

**OFFICE OF THE PRINCIPAL**  
**BETHUNE COLLEGE**  
**NOTICE**

A meeting of the Internal Quality Assurance Cell of Bethune College will be held on 07.08.18, Tuesday at 2:00 p.m. at Principal's Chamber. All members are requested to be present.

**Agenda**

1. Confirmation of last meeting.
2. Action Taken Report.
3. Academic Audit
4. Participation of College in NIRF
5. Infrastructural Upgradation of College.
6. Issue of Physical Instructor
7. Preparation of NAAC
8. Discussion on Student Information Format
9. 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 & TCS   |
| 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 07. 08. 2018

#### **Agenda**

1. Confirmation of minutes of last meeting
2. Action Taken Report
3. Academic Audit
4. Participation of College in NIRF
5. Infrastructural Up-gradation of College
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1. The meeting began with Principal Madam welcoming all members and minutes of the last meeting dated 25<sup>th</sup> April , 2018 were read out for confirmation.

#### **2. Action Taken Report:**

- Feedback: The College has initiated Individual Teachers' feedback from the last session as already discussed in the earlier meeting. The new Format for General feedback was shown to the external members by IQAC Coordinator Prof Som. Dr. Sudeshna Mitra said that Analysis of Feedback 2017-18 is going on. It will be analysed statistically. Principal Madam apprised the members that Feedback about toilet is always negative. Her view was that number of toilets is less than required because of space shortage.  
Dr. R.P.Bhattacharya (Jt. DPI) opined that conversion into a numerical scale should be done in the feedback form. He said that areas of negative feedback should be taken into consideration.
- Introduction of new subjects: Principal Madam reported that on 7<sup>th</sup> May, 2018, inspection of 2 new subjects, **Sociology** and **Food & Nutrition** has been done by the University team. However, Post creation has to be done before the commencement of the course.
- CBCS system:
  - i) Workshop was conducted by IQAC on 4<sup>th</sup> May, 2018.
  - ii) Routine has been revised. 1 hour classes have been introduced instead of the earlier 45 mins in the routine.

#### **3. Academic Audit:**

- Audit of last three sessions (2015-16, 2016-17 & 2017-18) has been completed in July, 2018. Dr. Sudeshna Mitra showed the members the audit forms. Dr. Kamal K. Som, Coordinator, IQAC, said that this is for documentation of the depts. to be updated.

- Prof. S. Chakraborty said that NAAC peer team emphasized on Remedial classes. In this regard Principal Madam explained that in our college this is done in an informal manner. Weaker students are identified and they are given assignments. PTM is conducted. It has to be formalized. IQAC suggests to incorporate remedial measures/ classes in a formal way.
- Tutorial classes: Prof. Chakraborty suggested to divide the classes into two or three groups under the supervision of teachers.  
Tutorial & mentoring: Teacher wise groups be assigned and during the tutorial class each group be assigned under each teacher.

#### 4. Participation of College in National Institutional Ranking Framework

- Principal Madam opined that we have to fill the database in the NIRF form to get funds. There were certain suggestions by members like Construction of Ramps etc. Also, a wheelchair donated will be taken by the college.
- Names of the members of NIRF committee were mentioned by the Principal Madam.  
IQAC recommends that the college should apply for NIRF.

#### 5. Infrastructural Up- gradation of College

- Principal Madam apprised the Committee of many Positive infrastructural changes that has been incorporated recently. She said that NAAC peer team had specifically emphasized on the cleanliness of washrooms and water problem. As an Action taken, **Deep tubewell & more pumps** have been introduced.
- Principal Madam informed the Cell of the continuing construction of the **hostel campus** and requested the members to visit the same.
- Principal Madam reported that the **Auditorium** has been completed. She thanked the Govt. for the fund and said that the College was planning for a formal Inauguration. Principal Madam opined that PWD electrical should maintain the auditorium even after it is handed over.
- Principal Madam also discussed certain problems regarding RUSA. It was agreed upon that Area for academic extension is limited. Principal Madam made aware the Committee of the fact that when Bethune school objected to a specific construction near the main gate, the College had to stop work.

#### 6. Issue of Physical Instructor

- Prof. P.K. Choudhury enquired about the post of physical instructor i.e., whether the post exists or not. Principal Madam replied that the post exists. Principal Madam placed the application of Ms. Sharmistha Mondal as physical instructor at Bethune College. Prof. Choudhury suggested that B.PEd. or M.PEd. should be the minimum qualification. Principal Madam said that there was no such candidate/applicant available. Principal Madam further emphasized that a female instructor at the institution is much needed and should be appointed for the aforesaid post.
- Dr. Bhattacharya suggested that let this system prevail until any applicant with the required qualification is found. Principal Madam said that the candidate viz, Ms. Sharmistha Mondal will be given formal appointment after the approval of members at the IQAC meeting. It was unanimously decided therefore that letter be issued to Ms. Sharmistha Mondal inviting her to



supervise the games and sports activities of the students. T.A/D.A as per convention to be paid in this regard.

- Principal Madam expressed her wish to conduct Yoga classes at the Nivedita hall. She enquired whether this should be placed in the form of a proposal to the D.P.I? She further enquired of the Cell whether Yoga classes may be conducted through NSS, or can it be made self financing?
- Dr. Chakraborty suggested the name of Sadhana Sarkar Yoga Kendra for women. They can be contacted in this matter.

### 7. Preparation of NAAC

- IQAC suggested a steering committee for NAAC be formed & functional.
- It was propped that in the Next IQAC meeting there will be Presentation by external members on latest guidelines of NAAC. Prof. Misra suggested that previous recommendations be looked into for compliance.
- There were a few suggestions for betterment by External members:
- Prof. Sampa Chakraborty proposed certain measures for NAAC Criterion; She expressed her willingness for active participation in this matter.
  - a) 6.14- Eco-friendly campus, 7.4, 7.5 (environmental awareness etc.)
    - i) *Banomahotsav* may be held where rare plants will be planted. It was informed that *Banomahotsav* is yearly held on the occasion of Bethune Day. Prof. Chakraborty further suggested that Plants should be labelled.
    - ii) Hazardous waste of the chemistry should be documented. This is also already in practice.
    - iii) Electronic waste should be stored safely. E- waste collection bin may be installed with the help of Pollution Control Board. Prof. Chakraborty very helpfully provided us the contact no. of PCB.
  - b) 6.3.8 (Industry Interaction/ Collaboration): There should be Entrepreneurship development with career counselling cell taking initiative)
  - c) 3.26(ISR) : NSS, 'Audio-books'- May be done by students.
- Dr. Bhattacharya also emphasized on Environmental awareness.
  - i) He suggested that Botany & Zoology departments may take initiative. Principal Madam agreed that this can be done Department wise.
  - ii) He enquired whether the existing Medicinal plants garden is being maintained or not.
  - iii) Energy consumption per month, carbon emission may be recorded.
  - iv) Botany dept should maintain a register on the number of plants in the campus.
  - v) Environmental Day – may be celebrated by the inviting children from nearby schools.
  - vi) Children of staff may be invited for generating environmental awareness.
- Prof. Misra suggested that Dept. of Psychology can organize a seminar on Green awareness & mental health. She also suggested that prospectus can be sold as Rs. 100/- at both the UG & PG level in order to generate fund.
- It was recommended that there should be a Green audit & campus be made more eco-friendly.

## 8. Discussion on Student Information format:

Prof. Som informed the members that Students' profile is maintained by the Departments session wise. But the existing format was not up to date. A new improved version, which met the requirements of the current system was placed in the meeting by Dr. Sudeshna Mitra. This was discussed upon and with a few addition alterations was approved by the IQAC.

## 9. Matters arising

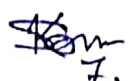
a) The following issues were reported/ shared by Principal Madam:

- DST-Fist – has been revived.
- CPE- 1<sup>st</sup> phase terminated in July 2014. The amount had to be refunded. As a consequence College could not proceed for the 2<sup>nd</sup> phase. Very weak point on the part of the college. Dr. Bhattacharya suggested that further correspondence may be made by the college for CPE.
- Women's Studies – Dormant during the 12<sup>th</sup> Plan. UGC has recognized the Centre at present. However, there is no post for Women's Studies; Invited Lecture was also not made possible. Proposal was sent to D.P.I., 50% of the proposal has been disbursed.

b) It was reported that IQAC – reconstitution as per latest, 2018 guidelines of UGC which was recommended in the IQAC Meeting dated 25.4.2018 was formed and functional. The names of members were read out by Dr. Sudeshna Mitra.

\*\* It was proposed that the next meeting will be held in November/ December, 2018.

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7.8.18  
Coordinator, IQAC  
CO-ORDINATOR  
IQAC  
Bethune College, Kolkata,  
Govt. of West Bengal



# Minutes of the Meeting held on 07.8.18

## Members Present:-

1. Mr. [unclear]
2. Mr. Chaudhary 7.8.18.
3. [unclear] 7.8.18
4. Puspā Mura, 7/8/18
5. Shampa Ghakrabweli 7/8/18
6. Kamal Kanti Sarm 7.8.18
7. [unclear] Sen 7.8.18
8. [unclear] 07/8/18
9. S. Das Gupta 07/8/18
10. Anjali Maishal 07/08/18
11. Sudeshna Mishra 7/8/18
12. Nilayjane Bagchi 7.8.2018

Prof. Choudhury enquired about the post of physical instructor whether the post exists or not. Principal replied that the post exists. Principal placed the name of Sarmistha Mondal as physical instructor at Belkure College. Prof. Choudhury suggested that BPED or NPED should be the minimum qualification. Principal said that there was no such candidate/applicant available.