

MEETING NOTICE

Meeting of: Internal Quality Assurance cell (IQAC)  
Committee/Department

Date: 14/08/2020

Date: 17/08/2020

Time: 12:00 noon

Venue: 85, Middle Road campus

Room No. : IQAC Room (Room-201)

Members of the Committee / Department are requested to attend the meeting to discuss the following agenda

AGENDA

1. To read and confirm the proceedings of the last meeting.
2. To discuss the annual plan of action of IQAC.
3. To review the contributions made by IQAC in the last academic year.
4. To cope with the hurdles posed by COVID-19 pandemic.
5. Misc. Selap. Shastri Dasgupta

Selap. Shastri Dasgupta  
Coordinator, IQAC  
Barrackpore Rastraguru  
Surendranath College

Principal  
BARRACKPORE  
Rastraguru Surendranath College

Members Present:

- ① Dr. Roy Chowdhury 17/08/2020
- ② Munir Fay
- ③ Selap. Shastri Dasgupta 17/08/20
- ④ Anirban Chakrabarty 17/08/2020
- ⑤ Debananda Saha 17/08/20
- ⑥ Prasanna 17/08/20
- ⑦ Chakrabarty 17/8/20
- ⑧ Anirban Chakrabarty 17/8/20

Minutes:

① The meeting reported on the calamity caused by the COVID-19 pandemic. The pandemic and the consequent lockdown <sup>have</sup> had a deep impact on the academic world. There has been a shift towards digital pedagogy. The pandemic has compelled institutions to impose restrictions on life and living of the multitude. The teachers have been compelled to stay indoors and deliver their lessons online. The administration is being carried on with a skeletal staff.

② The IQAC has effectuated the introduction of the BRSCC live classrooms whereupon the students could acquire lessons and continue classes on a regular basis adhering to their offline class routine.

③ The IQAC coordinator discussed the annual plan of action of the IQAC. The IQAC plan emphasized on:  
a) motivating the internal stakeholders to enhance the utilization of e-resources  
b) to organize enrichment programmes for the teaching and the support staff.  
c) to motivate the teachers towards

joining Refresher, Orientation and varied short term courses.

d) working towards, a green-audit and an environmental audit, <sup>gender audit, an academic and administrative audit,</sup>

e) introduction of online fees payment portals.

f) to cope with the hurdles posed by the covid 19 pandemic.

4) The meeting reviewed the contributions made by IQAC in the last academic year.

5) The members discussed in detail the financial crisis caused by the pandemic and suggested remedial measures like concession of fees for the present academic year.

### Resolution!

1) The IQAC is to keep a detailed report of the classes taken through the BRSNC Live Classroom and these administer

of the working of the BRSNC live classroom.

2) The internal stakeholders, <sup>is to be</sup> ~~that~~ be motivated towards enhanced use of ~~the~~ resources.

3) The teaching and non-teaching staff should be motivated towards professional development programmes.

4) Green Audit and Environmental Audit should be accomplished.

5) Online fees payment portal is to be introduced.

6) The Annual Self Assessment Action Plans to be framed.

### Action Taken Report!

1) IQAC has monitored the smooth running of BRSNC <sup>Live</sup> Classroom.

2) Teaching and support staff have been induced to join professional development programmes.

3) Green Audit and Environmental Audit has been accomplished.

4) Online Fees Payment Portal has been introduced.

5) Academic and Administrative Audit has been effectuated.

Sutapa Ghosh Dastidar  
Coordinator, IQAC  
Barrackpore Rastraguru  
Surenranath College