

MEETING NOTICE

Date : 13/11/2021

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

Date : 16/11/2021 Time : 3:00 P.M.

Venue : 85, Middle Road Campus Room No. : IQAC Room

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

AGENDA

- To read and confirm the proceedings of the last meeting.
1. Introduction of certificate courses for UG students
2. Academic MoUs
3. Creation of more video lectures
4. Introduction of Blended mode of teaching
5. Procurement of Spectrophotometer
6. AMC of Computers
7. Procurement of e-Learning resources for the year 2021-22
8. Renewal of WiFi controller
9. Repairing and renovation of laboratory infrastructure
10. Restoration of false ceiling
11. Restoration of Room no. 202
12. Upgradation of EPBEX (intercom) system
13. Upgradation of fire extinguishers
14. Implementation of online Concession Portal for students
15. Introduction of Certificate courses on Web Designing Technology
16. Observance of Independence 75 (Swadhinata 75)
17. Publication of College Annual Magazine
18. Sponsorship of Fellowship by Smt Aparna Guha, Haridevpur, Kolkata
19. Academic & Administrative Audit for the session 2019-20 & 2020-21
20. CAS of teachers
21. Compilation and submission of AQAR for 2019-20 session
22. Deployment of security personnel from agency
23. Implementation of C-HRMS portal
24. Initiatives on Covid-19 safety measures
25. Introduction of performance appraisal system for contractual non-teaching staff
26. Organization of Stress Relief programme for Teaching & Non-teaching staff
27. Reporting on Online UG & PG Admission for the session -2021-22
28. Reporting on Paperless initiatives
29. Misc. (if any)

Sudipa Ghosh Dey
Coordinator, IQAC
Barrackpore Rastraguru
Surendranath College

Pradyumn
BARRACKPORE
Rastraguru Surendranath College

Members Present!

- Sub Roy Chowdhury 16/11/21 (President: Governing Body)
1. Kunip
 2. Aniruddha Ghosh 16/11/21
 3. Sutapa Ghosh Dey
 4. Subaprasad Samanta 16-11-21
 5. Indira Samajdar Gangapodhary 16.11.21
 6. Saha (Kaler Saha) 16/11/21
 7. Umy 16/11/21
 8. Sutapa Saha, 16/11/21
 9. Anirban Chakrabarty 16/11/2021
 10. Arpit Chaudhary 16/11/21
 11. Siddhartha Sen - 16/11/21
 12. Prasanna 16/11/21

Minutes of the Meeting!

- ① Principal, Dr. Manojit Roy presided over the meeting. Principal, Dr. Manojit Roy, stated that the thrust areas for the SSR for the 5th cycle NAAC is to be identified and the Criterion Heads are required to be informed about their individual areas of analysis and thrust.
- ② Academic Audit for the session 2019-20 and 2020-21 is to be completed. Dr. Joydip Chakrabarty is to be in charge of the preparation of the report for the same.

BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE
6, RIVERSIDE ROAD & 85, MIDDLE ROAD, BARRACKPORE
NORTH 24 PARAGANAS, WESTBENGAL, PIN-700120

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28. Reporting on Paperless initiatives
29. Misc. (if any)

Sudipa Ghosh Dey
Coordinator, IQAC
Barrackpore Rastraguru
Surendranath College

Principal
BARRACKPORE
Rastraguru Surendranath College

Members Present!

- Sub for Chowdhury 16/11/21 (President: Governing Body)
1. Empty
 2. Aniruddha Ghosh 16/11/21
 3. Sutapa Ghosh Dey
 4. Sebaprasad Samkar 16-11-21
 5. Indira Samajdar Gangapodhary 16.11.21
 6. Su (Kalyan) 16/11/21
 7. Umy 16/11/21
 8. Sutapa Saha, 16/11/21
 9. Anirban Chakrabarty 16/11/2021
 10. Apjit Chaudhary 16/11/21
 11. Siddhartha Sen - 16/11/21
 12. Sonali 16/11/21

Minutes of the Meeting!

- ① Principal, Dr. Manojit Roy presided over the meeting. Principal, Dr. Manojit Roy, stated that the thrust areas for the SSR for the 5th cycle NAAC is to be identified and the Criterion Heads are required to be informed about their individual areas of analysis and thrust.
- ② Academic Audit for the session 2019-20 and 2020-21 is to be completed. Dr. Joydip Chakraborty is to be in charge of the preparation of the draft for the same.

2. Certificate courses are to be started under the aegis of Career Development Cell. Seci, Anjlit Choudhary, Assistant Professor of Microbiology, is to look over the matter.

Syllabus related feedback Report is to be prepared by Seci Anjlit Choudhary ^{and Dr. Jaydeep Pal} to be sent to WBSU.

3. Functioning MOUs are to be formed ~~to~~ with colleges for academic and cultural exchange programmes.

4. ^{Uploading of} Video lectures ~~are~~ to be increased and a few lectures are to be deleted from the existing pull of lectures. Video lecture committee is to be constituted of Dr. Debaprasad Sarker and teachers nominated by him.

5. Departments are requested to carry out blended mode of teaching.

6. Spectrophotometer has been procured.

7. Complete AMC of computers has been completed.

8. E-books are to be procured for the advantage of the students.

9. Wifi controller ~~has~~ ^{is} been renewed.

10. Repairing and renovation of laboratory infrastructure and equipments is to be undertaken.

11. Room no 202 is to be renovated and ~~the~~ ^{the} false ceilings is to be restored.

~~12.~~

12. EPBEX (Intercom system) is being repaired.

13. Fire Extinguishers are to be upgraded.

14. Online concession of Rs. 1000 is to be given to the students who are not receiving scholarship from any other sources.

15. Right Brains Technology will carry out Web Designing Technology course in the college.

16. The college is to celebrate 75 years of independence through cultural programme encompassing recitation, debate, poster making and cultural exchange ~~with~~ programme with S.R.K.P.G. college.

17. College Annual Magazine is to be surfaced online as a part of paperless initiative. It is to be in charge of Dr. Indira Samjdar, Mr. Mity Ghosh, Dr. Jaydeep Chanda and Sri Kalot Bala.

18. A guideline is to be prepared for result updation under by Sr. Holy Ghost, Mr. Ankit Chaudhuri and Mr. Suresh Dasgupta.

19. CAS of teachers is to be processed with due care and Mr. Subhradip Sarker, Mr. Joydip Chanda and Mr. Suresh Dasgupta would take ~~some~~ initiative in this regard.

20. Submission and preparation of AQAR 2020-21.

21. Security personnel has been deployed from Agency in both ^{the} Buildings.

22. Working of CHRMS Portal is to be ^{reported} supervised by Joydip Chanda.

23. Covid-19 safety measures are being followed in both the buildings.

24. Performance Appraisal System for contractual non-teaching staff is to be introduced.

25. Stress Relief Programme has been organised for

teaching staff. The same has to be organised for the non-teaching staff of the college.

26. online UG and PG Admission for the session 2021-22 has been conducted smoothly.

27. Paperless initiatives like E-magazine, e-books etc. have been taken.

28. Int. Aparna Saha has donated Rs, 10,00,000 ^{towards} ~~for~~ ~~coll.~~ development of the institution. This has been placed as a fixed deposit. The interest earned would be disbursed as scholarship to needy students.

Resolution

1. Completion of Academic Audit for the year 2019-20 & 2020-21
2. Certificate Courses under the ^{and on web desktop technology} aegis of Career Development Cell
3. Formation of more functional NOUs.
4. Introduction of Blended Mode of Teaching.
5. CAS of teachers.
6. Compilation of AQAR 2020-21.
7. Implementation of CHRMS portal.
8. Celebration of 75 years of Independence in collaboration with S.G.R.R. PG ^{College.}
9. Introduction of Performance Appraisal System for contractual non-teaching staff.
10. Uploading of more e-learning material and procurement of such resources in plenty.

Action taken Report:

- ① Academic Audit for 2020-21 and 2019-20 has been prepared.
- ② Certificate Course under Web-designing ^{and introduced} technology has been planned and decided, respectively.
- ③ Functional MOUs have been planned with Sri Chaitanya Mahavidyalaya and Bhairab Ganguly College.
- ④ Blended mode of teaching has been introduced in several departments.
- ⑤ CAS of several teachers have been processed duly.
- ⑥ AQAR has been compiled duly for submission.
- ⑦ CHRS Portal has been implemented.
- ⑧ Celebration of 75 years of independence has been planned.
- ⑨ Performance Appraisal System for contractual

New-Teaching Staff has been introduced.

- ⑩ More learning materials have been uploaded for advantage of the students especially the slow-learners from the Science, Arts and Commerce departments.

Satish Choudhary
Coordinator, IQAC
Barrackpore Rastraguru
Surendranath College