

Signature of the members present:

① Deb Roy Chowdhury.

② Monjit Ray

③ Anindita Ghosh

④ Sutapa Ghosh Dastidar

⑤ Sutapa Saha. 12.5.17

⑥ R. Chatterjee. 12.5.17

⑦ ~~Prasanna~~. 12-5-17

⑧ ~~Prasanna~~ 12/5/17

⑨ ~~Prasanna~~ 12/5/17

9. Indira Samajdar Gangopadhyay 12.5.17

10. Anirban Chakrabarty 12/5/2017.

11. Debaprasad Sanyal 12/5/2017.

12. ~~Prasanna~~ 12/5/17

13. Anindita Ghosh 12/5/17

14. Anup Giti 12/05/17

Minutes of the meeting dated 12/05/2017

Dr. Monojit Ray, Principal of the college presided over the meeting. Dr. Sutapa Ghosh Dastidar, Coordinator IQAC, Sri Anirudhdha Ghosh and other members of the IQAC were also present in the meeting. The following resolutions were taken in that meeting-

Agenda: To discuss the new format of NAAC.

Principal Dr. Monojit Ray reported that he and Dr. Sutapa Ghosh Dastidar, Coordinator, IQAC attended a meeting at Birla Institute, Kalyan, Mumbai on 27.03.2017 to attend a seminar on 'New format of NAAC Accreditation'. He reported that the following changes are forthcoming in the NAAC accreditation process from July, 2017-

- The previous self evaluation and external verification model is going to be changed but the new model is not yet clearly communicated.
- Photographs of all activities of the college need to be uploaded for authenticity.
- 70-75% of the new accreditation process will be online.
- The new model of accreditation will be more quantitative in nature instead of qualitative.
- Submission of AQAR must be made within time. In this context, the Principal reported that the preparation of AQAR of 2016-17 has already been started and assured that it will be submitted positively within time. The principal also urged the members to sort out the weaknesses of the college at the earliest and pay immediate endeavor to overcome these.

Agenda: To plan for the future development in the Teaching- Learning process.

Resolution: Resolved that from academic session 2017-18, B.A./B.Sc/B.Com General Classes will be held on 5 days per week. To accommodate the dearth of class rooms in holding this increased number of General Classes and to facilitate better usage of the class rooms, it has been resolved that from this academic session the B.A. General classes will be shifted to the morning session. The duration of the morning session will be 4 hrs from 8 am to 12 noon. B.Sc and B.Com General Classes will continue to be held in the day session as usual. The library will open at 10 am as per normal schedule. Classes of General papers common for both the Honours and General students will be held between 10am-12 noon. The papers which are learned by the General course students only will be held between 8 am- 10 am. College will appoint guest teachers, if necessary, for holding the morning session classes.

It has been also resolved that the above proposals will be placed before the college Governing Body for approval.

Resolution: Resolved that College will develop an app called 'BRSNC UTKARSH' to handle the grievances of the students more effectively. To facilitate the students' understanding of their marks obtained in the Test Examination, the Test Examination results will be made available in this app every year. *It has been further resolved* that the students will be given a scope to check their evaluated answer scripts of the Test Examination, if they feel unsatisfied with their marks. For checking the evaluated scripts, the students will have to apply to the HODs of their respective Departments.

Resolution: In regard to the appearance of the students in the Test Examination, it has been resolved that appearance in the Test Examination will be considered mandatory from 2017-18 onwards, except those

students who are medically unfit to appear in that examination. To inform the students as well as the guardians about the mandatory appearance in the Test Examination, **it has been resolved** that henceforth the Parent- Teacher meeting will be held at the beginning of the academic session in the month of July every year. SMS conveying the same message will be sent to the Parents' mobile numbers also.

Resolution: Resolved that the students who miss the Test Examination on medical ground will have to appear in a Supplementary Test Examination in the date fixed by the college. Appearance in the Supplementary Examination will be considered mandatory for such students.

Resolution: Principal Dr. Monojit Ray suggested for opening of a RTI cell for students enrolled in the PG courses of the college. In this context, **it has been resolved** that a RTI cell will be opened in the college from the academic session 2017-18. Students willing to apply have to apply within 7 days from the publication of the result in prescribed format supplied by the college clearly indicating his/her preference for either PPS or RTI. A PPS/RTI fee of Rs 200/- will be charged on the student applying for RTI. Students applying for RTI will get a chance to check his/her evaluated answer script personally. If there is any mistake in summing up the total marks or if any answer of the student remained unchecked, the Principal will issue special permission to correct the marks. However the students will not be entertained for any demand of re-evaluation of their answer scripts. If students are not happy with their marks after the RTI, they may appeal to the Court for re-evaluation. College will provide the students a Xerox copy of their answer scripts in such a judicial situation.

Resolution: Resolved that the college will initiate the process of online or offline open-book MCQ tests to replace the traditional Class tests and in the Test Examinations. There will be no fixed time schedule for the students to appear in such an examination, but they will have the freedom to appear in the examination according to their suitable times.

Agenda: To plan for the future infrastructural development of the college.

In regard to the infrastructural development of the college, the Principal reported the purchase of Aqua Guards for installation in both campuses of the college. Room no 226 of the 85, Middle Road campus has been renovated into a seminar hall cum class room and 8 (Eight) ACs has been purchased for installation in that room under the BEUP fund. Presently 8(Eight) LCD display boards has been installed in both the campuses of the college and another one LCD is to be shortly installed in front of the Teachers' Room of 85, Middle Road campus. A Butterfly Garden will be soon prepared in the 6, Riverside Road campus along the bank of river Ganga.

Resolution: It has been resolved that the college will soon undertake repairing work and painting the inner walls of both buildings of the college. Painting of the inner walls of the college in both the campuses will be done during the Puja Vacation this year. The path from the main gate to 'B' block of the college building in 6, Riverside Road campus will be renovated by laying paper blocks.

Principal reported that the construction of the Boys' Hostel is already complete, but it is not yet in operation because no electric connection has yet been provided there by the West Bengal State Electricity Board. Once the electricity connection is provided, a pump machine will be installed to make the hostel

ready for operation. A Security Agency has already been communicated for supplying the guards. Initially two teachers and some students have agreed to stay in the hostel.

Resolution: It has been resolved that an Open- theatre will be constructed in the 6, Riverside Road campus.

Agenda: To assess the present status of research activity in the college and to plan for future research related activities.

Principal Dr. Monojit Ray reported that research is going to be one of the key areas for 4th cycle NAAC accreditation. In context of present status of research activities in the college and planning for future research related actions, the following resolutions were taken in the meeting-

Resolution: It has been resolved that college will prepare a database of research activities undertaken by the faculty members including their ongoing research projects. College funded MRPs will be sanctioned on the basis of this database in future. Teachers having better previous record of successfully undertaking research activities will be given priority in sanctioning the college MRPs. Moreover, the teachers will have to appear in an interview to get their college MRP proposal sanctioned. The sanctioning of college MRPs will be made on the basis of the concerned teacher's previous research experience and the performance of the teacher in the interview. In case of college funded MRPs, college will not disburse the second installment of sanctioned fund if no interim report is submitted to the college after one year from the receiving of the first installment of the fund.

Resolution: Resolved that the college will compile a database of teacher wise total research publications and send this database to the UGC and leave the matter to the discretion of the UGC authority about which publication they will accept and which they don't. It has been further resolved that for future publication of research papers, magazines will be selected on the basis of whether it is enlisted in the UGC recognized list of magazines or not.

Resolution: Resolved that the college will sign a MoU with Nadia Zilla Parishad for joint operation as collaborative group in the field of research and survey. In this regard, Dr. Sutapa Saha reported that the college has already signed a MoU with SWID regarding Rain Water Harvesting in the college.

Resolution: Resolved that more DST, DBT and ICSSR projects will be applied for in future.

Agenda: To plan for compliance with the NAAC recommendations during 3rd cycle accreditation.

Resolution: Resolved that the college will apply for the status of DBT-Star College and the proposal will be sent within July, 2017.

Resolution: Dr. Indira Samajdar Gangopadhyay reported that Dept. of Geography and Dept. of Economics had jointly applied to the State Government for funding a seminar organized jointly by these two Departments, but no communication has yet been received from the part of the Government. In this

context, **it has been resolved** that the present status of this proposal will be enquired from the part of the college.


Resolution: Resolved that the college will organize a workshop on 'Institutional Safety' in collaboration with the West Bengal Fire Service. **It has further been resolved** that the college will also organize a 7 day workshop on 'Chemistry for Biological Sciences'.

Resolution: Resolved that the college will initiate to proceed towards achieving total autonomy.

Agenda: To plan for the promotion related activities.

Resolution: The proposed sub-committee on promotion will work as an 'API Assistance Team' for smooth running of CAS. The initial screening of API proposals is to be done by the IQAC Coordinator with assistance of the IQAC members assigned by her. The post- screening activities are to be carried out by the API Assistance Team. The Principal will act as the signing authority of the API proposals.

As there was no other agenda, the meeting ended with a vote of thanks to all the members.



Coordinator, IQAC
Barrackpore Rastraguru
Surendranath College