

Rishi Bankim Chandra Evening College

Proceedings of the IQAC meeting dated 13.07.2018


Dr Debasish Bhowmick, Principal, presided over the meeting.

1. The proceedings of the last IQAC meeting were confirmed.
2. The IQAC adopted the following plan of action for the year 2018-19:
 - i) To introduce the CBCS system following the Guideline of WBSU.
 - ii) To organize parent-teacher meeting.
 - iii) To facilitate teachers' participation in development programme.
 - iv) To organize seminars and workshops on educational and related matters.
 - v) To advise the departments to ensure innovations in teaching-learning.
 - vi) To enthuse the faculties to undertake minor/major projects.
 - vii) To advise the NCC and NSS units, the Students' Union and Alumni to undertake community service programmes.
 - viii) To provide financial aid to poor and meritorious students.
 - ix) To request the college authority to open Honours course in Mathematics. Some members wanted that regular PG courses be opened in Bengali and Hindi; but Principal suggested that in view of the present situation Distance PG courses in Bengali and Hindi would be more convenient.
 - x) To hold meetings with the stakeholders.
 - xi) To advise the faculties to participate in seminar/conferences.
 - xii) To monitor teaching-learning through various means like collecting feedback, holding interviews with the Departments.
 - xiii) To advise the faculties to make regular reports on their publications.
 - xiv) To advise the Departments and other wings to organize seminars/workshops etc.
 - xv) To appoint guest teachers in English and Education
 - xvi) To request the authority to work towards infrastructural development and expansion.
 - xvii) To initiate good practices in the campus:
 - xviii) To organize Job Fair for facilitating placement.
 - xix) To advise the faculties to use the smart class room.
3. Resolved that the matter of Girls' Common Room would be referred to Governing Body.
4. It was decided that more orientation would be provided to students and teachers regarding CBCS.
5. Members expressed the opinion that all the projectors purchased in the college should be submitted to the IQAC office.
6. The IQAC recommended that prayer should be made to D.P.I. to sanction more full time teaching posts in the following departments:
 - a) English
 - b) Bengali
 - c) Hindi

- d) Political Science
- e) Philosophy
- f) History

The meeting ended with a vote of thanks to and from the Chair.

Action taken report on the meeting dated 13.07.2018
CBCS system was introduced at UG Level following WBSU guideline
1 Guest Teacher in Education and 1 Guest Teacher in English were appointed
Seminars and workshops on different subjects were arranged
The CAS cases of the teaching and non-teaching staff were institutionally cleared.
Financial assistance was provided to poor and meritorious students.
Job Fair was organised and as many as 26 students got placement
Parent-teacher meeting was held twice in the year
One of the faculties attended Refresher course.
Community service programs were undertaken
Meetings were held with the stakeholders



Principal
Rishi Bankim Chandra Evening College
Naihati, 24 Parganas (North)

Proceedings of IQAC meeting dated 21.12.2018

Dr Debasish Bhowmick, Principal, presided over the meeting.

1. The proceedings of the last IQAC meeting were confirmed.
2. The AQAR of 2016-17 was approved in today's meeting.
3. a) It was reported in today's meeting that significant changes had taken place in the AQAR format as prescribed by NAAC. The procedure of submitting AQAR had also changed. Web links are to be provided for many of the items in AQAR.

b) It was reported that Dr Aparajita Dhara had received only Rs 1,70,000/- in her MRP so far. Dr Parashar Banerjee had received only Rs 1,10,000/- in his MRP.

c) Resolved that institutional academic calendar as well as departmental academic calendars is to be uploaded in the college website.

d) The students and Alumni representatives were requested to report their activities regularly to the IQAC.

e) It was resolved that tutorial or remedial classes should continue in the interest of the students.

f) Members expressed concern over declining attendance rate of the students. It was decided that notice would be served making the student alert about it.

g) Resolved that notice be issued to the departmental heads informing them the following matters:
 - From now on, all the departmental information will be collected from the departmental Heads.
 - A Feedback Register should be maintained in each of the Departments to collect feedback from students on teaching-learning, curriculum and other matters.
 - Departments may also organize guardians' meetings department-wise and collect feedback from guardians.
 - A few classes (or special classes) in an academic session may be set aside by every department to discuss career opportunity for students or to provide coaching for competitive examinations.
 - Efforts should be made as far as possible by the departments to keep records of ex-students qualified for NET/SLET/GATE/CAT/UPSC/STATE PSC/SSC.
 - Teachers' improvement activities like seminar, publications, researches, R.C., O.P. should be recorded department-wise so that they may be collected by IQAC or college office as and when needed.
 - Departmental teachers' meeting should be held as per necessity, but at least once in a semester/academic session. Records should be kept of such meetings.

- Departmental Heads should collect self-appraisals from the other teachers of the departments in every session and forward them to IQAC.
- Gender-sensitizing program may be arranged department-wise at least for one hour per semester.

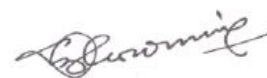
h) Parent-teacher meeting be held regularly.

i) The students proposed that regular PG courses be started in History, Bengali, Hindi and English. It was decided to refer the matter to other bodies like T.C. and G.B.

The meeting ended with a vote of thanks to the Chair.

Action taken report on the meeting dated 21-12-2018

- Preparation was made to submit AQARs in the new format.
- Academic calendars were uploaded in the college website.
- Tutorial and remedial classes continued in the interest of the students.
- Departments were notified to collect feedback, to organize guardians' meeting, to provide counseling to the students regarding career, To keep records of ex-students' activities in the field of higher education or job, to encourage faculties to go for development programs, to organize seminars, to hold departmental meetings and to submit self-appraisals.
- Parent teacher meeting was organized.
- Proposals for PG courses were sent to the teachers' Council.



Principal
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Proceedings of the IQAC Emergency meeting dated 18.01.2019

Dr Debasish Bhowmick, Principal, presided over the meeting.

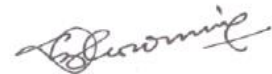
It was reported in today's meeting that State RUSA office sent an email to the principal on 15.01.2019 requesting him to enter the CLF portal of MHRD with required information in order to be considered later for getting approval to receive fund under component 6 of RUSA-2.0. The feedback that was received on entering the portal was that the state might nominate this college for component 6.

It was recommended that an email and a letter be submitted to State RUSA office requesting them to nominate this college for suitable component.

The meeting ended with a vote of thanks to and from the Chair.

Action taken Report on the meeting dated 18.01.2019

Email and letter were sent to the State RUSA office requesting them to nominate this college for suitable component.



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Proceedings of the IQAC meeting dated 10.05.2019

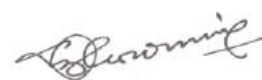
Dr Debasish Bhowmick presided over the meeting.

1. The proceedings of the last meeting were confirmed.
2. The AQAR of 2017-18 were approved in the meeting.
3. Regarding quality enhancement the following decisions were taken:
 - a) The academic Calendar of 2019-20 was approved.
 - b) Decided that the departmental academic calendars are to be prepared by the first week of July, 2019.
 - c) The IQAC Coordinator will interact with the departmental heads regarding quality improvement issues.
 - d) The SSS questionnaire for college level survey was approved in the meeting.
 - e) Departments would be asked to carry on Continuous Internal Evaluation.
 - f) The Alumni Association of the college would be requested to register their body.
 - g) Differently able students be provided assistance.

The meeting ended with a vote of thanks to and from the Chair.

Action taken Report on the meeting dated 10.05.2019

- The academic Calendar of 2019-20 was circulated among the stakeholders.
- The departmental academic calendars were uploaded in the college website.
- The IQAC Coordinator interacted with the departmental heads and told them about the IQAC decisions. They were asked to submit departmental reports regularly.
- Departments carried on, as per the advice of the IQAC, Continuous Internal Evaluation.
- The Alumni Association of the college was requested to register their body.
- The differently able students were provided all required assistance.



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