

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

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**Academic Year:2015-16**

**Proceedings of the Meeting No. 01 AY 2015-16 Date-1st July, 2015 at 1PM**

1. AQAR
2. Inauguration of girls' hostel
3. Academic Plans and calendar
4. Entry in service
5. Appointment of Guest Lecturer
6. RUSA Committee Formation
7. Welcome to New Principal
8. Misc.

**Members:**

Dr. A K 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

**Two external members:**

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

**Resolution:**

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.

**Item No. 1:**

The Coordinator placed before the members the data to be submitted in the AQAR. In the absence of any objection from the members it has been resolved that the same will be placed before the Governing Body before submitting to NAAC.

**Item No. 2:**

The Principal informed that the incomplete construction of the Girls' Hostel has been completed from the different funds of the college. It will be inaugurated on 13 August in the name of the martyr of freedom fight, Shohid Matongini Hazra. The members discussed about the procedures of admission into the hostel and resolved that a draft proposals in this regard be prepared by IQAC and submitted before the Principal.

**Item No. 3:**

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The coordinator informed that Academic Calendar has been prepared by the Joint Coordinators Dr. D. Debnath and Dr. B. Nandy. He placed the calendar before the house. Resolved that the Academic Calendar for the year 2015-16 be approved and be circulated among the students and teachers. Orientation Programme to be organized for informing the students about the curriculum and the facilities of the college on their first day of college.

### **Item No. 4:**

Discussed about the closing of the UGC sponsored two-year program, Entry in Service and the necessity to continue it. Resolved that:

- a) The Entry in Service classes will be restarted centrally and for this a Coordinator and a Joint/Assistant Coordinator will be appointed. These posts will be purely non remunerative and a willingness will be sought from the teachers and appointment made as per the concerned TC & GB resolution.
- b) The classes will be taken by the college teachers on purely voluntary basis and no remuneration will be paid for taking the classes.
- c) The Coordinator shall explore options to rope in various professionals, officers and experts as volunteer teachers. In extraordinary case nominal honorarium and TA may be provided with proper justifications.

### **Item No. 5:**

Considered the fact that the paucity of teachers is hindering the progress of teaching-learning in some departments. IQAC have made a list of teachers needed immediately for normal running of the academic session in those subjects. Resolved that the list be submitted before the Principal with a request to engage Guest teachers against those subjects.

### **Item No. 6**

Considered the amount of RUSA grant and its technicalities a separate committee be formed. Following are selected as the members of RUSA committee to prepare DPR and spend the amount as per DPR and RUSA guidelines.

#### **Members of RUSA Committee-**

1. Dr. Ujjwal Saha (Convener)
2. Dr. A K M Anwaruzzaman
3. Dr. Uttam Kumar Sarkar
4. Dr. Tapan Kr. Mandal
5. Arup Roy Choudhury
6. Bhabendranath Adhikary

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7. Tarapada Mandal
8. Chandan Roy
9. Student's Representative

## Item NO. 7


Since Dr. A K M Anwaruzzaman is joining as new Principal , the house welcomes him and expects his guidance to run the IQAC in better way. Resolved that a felicitation programme to be arranged on the occasion of the joining of the new Principal.

## Item NO. 8

### Misc:

The Coordinator informed the members that the KYS has been implemented. Resolved that a soft database of KYS be created from the hard sheets.

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

  
Coordinator  
IQAC, Malda College



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**Proceedings of the Meeting No. 02 AY 2015-16 Date-11th Aug, 2015, 11AM**

**Agenda:**

- Future Action Plan
- AQAR preparation.
- Misc

**Members:**

Dr. Dr A K M Anwaruzzaman (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

Student Representative

Prof. (Dr.) Pratip Kr. Kundu, Principal, Malda Medical College, Malda

Dr. Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

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### **Resolution:**

The meeting was presided over by Dr. Dr. A. K. M. Anwaruzzaman, Principal and Chairperson of IQAC, Malda College. The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.

### **Item No. 1:**

- a. It was resolved that the proposed dates of model competition be during 17-19 of December, 2015. If approved by the Principal, the departments be informed the students immediately so as to provide sufficient time for preparation.
- b. Considered the fact that during NAAC peer team visit they had pointed out sufficient scope for the improvement of the library and they had also suggested to make it a central library integrating the PG and BCA library for which infrastructural development is dire necessity. Resolved that the Principal be requested to explore the possibilities of vertical extension of present library building from RUSA fund.
- c. Considered the fact as per UGC guidelines college may adopt socio-economically backward villages for mutual allround development and Malda College can start with the adoption of at least one village. Resolved that the proposals be sought from the teachers, students, teaching assistants and alumnus for the selection of the village for adoption.

### **Item No. 2:**


Considered the fact that the AQAR for 2014-15 has been approved and duly signed by the Governing Body and resolved that the same be sent to the NAAC at earliest.

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## Misc.:

- a. The Coordinator informed the members about the implementation of online feedback. Resolved that Grievances and Redressal Cell be requested to be active in maintaining records of feedbacks and actions taken.
- b. Discussed the progress of the syllabus in various departments and resolved that Examination Committee will prepare the schedule of the Test examination 2015-16.
- c. Considered report of NSS and NCC and resolved that more events to be organised by these two units.

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

  
Coordinator  
IQAC, Malda College



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Proceedings of the Meeting No. 03 AY 2015-16, 16 March, 2016, 1PM

**Members:**

President of the Governing Body, all teachers and teaching assistants including the members of the IQAC.

At the request of TIC, the President of the Governing Body consented to be the chairperson of the meeting.

The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.


The TIC welcomed the President of the Governing Body and briefed the purpose of this meeting.

The representatives from each department presented their observations on NAAC Peer Team Report

The IQAC Coordinator placed his views on the issue and requested all the departments to submit to IQAC a written paper on NAAC Peer Team Report pointing out their observations and suggestions for future actions. The future action plan will be mainly based on the recommendation of the NAAC Peer Team Report.

The President delivered his concluding speech and the meeting ended with a vote of thanks to the chair.

  
16.03.16  
Coordinator  
IQAC, Malda College

  
16.03.2016  
Teacher - in - charge  
Malda College, Malda.



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**Proceedings of the Meeting No. 04 AY 2015-16 Date- 14<sup>th</sup> June 2016**

**Agenda:**

- System of collecting and preserving data regarding students and teaching staff.
- Feedback Analysis
- Workshop on quality enhancement in teaching and learning practices.
- Remedial classes
- Miscellaneous

**Members:**

Dr. Tapan Kumar Mandal (Chairperson)

Dr. M. K. Baidya (Coordinator)

Dr. D. Debnath Joint Coordinator)

Dr. B. Nandi (Joint Coordinator)

Sri A Roy Choudhury (Bursar)

Sri. Dhriti Sankar Mondal (Teachers Council Secretary)

Dr. A. K. Chatterjee

Sri Bulbul Mandal

Student Representative

Prof. (Dr.) Pratip Kr. Kundu, Principal, Malda Medical College, Malda

Dr.Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

**Resolution of the IQAC meeting held on 14<sup>th</sup> June 2016 at 2:00 PM in the Principal's Chamber**

Dr. Tapan Kumar Mandal, Teacher in Charge and Chairperson of IQAC, Malda College presided over the meeting. The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.

**Item No. 1:**

Considered the fact that Know Your Students (KYS) form introduced last year needs several modifications, hence resolved that the Coordinator be authorised to implement the changes. Also resolved that, another form Know Your Teachers (KYT) will be introduced to collect teachers related data.

Considered the Feedback provided by the students and other stakeholders for analysis and actions taken.

**Item No. 2:**

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Considering the present physical system of feedback, it can be updated to online feedback system for students as well as other stakeholders. Resolved that the coordinator with the help of technical persons will develop the online feedback mechanism using free Google services and the links of feedback systems be placed in the college website.


### Item No. 3:

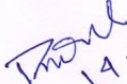
Considering the fact that the workshops on quality enhancement in teaching and learning held during the last academic session was well received by the teachers, hence, resolved that such workshops be organised during this academic session also periodically.

### Item No. 4:

Since no separate funds are available for remedial classes in the financial year 2015-16, this service has received a setback and at present is being run in an unorganised way by interested teachers. Since this service is very helpful for students, resolved that Remedial classes will be encouraged in a decentralised manner voluntarily by the teachers at departmental level on purely non-remunerative basis. However, record shall be maintained by the departments and be reflected in the departmental committee resolutions.

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

  
14.06.16  
Coordinator  
IQAC, Malda College

  
14.06.16  
Teacher - in - charge  
Malda College, Malda.

