



# BASANTIDEVI COLLEGE

Established in 1959  
(Government Sponsored)  
NAAC accredited

Date: 9.03.2022

## NOTICE

This is to inform all concerned that a meeting of the IQAC will be held on **16th March, 2022 (Wednesday)** at 2.00 pm in the Principal's chamber. All Internal members are requested to be present in the meeting.

### Agenda:

1. Confirmation of the minutes of the previous meeting dated 09-09-2021
2. 4<sup>th</sup> Cycle NAAC
3. Institutional Perspective Plan & outcomes
4. LMS
5. PO-CO Mapping & Attainment
6. Students Profile Mapping
7. Entry in Service
8. Functional MoUs with other organizations
9. Activities of Innovative & Entrepreneurship Development Cell
10. Review meeting of Teaching-Learning process
11. Professional Development/ administrative Training Programs
12. Certificate/ Add-on/ Value added Programs
13. Miscellaneous

*Aditi Sarkar*

Dr. Aditi Sarkar  
Coordinator, IQAC  
Basanti Devi College

Dr. Aditi Sarkar  
Co-ordinator, IQAC  
Basanti Devi College

*Indrila Guha*

Dr. Indrila Guha  
Principal & Chairperson, IQAC

Basanti Devi College  
Dr. Indrila Guha  
Principal  
Basanti Devi College

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16.03.2022

## Members present in the meeting---

1. Dr. Indrila Guha-Principal & Chairperson, IQAC *Indrila Guha 16/03/22*
2. Dr. Aditi Sarkar, Coordinator, IQAC *Aditi Sarkar 16-03-22*
3. Dr. Sujata Mitra, Member *Sujata Mitra 16/3/22*
4. Dr. Amrita Mondal, Member *Amrita Mondal*
5. Dr. Sanchita Roy, Member *S Roy*
6. Dr. Durga Rani Das, Member *Durga Rani Das*
7. Dr. Aparna Sadhu, Member *Aparna Sadhu 16/3/22*
8. Smt. Ankhi Sen Sanyal, Member *Ankhi Sen (Sanyal) 16/3/22*
9. Dr. Mihir Naskar, Member *Mihir Naskar*
10. Sri Kalipada Jana, Member *Kalipada Jana 16/3/22*
11. Sri Samik Chowdhury, Member *Samik Chowdhury*

## Minutes of the Meeting held on 16.03.2022

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

Agenda-1: Confirmation of the minutes of the previous meeting dated 09-09-2021

Minutes were read & confirmed.

## Agenda-2. 4<sup>th</sup> Cycle NAAC

The Chairperson, IQAC Dr. Indrila Guha informed the members that along with the preparation AQAR 2021-2022 we will start our preparation for Self-Study Report(4<sup>th</sup> Cycle). NAAC Criterion v distribution of work among the teaching & non-teaching Staff were finalized. She further requested Coordinator IQAC to organize Criterion wise workshop in the college to help team members to know about the new accreditation process & both Qualitative & Quantitative data requirements.

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## Agenda: 3, 4, 5, 6 & 7.

The Coordinator, IQAC mentioned that Institutional Perspective Plan for 5 years (2018-19 to 2022-23) was already prepared (under the guidance of the Principal) on the basis of the suggestion given by the stakeholders & analysis report of the Students Satisfaction Service. She also mentioned some of the outcomes of Short term perspective Plan for the session 2021-2022 like-

- Implementation of LMS to improve the Teaching-Learning practice in the college. Teaching Plan, Study materials, Probable Unit wise questions for each paper, Question Paper of Internal Assessment, Notification etc were uploaded for students.
- Mapping of Pos & Cos has been done & attainment of Pos & Cos are evaluated directly (80%) through University Final result of each Student (CGPA) & indirectly (20%) through teachers Assessment of students.
- Students Profile Mapping has been done for 1<sup>st</sup> Sem Students. The students mapping provided a holistic view of the students like student personal details including name, class, subject, family background and their academic progress, level of knowledge, propensity to use tools, communication skill, thinking power, propensity to accept tasks & intelligence score.

## Agenda: 8 Functional MoUs with other organizations

The Coordinator, IQAC informed that 15 MoUs with different organizations were signed & various activities were organized to make the MoUs functional. She further mentioned that 10 more MoUs will be signed with various organizations during the session 2022-2023 & various activities related to Faculty exchange, on the job training & other academic activities will be organized.

## Agenda: 9. Activities of Innovative & Entrepreneurship Development Cell (IEDC)

The Coordinator, IQAC informed that the IEDC started its journey from 2018 with one Unit-Handmade Jewelry-Making. In February, 2022 the cell has four units- 1. Handmade Jewelry-Making 2. Paper Recycling 3. Art & Crafts 4. Boho Painting in cloth Bags & 5. Stationary Holders. She also mentioned that Soap making unit will be introduced very soon with the help of the Chemistry department of the college. The Chairperson appreciated the initiatives of the members of the IEDC.

## Agenda: 10. Review meeting on Teaching-Learning & Evaluation process

The IQAC conducted Review meeting on Teaching-Learning & Evaluation process with Students & HoDs of each department to discuss & know about the syllabus covered in the class, whether classes are held as per Class Routine, Punctuality of Teachers & Students in class, any problem with teaching-

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Learning & evaluation process, Performance of students in internal & external examinations , availability of library service, Suggestions / observation from student.

**Agenda: 11. Professional Development/ administrative Training Programs**

The Coordinator ,IQAC informed that WEBEL Computer Centre of our college took initiatives (on the request of the IQAC) to provide training for five days to the teachers on Managing Online Teaching-Learning in the Month of May,2022. She further mentioned that the computer Centre will also provide training (3 days) to the college non teaching staff(eligible) on MS Excel in the month of May,2022.

**Agenda: 12. Certificate/ Add-on/ Value added Programs**

The Coordinator informed that 10 Certificate/ Add- on Programmes were running in the college for the students in the session 2021-2022. The Chairperson requested the coordinator, IQAC to inform all HoDs to introduce new Certificate/ Add-on/ Value added Programs for students .

**Agenda: 13. Miscellaneous**

As there is no other point of discussion, the meeting ended with a vote of thanks to the chair and the members of the IQAC.

*Aditi Sarkar*

**Dr. Aditi Sarkar**  
Co-ordinator, IQAC  
Basanti Devi College