

Office of the Principal  
Bethune College

NO. 107/BC

**NOTICE**

Dated : 24.04.2017

A meeting of the Internal Quality Assurance Cell of Bethune College will be held on 26.04.17 at 2.30 p.m. at Principal's Chamber. All members are requested to be present.

**Agenda**

1. Review of IQAC activities
2. Discussion on Feedback System
3. Matters arising.

**Members Present :**

- |                         |   |  |         |
|-------------------------|---|--|---------|
| 1. Professor Mamata Ray | : | Principal, Bethune College, Chairperson  | 26/4/17 |
| 2. Dr. P.K. Choudhury   | : | Former Director of Public Instruction,<br>Department of Higher Education, Govt. of West Bengal,<br>Eminent Academician | 26.4.17 |
| 3. Dr. Pushpa Misra     | : | Former Principal, Bethune College,<br>Alumna and Psycho Analyst  | 26.4.17 |
| 4. Dr. Kamal Kanti Som  | : | Assoc. Prof., Dept. of Physics, Bethune College<br>IQAC Co-ordinator   | 26.4.17 |
| 5. Dr. Rina Rani Ray    | : | Assoc. Prof., Head, Dept. of Zoology, Bethune College  | 26.4.17 |
| 6. Dr. Amita Kar        | : | Associate Prof., Dept. of Chemistry, Bethune College   | 26/4/17 |
| 7. Dr. Sudeshna Mitra   | : | Assistant Prof., Dept. of Philosophy &<br>Teachers' Council Secretary, Bethune College                                 | 26/4/17 |
| 8. Dr. Nilanjana Bagchi | : | Asst. Prof., Head, Dept. of Psychology, Bethune College  | 26/4/17 |

  
Principal  
Bethune College

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Bethune College, Kolkata  
Govt. of West Bengal

## Minutes of the IQAC Meeting dtd 26.4.17

### **Agenda**

1. Review of IQAC activities
2. Discussion on Feedback System
3. Matters arising

### **Agenda 1:**

1. Prof. Chowdhury proposed that IQAC should be reconstituted every two years. The reconstitution of IQAC should involve the following :

- i. Librarian
  - ii. Jt.DPI as Administrative Officer
  - iii. Nominee from local society: It was suggested that one of the revered Swamijis of Vivekananda Ancestral home from the neighbourhood area will be approached.
- Meetings should be held Quarterly in an Academic Session. Soft copy of the Minutes should be maintained. Uploading in website to be done, if required.

2. The NAAC Peer Team report ( Reaccreditation 2<sup>nd</sup> Cycle, 2014) was reviewed. The following points were discussed as per NAAC Peer Team report recommendations:

- Self defence courses may be initiated.
  - The members were appraised of physical upgradation of college under RUSA. In this context it may be mentioned that the following Deposit work (PWD) are in progress:
    1. Construction of Sr.Nibedita Meditation Hall cum Classroom.
    2. Installation of Lift in Kadambini Bhawan.
  - At present there are 17 UG and 6 PG departments in the College. It was considered whether there may be more UG/PG courses keeping in mind Employability.
  - Prof.Chowdhury repeatedly suggested initiation of PG course in Geography. Prof. Puspa Misra suggested that subjects like Food & Nutrition and ENVS may be introduced at UG level.
- . It was resolved that the IQAC recommends to introduce the following subjects:

- UG      1. Food & Nutrition
- 2. Geography
- 3. ENVS
- PG      : Philosophy

The present infrastructure is however inadequate to provide the space necessary for academic upgradation mentioned above. It was suggested that the Executive Engineer, PWD be requested to survey the college campus and to report if there is any possibility of expansion of academic space.

3. AQAR preparation: AQAR updation has to be started with immediate effect. It should be prepared and uploaded starting from session 2013-2014.

4. Discussion was held about the remuneration of IQAC Co-ordinators provided in the XIIth plan by UGC and which was due for disbursement. 3 faculty members acted as IQAC Co-ordinators during XII th Plan.

The IQAC resolves that the remuneration be paid on the basis of actual period of tenure of the three Co-ordinators.

The remuneration of the Technical Assistant to be paid to P. Swain, Cashier, who maintains the UGC Accounts and renders related services.

#### **Agenda – 2: Feed back**

- Individual Teachers' evaluation should be introduced. Some points are to be reframed in the existing Feedback System. Individual Teachers' evaluation in Feedback should be related to teaching – learning only. Remarks should be added.
- Teaching plan and compliance of the same should be maintained by the department.

IQAC also recommends monthly HODs meeting to resolve academic matters. This may be reported in T.C.

Non-academic matters: Toilet cleanliness -Students are regularly complaining about the lack of cleanliness of toilets in their feedback. The members agreed that this was indeed a problem which should be looked upon by administration. However, they suggested that Students should also be counselled regarding maintaining cleanliness of toilets.

#### **Agenda 3: Matters Arising**

- Consultancy Services : Consultancy services by teachers in subjects like Psychology may be started.
- Journal Subscription – The members were apprised that e- Journal-N list is subscribed by the College for quite some time now and both teachers and students are getting benefitted.
- Choice based credit system which was going to be mandatory in C.U. from next academic session was discussed. Merits and demerits of the system were considered.



Advantage : All subjects get equal importance.

Disadvantage : Space constraint arises in order to fit in all subjects within the framework of an Institution; members also opined that the system was very difficult to get accustomed to in the initial stages.

The members were informed that within the limitations the college has introduced CBCS at PG level.

- **CAS** : A matter was raised that according to latest notification of UGC, henceforth, articles published only in Journals that are listed by UGC will be considered for API scoring under CAS. Under the circumstances it was required that an initiative should be taken such that the Peer Reviewed Academic Journal of the College- *Heritage*, be incorporated in the UGC recommended list. A meeting with DPO of University of Calcutta has been arranged regarding this matter. It was also noted that funds are needed.



Principal  
Chairperson, IQAC

Principal  
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IQAC, Coordinator