

Meeting Book of Internal Quality Assurance Cell
Malda College

Academic Year: 2017-18

Proceedings of the Meeting No. 01 AY 2017-18, 08/09/ 2017 at 3.30 PM

Agenda:

1. New Assessment Methodology of NAAC
2. Feedback analysis
3. Science Block
4. 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)

Mr Arup Roy Choudhury (Bursar)

Dr Akhileshwar Prasad

Mr Kankan Sarkar

Dr Narayan Chandra Shaw

Dr Tapan Kumar Mondal

Mr Prabhas Choudhury

Mr 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:

The meeting was presided over by Dr. Uttam Kr Sarkar, Principal of the College and Chairperson of IQAC.

There was a discussion about the distribution of work among teachers.

Dr M K Baidya gave suggestion about SBI Collect.

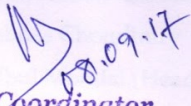
The meeting was further extended on 18th September, 2017.

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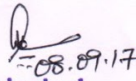
Resolution:

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

1. Criteria wise assignment work will be distributed among the following teachers.
 - a. C-I- Dr Akhileshwar Prasad
 - b. C-II- Dr Manas Kr Baidya
 - c. C-III- Sri Kankan Sarkar
 - d. C_IV- Dr Narayan Ch Shaw
 - e. C-V- Sri Prabhas Choudhuri
 - f. V_VI- Dr Tapan Kr Mandal
 - g. C-VII- Dr Dilip Debnath
2. KYS & KYF processing will start after Puja separately SBI Collect will be used for money transaction from students such as admission, Form fill up etc.
3. The Financial assistance for building the Science Block has been sanctioned. Resolved that the Building committee of Malda Committee will monitor the stages of Construction , headed by Dr Tapan kumar mandal.
4. The Coordinator informed the members that the Tailoring Course teacher Ms. Jaya Roy has lent five sewing machines to the college without any rental. These will be returned as soon as the college purchases its own machines.
The meeting is adjourned and extension meeting will be held soon.
Chairperson of IQAC ended the meeting with a vote of thanks.


08.09.17
Coordinator
IQAC, Malda College




08.09.17
Principal
Malda College, Malda

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Malda College

Proceedings of the Extended Meeting No. 02 AY 2017-18 18/09/2017 3.30PM

Agenda:

1. Continuation of the previous meeting

Discussion:

The meeting was presided over by Dr. Uttam Kr Sarkar, Principal of the College and Chairperson of IQAC.

There was a discussion about Entry in service classes.

Dr U Sarkar suggested a presentation for the NAAC new assessment among all the staff.

Dr M K Baidya gave a suggestion about a training programme for GST.

Resolution:

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

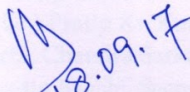
1. A training programme regarding GST will be held with collaboration of Department of Commerce.
2. Entry in Service classes to be continued after Puja vacation without remuneration of teachers.
3. A presentation of NAAC regarding New assessment will be held after puja vacation.
4. IQAC will visit various departments for quality enhancement.
5. The report submitted by the feedback analysis committee was discussed and it was resolved that the following steps will be taken.

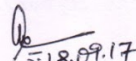
Points of Improvement	Action Taken
Students: Many of them asked for improvements in their personality development and communication skills which will remain helpful for them during preparation for professional examinations.	Students: The college will conduct personality development programmes and another on communication skill improvement. The coordinator will explore the option and cost to hire experts for such courses.
Teachers: a) They are interested in developing themselves so that they can teach better. For this they have requested extra resources.	Teachers: a) Faculties undertake FDP (Faculty Development Programs), attend National and International conferences & workshops, and

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b) Teachers have recommended to introduce mentoring system in the college.	publish research papers in Conference proceedings and journals to develop themselves. This will be encouraged further. b)IQAC has already taken the initiative to start mentoring for students and a committee has been formed which has started the ground work.
Alumni: Many Alumni have stressed on regular updating of the curriculum in an effective manner. They are a bit concerned about the poor performance of the local students in competitive examinations.	Alumni: IQAC will communicate to the concerned authority through BOS members and through meeting with officials, to update the curriculum. Entry in service coaching is being provided by the college.
Parents: They requested that number of books lent to the students from the central library be increased.	Parents: Steps have already been taken in this regard in the meeting held don 15 th June 2017 .

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


18.09.17
Coordinator
IQAC, Malda College


18.09.17
Principal
Malda College, Malda



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Proceedings of the Meeting No. 03 AY 2017-18 20 November, 2017 2 PM

Agenda:

1. AQAR 2016-17 Preparation
2. Academic and Administrative Audit
3. Feedback preparation and Analysis
4. Seminar/workshop on Computer/Copyright etc
5. KYS and KYF Link
6. ERP Solution
7. Misc

Members :

Sri Prabhas Choudhuri (Chairperson)

Dr Manas Kumar Baidya (Coordinator)

Dr Achintya Chatterjee

Dr Dilip Debnath (Assistant coordinator & TCS)

Dr Bidyut Nandi (Assistant coordinator)

Mr Arup Roy Choudhury (Bursar)

Dr Akhileshwar Prasad

Mr Kankan Sarkar

Dr Narayan Chandra Shaw

Dr Tapan Kumar Mondal

Mr 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:

The meeting was presided over by Sri Prabhas Choudhuri, Teacher-in-Charge of the College and Chairperson of IQAC.

Discussion was held about the Academic and administrative audit suggested by Dr. M.K. Baidya.

There were discussions about the IQAC visit to the various departments, Best Practices of college and Orientation programme for students online forms such as KYS.

Some discussions were held about workshop, inclusion of some new members to the IQAC etc.

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Dr. Debnath suggested an implementation of an ERP solution for the better data management of students as well as the whole college.

Dr Tapan kumar Mandal, emphasised the pond of the college can be used for pisciculture.

Dr Manas Kumar Baidya, proposed the name of Dr Akhileshwar Prasad for the next Coordinator Of IQAC. Chairperson Sri Pravas Chaudhuri also hared the same view.

Sri Akhileshwar Prasad said that the Career Advancement Scheme of some of the Faculty members will be due soon and necessary steps should be taken for it.

Resolution:

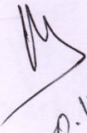
The members considered the proposals. After detailed discussion, the meeting unanimously resolved the following:

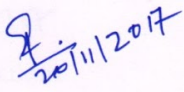
1. AQAR 2016-17 be prepared on the basis of the same feedback format followed in 2015-16.
2. An orientation Programme on 'NAAC ASSESSMENT: THE ROLE OF STUDENTS' be organized by IQAC as soon as possible to make the students aware about NAAC assessment.
3. An Orientation Programme on 'NEW NAAC ASSESSMENT METHODOLOGY- 2017' be organized by IQAC as soon as possible to make the teachers and staff aware about new NAAC Assessment
4. Online Attendance and Faculty Enrichment Club be considered as innovative practice for the AQAR 2016-17
5. Members of IQAC will visit departments to monitor the academic progress.
6. Academic and administrative audit be conducted in the month of January 2018.
7. A workshop on "Copyright / Intellectual Properties" be organized in the 2nd week of December, 2017 jointly by IQAC and Department of Mathematics
8. A tender related to ERP solution for the college be given through website as soon as possible.
9. Resolved that Dr Akhileshwar Prasad be selected as the next coordinator of IQAC with immediate effect.
10. The college pond be used for pisciculture of some common major carps in collaboration with the Alumni association of Malda College. Sri Pijush kanti Saha, will take necessary initiatives.

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11. Resolved that CAS of the Faculty Members will be processed and the incumbent will be asked to submit necessary papers as soon as possible to the IQAC.
12. Sri Santosh Roy be included as a member in the IQAC.

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


20.11.17
Coordinator
IQAC, Malda College


20/11/2017
Teacher - in - charge
Malda College, Malda.

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Proceedings of the Meeting No. 04 AY 2017-18 18th June 2018 1 PM

Agenda:

1. Conversion of B.Sc Computer Science from self financed to regular course.
2. Recognition of College as Post Graduate College.
3. Academic Planning
4. Misc.

Members :

Sri. Prabhas Chowdhuri (Chairperson)

Dr. Akhileshwar Prasad (Coordinator)

Dr. Tapan Kumar Mandal (TCS)

Dr. M. K. Baidya (Bursar)

Dr. Narayan Shaw

Sri Chandan Roy

Sri. Kankan Sarkar

Dr. Indrajeet Chakraborty

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

Resolution of the IQAC meeting held on 18th July 2018 at 1:00 PM in the Principal's Chamber

The meeting was presided over by Sri. Prabhas Chowdhuri, Teacher in Charge and Chairperson of IQAC, Malda College. The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.

- 1) Resolved that steps will be taken to convert the self financed undergraduate programme in Computer Science Honours to a regular course.

Further resolved that steps will be taken to change the 2F and 12B status of the colleges from Undergraduate College to Post Graduate College. The PG Coordinator Dr. A. Kunda will explore the possibilities and initiate necessary actions.

- 2) In view of the forthcoming academic session resolved that:

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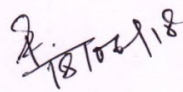
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- a) All the departments will regularly hold their meetings and its frequency will be at least bimonthly.
- b) The resolution of these meeting will be submitted to the IQAC.
- c) The next departmental committee meeting of all departments will include the following agenda.
 - i) ICT implementation
 - ii) Implementation of Online MCQ tests for internal assessment.
 - iii) Updating syllabus distribution and lesson layout.
- 3) It was resolved that the college will start a course on organic growers. The TIC (Sri. Prabhas Chowdhuri) will explore the options of getting the college recognised as a trainer under the Utkarsha Bangla project of the Govt. of West Bengal and all eligible Add-On courses will be shifted to a course under Utkarsha Bangla.
- 4) The coordinator raised a concern that the existing university prescribed syllabus does not cover two important fields namely 1) Human values & professional ethics and 2) Gender sensitisation. Thus, it is resolved that in accordance with the mission and vision of the college, from the forthcoming session, the existing syllabus will be augmented with the following compulsory courses.
 - a) A course of about 30 hours duration on gender sensitisation will be offered to first year students.
 - b) A course of about 30 hours duration on Human values and professional ethics will be offered to the second year students.

The coordinator shall consult with the interested teachers and syllabus will be framed for these two courses. These courses will not carry any marks/credits and the candidates will not be evaluated on these topics. Also resolved that a Central Gymnasium be constructed and necessary initiatives be taken to explore the same.

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


18/6/18
Coordinator
IQAC, Malda College


18/6/18
Teacher - in - charge
Malda College, Malda.