



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

Date: 22.08.2015

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on **26.08.2015 at 1.00 pm** in the Principal's chamber. All internal members are requested to be present in the meeting.

Agenda:

1. To welcome IQAC members & appoint coordinator for the academic year 2015-2016.
2. Plan of Action for the academic year 2015-2016.
3. Academic Calendar 2015-2016
4. Achievements by the end of the academic year 2014-2015
5. Discussion on NAAC Peer Team Committee recommendations (2nd Cycle) for Quality Enhancement (22.02.2012)
6. Formation of various Committees & their Convener
7. Status of AQAR 2012-2013, 2013-2014 & 2014-2015
8. RUSA Grant
9. Documentation of the various programmes/activities leading to quality improvement
10. Any other matter with the permission of the chair.

Dr. Aditi Sarkar

Coordinator, IQAC



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting held on 26.08.2015

Members Present in the Meeting-

1. Dr. Indrila Guha , Principal and Chairperson.
2. Dr. Aditi Sarkar , Co-ordinator.
3. Dr. Sujata Mitra, Bursar.
4. Smt. Durga Rani Das, Internal Member.
5. Dr. Amrita Mondal, Internal Member.
6. Dr. Sanchita Roy, Internal Member
7. Smt. Ankhi Sen Sanyal ,Internal Member
8. Dr. Gour Chandra Mondal, Internal Member
9. Dr. Ganesh Dutta, Internal Member
10. Sri Mihir Naskar, Internal Member
11. Sri Samik Chowdhury, Internal Member

Dr. Aditi Sarkar, coordinator IQAC proposed the name of Dr. Indrila Guha, new Principal & Chairperson IQAC (joined the college in July 2nd, 2015) to preside over the meeting.

Dr. Indrila Guha took the chair.

Agenda I: To welcome IQAC members & appoint coordinator for the academic year 2015-2016.

The chair announced that IQAC has been formed on the basis of NAAC Revised Guidelines in the Teachers' Council Meeting dated 08.07.2015 & approved by the Governing Body of the college. The members and coordinator of IQAC for the academic year 2015-2016 are:-

1. Dr. Indrila Guha-Chairperson
2. Dr. Aditi Sarkar- Coordinator
3. Prof. Nabanita Chattopadhyay- Management Representative
4. Dr. Ramaprasad Bhattacharya, Jt.D.P.I-External Expert
5. Dr. Debasish Kumar, Principal, South Calcutta Law College-External Expert
6. Sri. Debasish Kumar (Mayor-in-Council) –Community Representative
7. Dr. Sujata Mitra (Bursar)- Administrative Officer
8. Dr. Amrita Mondal- Assistant Prof., Deptt. of Chemistry-- Internal Member
9. Smt. Ankhi Sen Sanyal--- Assistant Prof., Deptt. of Political Science-- Internal Member
10. Smt. Durga Rani Das- Assistant Prof., Deptt. of Philosophy-- Internal Member

147B, Rash Behari Avenue, Kolkata – 700029

Call: 91 (033) 2464 1012 / 2463-0845 , **Fax :** (033) 2419-7449

Email: iqac@basantidevicollege.edu.in **Website:** www.basantidevicollege.edu.in



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

11. Dr. Ganesh Dutta- Assistant Prof., Deptt. of Statistics- Internal Member
12. Dr. Gour Chandra Mondal-- Assistant Prof., Deptt. of Mathematics- Internal Member
13. Sri Mihir Naskar-- Assistant Prof., Deptt. of Political Science-- Internal Member
14. Dr. Sanchita Roy---- Assistant Prof., Deptt. of Chemistry-- Internal Member
15. Sri Samik Chowdhury (Administrative Assistant)—Technical Assistant, IQAC.

Agenda II: Plan of Action for the academic year 2015-2016

The Plan of Action for the year 2015-2016 has been chalked out in the IQAC meeting dated 07.05.2015 with the consultation of Departmental Heads, Convener of various Committees, Students Suggestions & Suggestions given by other stake holders which are as follows:

Plan of Action chalked out for the year 2015-2016 towards quality enhancement are as follows:-

- Clean & Green Campus
- Academic calendar for the year 2015-2016
- Preparation of Annual Report for the year 2015-2016
- Financial Support to needy students from the institution
- Mentoring System for students
- Use of ICT in Teaching – Learning process
- Self-Defence course under Kolkata Police to be introduced
- Appointment of Guest Lecturers
- UGC sponsored Seminar/Workshop on Human Rights & Women's Empowerment
- Computerization of administration
- Development Programmes for supporting Staff
- Feedback on Teaching-Learning & Evaluation process, Learning Resources, infrastructure
- First Aid facilities in NCC, NSS & Sports room, College office, Professors Room, Physics & Chemistry laboratory
- Roof Treatment of the college building
- Installation of Water cooler / purifier in each floor
- Renovations of Students & Teachers (Gents) wash room.
- New Canteen facilities.
- Renovation of Principal's chamber, Professors Room, College Office, Meeting Room, Teachers wash room, Class rooms & Numerical Lab.
- Renovation of Students' Common room.
- Purchase & Installation of Generator

The chair requested the coordinator to add Orientation Programme for Fresher, Wi-Fi connectivity in the college campus in the Plan of work. She further said that Orientation Program for B.A/B.Sc.1st year

147B, Rash Behari Avenue, Kolkata – 700029

Call: 91 (033) 2464 1012 / 2463-0845, **Fax :** (033) 2419-7449

Email: iqac@basantidevicollege.edu.in **Website:** www.basantidevicollege.edu.in



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

Honours & General students was already organised on 27.07.2015(Resolution was taken in the Teachers' Council Meeting held on 08.07.2015).

Agenda: III Academic Calendar 2015-2016

The Coordinator informed that the Academic Calendar (which was prepared before the beginning of the Academic Session) was placed in the Students & Professors' Notice Board & will be available on the college Website. Copy of the Academic Calendar was provided to the Heads & Conveners of different committees.

Agenda: IV. Achievements by the end of the academic year 2014-2015.

The outcomes achieved by the end of the year 2014-2015 are read out by the coordinator which are as follows:-

- ✓ Academic Calendar for the year 2014-2015 prepared by members of IQAC to ensure effective implementation of the curriculum. It was given to the Departmental Heads & Conveners so that they can chalk out their plan of action accordingly.
- ✓ Some Departments like(Deptt. of Chemistry, Deptt. of Physics, Deptt. of English, Deptt. of Education , Deptt. of Sociology & Deptt. of Psychology)use ICT (laptops & Projectors) in teaching learning process to enable the students to understand the subject more effectively & create interest in the subject.
- ✓ Teacher-Ward Tutorial system for 1st year & 2nd year students are practiced to enable the high achievers to reach excellence and the slow learners to reach the minimum qualifying level.
- ✓ Encourage students to present papers in Departmental Seminars & participate in Departmental Quiz. Three steps involved in Students Paper Presentation are:
Assignment—>Team work→Paper Presentation. This is one of our best practices. NAAC peer team in their 2nd cycle visit appreciated the practice.
- ✓ Use of Proctors in Teaching Learning Process. Proctors are the advance students of the class who help other students to learn. It is a very effective method in teaching- learning process in our college.
- ✓ Remedial classes started from 3rd November 2014, to help the low achievers to improve their academic performance.
- ✓ Mentoring system for students to minimize drop outs through personal counseling. It really helped to control the dropout rate in our college.
- ✓ Regular meeting is organised in the Departments to strengthen the Liaison among the various stakeholders (i.e : Students , Teachers, Parents & Alumni)
- ✓ Four of our faculty members (One from Deptt. of History, Two from Deptt. of Philosophy & One from Dept. of Political Science) have joined FDP to pursue their Ph.D work under UGC XIIth Plan.
- ✓ Four of our faculty members (Two from Deptt. of English, One from Deptt. of Mathematics & One from Deptt. of History) have completed UGC (XIIth Plan)funded Minor Research Project.

147B, Rash Behari Avenue, Kolkata – 700029

Call: 91 (033) 2464 1012 / 2463-0845 , **Fax :** (033) 2419-7449

Email: iqac@basantidevicollege.edu.in **Website:** www.basantidevicollege.edu.in



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

- ✓ Many of our faculty members presented their research papers and acted as resource person in State / National/ International seminars and published their papers in reputed journals.
- ✓ Eight of our faculty members (two from Deptt. of Chemistry, two from Deptt. of Philosophy, one from each deptt. of History, Pol.Sc. Maths. & Stats) participated in UGC sponsored refreshers courses. Two faculty members participated in UGC sponsored Short Term Course (One from Deptt. of Education & other from Deptt. of Pol. Science) and one faculty member Participated in orientation programme (Deptt. of Pol. Science).
- ✓ IQAC has checked and certified the API scores of Seven faculty members (Two from Deptt. of Chemistry, Two from Deptt. of Philosophy, One from Deptt. of Mathematics, One from Deptt. of History & One from Deptt .of Statistics)for their re-designation under CAS, and they got their promotion.
- ✓ Feedback Collected from 201 outgoing (B.A. /B.Sc.) students on Teaching-Learning and Evaluation process, infrastructure and learning resources and basic facilities. After analysis of the feedback necessary steps were taken for improvement. On the basis of Students feedback some plan of Action has been chalked out for the year 2015-2016 like Renovation of students washrooms in each floor, Installation of Water cooler / purifier in each floor, New Canteen facilities.
- ✓ Thirteen (13) needy students received financial support from the college. Fifty Four (54) students received financial Support from the Government of West Bengal (under Kanyashree prakalpa) & Forty Five (45) students got financial support from other sources.
- ✓ Intensive Diploma & Certificate computer course for 1st & 2nd year students through Webel computer training programme

Agenda: V. Discussion on NAAC Peer Team Committee recommendations for Quality

Enhancement in 2nd Cycle (22.02.2012)

- **Regarding induction of commerce discipline** our respected chair said that first it should be placed in the IQAC meeting with External Experts & then on the basis of the resolution of the meeting it will be placed in the Governing Body meeting. The coordinator mentioned that no sanctioned letter regarding induction of commerce discipline has been found in the college record file.
- **Regarding recruitment of permanent faculty for new courses**, the chair requested the coordinator to submit a proposal to her regarding creation of new teaching posts in different

147B, Rash Behari Avenue, Kolkata – 700029

Call: 91 (033) 2464 1012 / 2463-0845 , **Fax :** (033) 2419-7449

Email: iqac@basantidevicollege.edu.in **Website:** www.basantidevicollege.edu.in



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

departments & filled up of vacant non-teaching posts. The Chair will place the proposal in the Governing Body Meeting.

The chair request the coordinator to consult Prof. Rusati Sen, Convener, Academic sub-committee regarding appointment of Guest Lecturers in different departments for this academic session.

- **Regarding implementation of NAAC core values**, the chair mentioned that the plan of Action which is already chalked out for the Academic session 2015-2016 should be reviewed on the basis of seven (7) A&A criteria of NAAC. She further mentioned that from the analysis of Students feedback she came to know that apart from Chalk & Talk method most of the students of the college are very much satisfied with the innovative Teaching-Learning methods adopted by faculty members of different departments like **use of ICT, Mentoring System, Advance Learner Programme, Teacher-Ward Tutorial system, Paper Presentation by students, Departmental Quiz & Special Lecture by Eminent Educationist/Scientist**. The Chair requested the coordinator to convey the message in the Teachers Council Meeting to continue these methods as Best Practices in the Teaching- learning process of the College.
- **Regarding formal adaptation of feedback methods**, the Chair mentioned that the IQAC will bring several changes in the Students feedback process from this academic session like--
 - No faculty members will be involved in the feedback process.
 - Only students having attendance above 75% will be allowed to give feedback.
 - Minimum 60% students of each department will be present at the time of feedback.
 - Feedback & Suggestions will be taken from Alumni & Parents regarding teaching-learning & Evaluation Process, Learning Resources & Basic facilities of the college.
 - Special visitors Book will be introduced from this academic session. Remarks & Suggestions of the Resource persons will help us to improve our overall quality of the institution.

Agenda .VI . Formation of various Committees & their Convener

The coordinator told that the of various Committees of the college has been formed in the Teachers Council Meeting held in 12.08.2015 & approved by the Governing Body of the College. The list was put up in the Professors Notice Board & placed in Professors Notice Book after it is signed by the Respected Principal of the College.

Agenda.VII. Status of AQAR 2012-2013, 2013-2014 & 2014-2015

The Chair requested the coordinator to prepare the Annual Quality Assurance Report of 2012-2013 & 2013-2014 as it was not prepared by the previous coordinator & submitted to the NAAC. The coordinator said that she will definitely prepare the AQAR of 2012-2013 & 2013-2014 after completing the AQAR of 2014-

147B, Rash Behari Avenue, Kolkata – 700029

Call: 91 (033) 2464 1012 / 2463-0845 , **Fax :** (033) 2419-7449

Email: iqac@basantidevicollege.edu.in **Website:** www.basantidevicollege.edu.in



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

2015. The coordinator further told that she will finish the AQAR2014-2015 by October ,2015 and want to present it in the IQAC meeting with the External Experts. After necessary corrections if needed the Final draft will be submitted to the Principal & the Governing Body of the College for approval. The Chair accepted the opinion of the coordinator.

Agenda-VIII. RUSA Grant

The Chair announced that Rs. 2 crores was sanctioned under RUSA Grant from M.H.R.D. for up gradation / Renovation & Creation of Infrastructure & Procurement of new Equipments. RUSA Committee has been formed in Teachers Council Meeting dated 08.07.2015. The Chair mentioned that the total amount will be given in three instalments.

Agenda-IX Documentation of the various programmes/activities leading to quality improvement

The Chair requested the coordinator to distribute the responsibility of documentation of the various programmes/activities leading to quality improvement among the members.

Agenda -IX. Any other matter with the permission of the chair

As there was no other matter to discuss, all the members appreciated the effort of the institution and the meeting ended with a vote of thanks to the Chair.

Sd/-

Dr.Aditi Sarkar
Coordinator,IQAC

Sd/-

Dr.Indrila Guha
Principal & Chairperson,IQAC