



PURBASTHALI COLLEGE

ESTD: 2009

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Meeting No.1/2018-19

Date: 15.02.2019

A meeting of the Internal Quality Assurance Cell is held on February 15, 2019 at 2.00 pm in the Principal's Chamber to discuss the scheduled agenda. The following members are present in the meeting:

Members present:

1. Dr. Bibhas Chandra Saha, Chairperson
2. Mrs. Suchandra Neogi, Coordinator
3. Dr. Lipika Ghoshal, member
4. Mr. Biswanath Bhattacharyya, member
5. Mr. Ayan Chakraborty, member
6. Mr. Mintulal Dutta, member
7. Mr. Manik Das, member
8. Mr. Md. Asadul Haque, member
9. Mr. Dilip Roy, member
10. Mr. Sekil Khan, member

Agenda:

1. Introduction and welcome
2. Formation of Sub-committees
3. Review of the college's quality assurance policies
4. Discussion on the annual quality assurance plan
5. Celebration of achievements
6. Promotion of Dr. Lipika Ghoshal
7. Any other.

Resolution:

The meeting started with the Principal, Purbasthali College, Dr. Bibhas Chandra Saha, on the chair who welcomed all the members of the committee along with the newly appointed IQAC Coordinator, Prof. Suchandra Neogi. All members were briefed about the duty and responsibilities of the IQAC.

Formation of Sub-committees:

It was unanimously agreed that to ensure the effective functioning of the college, sub-committees need to be formed to address specific aspects of quality assurance. The following sub-committees were proposed and members were assigned accordingly:

Women's Cell

Dr. Lipika Ghoshal (Convener), Mrs. Suchandra Neogi (Member), Mrs. Susmita Mondal (Member), Mrs. Sulekha Chakraborty (Member), Student's Representative (On invitation basis)

Academic Subcommittee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Dr. Lipika Ghoshal, member, Mr. Biswanath Bhattacharyya, member, Mr. Aniruddha Debnath, member, Mr. Nirmal Das, member, Mr. Uttam Kumar Hazra, member

Building and Development Committee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Mr. Md. Asadul Haque, member, Mr. Gopeswar Das, member, Mrs. Sulekha Chakraborty, member

Admission Subcommittee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Dr. Lipika Ghoshal, member, Mr. Md. Asadul Haque, member, Mr. Dilip Roy, member

Purchase Subcommittee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Dr. Lipika Ghoshal, member, Mr. Md. Asadul Haque, member, Mr. Uttam Kumar Hazra, member

Anti- Ragging Subcommittee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, B.D.O. Purbasthali II, IC, Purbasthali Police Station, Mr. Md Asadul Haque, member, Mr. Dilip Roy, member, G.S Student Union, Member of Students Union (1st Year)

Anti- Ragging Squad

Dr. Lipika Ghoshal, Convener, Mr. Biswanath Bhattacharyya, member, Mr. Firoj Khan, member, Mr. Gopeswar Das, member, Mr. Bishu Rajbanshi, member, G.S Student Union, member

Routine Subcommittee

Mr. Manik Das (Convener), Mrs. Suchandra Neogi, member, Dr. Lipika Ghoshal, member, Mr. Ayan Chakraborty, member, Mrs. Santwana Ghosh, member

Magazine Subcommittee

Dr. Lipika Ghoshal (Convener), Mr. Anupam Das, Mrs. Suchandra Neogi, member, Mr. Ayan Chakraborty, Mr. Firoj Khan, Mr. Dilip Roy

Library Subcommittee

Dr. Lipika Ghoshal, convener, Mr. Anupam Das, member, Mrs. Suchandra Neogi, member, Mr. Aniruddha Debnath, member, Mr. Nirmal Das, member, Mr. Gopeswar Das, member, Mrs. Sova Kuri, member

Sports Subcommittee

Mr. Biswanath Bhattacharyya (Convener), Dr. Lipika Ghoshal, member, Mr. Anupam Das, Mrs. Suchandra Neogi, member, Mr. Debasish Chakraborty, member, Mr. Aniruddha Debnath, member, Mr. Uttam Kumar Hazra, member, Mr. Dilip Roy, member, Mr. Madhusudan Barik, member

Cultural Subcommittee

Mr. Ayan Chakraborty (Convener), Dr. Lipika Ghoshal, member, Mr. Anupam Das, member, Mrs. Suchandra Neogi, member, Mr. Firoj Khan, member, Mrs. Pratyusha Ghosh, member, Mr. Anup Kumar Ghatak, member, Mr. Aniruddha Debnath, member, Mr. Bishu Rajbanshi, member

NSS Advisory

Mr. Biswanath Bhattacharyya (Programme Officer), BDO, Purbasthali II, BMOH, Purbasthali BPHC, Mr. Anupam Das, member, Dr. Lipika Ghoshal, member, Mr. Md. Asadul Haque, member, Mr. Uttam Kumar Hazra, member, Mr. Dilip Roy, member, NSS Volunteer, NSS Volunteer

Examination Subcommittee

Mr. Anupam Das (Convener), Dr. Lipika Ghoshal, member, Mr. Ayan Chakraborty, member, Mr. Biswanath Bhattacharyya, member, Mr. Mintulal Dutta, member, Mr. Manik Das, member, Mr. Parimal Mandal, member, Mr. Gopeswar Das, member, Mr. Bishu Rajbanshi, member, Mr. Koushik Chakraborty, member

Grievance Redressal Committee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Dr. Lipika Ghoshal, member, Mr. Gopeswar Das, member, Mr. Dilip Roy, member

Research Subcommittee

Dr. Lipika Ghoshal (Convener), Mrs. Suchandra Neogi, member, Mr. Srikanta Hazra, member, Mr. Firoj Khan, member

Student Welfare sub-committee

Dr. Lipika Ghoshal (Convener), Mr. Anupam Das, member, Mrs. Suchandra Neogi, member, Mr. Mintulal Dutta, member, Mr. Md. Asadul Haque, member, Mr. Dilip Roy, member, Mr. Uttam Kumar Hazra, member

Green and Clean Campus Committee

Mr. Anupam Das (Convener), Mrs. Suchandra Neogi, member, Mr. Mintulal Dutta, member, Mr. Biswanath Bhattacharyya, member, Mr. Manik Das, member, Mr. Md Asadul Haque, member, Mr. Uttam Kumar Hazra, member, Mr. Bishu Rajbanshi, member

Equal Opportunities Cell

Mr. Anupam Das (Convener), Mr. Manik Das, member, Mr. Parimal Mondal, member, Mr. Md. Asadul Haque, member, Mr. Uttam Kumar Hazra, member

Review of the college's quality assurance policies:

A comprehensive review of the existing quality assurance policies of the college was conducted. Members provided valuable insights and suggestions for improvement. It was decided that all the departments would give a brief presentation on the academic performance of the department. A suggestion was made to conduct periodic reviews and self-assessments to ensure the continuous improvement of the quality assurance processes. It was reported that the following faculty members completed/ went to Orientation Programme and Refresher Courses:

Sl No.	Name of Faculty	Name of the Course	Place	Year	Duration
1	Dr. Lipika Ghoshal	Orientation Programme	The University of Burdwan HRDC	2016 -17	01.07.2016 to 28.07.2016
2	Suchandra Neogi	Refresher Course	The University of Burdwan HRDC	2016 -17	11.08.17- 31.08.2017
3	Anupam Das	Refresher Course	The University of Burdwan HRDC	2018 -19	06.02.2019 to 26.02.2019
4	Suchandra Neogi	Orientation Programme	The University of Burdwan HRDC	2018 -19	22.11.2018 to 19.12.2018
5	Dr. Lipika Ghoshal	Refresher Course	The University of Burdwan HRDC	2018 -19	02.01.2019 to 22.01.2019

Discussion on the annual quality assurance plan:

The members of the committee discussed in detail about the annual quality assurance plan for the academic year 2019-20. Members unanimously decided that each of the departments would offer add-on courses on various subjects for the benefit of the students. The said courses would be

conducted for thirty contact hours and the faculty members of the respective departments would mostly take up the classes. It was also decided that a Special Lecture Series would be organized by the IQAC where the faculty members of the college would present their researches. It was also decided that a team comprising of teaching and non-teaching staffs of the college would visit the nearby schools before the admission process to highlight the opportunities of studying in Purbasthali College for B.A. (General and Honours) courses. The team comprised of Mr. Biswanath Bhattacharyya, Mr. Firoj Khan, Mr. Manic Das, Mr. Aniruddha Debnath, Mr. Uttam Hazra, and Mr. Bishu Rajbanshi.

Celebration of achievements:

It was decided after a detailed discussion that the college would acknowledge and celebrate significant contributions made by the dedicated faculty and non-teaching staff towards the overall academic and administrative excellence of the institution as an essential component of fostering a positive and motivated work environment. The recognition and rewarding accomplishments would inspire a sense of pride, motivation, and commitment among the staff, which would promote a culture of excellence and continuous improvement. The members of the committee unanimously resolved a comprehensive plan for the celebration of achievements by faculty and non-teaching staff. The IQAC will be responsible for identifying and acknowledging achievements in various categories, such as teaching excellence, research contributions, administrative efficiency, and community engagement.

Promotion of Dr. Lipika Ghoshal:

The due date for the promotion of Dr. Lipika Ghoshal was informed to the members of the committee and she was informed to submit all her details regarding her promotion so that it can be processed further.

The meeting ended with thanks to the chair.


Principal
Purbasthali College
Parulia, Purba Bardhaman.