

Meeting Book of Internal Quality Assurance Cell

Malda College

Proceedings of the Meeting No. 01 AY 2018-19 16 August, 2018 at 1.30 PM

Agenda:

1. Reform in mentoring model
2. Orientation Programme of Newly admitted student
3. Central Computer Laboratory
4. Construction of Gymnasium
5. Green initiatives by green campus committee
6. Miscellaneous.

Members:

Sri. Prabhas Chowdhuri (Chairperson)

Dr. Akhileshwar Prasad (Coordinator)

Dr. Tapan Kumar Mandal (TCS)

Dr. M. K. Baidya (Bursar)

Dr. Narayan Shaw

Sri Chandan Roy

Sri. Kankan Sarkar

Dr. Indrajeet Chakraborty

Sri Bulbul Mandal

Student Representative

Prof. (Dr.) Pratip Kr. Kundu, Principal, Malda Medical College, Malda

Dr. Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

Mr. Pradip Bagchi, Secretary, Malda College Alumni Association.

Minutes of the meeting

1. Sri Prabhas Choudhuri pointed out the importance of mentoring of undergraduate students in the present scenario. He also added that teachers of the department will be the mentors
2. However Dr Indrajit Chakraborty, briefed the mentoring strategies adopted in other educational institutes and mentioned the need of external mentors. A Group of core Mentors may be created under which internal and external mentors be framed.
3. Dr. Manas Kumar Baidya, Bursar, pointed out that the mentoring strategies should be different from adopted previously and external mentors should be introduced.

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4. Dr. Akhileshwar prasad also shared the same opinion and pointed out that that the mentoring committee should frame a list that clearly indicates the name of external and internal mentors.
5. Dr. Narayan chandra Shaw, also shared the same opinion and stressed that the mentees will be assigned to internal mentors and external mentors will act as supervisor in need.
6. Dr Baidya pointed out the need of online mode of Examination to be implemented from this year to equip the students in the present competitive scenario.
7. Chairperson , Sri Prabhas Chaudhuri, pointed out that in perspective of the physical fitness of the students, a Gymnasium can be built.

Resolutions Adopted:

The meeting was presided over by Sri. Prabhas Chowdhuri, Teacher in Charge and Chairperson of IQAC, Malda College. The resolutions of the previous meeting were read out by the Coordinator and the same was ratified unanimously.

Item no-1

- 1) The Coordinator brought to the notice of the members that the existing mentoring system of the College has not been very successful. After elaborate discussions it was decided that the model should be changed so that it can be effective and in harmony with the ecosystem of the college. Hence it is resolved that:
 - a) There will be two types of mentors, "Internal Mentors" and "External Mentors".
 - b) All the teachers of the Departments will be "Internal Mentors" and one teacher from another department will serve as "External Mentors".
 - c) The students who need mentoring will be assigned to the Internal Mentors. The Internal Mentors shall be mainly responsible for mentoring. They will also maintain a proper documentation of all mentees regularly. The external mentor will meet his/her assigned mentees once every month.
 - d) The external mentor will have a supervisory role. If the students face any problem with the internal mentor they may approach the external mentors or the core committee members.
 - e) The mentoring committee will frame the detailed procedure and list of mentors as per the above resolutions and implement the changes as soon as possible.

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Item No-2

An Orientation programme of newly admitted students of UG under all programmes will be organised by the IQAC. It was resolved that the IQAC Coordinator will aware the students about their activities for their upcoming three years.

Item no -3

Resolved that a Central computer laboratory be developed at room no-229 to accommodate as many as 80 computers to facilitate practical classes as well as online tests. Sri Kankar Sarkar, Assistant professor In Mathematics, be requested to take the responsibility to develop and run the computer laboratory as soon as possible

Item no - 4

Resolved that a central gymnasium be built at the Indoor stadium of Malda College where students will get free access of the gymnasium facilities. A Gymnasium Committee will be formed to monitor the same.

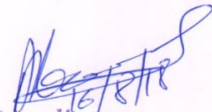
Item no - 5

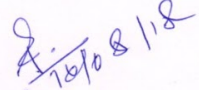
The college sweepers collect solid wastes daily from the college campus and hostels and municipality vehicles collect those garbages for safe disposal. So it has been resolved unanimously to increase the frequency of the visit of the Municipality garbage van. Also resolved that a solid waste repository be prepared at the college campus. Regarding e waste management and safe disposal, it was resolved that steps will be initiated by the Green Campus Committee in collaboration with DCSA .

Item no -6

The activity of NSS and NCC was reviewed and it was resolved that students from this academic session students be made more aware for participating in their Extension activities.

Chairperson of the IQAC ended the meeting with a vote of thanks.


Coordinator
IQAC, Malda College


Teacher - in - charge
Malda College, Malda.

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Proceedings of the Meeting No. 02 AY 2018-19 11 September, 2018 2.30 PM

Minutes of the meeting-

- Dr. Manas Kumar Baidya, Chairperson, pointed out that ICT in teaching learning system to be developed in more convenient and student friendly manner. He also added that self developed LMS through google can be a way out.
- Dr Akhileswar Prasad also shared the same view and wanted to bring this LMS under one umbrella.
- Sri Kankan Sarkar pointed out that how google classroom can be student friendly practice and shared his views regarding it.
- Dr Indrajit Chakraborty stressed that feedback from students must be dealt in a new way and shared his expertise regarding online feedback system. He stressed on the reforms needed in the feedback reports of all sections and said read out some important reforms in feed back as laid down by the Feedback committee.
- Sri Chandan Roy pointed out the fact that feedback is not clear to all the students and hence teachers in the class should make the students aware regarding feedback.
- Dr Narayan Shaw also added his Expertise on feedback reforms and said that alumni feedback may be changed
- Sri Chandan Roy stressed on the need of organising a seminar on genetic diseases to make the students aware regarding it

Resolutions:

The meeting has been presided over by Dr. Manas Kumar Baidya, Principal and Chairperson of IQAC, Malda College. The resolutions of the previous meeting has been read out by the Coordinator and the same has been ratified unanimously.

ITEM No-1

Resolved that every department will develop a departmental website clearly displaying the syllabus distribution, Lesson plan of the faculties, syllabus, notices etc Every faculty will also develop a personal website to share class materials with ease. A workshop on ICT will be organised by the IQAC to train the faculty members regarding it. Sri Kankan Sarkar will take proper initiatives regarding it. Dr Narayan Chandra shaw pointed out that CBCS curriculum in PG is starting from the current Academic year. In this aspect, it is resolved that a meeting will be called with IQAC , Malda college along with PG monitoring Committee members for their curriculum delivery.

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Item no -2

The coordinator raised the point that due to rapid changes in society and also the college, a need is being felt to reframe the vision and mission statement of the college. After detailed discussions it was resolved that the vision and mission of the college be reframed to read as follows:

Vision:

The vision of Malda College is to mould the students into responsible citizens with education, advanced knowledge and moral values for a happy society.

Mission of the College:

1. To ensure quality education through well-structured curriculum, planned academic calendar and continuous internal evaluation.
2. To ensure all round development of the students through various co-curricular activities such as outdoor and indoor sports, NSS & NCC, Model Exhibition & Competition, Wall Magazine, Cultural Programme, Debate & quiz Competition etc.
3. To make the learners comfortable with the digital world.
4. To develop in the students a sense of environmental consciousness and awareness .
5. To enhance proper skills for ensuring the employability of the students.
6. To communicate with larger community sharing knowledge and experiences needed to sustain both individually and socially.

The Core values are :

1. Cultivating the potential of the students for achieving excellence (Quality education)
2. Using ICT as a teaching-learning and administrative resource
3. Preparing the students for all kinds of competencies and social responsibilities
4. Implanting the traditional human values and ideals of Indian civilization
5. Practising Green initiatives towards sustainability.
6. Maintaining transparency in academic and administrative sector
7. Maintaining friendly students-teacher relationship

Item no 3

The feedback analysis report submitted by the feedback committee has been discussed and

it is resolved that the following actions will be taken.

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Points of Improvement	Action Taken
Students: Many students asked for more number of books to be issued from the college library.	Students: The IQAC will request to the library committee to look into the matter and take necessary steps to increase the number of books issued.
Teachers: Review of the syllabus is necessary to introduce more amount of skill-based content in the syllabus.	Teachers: IQAC will communicate to the concerned authority through BOS members and through meeting with officials, to update the curriculum to incorporate skill-based contents.
Alumni: Although a majority of the alumni group cultivates the positive attitude with the existing course content of the curriculum yet the course content of the program needs regular updates keeping in parity with cutting-edge issues.	Alumni: IQAC will communicate to the concerned authority through BOS members and through meeting with officials, to update the curriculum to incorporate the latest developments in academia.
Parents: Although with most of the points in relevance with course curriculum for different programs, many of them are not happy with personality development of their wards. This is a major concern – it needs serious action through IQAC.	Parents: IQAC will request the academic council to take necessary action with the help of mentors. It will be pointed out that the mentors should play a key role in this respect. Mentors will meet their respective mentees in the classroom to resolve this issue through discussion.

Item no-4

Keeping the health and hygiene of the female students in mind, it is resolved that a sanitary napkin vending machine be installed at the girls common room with immediate effect. It is also resolved that a separate napkin vending machine be also installed at the Matangini Hazra Girls hostel in near future. Road safety week be organised by the IQAC in collaboration with Students council. TCS sri Pijush Kanti Saha, will take care of the entire event. Resolved that a tree plantation programme be organised with Bharat petroleum and initiatives taken by the Green Campus committee.

Also resolved that Department of Zoology will be asked to organise a seminar on Thalassemia and Aids for the students.

The meeting ended with a vote of thanks by the Chairperson.


Coordinator
IQAC, Malda College


Principal
Malda College, Malda

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Proceedings of the Meeting No. 03 AY 2018-19 19 November, 2018 2.30 PM

Agenda:

1. NAAC Preparation.
2. Seminar
3. Model exhibition and sports
4. Purely online MCQ mode for upcoming test exam
5. Miscellaneous

Members:

Dr. Manas Kr Baidya (Chairperson)

Dr. Akhileshwar Prasad (Coordinator)

Sri. Pijush Kanti Saha (TCS)

Sri. Arup Roy Choudhury (Bursar)

Sri. Prabhas Chowdhuri

Dr. Narayan Shaw

Sri Chandan Roy

Sri. Kankan Sarkar

Dr. Indrajeet Chakraborty

Sri Bulbul Mandal

Student Representative

Prof. (Dr.) Pratip Kr. Kundu, Principal, Malda Medical College, Malda

Dr. Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

Mr. Pradip Bagchi, Secretary, Malda College Alumni Association

Resolution:

The meeting has been presided over by Dr. Manas Kumar Baidya, Principal and Chairperson of IQAC, Malda College. The resolutions of the previous meeting has been read out by the Coordinator and the same has been ratified unanimously.

1) In view of the forthcoming NAAC visit it is resolved that:

- a) The Coordinator will distribute the work among all the teachers of the college.
- b) The Departmental activity will be controlled through the HoD's.
- c) A series of workshops and meetings will be called to facilitate the preparations.
- d) In view of the platinum jubilee celebrations a Steering committee be formed under which several sub committees will be formed consisting of one

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convenor and one joint convenor. IQAC will coordinate with the various sub committees to ensure that the various programmes are held as per the vision and mission of the college.

2) Regarding the model exhibition competition, sports and other events of Platinum Jubilee, it is resolved that from this year onwards:

- a) All the neighbouring schools will be invited to participate in the competition under a separate category.
- b) The competition will be held in the ground in front of Geography Department. For this, the necessary pandal arrangements will be made and Model Exhibition subcommittee will take care of it.
- c) Inter departmental sports and Internal college sports be organised during this grand occasion of Platinum jubilee. In addition to the normal sports events , inter departmental cricket tournament be also organized. Sports sub committee will take further care of these events.
- d) Also resolved that student friendly seminars be organised during this auspicious occasion along with the special lecture by Dr. Debi Prasad Duari. Another seminar on Food Habit and Cancer by Dr. Shankar Nath, Ex- Oncologist will also be organised , date of which be decided later on, Seminar on '*Quality Enhancement of Higher Education: Joint Role of University and College*'. Prof. Swagata Sen, Honourable Vice- Chancellor of the University of Gour Banga will be the main speaker

3) In the matter regarding the upcoming test examination 2018-19,, it is resolved that this year exam will be conducted purely in online MCQ mode. Teachers will be trained regarding the procedure of making online question sets under the Guidance of Sri Kankan Sarkar and Sri Chandan Roy. Students will use their smartphone in answering the questions. An arrangement will be made in the BCA Department for those candidates who do not have a smartphone.

4. Malda college bears a secular atmosphere to the students and faculties and so it is resolved that this year Basanta utsab, Raksa Bandhan will be celebrated this year in grand fashion. Dr M.K.Baidya , Chairperson pointed out that Policy documents needs to be displayed and hence resolved that policy documents be uploaded in the college website.

Chairperson of the IQAC ended the meeting with a vote of thanks.


Coordinator
IQAC, Malda College


Principal
Malda College, Malda

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Proceedings of the Meeting No. 04 AY 2018-19 27 May, 2019 at 2 PM

Agenda:

1. Implementation of CBCS syllabus in the upcoming academic session
2. General Convention on online admission.
3. Upgradation of the college website
4. Rain water harvesting and ground water recharging
5. Miscellaneous

Members:

Dr. Manas Kr Baidya (Chairperson)

Dr. Akhileshwar Prasad (Coordinator)

Sri. Pijush Kanti Saha (TCS)

Sri. Arup Roy Chowdhury (Bursar)

Sri. Prabhas Chowdhuri

Dr. Narayan Shaw

Sri Chandan Roy

Sri. Kankan Sarkar

Dr. Indrajeet Chakraborty

Sri Bulbul Mandal, Head Clerk in Charge

Student Representative

Prof. Dr. Partha Pratim Mukhopadhyay, Principal, Malda Medical College, Malda

Dr. Kartik Chandra Sarkar, Officer in Charge, Govt. Teachers' Training College, Malda

Mr. Pradip Bagchi, Secretary, Malda College Alumni Association

Resolutions Adopted:

The meeting has been presided over by Dr. Manas Kumar Baidya, Principal and Chairperson of IQAC, Malda College. The resolutions of the previous meeting were read out by the Coordinator and the same has been ratified unanimously.

1. After discussing the challenges and changes due to the implementation of CBCS syllabus it was resolved that:
 - a) To clarify the various confusions arising due to the implementation of CBCS syllabus a team of teachers along with the Principal will meet the University Authorities and will try to organise a workshop as soon as possible.

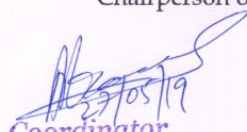
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- b) In view of the computer related practicals in many programmes, a central computer laboratory will be set up. To set up the lab, each existing PC's will be used as servers with 5 or 6 thin clients based terminals. Sri Kankan Sarkar will oversee this process.
- c) All the departments will prepare a fresh syllabus breakup, lecture layout and course outcome. The same will be displayed on the Departmental website. However, the older breakup and course outcome shall be preserved as the same will be needed for NAAC.
2. Online admission process through ERP has been successfully implemented from the current academic session. But regarding the suggestion put forward by the admission committee, it is resolved that a general convention will be held at Durgakinkar Sadan prior to the commencement of admission of 2019-20 to guide the applicants for error free submission of online forms.
3. Chairperson, Dr Manas Kumar Baidya, pointed to the fact that college website should be made page responsive for easy access to the students. So, resolved that the existing vendor, Magic Nines infotech Pvt Limited will develop the same as soon as possible.
4. In view of the present water scarcity all around the world and the depletion of ground water level at Malda college, it is being resolved that a Rainwater harvesting tank can be built up at the college campus and steps be initiated to get financial assistance from the English bazar municipality. Green campus committee will take further initiatives regarding it. Also resolved that a deep bore well be constructed as a measure for ground water recharging. Mr Jagdip Chauhan, Assistant Professor, will take charge of it.
5. In view of the success of the Add-On course on Tailoring it is resolved that the college will purchase the necessary sewing machines and the Machines lent by Ms. Joya Roy will be returned with thanks. Fluency in English is now a mandatory skill required for the applicants in a job interview. Regarding it, an add-on course can be started on Communicative English and steps be initiated to by The HOD, Department of English.
6. Bursar, Sri Arup Roy Chowdhury, has proposed to felicitate the Departmental Rank holders (1st & 2nd) to encourage the current year students.

It is resolved that a Central Felicitation Programme be held during the month of December 2019. Rank holders of the last five academic years (2014-2019) will be felicitated in this programme.

Chairperson of the IQAC ended the meeting with a vote of thanks.


Coordinator
IQAC, Malda College


Principal
Malda College, Malda