

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

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**Academic Year: 2016-17**

**Proceedings of the Meeting No. 01 AY 2016-17 Date- 15/11/2016 at 2 PM**

Agenda:

1. Survey in Kheribari Village
2. AQAR for 2015-16
3. NIRF for 2015-16
4. Misc

**Members :**

Dr. Tapan Kumar Mandal (Chairperson)

Dr. M. K. Baidya (Coordinator)

Dr. D. Debnath Joint Coordinator)

Dr. B. Nandi (Joint Coordinator)

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 15 November, 2016 at 2:00 PM in the Teachers' Common Room.**

**Item No. 1:**

Considered the fact that the number of households at Kheribari is very small, less than a hundred families are there so that it is easier to make population survey of the village on their socio-economic status and on their health, education, etc..

Resolved that a questionnaire be prepared by IQAC as a guideline for survey and the departments related to social sciences be requested to encourage their students to go Kheribari for an educational excursion to make population surveys of the village on the basis of the guidelines made by IQAC

**Item No. 2:**

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The Coordinator, IQAC informed the house that the AQAR for 2015-16 has been prepared and resolved that the same placed before the table of TIC for the approval of the Governing Body/Administrator.

### Item No. 3:

Considered the fact that The National Institutional **Ranking** Framework (NIRF) was developed during 2014-15 to outlines a methodology to rank institutions across the country. Resolved that the college will proceed for submitting the required information to get the ranking.

#### Miscellaneous:

- a) The report of syllabus progression of the Departments are reviewed and resolved that required measures be taken for completion.
- b) Measures be taken for organizing Model exhibition and competition.
- c) Initiative be taken for maintaining green campus

### Item No. 4

Coordinator of IQAC proposes to use free online platform for maintaining meeting minutes and resolutions of the different committees along with IQAC.


It is resolved that online meeting book using google docs under a specific design to be used in a collaborative manner.

It is further resolved that all other committees be asked to use this platform for maintaining their meeting books.

As there is no other issue to discuss, the meeting ends with a vote of thanks from the chair.

  
Coordinator  
IQAC, Malda College



  
Teacher - in - charge  
Malda College, Malda,

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**Malda College**

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**Proceedings of the Meeting No. 02 AY 2016-17 Date- 19/12/2016 at 12 Noon**

**Agenda:**

1. Renovation of Physics and Chemistry Laboratory
2. Construction of drinking facility in kheribari
3. Plantation Programme
4. Inauguration of Indoor stadium
5. Misl.

**Members:**

Dr. Tapan Kumar Mandal (Chairperson)

Dr. M. K. Baidya (Coordinator)

Dr. D. Debnath Joint Coordinator)

Dr. B. Nandi (Joint Coordinator)

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 19 December, 2016 at 12:00 PM in the IQAC room (107)**

**Item No. 1:**

Considering the present conditions of Physics and Chemistry Laboratory are worsening and need immediate renovation. It was resolved that the RUSA committee will plan for utilising the fund on priority basis along with the extension of the library.

**Item No. 2 :**

Considered the facts from the survey of Kheribari village that the majority villagers are suffering from insufficiency of drinking water in the village. Also considered the fact that a separate fund of Malda College yet to be developed for the development of Kheribari village. Resolved that the Teachers' Council of Malda College be requested to donate a portion of their funds for the construction of drinking facility in Kheribari. Also resolved that the Extension Program Committee be requested to explore the means and ways of raising funds for the development of Kheribari.

**Item No. 3:**

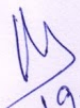
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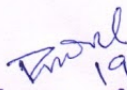
Considering the fact that plantations of the trees beneficial to the environment of both college campus and Kheribari village, resolved that Green Campus Committee be requested to explore such possibilities.

**Item No. 4:**

Considered the fact that the final phase of the construction of Indoor Stadium is complete, resolved that the TIC be requested to organise the inauguration of the Indoor Stadium. Games and Sports Committee be requested to frame the best ways to utilise the Stadium.

As there is no issue to discuss the meeting ends with a vote of thanks by the chair.

  
19.12.16  
Coordinator  
IOAC, Malda College

  
19.12.16  
Teacher - in - charge  
Malda College, Malda.



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### Proceedings of the Meeting No. 03 AY 2016-17 11 January, 2017 3.30 PM

#### Agenda:

- Workshop and Seminar
- Various Cell activation
- Extension Programme
- MCQ workshop
- Feedback analysis.
- Misc

#### Members:

Dr Uttam Kumar Sarkar (Chairperson)

Dr Manas Kumar Baidya (Coordinator)

Sri Arup Roy Choudhury (Bursar)

Dr Achintya Chatterjee

Dr Dilip Debnath

Dr Bidyut Nandi

Sri Dhriti Sankar Mondal (TCS)

Dr Akhileshwar Prasad

Sri Kankan Sarkar

Sri Bulbul Mondal (Head Clerk in Charge)

Student Representative

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

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

#### Resolutions:

Dr. Uttam Kr Sarkar, Principal of the College and Chairperson of IQAC presided over the meeting. The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.

Discussed the analysis of AQAR 2015-16 in order to take proper remedial steps. The gaps are still existing. A number of suggestions have been made in order to make things appropriate. There was a discussion about the different kinds of committees and their members. Workshop on application of computer Discussion about colour printer and laptop for IQAC

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

The following cells / committees of the college be reformed with the following members:

1. The Internal Compliance Committee is reformed with the following members-

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- a. Bratati Mishra (Coordinator)
  - b. Gandhari Saha (Presiding Officer)
  - c. Rumpa Mondal
  - d. MD Rafiqul Alam
  - e. Sri Santosh Roy
  - f. Smt Manjusri Choudhury
  - g. Lanksmi Bhowmik (External)
  - h. 2 Student Members from UG and 1 from PG
2. Extension Programme Cell is reformed with the following members-
    - a. Pijush Saha (Convener)
    - b. Dhriti Sankar Mondal (Joint Convener)
    - c. Santanu Gupta (New)
    - d. Sanghamitra Sinha (New)
    - e. Existing members
  3. Sports Committee is reformed with the following members-
    - a. Chandan Roy (Convener)
    - b. Dr. Achintya Chatterjee (Adviser)
    - c. Md. Sohrab Ali (Adviser)
    - d. Existing members
  4. Research & Consultancy Cell is reformed with the members-
    - a. Dr. Dilip Debnath (Convener)
    - b. Dr. Anjan Chandra (New)
    - c. Arup Roy Chowdhury (New)
    - d. Dhriti Sankar Mondal (New)
    - e. Dr. Utpal Roy (New)
  5. Alumni Committee is reformed with the members members-
    - a. Pradip Bagchi (Convener)
    - b. Prabhas Choudhury (New)
    - c. Bijan Roy (New)
    - d. Kankan Sarkar (New)
  6. Dr. Narayan Chandra Shaw was selected as the Convener of the NSS department.
  7. One of the following members will be in charge of NCC:
    - a. Goutam Halder
    - b. Md. Ataullah Gazi
    - c. Santanu Gupta
    - d. Mahfoozur Rahman
  8. A workshop on computer applications be jointly organized by IQAC & Department of Mathematics of Malda College
  9. Colour printer be shifted from Department of Sanskrit to IQAC.
  10. Internet and AQAR 2015-16 analysis is accepted and subjected for approval in presence of administrator in the staff council meeting.

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11. On the basis of the report submitted by the feedback analysis committee the actions taken on the curriculum feedback is as below:

Points of Improvement	Action Taken
<p><b>Students:</b> Many students stressed on the need to explain certain points/topics in local languages. They also felt the urge for the inclusion of more amount of skill-based content in the syllabus.</p> <p><b>Teachers:</b> a) They highlighted that the library should have sufficient numbers of books on particular topics in different subjects to cater to the requirement of the students in a better way. It needs proper action through IQAC b) Review of the syllabus is necessary to introduce more amount of skill-based content in the syllabus.</p> <p><b>Alumni:</b> The overall feedback of Alumni highlighted that the course content of the program needs regular update keeping in parity with cutting-edge issues.</p> <p><b>Parents:</b> They recommended that the library should have sufficient numbers of books on particular topics in different subjects to cater the requirement of the students in a better way.</p>	<p><b>Students:</b> IQAC will advise all the departmental faculty members to explain certain points/topics in Bengali as and when requested by students in the classroom.</p> <p>IQAC will communicate to the concerned authority through BOS members and through meeting with officials, to include more skill-based content in the syllabus.</p> <p><b>Teachers:</b> a) IQAC will request the library committee to purchase more reference / Text books as per the demand of the students in different subjects b) IQAC will communicate to the concerned authority through BOS members and through meeting with officials, to include more skill-based content in the syllabus.</p> <p><b>Alumni:</b> IQAC will communicate to the concerned authority through BOS members and through meeting with officials to regularly update the course content, keeping in view the need of the employers and industry.</p> <p><b>Parents:</b> IQAC will request the library committee to purchase more number of reference/Text books as per the</p>

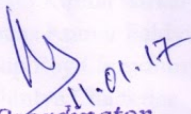
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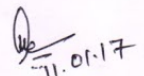
	demand of the students in different subjects.
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12. Banner for anti-ragging to be printed and to be displayed in the college campus mentioning the names of teachers who are the members.
13. There must be at least one member from IQAC in every cell of the college.
14. A village will be adapted by the college through Extension Programme Cell. The adoption shall aim for overall development and upliftment of the village.

**The meeting is extended on 28-01-2017 at 4pm in Principal's Chamber.**

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

  
11.01.17  
**Coordinator**  
IQAC, Malda College

  
11.01.17  
**Principal**  
Malda College, Malda



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### Proceedings of the Extended Meeting held on 28/01/2017

#### Members:

Dr Uttam Kumar Sarkar (Chairperson)  
Dr Manas Kumar Baidya (Coordinator)  
Sri Arup Roy Choudhury (Bursar)  
Dr Achinta Kr Chatterjee  
Dr Dilip Debnath  
Dr Bidyut Nandi  
Sri Dhriti Sankar Mondal (TCS)  
Dr Akhileshwar Prasad  
Sri Kankan Sarkar  
Sri Bulbul Mondal (Head Clerk in Charge)  
Student Representative

#### Discussion:

The meeting is presided over by Dr. Uttam Kr Sarkar, Principal of the College and Chairperson of IQAC. The resolutions of the previous meeting are read out by the Coordinator and the same is ratified unanimously.

Regarding the discussion about the outside member, Dr Debnath suggests some outside members for IQAC.

After that, the date of seminar & workshop is discussed by Dr. Sarkar.

There is a suggestion about the modification bandwidth speed of internet by both Dr. Chatterjee and Dr. Baidya.

Dr. Baidya raises the issue about the installation of SBI POS system for the fees collection of the college.

Some other discussion is held about online money transfer, adopting a village for improvement, Alumni Registration, installing of a server etc. in the meeting.

#### Resolutions Adopted:


The members consider the proposals after detailed discussion, the meeting unanimously resolved the following:


1. Dr. Manas Kr. Baidya will contact an Industrialist for IQAC member.
2. ICT seminar should be held on or before 12<sup>th</sup> March, 2017.
3. SBI POS system will be introduced if possible after discussing with SBI official.
4. More emphasis on village adoption and alumni registration within 15<sup>th</sup> Feb, 2017.

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5. A formal letter will be given to the Secretary of the Alumni Association, Mr. Pradip Bagchi as an external member of IQAC .
6. Three experimental projector will be setup in three different departments (Chemistry, Commerce and Teachers' Common Room) for improvement in teaching learning process. Dr. Debnath will take in charge about this matter.
7. The server which Dr. Anjan Chandra will buy for his research project , may be considered for further implementation of the college.
8. Remedial and Entry in Service coordinator to be selected in Teachers' Council meeting.
9. A guardians meeting for all the Honours students to be held in Malda College Auditorium organised by IQAC.

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

  
28.01.17  
Coordinator  
IQAC, Malda College

  
28.01.17  
Principal  
Malda College, Malda



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## Malda College

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### Proceedings of the Meeting No. 04 AY 2016-17, 22 May, 2017 at 3 PM

#### Agenda:

1. Formation/Renewal of IQAC members
2. KYS & Individual Teachers Feedback
3. Alumni Registration
4. Solar panel
5. Extension Programme (Blood Donation camp & tree plantation, distribution of sewing machine)
6. NSS and NCC activities
7. Buying of Spectrophotometer
8. Misc

#### Members:

Dr Uttam Kumar Sarkar (Chairman)

Dr Manas Kumar Baidya (Coordinator)

Dr Achinta Kr Chatterjee

Dr Dilip Debnath (Assistant coordinator & TCS)

Dr Bidyut Nandi (Assistant coordinator)

Sri Arup Roy Choudhury (Bursar)

Dr Akhileshwar Prasad

Sri Kankan Sarkar

Sri Bulbul Mondal (Head Clerk in Charge)

Student Representative

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

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

Mr. Pradip Bagchi, Secretary, Malda College Alumni Association

#### Discussion:

Dr. Uttam Kr Sarkar, Principal of the College and Chairperson of IQAC presided over the meeting. The resolutions of the previous meeting is read out by the Coordinator and the same was ratified unanimously.

Discussion was held about the formation/renewal of IQAC members suggested by Dr. U.K. Sarkar, Dr. M.K. Baidya & Dr. A. Chatterjee.

There was a discussion about the alumni committee. Dr. Sarkar suggested Mr. B. K. Roy and Mr P. Bagchi as Joint Convener.

Mr. K. Sarkar proposes Two names for NSS convener, Mr. Tagar Barman and Mr. N. C. Shaw. Dr. U.K. Sarkar also suggests Dr. I. Chakraborty as NSS convener.

The use of renewable energy sources is now becoming a necessity in this large infrastructure of Malda college. So Dr U.K. Sarkar emphasizes the need of

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constructing a Solar panel at the college. He also suggests the name of Rafiqul Alam for the official procedures to be done for installation.

Dr. U.K. Sarkar asks Mr. Bulbul Mandal to ensure the KYS submission.

Dr. M. K. Baidya suggests about SBI POS system from the next academic session 2017-18 and a blood donation camp can be organized on either 7 or 8 June, 2017 at kheribari village.

There is some discussion about Tax weigh of Municipality.

Dr. U. K. Sarkar proposes a fixation date of routine.

### **Resolutions Adopted:**


The members considers the proposals after detailed discussion, the meeting unanimously resolved the following:


1. Internal members of IQAC should be from Academic body. External member will be selected on Academic Council meeting.
2. Mr. Bijan Kr Roy and Mr. Pradip Bagchi both are selected as joint convener of Alumni Committee. Mr. Omker Nath Banerjee will see the process with the assistance of Dr. Achintya Chatterjee.
3. Mr. Tagar Barman, Asst Prof of Philosophy will be NCC Convener & Mr Amulya Sarkar, Asst Prof of Sanskrit will take over the charge of NSS Convener from the next session 2017-18. Resolved that three cells to be activated namely SC/ST cell, OBC cell ,Minority cell. Deb Kumar Singha, will be convenor of the SC/ST cell, Mehfoozur Rahaman Convenor of OBC cell, Md Rafiqul alam Convenor of Minority cell.
4. The use of renewable energy sources is now becoming a necessity in this large infrastructure of Malda college. So Dr U.K. Sarkar emphasized the need of constructing a Solar panel at the college. He also suggested the name of Rafiqul Alam for the official procedures to be done for installation. So it was resolved that a solar panel be set up and immediate steps be initiated with immediate effect. Dr. Achintya Kr Chatterjee will monitor the solar panel initiation with the assistance of Dr. Akhileshwar Prasad & Md. Rafiqul Alam.
5. Head Clerk will ensure the submission of KYS (Know Your Student) form by the students.
6. Blood donation camp will be organized by PG dept with collaboration of IQAC on either 7<sup>th</sup> or 8<sup>th</sup> of June, 2017.
7. Spectrophotometer will be purchased to improve the research activity in the college and the spectrophotometer will be used by all the faculty members of Malda College as required

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8. SBI Collect for Online & SBI POS for offline will be introduced for transaction of money from students to college.
9. Considering the fact that under the municipal laws of Govt. of West Bengal, Malda College as an educational institution is not liable to pay taxes on its property. It is resolved that the Principal will ask for the weave of Tax on property of Malda College from English Bazar Municipality.
10. Central Routine should be fixed within the next 15 days.

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

  
22-05-17  
**Coordinator**  
IQAC, Malda College

  
22.05.17  
**Principal**  
Malda College, Malda



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## Malda College

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### Proceedings of the Meeting No. 05 AY 2016-17, 15 June, 2017 2PM

#### Agenda:

1. Academic Planning
2. Library upgradation
3. Mentoring
4. Increasing the use of ICT in teaching learning
5. Increase of ICT in College Management and administration
6. Add-on Courses
7. Miscellaneous

#### Members:

Dr. Uttam Kumar Sarkar (Chairperson)

Dr. M. K. Baidya (Coordinator)

Dr. D. Debnath (Joint Coordinator & TCS)

Dr. B. Nandi (Joint Coordinator)

Sri A Roy Choudhury (Bursar)

Dr. A. K. Chatterjee

Dr. Akhileshwar Prasad

Sri. Kankan Sarkar

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

Mr. Pradip Bagchi, Secretary, Malda College Alumni Association.

#### Resolutions:

Dr. Uttam Kumar Sarkar, Principal 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.

- 1) In view of the NAAC requirement, it is resolved that for the forthcoming academic session:
  - a) All the departments will review their existing syllabus breakup and share the same with students by displaying it on college website.
  - b) All the departments will prepare programme specific outcome and course outcome and the same shall be shared with the students and displayed on College website.

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- c) All the teachers will thoroughly review and update their lecture layout so that it matches with the actual delivery of lectures.
  - d) Syllabus progression monitoring committee be prepared involving the Head of the Department and all the IQAC members. One of the members will represent the Departmental meeting and will give their suggestions.
  - e) Competitive Guidance be provided to the students for SLET/NET under the Post graduate section. Dr Utpal Roy and Dr Jagdip Chauhan be allotted that responsibility.
- 2) After detailed discussions regarding library it was resolved that:
- a) Open access facility for textbooks will be started.
  - b) The functioning hours of the central library will be extended and the library will be open from 8AM to 6 PM (monday to friday) and 8:30 AM to 2PM on saturday. The details will be worked out by the Library Committee.
  - c) In view of the increased availability of books, the number of books that the students can borrow needs to be increased, the Library Committee will work out the details and decide on the new number of books.
  - d) The internet facility available in the library will be enhanced.
  - e) A. C. reading room will be created.
  - f) Digital Section will be started in the library.
  - g) The library committee will work out the rules and make provision to allow Alumni, Research Scholars and any other interested person to access the library.
  - h) The library will start its own website.
- 3) As the College library has subscribed to N-LIST facility it is resolved that the facility be extended to all users by providing account for all staff as well as for the interested students of the college.
- 4) Keeping in view the stress students are facing in daily life, it is resolved that mentoring of students by the teachers will be introduced from this academic session onwards. To implement this a Mentoring Committee is being set up with the following composition and the IQAC Coordinator is being entrusted to communicate the same to the proposed members.
- Chairperson: Dr Manas Kr Baidya, Coordinator, IQAC  
Convener: Sri Prabhas Choudhuri  
Joint Convener : Dr. Indrajit Chakraborty  
Joint Convener : Dr. Soumya Banerjee
- 5) To further encourage the use of ICT in teaching learning process it is resolved that LCD projectors be provided to those departments who still do not have one.

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- 6) The College admission module and office module has been implemented and maintained by two different vendors. As a result there is a problem and delay in data flow. To ensure the smooth ICT enabled functioning of the college administration a need of ERP solution is being felt. Similar needs has been raised by the Teachers Council. Hence, it is resolved that an ERP Implementation Committee will be formed with the following members

Convener: Manas Kr Baidya

Joint Convener Dr Akhileshwar Prasad

Joint Convener Sri Kankan Sarkar

Joint Convener Smt Aratrika Roy

Member Dr Narayan Chandra Shaw

Member Sri Chandan Roy

Member Sri Santanu Gupta

Member Mahfuzoor Rahaman

Member Sri Santosh Roy


Member Sri Biprateep Mandal.

The committee will study various options and will implement the ERP in coordination with other committees as necessary.


- 7) Regarding add-on courses it is resolved that:

- An add-on course on tailoring will be started from the forthcoming academic session. This course will be based on Skill India syllabus.
- Smt. Gandhari Saha will be the Coordinator of the course and Smt. Sanghamitra Sinha will be the Joint-Coordinator. The post of Coordinator and Joint-Coordinator will be non-remunerative.
- Initially, the intake capacity of the course will be 20 with preferential admission for B.A General (Pass) Course female students.
- Since the course is being started on an experimental basis, the necessary infrastructure (sewing machines) will be rented. Once the course becomes popular College will purchase the necessary number of sewing machines.
- An attempt will be made to run the course on "no profit -no loss " basis. However, if any deficit occurs the college will provide the same.

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

  
15.08.17  
Coordinator  
IQAC, Malda College



  
15.08.17  
Principal  
Malda College, Malda