



# BASANTI DEVI COLLEGE

Established in 1959  
(Government Sponsored)

## INTERNAL QUALITY ASSURANCE CELL

20.07.2016

### NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on **27.07.2016 at 1.00pm** in the Principal's chamber. All members are requested to be present in the meeting.

#### **Agenda:**

1. To welcome IQAC members & appoint coordinator for the academic year 2016-2017.
2. Plan of Action for the academic year 2016-2017.
3. Academic Calendar 2016-2017
4. Achievements by the end of the academic year 2015-2016
5. Status of AQAR 2012-2013, AQAR 2013-2014, AQAR 2014-2015
6. Presentation of AQAR 2015-2016
7. Any other matter with the permission of the chair.

Dr. Aditi Sarkar

Coordinator, IQAC



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## Minutes of the Meeting held on 27.07.2016

### Members Present in the Meeting--

- ❖ Dr. Indrila Guha , Principal and Chairperson.
- ❖ Dr. Aditi Sarkar , Co-ordinator.
- ❖ Prof.Nabanita Chattopadhyay-G.B.Representative
- ❖ Dr. Ramaprasad Bhattacharya, Jt.D.P.I-External Expert
- ❖ Dr. Debasish Chattopadhyay- External Expert
- ❖ Sri Debasish Kumar-Community Representative
- ❖ Dr. Sujata Mitra, Bursar.
- ❖ Smt. Durga Rani Das, Internal Member.
- ❖ Dr. Amrita Mondal, Internal Member.
- ❖ Dr. Sanchita Roy, Internal Member
- ❖ Smt. Ankhi Sen Sanyal ,Internal Member
- ❖ Dr. Gour Chandra Mondal, Internal Member
- ❖ Dr. Ganesh Dutta, Internal Member
- ❖ Sri Mihir Naskar, Internal Member
- ❖ Sri Samik Chowdhury, Internal Member

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

Dr. Indrila Guha took the chair.

### Agenda I : To welcome IQAC members & appoint coordinator for the academic year 2016-2017

The chair announced the name of the members and coordinator of IQAC for the academic year 2016-2017.

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

147B, Rash Behari Avenue, Kolkata – 700029

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

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- 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
- 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 2016-2017

The coordinator read out the Plan of Action chalked out for the academic year 2016-2017

- Academic calendar & Teaching plan for the session July 2016 – June 2017
- Annual Report of the college 2016-2017
- Submission of the data of All India Survey of Higher Education (AISHE)
- Formation of Internal Complaints Committee
- To ensure transparency in the Admission Process(on- line) for the session : 2016-2017
- Orientation Programme for B.A/B.Sc 1<sup>st</sup> year Honours & General Students.
- To ensure fair access to & affordability of academic programmes for various sections of the society
- To strengthen research culture
- Innovative processes adopted in Teaching & learning
- To organise Special lectures, Awareness Programmes, Seminars & Workshops in different Departments & Cell
- Publication of Research Journal (Science & Humanities) for Faculty members with I.S.S.N.
- Renovation of Library along with Student's Reading room & Library automation
- To collect Feedback & Suggestions from Students, Faculty members, Alumni & Parents on Curriculum. Feedback will be collected from B.A/B.Sc outgoing students on Faculty, Teaching -Learning & Evaluation process & Basic facilities of the college.
- Introduction of 6<sup>th</sup> months Certificate course on Psychological Counselling.
- Introduction of certificate course in Foreign Language (French) & Spoken English
- Introduction of certificate course in Functional Sanskrit.
- Utilisation of RUSA Grant

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- 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 Students' Common room.
- Renovation of Auditorium
- One Smart Class Room
- Organisation of Seminars on Peace Education & Environment & Work shop for non-academic staff members..
- Creation of new teaching posts in the Deptt. of Sociology, Statistics, Physics, Education & Psychology & filling up of vacant teaching & non-teaching posts.
- Registration of Alumni Association.
- Parent-Teacher Association
- Planning to open Medical Unit in the college campus.
- Use of renewable energy
- Planning for NAAC visit (3rd Cycle).

### Agenda – III Academic Calendar 2016-2017

The Coordinator informed the members that the Academic Calendar of 2016-2017 has been put up in the Students & Professors' Notice Board & will be available on the college Website. It was given to the Departmental Heads & Conveners so that they can chalk out their plan of action accordingly

### Agenda-IV. Achievements by the end of the academic year 2015-2016

The outcomes achieved by the end of the year 2015-2016 are read out by the coordinator which are as follows:-

- Yearly Academic Calendar(2015-2016) prepared to ensure effective implementation of the curriculum.
- Annual Report for the session 2015-2016 was prepared.
- Online Admission system implemented for ensuring transparency in the admission process.
- Orientation programme for B.A / B.Sc Part I students.
- Use of ICT (laptops & Projectors) to make the process of teaching learning more learner-centric. Youtube assisted learning is being practiced.
- Teacher-Ward Tutorial system 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.
- Use of Proctors in Teaching Learning Process. Proctors are the advance students of the class who help other students to learn.
- Mentoring system for students to minimize drop outs through personal counselling.
- Encourage students to involve in NSS, NCC and other social & cultural activities of the college.

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- Collection and analysis of outgoing (B.A. /B.Sc.) student's feedback on Teaching-Learning and Evaluation process, infrastructure and learning resources and basic facilities.
- IQAC motivated faculty members for submission of proposals for Minor & Major research projects & publication of research papers in reputed journals;
- Motivated the faculty members to avail Faculty Development Programmes under UGC XIIth Plan & encourage to participate in Refresher courses/Orientation programmes/ Short course on Research Methodology;
- IQAC has checked and certified the API score of the faculty members for their promotion under CAS.
- Intensive Diploma & Certificate computer course for 1<sup>st</sup> & 2<sup>nd</sup> year students through Webel computer training programme.
- Encourage the supporting staff members to enroll themselves in different courses for achieving higher qualifications in different universities.
- Computerization of the Accounts section by using Tally ERP 9.0 software.

### Agenda- V. Status of AQAR2012-2013, AQAR2013-2014, AQAR2014-2015

The coordinator informed that the AQAR-2012-2013, 2013-2014& 2014-2015 has been submitted to The Principal for Governing Body approval.

### Agenda-VI. Presentation of AQAR 2015-2016

The coordinator gave a power point presented on AQAR 2015-2016 & mentioned that in some sub-areas the amount may vary because the information which we are getting from office & the information in the Audit Report may or may not be always same. The members are very happy with the overall achievements of the institution .Dr. Ramaprasad Bhattacharya gave some valuable suggestions regarding Feedback on Curriculum & Students Feedback.

- He suggested to collect feedback& suggestions on curriculum from all stakeholders and after analysis try to submit it to the BOS, Undergraduate Council, University of Calcutta.
- Secondly, he suggested to keep the name of the student optional in the students feedback form.

### Agenda-VII . 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

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