

IQAC Meeting dated 2nd August, 2022

Time: 1 pm, Principal's Chamber

Agenda:

1. Confirmation of minutes of last meeting
2. NAAC update (IIQA & SSR)
3. External and Internal Academic Audit
4. Students' Satisfaction Survey and Annual Feedback
5. NIRF report
6. Matters arising

Principal Prof. Krishna Roy chaired the meeting.

Members present:

1. Prof. Krishna Roy, Principal Bethune College
2. Dr. Kamal Kanti Som (Coordinator, IQAC)
3. Dr. Amita Kar(TCS)
4. Dr. Sudeshna Mitra (NAAC Coordinator)
5. Dr. Gautam Goswami
6. Prof. Pratap Chandra Ray
7. Shri Sumanta Mukhopadhyay
8. Dr. Satarupa Bandyopadhyay
9. Dr. Piyali Gupta
10. Smt. Anjali Maisal
11. Prof. Shampa Chakrabarti
12. Prof. P.K. Chaudhuri
13. Sri Indranil Roy (Parent)

Resolutions taken in the IQAC meeting held on 02.08.22

1. IQAC Coordinator reported the resolutions taken in the previous meeting for confirmation.
2. It was reported by the coordinator that the student member of IQAC could not attend the meeting due to her ongoing Sem6 Examination. It was resolved that since she had become outgoing students, one new student member was to be included in IQAC. It was also suggested that the Students' Committee for the academic session 22-23 was to be formed.

3. Dr. Sudeshna Mitra was congratulated by all the members on being the new IQAC Coordinator.
4. Dr. P Chowdhury shared a format for the green audit of the college.
5. Dr. S. Mitra reported that the IIQA had been uploaded and accepted on 27th July 2022.
6. Dr. S. Mitra reported that the Students' Satisfaction Survey of the academic session 2021-22 had been conducted online during 23 June-10th July 2022. She also shared some of the key findings of the survey and reported that the detailed report would be uploaded to the college website very shortly like the previous year. It was observed that the suggestions made by the students will be taken into account.
7. It was resolved that the collection of feedback of the outgoing students and other stake-holders for the academic session 2021-22 was to be completed by 08.08.2022.
8. Dr. Mitra also reported that Library audit, and both External and Internal Academic audit had been completed.
9. Principal reported that Bethune College had secured 74th rank among the non-autonomous college category in the NIRF ranking for the academic session 2020-21 as the only govt college from West Bengal. All the members congratulated the college.
10. Dr. Amita Kar, reported that the construction of college hostel had been completed and was to be inaugurated on 06.08.2022 by Dr. Sashi Panja, Hon'ble Minister, Department of Women and Child Development and Social Welfare, Govt of West Bengal. She also reported that the hostel would be open for the students from the academic session 2022-23. Principal reported that all other requisites like installation of furniture and hiring of security personnel had been done as per government rules.
11. Principal reported that a statue of J.E.D. Bethune had been donated by Dr. Debalina Banerjee to the college before her retirement.
12. Dr. Sudeshna Mitra read out the annual report on e-governance of the college and was approved by the members with a suggestion from Dr. Sampa Chakrabarti that it should be more focused on the endeavours of the college.
13. Dr. Sudeshna Mitra reported about the suggestions made by the experts of external academic audit regarding institutional distinctiveness and best practices of the college in upcoming NAAC evaluation which was approved by the members.
14. Principal reported that college had collaborated with two colleges (Department of History with Scottish Church College and Department of English with Hooghly Mohsin College) in the form of student exchange programme.

15. It was resolved that a fulltime principal was required as the college is going for NAAC accreditation as the current Principal's retirement was due in 31.08.2022.
16. Principal also reported that the college was awarded the Best Women's College under Education Eminence 2022 by Nes 18 Bangla Channel which was applauded by the members.

Principal

Principal
Bethune College, Kolkata
Govt. of West Bengal

IQAC Coordinator

Coordinator
IQAC, Bethune College
Govt. of West Bengal
181, Bidhan Sarani, Kol-700006

Bethune College
IQAC
Students' Satisfaction Survey

24.06.2022-10.07.2022

A Report

Students' Satisfaction Survey was done for the Academic Session 2021-22, which 1208 students participated in (UG-1030, PG-78). About 80% students expressed satisfaction regarding syllabus completion and communication skill of teachers. More than 90% students were overall satisfied with the teaching learning and evaluation process. More than 95% students thought that the institution provides various aspects of growth even beyond the teaching learning process, by mentoring and inculcating employability as well as co and extra-curricular aspects.

The detailed analysis and suggestions were placed in IQAC meeting dated 2nd August 2022, for appraisal and suggestions of members and for further Action.

Give three observation / suggestions to improve the overall teaching – learning experience in your institution.


(a)


- Should try to have more mentoring and doubt clearing classes.
- Infrastructural facilities should be improved.
- More mentoring classes are desired.
- The mentors should try to understand the students more and help them with their weaknesses.
- Topics should be well prepared before class
- For the English medium students, it will be better if there are lessons taught both in English and Bengali
- Teachers could be more interactive with the students to make learning more simple and interesting
- Want more Library books.
- Specific rooms for the classes. Scarcity of rooms is a big problem.
- Teachers should make learning joyful and not boring.
- Highly satisfied
- Professors should be bound to complete the syllabus and not be allowed to leave it unfinished without any justifiable reason.
- Listening to the students if they have something to talk about. Hearing them out properly.
- ICT tools such as LCD projectors should be there. Using audio visual mode of teaching
- Should focus more on qualitative teaching rather than quantitative.
- Better laboratory facilities. Labs should be cleaned regularly. Properly working equipment are needed.
- Regular Test Assignments. After taking any class tests the checked answer sheets should be given back to the students, as that might help her to understand her position
- During class hours there shouldn't be any programs or extracurricular activities should be organized by the college
- The overall teaching is good.
- Just sending "study material" is not teaching and should not qualify as that topic being taught

- Went for getting counselling and getting help, got nothing in return. Only got a brief amount of encouragement which just left me in a blank space, please improve on the same.
- Review of class of every teacher
- The institute needs more teaching and non-teaching staff to maintain the regularity of classes and quality of education. The teachers are excellent but a significant part of their day is spent in carrying out the administrative work of the college.
- Each and every teacher should be efficiently active and tech-savvy to inculcate more improved modern methodologies of teaching.
- Please send college notices on time.

(b)

- Teaching more employability skills and holding placement drives
- Creating a mental health awareness classes once a week. Things like TED talks, AA meetings, anonymous advice seeking. Must counselling sessions for every student.
- Mental health care section should get strong.
- The institute must provide a greater exposure to promote internship, student exchange, and field visit opportunities for students.
- Small group projects/research works based on the syllabus might be useful
- Different MCQ books for competitive exams in library also books of foreign writers on our syllabus topic.
- The teachers, though always keen on helping, should pay attention to their students on a one-to-one basis. It is not only the mentor's responsibility to pay heed to whether the students are understanding what is being taught in class. I believe that the teacher should know each of their student's strengths and weaknesses in order to have a successful learning experience. It happens more often than not, that an introvert student with a good intellect might stay behind because they couldn't speak of the problems they're facing.
- Professor should be bound to complete the syllabus and not be allowed to leave it unfinished without any justifiable reason.
- Some sort of discussion on various topic, involving teacher and students should be arranged
- Students have their freedom of choosing subject in CBCS.
- The proper mentorship is needed. The mentor-mentee conversation has almost stopped. Need to start it again.


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IQAC Meeting dated 13th May, 2022 (Internal)

Date: 13/05/2022

Time: 1 pm onwards

Venue: Principal's Chamber

Agenda:

1. Confirmation of minutes of TC meeting held on 10th May, 2022 regarding Reconstitution of IQAC.
2. NAAC
3. Matters arising

Principal Prof. Krishna Roy chaired the meeting.


Members present:

1. Prof. Krishna Roy, Principal Bethune College
2. Dr. Kamal Kanti Som (Former Coordinator, IQAC)
3. Dr. Amita Kar(TCS)
4. Dr. Sudeshna Mitra (IQAC Coordinator)
5. Dr. Gautam Goswami
6. Dr. Dipayan Chattopadhyay
7. Shri Sumanta Mukhopadhyay
8. Dr. Piyali Gupta
9. Smt. Anjali Maisal

Minutes of the Meeting:

1. Convenor reported the names of the internal members of IQAC. Principal inquired about whether there were any non-teaching members in the IQAC. Convenor reported that there were none, although there was one student member in the same.
2. Principal and Chair person and all the members congratulated the NAAC coordinator for successfully uploading the AQAR 2020-21 and Principal requested her to take measures to prepare SSR for upcoming NAAC.
3. Principal reported that Audit of the college till date is completed and the GB has also been formed.
4. Principal also reported that Dr. Sudeshna Mitra would be the new IQAC coordinator w.e.f. 13.05.2022.
5. Convenor suggested a reminder to be submitted to the Higher Education Dept. for expenditure regarding upcoming NAAC (Rupees 4,24,800 only)
6. It was resolved that after online uploading of 60% of SSR, IQAC would be submitted.

7. It was resolved that the another Students' Satisfaction Survey would be done by May 2022. Dr. Satarupa Bandopadhyay was given responsibility. Dr. Bandopadhyay, Principal Madam and if required, Dr. Sudeshna Mitra would have the access to the responses.
8. It was also resolved that Students' feedback, Parents' feedback and Alumnae feedback would also be collected for this academic session for the UG outgoing students. It was resolved that the students' feedback on its current format to be restructured and be made less complicated. Students' feedback on individual teachers was not required by NAAC, so they could be dispensed with. It was decided that Dr. Kamal Kanti Som would be given the responsibility of restructuring the same.
9. It was resolved that the dummy SSR would be reviewed by individual internal members of IQAC and finally would be sent to Principal and Dr. KK Som along comments from each member.
10. Librarian reported that library audit (till date) is completed.
11. It was resolved that a meeting of NAAC steering committee would be convened after all the members have a thorough review of the dummy SSR and NAAC manual (procedure part and data templates). The meeting would be held on 24.05.2022
12. Principal mentioned that all the external members to be informed formally about the reconstitution of the IQAC.


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IQAC Coordinator

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IQAC Meeting dated 15th March, 2022

Date: 15th March, 2022

Time: 2 pm

Agenda:

1. Confirmation of minutes of last meeting
2. Introduction of new members
3. NAAC preparation
4. Action on feedback on curriculum by Alumna and teachers
5. Matters arising

Principal Prof. Krishna Roy chaired the meeting.

Members present:

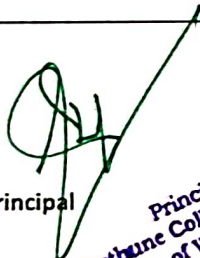
1. Prof. Krishna Roy, Principal Bethune College
2. Dr. Kamal Kanti Som (Coordinator, IQAC)
3. Dr. Ramaprasad Bhattacharya
4. Dr. Amita Kar(TCS)
5. Dr. Sudeshna Mitra (NAAC Coordinator)
6. Dr. Gautam Goswami
7. Dr. Dipayan Chattopadhyay
8. Shri Sumanta Mukhopadhyay
9. Dr. Satarupa Bandyopadhyay
10. Dr. Piyali Gupta
11. Smt. Anjali Maisal
12. Prof. Shampa Chakrabarti
13. Shri Aveek Majumder
14. Prof. P.K. Chaudhuri
15. Sri Indranil Roy (Parent)
16. Smt. Ayushi Dey (Student)

Minutes of the Meeting:

1. New members were introduced.
2. Last external meeting was held in February, 2021. Several internal meetings have been held.
3. The AQAR of 2020-21 has been sent for editing as additional information must be completed/filled. Work is in progress to complete the additional information post.
4. College audit – discussion was held regarding college audit. Principal madam informed that steps have been taken for government audit. Last audit was held in

2015. It was decided that the last audit report may be uploaded for AQAR 2020-21 and new audit may be processed.

5. Resubmission of AQAR must be done in 15-20 days
6. Library audit report required for 2020-21
7. NAAC preparation: SSR preparation work is in progress. Some criterion have submitted first drafts.
8. After the last external IQAC meeting, mentor-mentee details have been uploaded on the college website. Student's satisfaction survey has been done. Teachers' feedback on curriculum has been done. Alumni feedback (2021 batch) has been completed all of which has been uploaded on the website. Employer's feedback may be taken.
9. NIRF rankings: 77th rank in college category.
10. Ethics course – 30 hours online course. 392 students have completed the course and have been awarded certificates. An anthology of essays on Ethics & Values has been published and has been sold to students at 30% discount.
11. Principal Madam informed external members about the Bratachari course. Prof. Pratip Chowdhury shall be invited for the next course.
12. Students' representative informed that many instruments in the college are not in working condition anymore. She also placed a demand for a spoken English course.
13. It was decided that the college may apply for funds for NAAC in the first week of April 2022.
14. Feedback analysis regarding the syllabus was discussed. It was mostly positive.
15. BOS members may convey the feedback of students during meetings.
16. Apart from SSR, what other funds can college apply for from the Government was clarified. DPI nominee was informed that the life AMC needs to be informed.
17. It was discussed that the PSO RCO of all subjects must be restructured according to the format provided by NAAC. IQAC coordinator, Dr. Kamal Kanti Som will discuss the changed in a meeting with Heads and Departmental representation.


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**Office of the Principal
Bethune College**

Notice

Composition of the IQAC as per UGC- NAAC guidelines 2018

The IQAC has been constituted under the Chairmanship of the Principal with heads of important academic and administrative units, few teachers and a few distinguished educationists and representatives of local management and stakeholders.

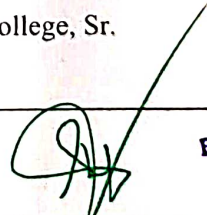
Reconstituted IQAC as per meeting held on 13th May, 2022

Internal Members

1. Prof. Krishna Roy- Principal – Chairperson
2. Dr. Sudeshna Mitra - Department of Philosophy- IQAC Coordinator
3. Dr. Kamal Kanti Som – Department of Physics
4. Dr. Amita Kar - Department of Chemistry, Teachers' Council Secretary
5. Prof. Pratap Chandra Ray - Department of Mathematics
6. Dr Dipayan Chattopadhyay - Department of Botany
7. Dr. Gautam Goswami - Department of Physics
8. Dr. Satarupa Bandyopadhyay- Department of Economics
9. Shri Sumanta Mukhopadhyay - Department of Bengali
10. Dr. Piyali Gupta- Department of English
11. Smt Anjali Maisal – Librarian
12. Smt. Ayushi Dey - Student representative

External Members since March 2022

1. Prof. Puspa Misra - Former Principal, Bethune College Alumna
2. Prof. Pratip K. Chaudhuri - Former DPI and Management educationist
3. Dr. Ramaprasad Bhattacharya - Jt. DPI (Sr. Administrative Officer)
4. Prof. Sampa Chakrabarti - Department of Chemical Engineering (CU), Alumna
5. Shri Aveek Majumder- Chairman, Expert committee on School Education, Member from local society
6. Prof (Dr.) Subir Dasgupta- Department of Zoology, Maulana Azad College, Sr. Administrative member
7. Shri. Indranil Roy- Parent Representative


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PRINCIPAL,
Bethune College, Kolkata
Govt. of West Bengal

IQAC MEETING

Agenda-NAAC Steering Committee Meeting

Date: 07/10/2021

Time: 12:45 to 2:15 pm

Place- College premise. K2

Minutes:

The NAAC Coordinator, Dr. Sudeshna Mitra, highlighted the important points and changes to be noted by the Committee members and distributed the work of each criterion amongst members.

1. 5 core values that have to be focused upon: Contributing to National Development, Fostering Global Competencies amongst Students, Inculcating a Value System among Students, Promoting the Use of Technology and Quest for Excellence.
2. There have been some important shifts in the Assessment and Accreditation in the present format:
 - a shift from qualitative to quantitative metrics
 - increasing use of ICT
 - objectification of metrics of evaluation
 - boosting benchmarking as quality improvement tool
 - introducing System Generated Scores (SGS) with combination of online evaluation (about 70%) and peer judgement (about 30%)
 - third party evaluation of data
 - enhanced participation of students and alumna
3. The **seven Criteria** to serve as basis for assessment of HEIs are: 1. Curricular Aspects (100) 2. Teaching-Learning and Evaluation (350) 3. Research, Innovations and Extension (110) 4. Infrastructure and Learning Resources (100) 5. Student Support and Progression (140) 6. Governance, Leadership and Management(100) 7. Institutional Values and Best Practices (100). [Figures in brackets indicate weightages. Total- 1000]
 - See Pages 10 to 21 of NAAC Manual for description of each criteria
 - Table 2 Distribution of weightages across Key Indicators (KIs)- Pages 25-26
4. Bethune College to be treated as Affiliated UG College
5. Institutional Information for Quality Assessment (IIQA) should be submitted during the last six months of the validity period. **Validity period:** from:3.3.2015 to: 2.3.2020 (2nd Cycle)
6. Mandatory uploading of information on All India Survey on Higher Education (AISHE): Submitted till session 2019-20
7. **The assessment process** will be carried out in three stages. It will comprise three main components, viz., Self Study Report (SSR), Student Satisfaction Survey and the Peer Team Report.
8. The SSR has a total of 93 Metrics for UG Affiliated Colleges covering the seven Criteria. The SSR has two kinds of Metrics: one, those requiring quantifiable facts and figures as data which have been indicated as 'quantitative metrics' (QnM); and two, those metrics requiring descriptive responses and are accordingly named 'qualitative metrics' (QIM). The Quantitative Metrics (QnM) add up to about 70% and the remaining about 30% are Qualitative Metrics (QIM).
 - Table 1 depicts the distribution of Key Indicators (KIs) and Metrics across them.
9. SSR has to be ready and uploaded within 45 days of uploading IIQA

10. **Optional Metrics** : Members were also intimated that certain metrics are optional.

Rules for opting out: a) Maximum weightage of metrics that can be opted out shouldn't exceed 30 (up to 3%).

b) Metrics with maximum of total 10 weightage per criteria can only be opted out.

c) All metrics in Criteria 1, 2 & 7 are essential. None of the metrics in these Criteria can be opted out.

d) Metrics identified as optional can only be opted out (list of optional metrics are stated in Appendices 3 of Autonomous and Affiliated College Manual).

e) Qualitative metrics cannot be opted out.

➤ The calculation of Cumulative Grade Point Average (CGPA) of Higher Education Institutions (HEIs) will be done excluding the metrics as opted out. HEIs willing to opt out the non applicable metrics need to exercise the same, prior to final submission of SSR to NAAC.

➤ In case of HEIs who exercise to opt for the weightage of $\leq 3\%$ of Non Applicable Metrics, the total score will vary accordingly

11. Important deadlines: **Submission of Dummy SSR: 18 November, 2021**

Uploading of IIQA: 1st week of February, 2022

Uploading of SSR: 1st week of March, 2022*

*If IIQA is approved

12. Distribution of Responsibility: **Separate Sheet Attached****

13. The next meeting of the NAAC Steering Committee shall be held on **25.10.2021**, before which Committee members are requested to:

➤ acquaint themselves and their team members with the criterion that they are assigned to work on and make a note of all such metrics of their criterion that they find any problem in or have any clarification to seek.

➤ At least one meeting should be held for each criterion before the meeting.

➤ Those working on Criteria 3,4,5 and 6 may identify the metric that they decide to opt out of, **if any**.

****NAAC Steering Committee responsibilities/ distribution of Work**

Criterion 1: Curricular Aspects: Weightage 100

In- Charge: Prof. Pratap C. Ray, Dr. Anushila Hazra Bhattacharya & Dr. Ajoy Kumar Biswas
Teachers in the Team: Neelanjana Basu, Dr. Saptarshi Mondal, Dr. Rupa Pal, Dr. Debprasad Pal, Sanjukta Roy

Criterion 2: Teaching, Learning, Evaluation: Weightage 350

In Charge: Dr. Kamal Kanti Som, Dr. Sudeshna Mitra & Dr. Satarupa Bandyopadhyay
Teachers in the Team: Dr. Sourav Ganguly, Dr. Sutapa Dutta, Dr. Srirupa Banerjee, Saswati Ray, Dr. Ishani Choudhury, Dr. Debatri Ghosh, Krishanu Naskar.

Criterion 3: Research, Innovation & Extension: Weightage 110

In- Charge: Dr. Amita Kar, Dr. Dipayan Chattopadhyay, Dr. Samiran Ghosh.

Teachers in the Team: Dr. Dipanwita C Bhattacharya, Dr. Debadeepa Banerjee, Dr. Dipyaman Pal, Dr. Moumita Dutta, Dr. Anwesha Khan, Seemanti Chatterjee.

Criterion 4: Infrastructure & Learning Resources: Weightage 100

In-Charge: Dr. Amita Kar, Dr. Gautam Goswami & Sm. Anjali Maisal.*

Teachers in the Team: Dr. Bimal Dirghangi, Dr. Sulakshana Karmakar, Dr. Mandira Mitra, Dr. Seemanti Ghosh, Dr. Gopa Bhounik

*All SACT to perform duty assigned by the Librarian

Criterion 5: Student Support & Progression: Weightage 140

In- Charge: Dr. Satarupa Bandyopadhyay, Dr. Mohua Chatterjee & Dr. Smita Ray.

Teachers in the Team: Dr. Sujan Chandra, Dr. Supriti Paul, Dr. Anindita Datta, Nivedita Chakraborty, Dipanwita Barua, Barnali Mondal.

Criterion 6: Governance, Leadership & Management: Weightage 100

In- Charge: Dr. Narayan Banerjee, Dr. Gautam Goswami & Sanjukta Roy

Teachers in the Team: Dr. Chhandam Chakraborty, Dr. Ranjana Sharma, Dr. Saswati Laha, Arpita Dey, Dr. Rakhi Paul, Saheli Dey

Criterion 7: Institutional Values & Best Practices: Weightage 100

In- Charge: Sumanta Mukhopadhyay & Dr. Piyali Gupta

Teachers in the Team: Dr. Amrita Bagchi, Dr. Suchandra Choudhury, Dr. Sritama Mukherjee, Abhishek Dey & Titi Mukherjee

- **Executive Summary:** Advisor: Principal: Prof. Dr. Krishna Roy
In- Charge: Dr. Piyali Gupta*
- **Profile of the Institution:** Advisor: Dr. Kamal Kanti Som
In- Charge: Dr. Narayan Banerjee, Dr. Sudeshna Mitra*
- **Website of the College (Uploading of NAAC related docs):** Advisor: Dr. Sudeshna Mitra
In- Charge: Dr. Saswati Laha ; Members: Website Committee
- **Library:** In- Charge: Dr. Anjali Maisal ; Members: Library Committee

Members Present:

- | | |
|--|------------------------------------|
| 1. Dr. Krishna Roy, Principal | 8. Dr. Anushila Hazra Bhattacharya |
| 2. Dr. Amita Kar, TCS | 9. Dr. Narayan Banerjee |
| 3. Dr. Kamal Kanti Som, IQAC Coordinator | 10. Dr. Anjali Maisal |
| 4. Dr. Sudeshna Mitra, NAAC Coordinator | 11. Dr. Mohua Chatterjee |
| 5. Dr. Dipayan Chattopadhyay | 12. Sri Sumanta Mukhopadhyay |
| 6. Dr. Goutam Goswami | 13. Dr. Smita Ray |
| 7. Dr. Ajoy Kumar Biswas | 14. Dr. Piyali Gupta |
| | 15. Smt Sanjukta Roy |


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