

OFFICE OF THE PRINCIPAL

BETHUNE COLLEGE

Date: 20.03.19

No. 53/Bc

NOTICE

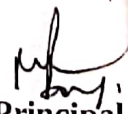
A meeting of the Internal Quality Assurance Cell of Bethune College will be held on 06.03.2019, Wednesday at 2:00 p.m. at Principal's Chamber. All members are requested to be present.

Agenda

- 1 Confirmation of Minutes of last meeting.
- 2 Action Taken Report.
- 3 New format of NAAC Guidelines and Criteria wise discussion on preparation of NAAC- 3<sup>rd</sup> Cycle
- 4 To Organise a Seminar on IQAC
- 5 Report on NIRF
- 6 Implementation of CBCS at UG and PG level: A report
- 7 Matters arising.

**Members :**

- |                                  |   |  |
|----------------------------------|---|--|
| 1. Professor Mamata Ray          | : | Principal, Bethune College, Chairperson  |
| 2. Prof. P.K. Choudhury          | : | Former Director of Public Instruction,<br>Department of Higher Education,<br>Govt. of West Bengal, Eminent Academician |
| 3. Prof. Pushpa Misra            | : | Former Principal, Bethune College,<br>Alumna and Psycho Analyst  |
| 4. Dr. Rama Prasad Bhattacharya  | : | Joint DPI, Department of Higher Education,<br>Govt. of West Bengal, Govt. Nominee                                      |
| 5. Prof. (Dr.) Sampa Chakraborty | : | Department of Chemical Engineering,<br>University of Calcutta  |
| 6. Dr. Kamal Kanti Som           | : | Assoc. Prof., Dept. of Physics, Bethune College<br>IQAC Co-ordinator   |
| 7. Prof. Pratap C. Ray           | : | Prof., Dept. of Mathematics, Bethune College   |
| 8. Dr. Amita Kar                 | : | Assoc. Prof., Dept. of Chemistry, Bethune College  |
| 9. Dr. Suranjana Dasgupta        | : | Assoc. Prof., Dept. of Economics   |
| 10. Dr. Sudeshna Mitra           | : | Assoc. Prof., Dept. of Philosophy, Bethune College   |
| 11. Dr. Nilanjana Bagchi         | : | Assoc. Prof., Dept. of Psychology, Bethune College   |
| 12. Smt. Anjali Maisal           | : | Librarian, Bethune College   |

  
Principal  
Bethune College  
Principal  
Bethune College, Kolkata  
Govt. of West Bengal

## IQAC

Minutes of the Meeting held on 06.03.2019

### Agenda

1. Confirmation of minutes of Last Meeting
2. Action Taken Report
3. New format of NAAC Guidelines and criteria wise discussion on preparation of NAAC 3<sup>rd</sup> Cycle.
4. To organize a Seminar on Quality Assurance
5. Report on NIRF
6. Implementation of CBCS at UG and PG level: A report
7. Matters arising

1. The minutes of the last meeting held on 7/ 8/ 18 was confirmed by the IQAC members in the meeting.

2. Introduction of new Subjects : Recognition from University was pending as there was no movement of Papers at the Administrative level. Moreover, college wrote a letter to DPI and Post creation papers are in process. Post surrender on behalf of college is not possible. So whether the new subjects will start from July is not certain.

3. Dr. Shampa Chakraborty suggested and Principal Madam thrust on the issue that each department should place remedial class in the routine. Since, in the new session, new 10 classes will be available, remedial classes should be taken by all departments. Students should be identified and remedial classes should be incorporated. They insisted that Registers for tutorial and mentoring be maintained.

4. NIRF uploading has been done as per previous IQAC recommendation. The rank of the college has not been yet received.

### 5. Infrastructural development

- I. Very important addition to infrastructure: Hostel: 3 floors have been completed. Lift provision in hostel will not be possible right now. PWD has been requested to provide furniture. Plumbing completed but electrical works in progress. The Hostel has the following features:

- G+6 construction
- Court for badminton and basketball

- Open space for any function etc.
- Super's quarter
- library space
- Wi-Fi provision
- Work desk in super's and matron's room with Xerox machine
- Parking lot

II. Auditorium, Nibedita Prayer Hall and girls' common room have been handed over to the college and are in operation.

III. Staff requisition for hostel has been made from the college end to make the hostel operative. Requisition for male security and female sweeper has been given.

6. Principal Madam reported that the MIC Higher education has visited the college and he suggested constructing a lift in the auditorium.

7. As per recommendation of the IQAC members, Ms. Sarmistha Mandal was given appointment to supervise the physical activities of students on 30.11.2018. Her joining is ratified in this meeting.

8. Most departments have done academic seminar though UGC is not providing any money.

9. 34 students have secured rank from this college in B.A. / B. Sc Part III 2018. First rank holders are also there in Sem- I from different departments.

10. We need to form a NAAC Steering Committee which will be informed to the IQAC members in the next meeting. A seminar of IQAC is required to understand the new benchmarks of NAAC.

11. The manual for SSR was presented and discussed by Prof. Pratip Choudhury. He suggested taking note of:

- I. New subjects introduced in last 5 years. What percentages of students have enrolled in the add-on courses.
- II. AQAR submission is very important. New AQAR format to be filled in and online submission required from January 2019.
- III. All the data needs to be supported by documents.



12. Dr. Sampa Chakraborty proposed a seminar/ workshop in collaboration with CII to be conducted → industry/ academia. Pollution control board Chairman to be requested to make arrangement for e-basket and to deliver a lecture. She also pointed out the need of documentation of Solar light.

13. It is hereby resolved that hard copies of the SSR manual are to be given to all departments and IQAC external members.

14. Dr. Puspa Misra recommended conducting a mental health awareness program by Women's Studies Centre.

15. Keep a note on the number of LED bulbs installed in the college.

16. Once the committee is constituted, seven groups are to be formed for the seven criteria of SSR. Documents are to be made ready → those data are to be placed in SSR.

Seminar lecture/workshop to be done on:

- Mental health by Women's Studies Centre.
- Pollution control board and CII to be approached for seminar lecture and e-waste basket.
- NSS students to volunteer and adopt a slum/ teach in NGOs.
- Mentoring and remedial classes → tracking of weak students.

17. Whether it will be possible to conduct an external academic audit is a question. The Principal suggested creating a monitoring team apart from the Steering Committee. This monitoring team will visit departments and monitor on the criteria of SSR.

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*[Signature]* 2.3.19  
Coordinator, IQAC  
**CO-ORDINATE  
IQAC**  
Bethune College, Kolkata  
Govt. of West Bengal

## IQAC Meeting held on 06.3.2019

1. Date- 6/3/19.
2. Time- 6.3.19.
3. Anjali Maisal 6.3.19.
4. Sujayana Dasgupta
5. Sushma 6/3/19.
6. R. Chandra 6.3.19.
7. Puspa Mitra.
8. Anil Kumar
9. Maiti Mishra
10. Shampa Chakrabarti 6/3/2019
11. Nilayana Bagchi 6/3/2019.
- 12.
- 13.

### Minutes:

1. The minutes of the last meeting held on was confirmed by the IQAC members in the meeting held on 6/3/19.
2. Recognition from University was pending as there was no movement on behalf of DPI. However, college wrote a letter to DPI and it is in process. Post creation papers is in process. Post surrender on behalf of college is not possible. So whether the new subjects will start from July is not sure.