



# BASANTIDEVI COLLEGE

Established in 1959  
(Government Sponsored)  
NAAC Reaccredited **B+** (3<sup>rd</sup> Cycle)

13.08.2020

## NOTICE

An Online Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 20.08.2020 at 3.30pm through Google meet. All Internal Members of IQAC are requested to be present in the meeting. The meeting link will be provided in the IQAC, BDC Whatsapp group & through mail to all the members.

Agenda:

1. NAAC Supported One Day Webinar on Quality Assurance in Higher Education in the context of New Education Policy
2. Academic Calendar 2020-2021
3. AQAR 2019-2020
4. Plan of Action 2020-2021
5. Essay Competition
6. Swachhta Action Plan (SAP) Committee.
7. University Final Examination (UG & PG),2020
7. Miscellaneous

Dr.Aditi Sarkar Coordinator,  
IQAC Basanti Devi College, Kolkata



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## Action Taken Report in the form of Minutes of the Meeting held on 20.08.2020

Dr. Aditi Sarkar, coordinator IQAC proposed the name of Dr. Indrila Guha, Principal & Chairperson IQAC, to preside over the meeting. Dr. Indrila Guha took the chair.

### Agenda-1 NAAC Supported One Day Webinar on Quality Assurance in Higher Education in the context of New Education Policy

The Principal reported the members that Bankura Zilla Saradhamani Mahila Mahavidyapith, Bankura in collaboration with our College will organize NAAC Supported One Day Webinar on Quality Assurance in Higher Education in the context of New Education Policy on 27.09.20 from 10.30 A.M to 1.00P.M. The Chief Patron will be Prof. S.C. Sharma, Director, NAAC & the Resource Persons will be Dr. K. Rama, Advisor, NAAC & Dr. Priya Narayanan, Assistant Advisor, NAAC.

Responsibility given to us: Coordinator, IQAC, BDC will introduce Dr. Priya Narayanan, Assistant Advisor, NAAC to the Participants & she will also conduct Question Answer Session. The Principal, BDC will propose Vote of Thanks.

Dr. Indrila Guha, Principal & Chairperson IQAC, requested all the members to be present in the Webinar.

### Agenda-2 Academic Calendar 2020-2021

The Principal requested the coordinator, IQAC to prepare the Academic Calendar for the session 2020-2021 on the basis of the Calcutta University Academic Calendar which will be published soon. The Academic Calendar will be uploaded in the college website after its approval.

### Agenda-3 AQAR 2019-2020

The coordinator, IQAC reported that the collection of the online feedback from stakeholders (Students, Teachers, Alumni & Employers) are in process. Last date of submission of online Google form is 31<sup>st</sup> August, 2020. Responsibilities of each member in the preparation of the AQAR are already given. They all are collecting information & data online from different sub-committees & Office. They all will submit their work by 15<sup>th</sup> of Sept, 2020. The coordinator also said that she will prepare an Online report on Feedback after analysis & it will be given in the IQAC, BDC Whatsapp group for all the members to see & provide valuable suggestions, then it will be placed in the next online meeting of IQAC for necessary action. In the next IQAC meeting the draft AQAR 2019-2020 will be placed before the IQAC members & then after necessary correction it will be placed before the Governing Body for approval.

### Agenda-4 Plan of Action 2020-2021

Plan of Action for the next academic session 2020- 2021 are-

1. To organize more awareness programs on COVID -19 Pandemic & Well being.
2. Awareness Programs on Vaccination
3. To prepare Maintenance & Utilization Policy
4. To prepare Policy for Slow & Advanced Learners( Remedial Policy)
5. To Prepare Mentoring Policy
6. To prepare Report on Environmental Initiatives
7. To involve faculty, Students & Alumni in Community Outreach Program.



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8. To complete the project on Paper Recycling.
9. To collect feedback on Curriculum & its transaction
10. To conduct Student Satisfaction Survey.

## Agenda-5 Online Essay Competition

The coordinator IQAC, reported that the Department of Education & the IQAC of the college successfully organized an Online Essay Competition titled-YOUR COLLEGE LIFE EXPERIENCE, on the occasion of Diamond Jubilee of our college. The competition was for UG, PG & Ex- Students of our college. Essay submission date was from 26<sup>th</sup> to 30<sup>th</sup> July, 2020 till 12 pm. Result was declared on 3<sup>rd</sup> August, 2020. Evaluation was done by most of the members, IQAC & faculty members of the Department of Education. 153 students Registered for the competition but only 91 (Ninety One) students submitted their Essay in time. Report of the competition was submitted to the Principal. E-Certificate for Participation & Rank Certificate was provided to the participating students through mail.

## Agenda-6 Swachhta Action Plan (SAP) Committee

The Chairperson IQAC announced that our college has been listed as one of the 6750 Swachh Institutions of the country in 2018-2019 by Mahatma Gandhi National Council of Rural Education, Dept of Higher Education, MHRD, Govt. of India. Swachhta Action Plan (SAP) Committee has been formed to look after the swachhta activities in & outside the college campus. The committee comprises of Teaching, Non-Teaching Staff & Students. The Coordinator, IQAC reported that Members of the IQAC are already preparing the report on the Environmental Management Initiatives taken in & outside the campus.

## Agenda-7 University Final Examination (UG & PG), 2020

The Chairperson IQAC announced that there will be online University Final Examinations, 2020. Instruction regarding BA/B.Sc. Part-3, Sem-1 & Sem-3 (for students, faculty members & HOD) has been prepared in the Teachers Council Meeting on the basis of the instruction given by the University & it will be given in the college website & teachers Whatsapp group one week before the examination. She also mentioned that all HODs are requested to aware the students & the faculty members regarding the rules to be followed in Online examinations.

## Agenda-8 Miscellaneous

As there is no other points of discussion, the meeting ended with a vote of thanks to the Chair.

Dr. Aditi Sarkar  
Coordinator, IQAC

Dr. Indrila Guha  
Principal & Chairperson IQAC



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