



# GUSHKARA MAHAVIDYALAYA

## INTERNAL QUALITY ASSURANCE CELL

Estd.: 12.12.2007

P.O.: Gushkara, Dist.: Burdwan, Pin - 713128 (W.B.)



MEETING DATED 21.12.2019

Date .....

### Minutes:

1. The Principal introduces the concept of IQAC and the links between the AQAR, AISHE and the NAAC. Stresses on the necessity to prepare for conducting the 3<sup>rd</sup> cycle of the NAAC under the general supervision of the IQAC.
2. The Coordinator, for the benefit of the newer members, talks about IQAC's history in the College.
3. The Coordinator talks about the non-submission of AQARs from 2016-17 onwards due to reticence of faculty members to part with data of their activities. And, stresses on the necessity of submitting the same in the new format (as provided for by the new guidelines) for conducting the 3<sup>rd</sup> cycle of NAAC.
4. Necessity of teamwork to maintain the College's grade in the 3<sup>rd</sup> cycle of NAAC stressed on by both the Principal and the Coordinator.
5. Suggestions were invited from both the members and the invitees.

### Resolution:

- a. *in re* item **1a** of the Agenda it was resolved to distribute the number of classes mandated for each course following the University of Burdwan syllabi and the periodic review of the same.
- b. (i) *in re* item **1b** of the Agenda it was resolved that one-third of each lecture was to be allotted for encouraging the students to air their opinion regarding the topic discussed in the class.  
(ii) At least one-fourth of the lectures are to be conducted using projectors and a proper log book to be kept showing the utilization of the equipments required for the same.
- c. *in re* item **1c** of the agenda it was resolved to contact the service provider of CAMS to communicate the need to redesign the office administration and maintenance software so that it could generate data in the format required for fulfilling our requirements with respect to the AQAR and NAAC (3<sup>rd</sup> cycle).
- d. (i) *in re* item **2** of the agenda it was resolved to get feedback from the students at regular intervals. For the first semester students it was to be taken twice, once at the time of admission (to gauge their aspirations in life and demands from the college) and once during the semester. For students of the other semesters it was to be taken once during their respective semesters.  
(ii) Dr Biswajit Mitra and Prof. Ranjan Paul were entrusted with the task of developing a feedback format for students' feedback with the requirements of NAAC and AQAR in mind.
- e. *In re* item **3** of the Agenda it was resolved that faculty members are to be encouraged to take interdepartmental classes, provisions for facilitation of which are to be discussed in the Teachers' Council and the Routine Sub-committee.
- f. *In re* item **4** of the Agenda it was resolved that provisions for conducting Remedial Classes are to be made. Moreover a Career Counselling Cell is to be formed to help outgoing students choose their calling in life.
- g. *In re* item **5** of the Agenda it was resolved that faculty members are to submit data regarding their attendance in seminars, workshops etc., and publications in journals, books etc. or any other activity relevant to career advancement from 2016-17 onwards to Prof. T. N. Datta by 15<sup>th</sup> of January, 2020.
- h. *In re* item **6** of the Agenda it was resolved that proposals for seminars are to be submitted to the IQAC which will send its recommendations to the Governing Body for its approval.
- i. (i) *in re* item **7a** of the Agenda it was resolved that all Staff members (both Teaching and Non-Teaching) are to strictly follow the working hours of the College i.e. 10:00 am to 05:00 pm.  
(ii) *in re* item **7b** of the Agenda it was resolved that posting of leaves and on duties of Staff members of the College is to be done regularly and without any delay.  
(iii) *in re* item **7c** of the Agenda it was resolved that any and all advance taken by the Staff members of the College are to be adjusted within due time.

Chairman

IQAC, Gushkara Mahavidyalaya

Coordinator

IQAC, Gushkara Mahavidyalaya