



# **BASANTI DEVI COLLEGE**

Established in 1959

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## **NOTICE**

DATE: 02.07.2014

A meeting of the Internal Quality Assurance Cell (IQAC) of the college will be held on 09.07.14 at 1P.M in the Principle's chamber. All members of the IQAC are requested to be present in the meeting.

### **AGENDA:**

1. To Welcome IQAC members for the Academic Session 2014-2015
2. Emeritus Fellowship
3. Name of the University (Calcutta) Rank holders in B.A/B.Sc. Hons. Final Examinations,2013.
4. Plan of action for the Academic Session 2014-2015
5. Academic calendar and teaching plan of the departments (2014-15)
6. Formation of various sub-committees
7. P.G Course in English and Political Science
8. Seminar organised by IQAC
9. Computerization of Finance Management
10. Miscellaneous

Dr. Aditi Sarkar

Coordinator, IQAC



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Minutes of the meeting of the IQAC held on July 9<sup>th</sup> 2014, at 1 P.M in the Principal's chamber of the college. Members present in the meeting:

1. Dr. Sraboni Jha- Teacher-in-charge & Chairperson
2. Dr. Aditi Sarkar- Co-ordinator, IQAC
3. Dr. Amrita Mondol- Internal Member
4. Dr. Sanchita Roy- Internal Member
5. Prof. Palash Mondol- Internal Member
6. Prof. Aparna Sadhu- Internal Member
7. Prof Chandraboli Dutta- Internal Member
8. Sri. Samik Chowdhury- Administrative Assistant.

Dr. Aditi Sarkar, coordinator IQAC proposed the name of Dr.Sraboni Jha, Teacher-in-charge& Chairperson IQAC to preside over the meeting.

Dr. Sraboni Jha took the chair.

## **Agenda No. 1: To Welcome IQAC members for the Academic Session 2014-2015**

The Chair requested the coordinator to read out the name of the members of IQAC for the academic session 2014-2015.

## **Agenda No.2: Emeritus Fellowship**

The Chair reported that Dr. Maitreyee Bardhan Roy, Former Principal of our college (Retd. in Feb.2014) has been awarded U.G.C Emeritus Fellowship for two years (MAY 2014-APRIL 2016) and that she will received a grant of Rs. 31,000 (Thirty One Thousand Rupees) per month for two years along with Rs. 50,000 (Fifty Thousand Only) as



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contingency per annum. The members congratulated our ex-Principal Dr. Maitreyee Bardhan Roy for her outstanding achievement.

## **Agenda No.3: Name of the University (Calcutta) Rank holders in B.A/B.Sc. Hons. Final Examinations, 2013**

The Chair informed that five (5) of our Under Graduate Honours Students are in the list of Top Ten Calcutta University B.A/B.Sc.Part-III Final Exams,2013 Rank holders. Our Rank holders are

| Sl.no. | Name of the Student  | Subject(Hons.) | Rank                                  |
|--------|----------------------|----------------|---------------------------------------|
| 1.     | Sramona Mitra        | Economics      | 1 <sup>st</sup> Class 1st             |
| 2.     | Sohini Roy Chowdhury | English        | 1 <sup>st</sup> Class 9th             |
| 3.     | Ankita Bhattacharya  | Education      | 1 <sup>st</sup> Class 7 <sup>th</sup> |
| 4.     | Rimi Kayal           | Education      | 1 <sup>st</sup> Class 8 <sup>th</sup> |
| 5.     | Sumana Chanda        | Philosophy     | 1 <sup>st</sup> Class 5th             |

The members are very happy & they congratulated dear students for their brilliant performance in University examinations.

## **Agenda No.4: Plan of action for the Academic Session 2014-2015**

The coordinator informed that on the basis of the suggestions received from students, Teachers, Non-teaching staff members, Alumni & Parents on overall quality enhancement of the college, Plan of Action for the academic session2014-2015 has been chalked out by the IQAC which are as follows-

- Clean Campus;



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- Preparation of Academic Calendar;
- Maintenance of academic standard & Learning environment;
- Motivate Faculty members to join FDP under UGC XII Plan;
- Financial Support to needy but meritorious students ;
- Remedial Classes for SC/ST/OBC(non-creamy layer), Minorities & Low Achievers;
- Feedback from stakeholders on curriculum, Teaching-Learning & Evaluation process, Learning Resources & Infrastructure of the college;
- Installation of an Elevator.

## **Agenda No.5: Academic calendar and teaching plan of the departments (2014-15)**

The Coordinator placed a draft Academic calendar prepared by the members, IQAC in the meeting for approval. She further informed that all Head of the Departments distributed their Honours & General syllabus among the faculty members in departmental meetings.

The Chair requested the coordinator to convey all Heads to monitor that the classes are held regularly according to the Time-Table.

## **Agenda No.6: Formation of various sub-committees for the academic session 2014-2015**

The Coordinator who is also Secretary of Teacher's Council informed the members that various sub-committees were formed for the academic session 2014-15 in the Teacher's Council Meeting to



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monitor different activities and programmes in the institution for effective implementation of the plan and to achieve excellence.

## **Agenda No.7.P.G Course in English and Political Science**

Dr. Sraboni Jha, Chairperson, IQAC stated that the P.G Course in English and Political Science (Self-financed) which has been introduced from September 2013 in our college (Basanti Devi College) is running smoothly. The students follow the same syllabus prescribed and approved by the affiliated University i.e. University of Calcutta. A semester system is followed.

## **Agenda No.8. Seminar organised by IQAC**

The Co-ordinator stated that a ***“2 Day NAAC Sponsored National Level Seminar in Best Practices in Students Support and Progression”***(Funded by NAAC) was well organized by IQAC of the college (Basanti Devi College), on June 5<sup>th</sup> and 6<sup>th</sup> 2013. The co-ordinator of the seminar was Dr. Sabuj Kumar Choudhury. The Seminar Proceedings will be edited by Dr. Amrita Mondol & Prof Aparna Sadhu.

## **Agenda No.9 . Computerization of Finance Management**

The Chair Dr. Sraboni Jha mentioned that computerization of salary accounts (COSA) and Salary disbursement through E-Pradhan will be introduced soon in the college.



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## **Agenda No. 10: 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

Co-ordinator, IQAC

Dr. Sraboni Jha

Chairperson, IQAC