

Notice No: 2017-18/675

Date: 29.05.2018

An extended meeting of IQAC with all teaching staff (except guest faculties) will be held on 18.06.2018 at 2:00 pm in Room no- 202 of 85, Middle Road campus to discuss the following agenda-

**Agenda:**

5. The activities regarding NAAC re-accreditation.
6. Miscellaneous

*Satya Ghosh Dasgupta*  
Coordinator, IQAC  
Barrackpore Rastraguru  
Surendranath College

*(Dr. Monojit Ray)*  
Principal  
BARRACKPORE  
Rastraguru Surendranath College

Members Present:

1. Monojit Ray
2. ~~lunith~~
3. Suvashee Basu 18/6/2018
4. Rebati nemi Samal 18.6.18
5. Poyal Marne 18.6.18
6. Angshuman Chakrabarty 18.6.18
7. Suroj Sik 18.6.18
8. Satyendra Pandey 18-6-18
9. Mazam Bandhu Majumdar 18.6.18
10. ~~Ganesh~~
11. Bipul Biswas 18/6/18
12. Bikeram Kumar Shaw 18/6/18
13. Sanchita Roy 18/06/18
14. Vivek Shaw 18/6/18
15. Rupam Maekujin 18/6/18
16. Malay Krishna Dutta 18/6/18
17. Anjana Mondal 18/06/18
18. Aalijit Kumar 18/06/18
19. Anil Chatterjee 18/06/18
20. Ankur Singh 18/6/18

(IA) *Satya Ghosh Dasgupta* 18/06/18



2018

8 at

8/06/18

20. Md. Injameel Haque 18/06/18
21. Sujay Ghosh 18/06/18
22. Rakul Saha 18/06/18
23. Arun Kumar Bera
24. Anurag Datta 18/06/18
25. ~~S. S. Datta~~ 18/06/18
26. Dipankar Majumdar 18/06/2018
27. Pratiprasad Chatterjee 18/06/2018
28. Pankaj Kumar Mandal 18/06/2018
29. Soemya Ganguly 18.06.2018.
30. Sayan Chakraborty 18/6/18
31. Mridul Datta Roy 18/6/18
32. Nidol Palit 18/6/18
33. Meenakshi Krishnan 18.6.18
34. Sreelata Bose 18/06/18
35. Debanita Bhattacharya 18/6/18
36. Indrani Saha 18/6/18
37. Jyoti Kundu (Pranavick) 18/06/18
38. Tushar Ranjan Bhattacharya 18.06.18
39. Bibanwita Mukherjee 18.06.18
40. Joyel Mukherjee 18.06.18
41. Sahana Chatterjee 18.06.18.
42. Subhro Ghosh 18/06/18
43. Ananta Bhowmik 18/06/18
44. Sili Roy 18/06/18
45. Suparna Ray Bhattacharya 18/06/18
46. Rakhi Ray Sharma 18/6/18
47. Parvita Barman 18/6/18
48. Purna Barua 18/6/18
49. Kirtika Biswas 18-06-18
50. Dibyendu Ghosh 18.06.18.
51. Poulami Mukhopadhyay 18.6.18
52. Soha Ray Gangopadhyay 18.6.18



53. Indira De Ghosh 18/06/2018
54. Indira Samajdar Gangopadhyay 18.6.18
55. Sutapa Saha 18/6/18
56. Pijus Kanti Mondal 18/06/18
57. Shaswati Mondal 18/6/18
58. Man Bhanu 18/6/18
59. Sheikh Mary Khatun 18/06/2018
60. Anirban Chakrabarty 18/06/2018.
61. Arindam Chakraborty 18/6/18
62. Debashree Ghosh 18/06/18.
63. ~~Arindam~~ 18/6/18
64. Arindam Chakrabarty 18/6/18.
65. Sumita Chakraborty 18/6/18
66. Chaitali Senker 18/06/18
67. Aditi Bhattacharjee 18/06/18
68. Moumita Basak 18/6/18
69. Debashree Mukherjee 18.6.18
70. Maumita Das 18/06/2018
71. Sreeparna Sanyal 18/6/18.
72. Anil Bhat 18/6/18
73. Malini Banerjee 18/6/18
74. Sutipta Saha 18/6/18
75. Sukalyan Banerjee 18/6/18
76. Anuska Dhar 18.6.18
77. Debashree Mukherjee 18/6
78. Mahamita Ghosh 18/6/2018
79. Gevika Ghosh 18/6/18
80. Abhi Prasad Bhattacharya 18/06/18
81. Phuleen Mahanta 18/6/18
82. Anirban Chakraborty. 18-06-18
83. Samir Thakur 18.6.18
84. Payal Biswas 18/06/18
20. 85. Tumpa Chakraborty 18/6/18.



86. Preeti Singh 18/6/18

87. Alankrita Datta 18/6/18

88. Anwar Majumder 18/6/18

89. Anshu Tyagi 18/6/18

90. Sandip Dey 18/6/18.

91. Susmita Roy 18/6/18

92. Purabi Chowdhury 18/6/18

93. Debaprasad Sankar 18/6/18

94. Parama Bhattacharya 18/6/18.

95. MUMU 18/6/18

96. Chandrani Sanyal 18/6/18.

97. Binwajit Dey 18.6.18.

98. Anup Giri 18.6.18



### **Minutes and Resolutions of meeting dated 18.06.2018**

Principal Dr. Monojit Ray presided over the meeting.

**Resolution 1:** The minutes of the last meeting was read and confirmed.

At the very beginning, Principal reported that under forthcoming CBCS system of education in UG courses from academic session 2018-19, a minimum of 90 hours of class teaching will have to be mandatorily delivered for each paper having 6 credit & 120 hours of class teaching for practical papers having 8 credit, failing to which the students will be considered non-eligible to sit in the final University examinations. So classes need to be regularly held. The teachers will have to anyway complete the class hour teaching allotted to them. If a total 90 hours of class teaching per theoretical paper or 120 hours of class teaching per practical paper is not delivered to the students by the college, the whole batch may be debarred from appearing in the University Semester examination. The college will not take any responsibility if such situations arise where a whole batch gets debarred from appearing in the University Semester examination because of failure to deliver stipulated class hour by any teacher. Similarly, if any one student does not attend 90 hours of class per theoretical paper and 120 hours of class per practical paper, he/ she will also be non- eligible to appear in the University Semester examinations. The teachers may take compensatory classes in the time specified for the same purpose in the routine (5 pm- 6 pm) to make up for their dropped classes. The duration of CBCS classes will be of 1 hour. Regular classes will be held within 10:00 am- 5:00 pm and compensatory classes will be held within 5 pm- 6 pm (Monday to Saturday). Along with the classes under new CBCS system, the old system of classes will continue to be held for the second year and third year students but the duration of these classes will also be converted to 1 hour from 45 minutes. Principal also assured that if it is not possible for any Department to provide stipulated class hour under CBCS with its existing teachers, the college will appoint required number of guest faculty in that Department. Arrangement of guest faculty will also be arranged against any teacher released on FDP or CCL.

Principal also reported that some of the Departments have not yet submitted their Departmental teachers' profile as they were requested to do before 30.05.2018. He urged the concerned Departments to immediately submit the same for timely completion of the restructuring of our college website. He asked the Departments to submit one MS-word file containing the profile of all teachers of that Department.

**Resolution 2:** Resolved that the 3<sup>rd</sup> semester PG classes will start from 02.07.2018. Since the UG and PG admission will be already started during that phase, PG classes may be continued with guests faculties only. 3<sup>rd</sup> year UG classes may also start from 02.07.2018, at least for one week or two, with the guest faculties. A special routine will be prepared by the Departments for this purpose. Classes of first semester will start from 16.07.2018.



Principal reported that the first list of UG admission for 2018-19 will be published on 28.06.2018. He said that the verification of B.A./ B.Sc./ B.Com General first list candidates has been scheduled on 02.07.2018 & 03.07.2018. Verification of B.A./ B.Sc./ B.Com Honours first list candidates has been scheduled on 04.07.2018 & 05.07.2018. He also announced the teams which will deal with the verification on the above- mentioned 04 days. He urged the team members to sit and talk among themselves for better coordination to accomplish the purpose.

Dr. Sutapa Ghosh Dastidar, IQAC Coordinator, said that in the new system of NAAC evaluation, any college having at least one PG Department will be considered as a PG college. She mentioned that in the new evaluation system there are 07 criteria for evaluation under which there are 32 key indicators. Each indicator comprises of a number of questions which are termed as matrices. In the new system, 70% evaluation will be made on quantitative basis and the rest 30% will be on qualitative basis. The entire evaluation will be system generated so if any discrepancy arises in the numerical value of the data under same matrix, the system will immediately detect that and feedback about the discrepancy will be sent to the college within seven days from the day of submission. The college will get another seven days for correction and resubmission of the same. This will be followed by 3<sup>rd</sup> party verification (system generated) and students' satisfaction survey. College will provide a list of students of last five years and NAAC will select sample students from that list. The students' satisfaction survey will be made through a questionnaire comprising of 21 questions. Only after obtaining satisfactory scores at all these stages, the college will upload the Self Study Report (SSR). The visit by NAAC peer team may be a two days visit.

Principal reported to the members that the college has already obtained the ISO 9001: 2015 certifications for quality management. He also reported that the college has applied for the ISO 14001:2015 certifications for environment friendly campus and it is expected to be received very shortly. Principal also reported that the college has obtained very good ranks in Arts, Science and Commerce streams in a ranking made by Indian Today.

**Resolution 3:** Resolved that, from the academic session 2018-19, the admission fee will be collected in full at the beginning of the semesters.

**Resolution 4:** Principal reported that the paper setting and evaluation of the skill enhancement courses under CBCS will have to be done by the college itself. The examinations of skill enhancement courses will be taken in MCQ pattern, preferably in OMR sheets. He said that a large volume of OMR sheets will have to be evaluated for the purpose. In this context of evaluation of OMR sheets of skill enhancement courses, it is resolved that for the General course students, the OMR sheets may be evaluated by outsourcing from external agencies or the college may purchase low priced OMR readers for the purpose. For Honours course students, the OMR sheets will be evaluated manually by the Departmental teachers.



Principal informed that from 2018-19 academic sessions, each student will be characterized by three numbers- A Unique ID number which will remain same for ever for a student for any higher study under the same University at any future time, a roll number which will change from one class to another and a registration number. Marks will be assigned against the registration number of each student. Principal also informed that no student have to repeat the class tests already given by them. If any student appears in the class tests but does not appear in the end semester examination, his/ her marks in the class tests or marks against his/ her attendance will be stored against his/ her registration number. The student doesn't have to appear again the class tests. Mere appearance in the end semester examinations in the next or consequent years will be sufficient. The end semester marks will be added to previous year's class test marks and marks on attendance.

**Resolution 5:** Resolved that the existing syllabus of college PG courses will continue unless new circular is received within 16.07.2018. However, if such circular is received, the currently existing papers will be used in delivering 30 hours certificate courses to the PG students.

**Resolution 6:** Resolved that from academic session 2018-19, the PG students of Geography Department will be able to write answers in the semester examinations and other related examinations in Bengali too. However, classes of all the PG Departments will continue to be taken in English only.

**Resolution 7:** The teachers in charge of preparing different criteria of the SSR came up with the problems they faced. In this context, the following resolutions were made-

*Curricular aspects (Criteria- I):*

- Resolved that a parents' feedback report will be prepared for the last five years from the data available in the parent- teacher meeting of each Department.
- Resolved that a teachers' feedback will also be prepared for the last five years (with those teachers only who have been teaching in the college for the last five years).
- Resolved that analysis of pending students' feedback will be completed within 26.06.2018.
- Resolved that the part of academic flexibility in the matrices of curricular aspect will be opted out since academic flexibility does not have any significance without CBCS system of education.
- Resolved that the Departments will send soft copies of their syllabus for the last five years to the Principal within 26.06.2018.
- Resolved that for 4<sup>th</sup> cycle NAAC evaluation of the college, the academic sessions under evaluation will be 2013-14, 2014-15, 2015-16, 2016-17, 2017-18.



*Teaching, Learning & Evaluation (Criteria- II):*

- Principal requested the HOD of Dept. of History to submit their Departmental profile on or before 26.06.2018.
- Resolved that all newly joined teachers of the college will submit photocopy of their appointment letters and pan cards to the college accounts immediately.
- Resolved that Mentor- Mentee system will be re-introduced in the college. Further resolved that Mentor- Mentee system in the General courses will comprise of teachers of different subjects of that stream.

*Research, Innovation & Extension (Criteria- III):*


- Resolved that the IPR cell of the college will be immediately formed. Principal will make necessary arrangements in this regard.

*Students Progression (2<sup>nd</sup> part of criteria- V):*

- Resolved that if relevant documents regarding placement and vertical academic progression is not received from the passed out students during the last five years even after telephonic contact with them, but the number of placed or vertically progressed students is traced, the HODs will make a self declaration to the principal in this regard legitimating the mentioned number of placement and vertical academic progression. These will be used as documents against establishing how many students passed out from this college have got placement or have pursued higher studies.

Sri Kallol Saha, Dept. of Commerce, said that the teachers and students regularly face difficulty in moving between the two campuses of the college due to dearth of proper transport facility within cantonment area. He suggested that the college may think of arranging for an eco-friendly vehicle for movement between 85, Middle Road campus to 6, Riverside Road campus so that our locational disadvantage becomes our advantage.

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

  
Coordinator, IQAC  
Barrackpore Rastraguru  
Surendranath College