



BASANTI DEVI COLLEGE

Established in 1959
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02.05.2015

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 07.05.2015 at 1.00pm in the Principal's chamber. All internal members are requested to be present in the meeting.

Agenda:

1. Confirmation of the minutes of the previous Meeting dated 03.12.2014
2. Preparation of Academic Calendar 2015-2016
3. Plan of Action for the year 2015-2016
4. Outcome Achieved by the end of the academic year 2014-2015
5. Formation of various Committees & their Convener for 2015-2016
6. SWOT of the Institution
7. Best Practices of the College
8. Feedback process
9. Miscellaneous

Dr. Aditi Sarkar

Coordinator, IQAC



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Minutes of the Meeting held on 07.05.2015

Members present in the Meeting

- ❖ Dr.Srabani Jha, Teacher-in-charge and Chairperson.
- ❖ Dr. Aditi Sarkar , Coordinator.
- ❖ Dr. Amrita Mondal, Internal Member.
- ❖ Dr. Sanchita Roy, Internal Member
- ❖ Smt. Chandraboli Dutta, Internal Member
- ❖ Sri Samik Chowdhury, Internal Member

The Coordinator IQAC proposed the name of Dr.Srabani Jha, , Teacher-in-charge and Chairperson IQAC, to preside over the meeting.

Dr. Srabani Jha took the chair.

Agenda-I: Confirmation of the minutes of the previous Meeting dated 03.12.2014

Minutes were read and confirmed.

Agenda-II: Preparation of Academic Calendar 2015-2016

The chair requested the coordinator to prepare the Academic Calendar with consultation with the conveners of different Sub- committees and submit the draft copy to the Teacher- in -charge by May 14th, 2015.

Agenda-III: Plan of Action for the academic year 2015-2016

The Chair reported that the coordinator prepared & submitted the Draft copy of plan of Action for the year2015-2016 to her after consultation with the Departmental Heads, Convener of various sub- Committees& Students.

Agenda-IV: Outcome Achieved by the end of the academic year2014-2015

The Coordinator informed about the achievements of IQAC by the end of the academic year 2014-2015--

- ✓ Execution of the academic activities on the basis of Academic Calender2014-2015.



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- ✓ Data of A.I.S.H.E 2014-2015 has been successfully uploaded and Certificate received.
- ✓ Annual report for the session 2014-2015 was prepared. The Teacher in Charge & Chairman of IQAC read out the report in the Annual College Social programme.
- ✓ Use of ICT (laptops & Projectors) to make the process of teaching learning more learner-centric.
- ✓ Teacher-Ward Tutorial system to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.
- ✓ Collection and analysis of outgoing (B.A. /B.Sc.) student's feedback on Teaching-Learning and Evaluation process, infrastructure and learning resources and basic facilities.
- ✓ Some Departments organised Students Seminar & Departmental Quiz.
- ✓ Thirteen (13) needy students received Financial support from the college.
- ✓ Fifty Four (54) students received Financial Support from the Government of West Bengal (under Kanyashree prakalpa) & Forty Five (45) students got Financial support from other sources.
- ✓ Parent teacher meeting by Different Departments.
- ✓ Meeting with present students.
- ✓ Four of our faculty members (One from Deptt. of History, Two from Deptt. of Philosophy & One from Dept. of Political Science) have joined FDP to pursue their Ph.D work under UGC XIIth Plan.
- ✓ Four of our faculty members (Two from Deptt. of English, One from Deptt.of Mathematics & One from Deptt. of History) have completed UGC (XIIth Plan)funded Minor Research Project.



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- ✓ Many of our faculty members presented their research papers and acted as resource person in State / National/ International seminars and published their papers in reputed journals.
- ✓ Eight of our faculty members (two from Deptt. of Chemistry, two from Deptt. of Philosophy, one from each deptt. of History, Pol.Sc. Maths. & Stats) participated in UGC sponsored refresher courses.
- ✓ Two faculty members participated in UGC sponsored Short Term Course (One from Deptt. of Education & other from Deptt. of Pol. Science) and one faculty member Participated in orientation programme (Deptt. of Pol. Science).
- ✓ IQAC has checked and certified the API scores of Seven faculty members (Two from Deptt. of Chemistry, Two from Deptt. of Philosophy, One from Deptt. of Mathematics, One from Deptt. of History & One from Deptt .of Statistics)for their re-designation under CAS, and they got their promotion.
- ✓ Students from different departments actively participated in NCC, NSS & different value added programmes for holistic development.
- ✓ Remedial classes started from 3rd November 2014 to help the low achievers to improve their academic performance.
- ✓ Feedback Collected from 201 outgoing (B.A. /B.Sc.) student's on Teaching-Learning and Evaluation process, infrastructure and learning resources and basic facilities and analysed. The findings & suggestions helped us to chalk out plan of action for the next academic session i.e.2015-2016.
- ✓ Elevator installed and in operation



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Agenda-V: Formation of various Committees & their Convener

The Chair reported that no new committees will be formed till new Principal joined the College, all the members & Conveners of various sub –committees of the session 2014-2015 will remain same for the session 2015-2016 .

Agenda-VI: SWOT of the Institution

The Chair reported that from interaction with different stakeholders she came to know various strength, weaknesses, opportunity & threat of the college. She requested the coordinator to mention SWOT analysis in the AQAR.

Agenda-VII: Best Practices of the College

The chair reported that she introduced Yearly Academic Calendar from last session i.e.2014-2015&it was prepared by the members of IQAC. Academic Calendar is very important as it provides tentative dates of curricular & co-curricular activities of the college & helps the Conveners & Heads to chalk out the plan of Actions for the year. She further mentioned that it should be considered as one of our best practice.

Other Best Practices are—

Mentoring System for Students

Tutorials

Use of ICT in Teaching-Learning process

Use of Proctors in Teaching-Learning Process

Paper presentation by Students

Students Feedback



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Faculty Development Programme

NCC&NSS

Clean Campus

Care for Environment

SMS Service subscribed for delivering urgent information to the students of the college.

Agenda- VIII: Feedback process

The Chair informed the members that no teachers will be involved in the students' feedback process. After analysis of the feedback all the Heads will be informed about the findings & necessary steps will be taken for improvement.

Agenda-IX : Miscellaneous

As there was no other matter to discuss all the members appreciated the effort of the institution and the meeting ended with a vote of thanks to the chair.

Dr.Aditi Sarkar

Coordinator, IQAC

Dr.Srabani Jha

Chairperson, IQAC