments be asked to arrange for 360 degree feedback, online MCQ Test.

# Meeting Book of Internal Quality Assurance Cell Malda College

## Miscellaneous:

a. TIC suggested for appointment of a computer technician for the College and also suggested that Salary would be provided from PG, BCA and distance education center of Netaji and Burdwan University.

Resolved that Sri Biprateep Mandal be engaged as IQAC Technical Assistant with remuneration of Rs 9000 per month on temporary basis.

b. Discussed the expected NAAC visit between 3 rd week of November and 2 nd week of December and resolved that all departments be informed to get prepared in this regard. Also resolved that A supervision committee be formed with the following members to look after the departmental activities.

i. Bijan Kr Roy (Convener)

ii. Achintya Chatterjee

iii. Dhriti Sankar Mondal

iv. Chandan Roy

v. Partha Sarathi Nandi

vi. Debraj Bardhan

vii. Akhileshwar Prasad

viii. Intezar Ali

ix. A.C. Mondal Discussed the importance of making the college campus plastic free and the maintenance of greenery of the campus. Resolved that Dr. Bidyut Nandi and Dr. T.K. Mondal will take initiative on the environmental issues inside the college campus.


Discussed about the Annual Budget for the present financial session and resolved that Dr. Abhijit Roy Choudhury be requested to prepare the same.

Discussed the need for preparing a Stock Register of the college and resolved that Sri Ashim Kr. Bagchi be requested to prepare the same with the help of non teaching staff Sri Swapan Ganguly and Santosh Roy.

**Discussed need for the introduction of a course on computer literacy and unanimously resolved that a course on Office Management and Internet System (OMIS) to be introduced and initiatives to be taken by the DCSA department for organizing it.**

c. Initiative to be taken for promotion of faculty members under CAS.

Chairperson of IQAC ended the meeting with a vote of thanks.

  
Coordinator  
IQAC, Malda College



# Meeting Book of Internal Quality Assurance Cell

## Malda College

---

### Proceedings of the Meeting No. 02/2014-15    Date-8th December, 2014

Venue: Principal's Chamber

Agenda:

1. Peer Team Visit Preparation
2. Miscellaneous

Members present-

Dr Ashim Kr Sarkar (Chairperson)

Dr M K Baidya (Coordinator)

Dr D Debnath (Joint Coordinator)

Dr B Nandi (Joint Coordinator)

Sri B K Ray

Dr A K Chaterjee

Dr A Roychoudhury (Bursar)

Dr N Mandal (TCS)

Two External Members -

Dr Saibal Mukherjee, Principal, Malda Medical College, Malda

Dr Sumanta Chattaraj, Ex Principal, Govt. Teachers' Training College, Malda

Discussion:

The meeting was presided over by Dr. Ashim Kr Sarkar, Teacher-in-Charge of the College and Chairperson of IQAC.

Dr Baidya informed that the peer team visit has been finalized on 19 to 21 January, 2015.

TIC suggested that various measures should be taken for the preparation for this visit.

**Resolution:**

The members considered the proposals. After detailed discussion, the meeting unanimously resolved the followings:

**Item No. 1:**

- a. The Departments should be instructed to prepare the necessary documents and to submit the same to IQAC office as soon as within 15th December.


# Meeting Book of Internal Quality Assurance Cell

## Malda College

Dr Baidya informed that the peer team visit has been finalized on 19 to 21 January, 2015. Sri Bijan Kr. Roy, Convener of the Supervision Committee of departmental activities informed the status of the departments to face the peer team visit. TIC suggested that various measures be taken for the preparation for this visit. After detailed discussion, the meeting unanimously resolved that the Departments should be instructed to prepare the necessary documents and to submit the same to IQAC office as soon as within 15 th December.

- b. IQAC Coordinator informed the house regarding the implementation of the resolutions taken in the last meeting in connection with ICT based teaching-learning. The TIC informed the house that 4 projectors have been purchased and the process of making Wi-Fi campus has started. Discussed the scope of developing other means for ICT based classes and resolved that college authorities be requested to provide projectors for other departments.
  - c. Discussed the present status of the College website and its need on its further development. Resolved that the website provider be contacted and intimated about the requirements of college to make it allround suitable for students, teachers, teaching assistants and allumnies.
- 02.
- a. IQAC Coordinator expressed that the number of seminars and workshops held last year was not sufficient for this big college. Except for a few departments there are lack of initiatives in this regard. Resolved that initiatives be taken by IQAC to encourage all departments to organise seminars and workshops. Further resolved that all departments be requested to send copies of the documents of seminars or any event to IQAC for documentation. Preparations are to be made for the International Seminar organized by Departmental of History and English.
  - b. Discussed about the Annual Model Exhibitions and competitions like debate, quiz, etc and resolved that the tentative dates of Model Exhibitions and competitions be 22nd December, 2014. The TIC be requested to finalise programme.
  - c. Discussed about the progress of the syllabus and resolved that Examination Committee be given the charge for preparing the schedule of Test examination centrally and organize the same.

As there are no other issues to discuss, the Chairperson of IQAC ended the meeting with a vote of thanks.

  
Coordinator  
IQAC, Malda College



**Meeting Book of Internal Quality Assurance Cell**  
**Malda College**

---

**Proceedings of the Meeting No. 03/2014-15    Date- 8th January, 2015**

**Agenda:**

1. Preparation for NAAC Peer team visit
2. Misc.

**Members present-**

Dr Ashim Kr Sarkar (Chairperson)  
Dr M K Baidya (Coordinator)  
Dr D Debnath (Joint Coordinator)  
Dr B Nandi (Joint Coordinator)  
Dr Samar Kr Mishra  
Sri B K Ray  
Dr A K Chaterjee  
Dr A Roychoudhury (Bursar)  
Dr Chandan Roy  
Bulbul Mandal (Acting Head Clerk)

**Two External Members -**

Dr Saibal Mukherjee, Principal, Malda Medical College, Malda  
Dr Sumanta Chattoraj  
Ex Principal, Govt. Teachers' Training College, Malda  
Professor, School of Education, Netaji Subhas Open University

**Discussions:**

The meeting was presided over by Dr Ashim Kr Sarkar, Teacher-in-Charge of the college and Chairperson of the IQAC.

Discussion was held about the progress of preparation in connection with NAAC visit in order to take proper steps for remedy the gap still existing. A number of suggestions have been made in order to make things appropriate.

**Resolution:**

The members considered the proposals. After detailed discussion, the meeting unanimously resolved the followings:

**Item No. 1:**

- a. A powerpoint presentation, furnishing the details of all activities of the college since the inception of IQAC, be prepared for the NAAC team visit.

# Meeting Book of Internal Quality Assurance Cell Malda College


- b. A team will visit the departments to check the progress of necessary documentation process.
- c. Departments be directed to submit the completed reports regarding departments and faculty within 10 th January 2015.

2 a. Discussed about the development of the construction of the Girls' Hostel.

b. Discussed about the admission of the study centres and resolved that measures be taken for rotation of the working staff.

c. Discussed that Interdisciplinary classes be encouraged among the Departments and resolved that measures be taken for organizing Interdisciplinary classes within the departments. Also resolved that Remedial classes to be taken by teachers without remuneration as the fund is not available.

As there is no other issue to discuss, the Chairperson of IQAC ended the meeting with a vote of thanks.

  
09.01.15  
Coordinator  
IQAC, Malda College



# Meeting Book of Internal Quality Assurance Cell

## Malda College

### Proceedings of the Meeting No. 04/2014-15 Date- 10th April, 2015

#### Agenda:

1. System of collecting and preserving data regarding students
2. Online Feedback
3. Workshop on quality enhancement in teaching and learning
4. CAS
5. Academic Planning for the upcoming session
6. Miscellaneous

#### Members Present:

Dr. Ashim Kumar Sarkar (Chairperson)  
Dr. M. K. Baidya (Coordinator)  
Dr. D. Debnath (joint Coordinator)  
Dr. B. Nandi (joint Coordinator)  
Dr. A Roychoudhury (Bursar)  
Sri Dhriti Sankar Mondal (Teachers Council Secretary)  
Dr. A. K. Chatterjee  
Sri Bulbul Mandal

#### External Members:-


Prof. (Dr.) Pratip Kr. Kundu, Principal, Malda Medical College, Malda  
Dr. Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

#### Resolutions:

The meeting has been presided over by Dr. A. K. Sarkar, Teacher in Charge and Chairperson of IQAC, Malda College. The resolutions of the previous meeting were read out by the Coordinator and the same has been ratified unanimously.

1. Considering the immense importance of various student data, a need is being felt for systematic collection and preservation of such data. Hence, resolved that a Know Your Students (KYS) form be introduced to collect such data.
2. Considered the fact that as per the requirement of NAAC, the existing feedback system has to be strengthened and further discussed that the implementation of the resolution taken on 8 December, 2014 IQAC meeting regarding feedback mechanism, resolved that the online 360° feedback be introduced immediately using the e-pathshala platform.
3. In view of the changing teaching learning environment, resolved that a number of workshops on quality enhancement in teaching and learning will be conducted by the IQAC.
4. Considered the Career Advancement scheme (CAS) of a number of teachers and resolved that the concerned teachers be requested to prepare their documents and submit a file to IQAC to expedite the matter.
5. Discussed about the Academic Planning of the next academic session and resolved that academic calendar to be prepared.
6. Discussed the Report of the NAAC Peer Team after the assessment and resolved that measures are to be taken regarding the recommendations given by them.

As there are no miscellaneous issues, the Chairperson of the IQAC ended the meeting with a vote of thanks.

  
Coordinator  
IQAC, Malda College

