

OFFICE OF THE PRINCIPAL  
BETHUNE COLLEGE

NOTICE

No. 105/BC

Dated : 23.04.2018

A meeting of the Internal Quality Assurance Cell of Bethune College will be held on 25.04.18 at 3.00 p.m. at Principal's Chamber. All members are requested to be present.

Agenda

1. Confirmation of last meeting.
2. Action Taken Report.
3. Workshop on CBCS.
4. Academic audit.
5. Career Advancement Report.
6. Reconstitution of IQAC
7. Matters arising.

**Members Present :**

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| 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. Dr. Dipayan Chattopadhyay     | : | Assoc. Prof., Dept. of Botany, 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 on 25.4.18

1. Principal welcomed all members. Minutes of the last meeting were read out by her for Confirmation.
2. **Action taken report** was stated by the Principal. She added that change should be made in action taken in regard to the new Subjects being introduced, i.e., Sociology and Food and nutrition instead of Geography. University will send inspection team on 7<sup>th</sup> of may 2018.
- Professor Pushpa Misra suggested that students should be trained in Self defense. Simulation training should be stressed upon. Counselling should also be provided. Principal suggested that it can be done through NSS. Professor P.K.Choudhury advised that Physical education department can be consulted in this matter. Principal Madam suggested that workshop can be conducted.
- Professor Misra further suggested the introduction of self financing courses. Professor Sampa Chakraborty proposed industry and institute collaboration (corporate social responsibility). Principal Madam pointed out that being a Govt. College, we do not have the authority to proceed without the Government's permission. Professor Choudhury offered to provide us with information on this issue. Dr. R.P. Bhattacharya said that there are voluntary organizations that give such services.
- **Individul Teacher's Feedback**  
It was reported that Individul Teacher's Feedback has been introduced. 87 teachers have been evaluated. Exit survey has been conducted. Principal Madam informed that other Government colleges are doing individual teachers' feedback. She added that teachers are enthused by the process.



Dr. Bhattacharya suggested that feedback should also be taken from 1<sup>st</sup> year and 2<sup>nd</sup> year students. He informed that in new CAS system 10 marks are allotted for student satisfaction.

- Principal Madam appraised the group that Parent's feedback has also been taken. Student's email ID will have to be taken as part of Students' profile from now on.
- Dr. Sudeshna Mitra stated that Feedback Analysis is done department wise and it is documented. It was proposed that some software for analyzing the feedback can be introduced. Principal madam said that the Analysis must be updated.

The following issues were also discussed in the meeting as ATR of earlier meeting:

- i) Monthly H.O.D Meeting: Done periodically but not every month.
- ii) Journal Subscription: Inlibnet is there, each teacher is provided with unique email ID and password.
- iii) CBCS system
- iv) CAS
- v) Heritage : Dr. Dipayan Chattopadhyay - meeting was conducted with DPO
- vi) Women's studies Centre - non functional. Taught as Pass subject -. 2 guest teachers deliver lectures and the college offers a nominal remuneration to them.

Suggestion-status quo should be maintained. A proposal will be placed to Government in the form of lecture series. Syllabus will be divided into modules and number of lectures required will be considered. Estimated amount will be placed in the form of a proposal to the government.

vii) New Subject : Sociology and Food & nutrition : Proposal for conversion of 2 posts (1 each) have already been submitted. To be conducted by retired teachers initially. However, retired teachers in the field of Food and nutrition is not available. So, teachers are to be recruited from fresh NET/ SET qualified candidates on special permission on guest lecture basis and funds be asked from the Government.

### **3. Workshop on CBCS**

One day seminar with professor Amitabha Roychowdhury will be conducted on 4<sup>th</sup> May, 2018 regarding CBCS. Dr. Debashis Biswas (IC) will also speak on that day. All the Government colleges in Kolkata and neighbouring colleges will be invited. Principal invited the members of the IQAC to attend the seminar.

**4. Academic Audit:** the following should be maintained by all the departments:

- Departmental records
- Record of PTMs
- Syllabus distribution
- Teaching plans of teachers
- Report at the end of the sessions
- Copy of the annual report of the department etc.
- Central marks register is maintained

It was stated for the knowledge of external members that Central Marks Register is maintained, while departments are keeping it in digital form.

Prof. Chakraborty recommended that weak students should be identified and then Remedial classes be taken. There should be continuous Internal Assessment. Prof Choudhury said that he will give us the format of Academic Audit.

**5.Reconstitution of IQAC:** IQAC and Planning Board will have to be reconstituted as per guidelines for Block grant.

IQAC: 1. Principal 2. IQAC coordinator 3. Librarian 4. Administrative Officer 5. 5 faculty members from at least 3 departments. It was proposed that Prof. Pratap Roy of Mathematics department to be included in IQAC.

**\*\* Resolved that next meeting to be held in the month of July/ Aug, 2018**

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**Principal**

Principal  
Bethune College, Kolkata  
Govt. of West Bengal

  
**Coordinator, IQAC**



Report for Career advancement.

7th Dec.

The daily attendance/<sup>approved</sup> report has to be modified as per the rule of 7th Dec. New CAS rules were discussed. 18th April CAS was constituted ~~8-4~~ of 6 teachers.

Reconstitution of IQAC. (Guidelines for block grant)

5 faculty members. from at least 3 depts.

Planning Board will have to be reconstituted

• Principal

• IQAC coordinator.

• Librarian

• Administrative officer

5 teachers.

Teacher members

Pratap Roy (Professor) to be included in the IQAC.

Resolved that the next meeting to held in the month of July 2018

Things to be done:- ①.

Members Present:-

1. ~~M. Roy~~
2. ~~P. Chandra~~ 25/4/18
3. ~~Swarna~~ 25/4/18
4. Shampa Chakrabarti 25/4/18
5. Ram Prasad Sharma 25/4/18
6. Ajali Maishu 25/4/18
7. ~~Ujjwala~~ 25/4/18
8. ~~Indira~~ 25/4/18
9. N. Prasad 25/4/18
10. S. Prasad 25/4/18.
11. Diganta Chakrabarti 25/4/18
12. Kamal Kanti Sen 25/4/18