

# **PRABHU JAGATBANDHU COLLEGE**

**IQAC ANNUAL REPORT 2016-2021**

**IQAC**





# **IQAC ANNUAL REPORT**

**2016-2017**

## **Plan 1:**

### **Meeting held on 26.07.2016**

- The meeting of IQAC was convened to discuss about the future plan and programmes.

#### **Outcome:**

In the meeting it was decided that

1. Formative Assessment Examination for second and third year students may be taken.
2. A question bank comprising of traditional and non-traditional questions may be prepared by each department and that may be uploaded in the website.
3. For remedial classes general students along with SC and ST students may be included.
4. Tutorial classes may be incorporated in the routine.
5. Soft copy of student database may be kept with each department.
6. Drives may be taken by the departments for initiation of collaboration between different organisations. One such drive has been that of NME-ICT project with Bombay IIT.
7. Library Facilities will have to be improved. It has been pointed out that reading rooms are not properly equipped.
8. Holding of inter and intradepartmental seminars preferably on Saturdays.
9. Departments to initiate for online registration of their outgoing students in Alumni.
10. Modern methods of teaching and learning along with ICT to be adopted.
11. NSS and other clubs to take drives for making the campus eco-friendly.
12. Plan of action for the institution has been to set up solar plant, tree plantation, rainwater harvesting, cleanliness drive etc.
13. The institution must take drives for outsourcing of sweeping activities.

## **Plan 2:**

### **Meeting held on 13.05.2017**

- A meeting of IQAC, NAAC committee was held to discuss about
  - a. Confirmation of the proceedings of the previous meeting.
  - b. Monitoring of institutional progress and plan of action.
  - c. Miscellaneous.



## Outcome:

1. Resolved that the NSS activities needed to be taken more efficiently.
2. Regarding student attendance it was proposed that the system of rewards to students needed to be introduced SMS alert may be sent to students having less attendance.
3. Students having discrepancy in attendance of theory and practical classes will not be allowed to sit for practical exam.
4. Punitive measures may be taken against students having attendance shortfall & notice may be served regarding.

## 2017-2018

### Plan 3:

#### **Meeting held on 05.12.2017**

- A meeting of IQAC, NAAC committee was held to discuss about
- a. Confirmation of the proceedings of the previous meeting.
  - b. Online feedback for the year 2018.
  - c. Miscellaneous.

## Outcome:

1. IT services cell will supervise the maintenance of smart rooms, AMC is to be done for all computers, WIFI system and other smart room equipment, initiatives will be taken for rain water harvesting in the new building. Administration should take necessary measures to maintain proper functioning of the solar panels.
2. Resolved that Dr Dolan Champa Saha will supervise career guidance and counselling of students.
3. Spoken English classes may be initiated for enhancing the communication skills of the students and to make them move career oriented.
4. The IQAC also plans to take initiatives for encouraging students to give online feedback.
5. To enable IQAC coordinator students to cope with cshess the IQAC takes initiatives.

### Plan 4:

#### **Meeting held on 06.02.2018**

- A meeting of IQAC was held to discuss about
- a. Confirmation of the proceedings of the previous meeting.
  - b. Discussion related to new guidelines of NAAC.
  - c. Submission of AQAR 2016-17.



- d. Action taken on basis of pervious IQAC meeting.
- e. Miscellaneous.

## Outcome:

1. According pervious meeting, the Principal reported that AMC of computers as mentioned in the previous meeting has not been fully implemented but is in the process. The IQAC advises the principal.
2. To convene a meeting with the NSS advisory committee to revamp the extension activities Dr. Manojit Ghosh is requested to initiate the process of rain water harvesting in the Subarna Jayanti Bhavan. Sri Bechuram Malick reported that working of the solar power plant is in progress.
3. The coordinator reported about the new guidelines of NAAC.
4. As per Finance Committee recommendations EDC Formed with Prof Mukul Saha, Dr Sandhya Pal, Dr. Kakoli Banerjee, Dr. Arnab Gupta anf Prof. Sumit Kr Bar.
5. Human Rights Cell is requesting to organize programmes related to Human Rights and Consumer Forum.

## **Plan 5:**

### **Meeting held on 13.02.2018**

- A meeting of IQAC was held to discuss about
  - a. Discussion related to new guidelines of NAAC.
  - b. Submission of AQAR 2016-17.
  - c. Action taken on the basis of previous IQAC meeting dated 05.12.2017.

## Outcome:

The coordinator reported that details of research data including MRP and publication details are to be provided. AQAR 2016-17 has been submitted and acknowledgement has been obtained and online feedback process closes on 28.02.18.

## **Plan 6:**

### **Meeting held on 20.03.2018**

- A meeting of IQAC was held to discuss about
  - a. Confirmation of the processing of the previous meeting.
  - b. Discussion related to format for Academic and Administrative Audit.
  - c. Action taken on the basis of previous IQAC meeting.
  - d. Miscellaneous.





## Outcome:

1. The coordinator Dr. Tapasree Banerjee reported that the new guidelines of NAAC has been mailed to all the departments. Resolved that data for the Academic and Administrative Audit were discussed.
2. The Action taken Report of the previous meeting - The coordinator presented the new NAAC Guidelines in the Teachers Council meeting and mailed and circulated to different departments after the Teachers Council meeting.
3. The Value Education Cell, the Human Rights Cell and the Health Club jointly conducted a seminar cum counselling session on Women and Child Rights and Need for Counselling in the present day scenario on 12<sup>th</sup> March 2018.
4. The Grievance Redressal Cell which has been reconstituted held its first meeting on 13<sup>th</sup> March 2018. There was a thorough discussion on the procedure of working of the Cell was carried out. The format for Grievance Redressal has been chalked out and a notice to be served to the students accordingly.  
A Women Cell Meeting was held on 13/3/18 to discuss about future activities. Accordingly a seminar is scheduled to be held on 24/3/18.

## Plan 7:

### Meeting held on 12.05.2018

- A meeting of IQAC was held to discuss about
- a. Confirmation of the processing of the previous meeting.
  - b. Feedback report.
  - c. Action taken on the basis of previous IQAC meeting.
  - d. Miscellaneous.

## Outcome:

1. In this meeting it has decided that office record keeping is in poor condition so from the academic session 2018-19 all departments are to maintain all internal examination marks in soft form and submitted by the emailing.
2. The IQAC requested the coordinator to prepare a report on the basis of the feedback taken in 2017.
3. The Action taken report of the previous meeting – Dr. Dolanchampa Saha reported that she has prepared a format for career counselling which is to be circulated by every department to their third year students. The departments will be requested to Guide their students for C.V preparation which will prepare them for job markets. Dr. Saha proposed that the junior most faculty in each department may do this job.  
Resolved that the library is to subscribe periodicals related to employment opportunities to students.



Prof. Sumit Bar, a member of the Entrepreneurship development Cell of the college reported that he has contacted a West Bengal Panchayat enlisted NGO named Akshaynagar Pallisree Sangha to train our students in food processing, jute material packaging etc.

Discussed that a grievance was submitted to the Grievance Redressal Cell and it was amicably resolved. Dr. Manojit Ghosh, the convener of the cell is requested to prepare a report regarding this.

Resolved that from September 2018 basic Spoken English classes are to be conducted with the students at least once a week. Dr. Manojit Ghosh is requested to prepare the course material of the said course in consultation with the English department of the college.

4. The Principal reported that violation of notices have been observed in some instances. Resolved that a Grievance redressal format is to be circulated to all departments from the academic session 2018-19. The departmental teachers will circulate them among students.

## **2018-2019**

### **Plan 8:**

#### **Meeting held on 28.08.2018**

- A meeting of IQAC was held to discuss about
  - a. Confirmation of the processing of the previous meeting.
  - b. Submission of AQAR 2017-18.
  - c. Discussion regarding Academic and Administrative Audit.
  - d. Discussion regarding uploading of PPTs and Sample Questions.
  - e. Discussion regarding feedback
  - f. Action taken report.
  - g. Miscellaneous.

#### **Outcome:**

1. The office will provide the University roll sheets of the Honours and General candidates to the departments, departments will submit marks award lists to the office. AQAR 2017-18 has been submitted and acknowledgement has also been received from NAAC.
2. AAA Audit is to be conducted with internal IQAC members and external GB members according to the Schedule. The coordinator presented the feedback report. The administration decides to review the recommendations based on the feedback report and take action accordingly.
3. Action taken report – Dr. Dolan Champa Saha reported that she has submitted the format for career counselling to all departments on May.  
In the library the periodical Karmakhetra is taken and walled up. The IQAC suggests subscriptions of other employment related periodicals like Employment News.



Resolved that a weekly spoken English class of 2 hrs may be taken and Rs 500 be paid for that. Priority is to be given to Third year students. Monetary help from Alumni is sought for this. Academic help from faculty is sought in this regard.

4. Matter organization a film show as per directions of DPI has referred to Prof. Sumit Bar, Student Induction procedure referred to Value Education Cell. Principal reported the problems faced with regard to the admission software provider, he placed his opinion regarding overall academic improvement of the college. The principal reported IQAC certain administrative problems. The IQAC is of the opinion that Principal should take action as per rule.

## **Plan 9:**

### **Meeting held on 13.10.2018**

- A meeting of IQAC was held to discuss about the CAS related matters of Dr. Kakoli Banerjee and Prof. Subrata Mondal.

#### **Outcome:**

Principal presided over the meeting. The CAS papers were placed before IQAC. Resolved unanimously that the CAS related papers of Dr. Kakoli Banerjee and Prof. Subrata Mondal were approved by IQAC.

## **Plan 10:**

### **Meeting held on 15.12.2018**

- A meeting of was held IQAC to discuss about
  - a. Confirmation of the processing of the previous meeting.
  - b. Reporting of AAA Audit 2017-18.
  - c. Feedback report 2019.
  - d. Action taken on the basis of previous IQAC meeting.
  - e. Miscellaneous.

#### **Outcome:**

1. The IT services cell were requested to ensure that ICT classes are conducted regularly. Similarly it was decided that Spoken English classes are to be conducted under the supervision of Dr. Manojit Ghosh from January 2019. That was resolved the infrastructural provisions as required by the departments in the AAA audit will be made when infrastructure expansion is complete. It was decided that Student Union room and Boys Common Room will shift in old office room and other adjacent rooms. Purified water is to be provided to the students from the cooler and



all plumbing related matters related to college canteen and other places are to be redressed with immediate effect.

2. Relating accounts matter the accountant reported that financial audit for 2016-17 is in progress. Library matters is resolved that a fine of Rs 5/- per week is to be imposed for defaulters.
3. Due to website renovation student's feedback for 2019 will be conducted offline during the Part 3 Test Examination.
4. Action taken Report – the convenor of the Grievance Redressal Cell Dr. Manojit Ghosh reported that no Grievance has been reported. The IQAC coordinator Dr. Tapasree Banerjee reported that a notice has been served urging all departments to submit their PPTs.

## **Plan 11:**

### **Meeting held on 04.02.2019**

- A meeting of IQAC was held to discuss about
  - a. Confirmation of the processing of the previous meeting.
  - b. Discussions regarding Feedback 2019.
  - c. Discussion regarding IQAC Seminar to be held on 16.02.19.
  - d. Miscellaneous.

### **Outcome:**

1. In this meeting it is decided that ICT classes must be incorporated in the routines of Arts, Science and Commerce Streams. The IQAC members were requested to collect the filled up feedback proforma from office and present the observations to the coordinator within 22.2.19.
2. The programme schedule and the tentative budget for the IQAC seminar on "Quality Enhancement in Higher Education Institutions" to be held on 16.2.19 were placed in the meeting.
3. The principal requested the faculty and staff to submit the self-appraisal of 2017-18 on or before 15.3.19 and convince a meeting of clubs and subcommittees to discuss about their activities in 2018-19.

## **Plan 12:**

### **Meeting held on 21.02.2019**

- A meeting of IQAC was held to discuss about the ensuring NAAC visit.

### **Outcome:**

The emergent meeting of IQAC was convened to ratify the resolution taken by the NAAC committee whereby the tentative date for application for 3<sup>rd</sup> cycle accreditation of the college was fixed on December 2019. Resolved that the different IQAC members along with other





faculty and staff to the college will be entrusted with different duties and the list is to be discussed in the forthcoming TC meeting.

## **2019-2020**

### **Plan 13:**

#### **Meeting held on 26.03.2019**

- A meeting of IQAC was held to discuss about
  - a. Confirmation of the proceedings of the previous meeting
  - b. Presentation of feedback report 2019
  - c. Reporting of the IQAC Seminar to be held on 16.2.19
  - d. Programme of future course of action
  - e. Action taken report
  - f. Miscellaneous

#### **Outcome:**

In the meeting it was decided that from henceforth the student fees will be collected through online-mode. The IQAC coordinator placed the seminar report held on 16.2.19. All the programme of the future course like helping the economic backward students by giving free computer training, the development of adopted village Khetropal tala, rainwater harvesting etc. was resolved. Principal reported that college will soon organise a seminar.

### **Plan 14:**

#### **Meeting held on 2.04.2019**

- A meeting of IQAC was held to discuss the plan of action related to previous meeting

#### **Outcome:**

The seminar was organised on 18/4/19. The entire previous resolved programmes schedule with date was given by the members and be started soon.

### **Plan 15:**



## Meeting held on 09.04.2019

- A meeting of IQAC was held to discuss
  - a. Confirmation of the proceedings of the previous meeting
  - b. To discuss about
    - 1) Career counselling
    - 2) Soft skill development
    - 3) Conducting bridge course examination
    - 4) Remedial coaching
    - 5) Yoga and meditation
    - 6) Personal counselling
  - c. Formation of research centre
  - d. Execution for provisions of rainwater harvesting
  - e. Organising workshop on CBCS syllabus
  - f. Action taken report
  - g. Plan of action of Alumni
  - h. Miscellaneous

### Outcome:

Confirmation of the proceeding of previous meeting was done. The student willing to do competitive examination along with NET/SET were planned to provide guidance by the IQAC coordinator. The programmes like career counselling, soft skill development, bridge course, remedial coaching, yoga and meditation and personal counselling was to be conducted soon.

## Plan 16:

### Meeting held on 16.04.2019

- A meeting of IQAC was held to discuss the plan of action related to previous meeting.

### Outcome:

Every Saturday from 2-4 PM, students can attend classes for the preparation of NET, SET and Competitive examination (mainly general paper). Other programmes like career counselling, soft skill development, bridge course, remedial coaching, yoga and meditation and personal counselling reports were due. Physics and Computer Sciences departments planned to organise the Faculty Development Programme and over all CBCS syllabus.

## Plan 17:



## Meeting held on 14.05.2019

- A meeting of IQAC was held to discuss
  - a. Confirmation of the proceedings of the previous meeting.
  - b. Fixture for Academic and Administrative Audit 2019
  - c. Action taken report
  - d. Miscellaneous

### Outcome:

Confirmation of the proceedings of the previous meeting was read and confirmed. The tentative fixture for academic and administrative audit 2018-2019 was circulated. The previous mentioned programme reports were submitted. Soft skill development class was about to start soon. Mathematics department's Post Graduate result was excellent with one student getting first class. Dr. Mandal became the member of IQAC.

## Plan 18:

### Meeting held on 10.08.2019

- A meeting of IQAC was held to discuss
  - a. Confirmation of the proceedings of the previous meeting
  - b. Review of preparation work of NAAC visit
  - c. Discussion regarding academic matters
  - d. Miscellaneous

### Outcome:

Confirmation of the proceedings of the previous meeting was read and confirmed. It was announced that the mentoring data, parents teacher meetings and remedial class reports of the departments were to be maintained by the department themselves. Every 15 days there will be IQAC meeting. The Alumni secretary raised the issue of academic matters and IQAC coordinator requested the principal to review the classes held regularly. Principal reported that the utilization certificate regarding the audit work of NSS was regularized and it will be submitted within few days.

## Plan 19:

### Meeting held on 27.08.2019

- A joint meeting of IQAC was held to discuss the following agenda



- a. Confirmation of the proceedings of the previous meeting
- b. Fixture of academic and administrative audit 2019
- c. Action taken report
- d. Miscellaneous

## Outcome:

The table agenda was proposed by IQAC co-ordinator to review the progress of the NME-ITC programme. The joint conveners of the NME-ITC reported that the classes will commence from 2<sup>nd</sup> September 2019. It was reported that 3 days workshop is likely to be organised in the month of November 2019. It was resolved that the remuneration per class for the programme will be Rs. 400. The academic and administrative audit for 2018-19 will commence from 5<sup>th</sup> of September 2019. Dr. Mandal reported that the hard copy of inputs for criterion 1 for SSR writing has been circulated. The conveners of each criteria reported that the reports are to be submitted sooner and some copies are to be submitted in soft copy format. Principal announced that the National Seminar on Development with Disparity in association with Bengal Economic Association will be held on 12<sup>th</sup> September 2019.

## **Plan 20:**

### **Meeting held on 03.09.2019**

- A joint meeting of IQAC was held to discuss the modalities of the DVV procedure of NAAC.

## Outcome:

It was resolved that there will be some members for DVV (DATA VALIDATION AND VERIFICATION) team to prepare the extended data profile of SSR.

## **2020-2021**

## **Plan 21:**

### **Meeting held on 11.02.2020**

- A meeting of IQAC to discuss the following agenda
  - a. Confirmation of the proceedings of the previous meeting
  - b. Discussion related to NAAC related matters
  - c. Reporting of the conveners related to Health Unit and ED Cell Programmes



- d. Feedback 2019-2020
- e. Reporting regarding Women's Day Celebration Programme
- f. Reporting regarding NM-ITC programme
- g. Miscellaneous

## Outcome:

The proceedings of the previous meeting read and confirmed. It was resolved that five years academic report to be furnished in SSR. The convener of the health unit reported about their programmes. It was decided that the feedback for 2019-2020 will be taken in online-mode. Convener of Women's Cell reported that for the sanitary napkin vending machine to be installed in girl's common room. She also added that the rally should be organised with girl students, teachers along with the students of nearby schools to aware people about women issues. Dr. Suman Bandyopadhyay reported about the progress of the NM-ITC programme.

## Plan 22:

### Meeting held on 16.06.2020

- A meeting of IQAC to discussed through zoom platform (**meeting id: 244 077 5807, password 6pQRnp**) the following agenda
  - a. Hosting a webinar jointly with IQAC, K.K. Das College
  - b. Miscellaneous

## Outcome:

Principal reported that a webinar on "Health Care in India and COVID Less Attention and More Extravaganza" to be held on 28/06/2020. IQAC coordinator said that after reopening of the college an awareness campaign must be carried out with the students towards health hygiene matters pertaining to COVID. The online examination should be taken by the department. The value education classes may be conducted online. The FOSS programme must be continued online.

## Plan 23:

### Meeting held on 09.02.2021

- A joint meeting of IQAC and NAAC to discuss the following agenda
  - a. Review of progress of SSR by different designated Sub-Committees
  - b. Selection of NAAC Coordinator





c. Miscellaneous

## Outcome:

The conveners of the different sub-committees reported about the progress of SSR writing. Three teachers were selected as NAAC coordinators. Fixture for meetings with the mentors designated for different aspects of SSR writings and the IQAC and NAAC Coordinators were fixed.

## **Plan 24:**

### **Meeting held on 11.03.2021**

- A meeting of IQAC to discuss the following agenda
  - a. Fixture for Academic Audit
  - b. Progress of SSR writing
  - c. Online feedback
  - d. Women's Day celebration
  - e. Progress of NME-ITC , value education class, free computer training to students
  - f. Introduction of spoken English class
  - g. Miscellaneous

## Outcome:

The fixture for AAA 2019-2020 and 2020-2021 was done vide a proforma circulated to the different departments. The progress of SSR writing was discussed with the mentors of seven criteria. Librarian reported that he will make necessary arrangements for online feedback of 2021. In the meeting it was discussed that a programme on "Psychological Counselling of Women in the post COVID situation" to be held on 18/04/2021 with women's cell on the occasion of International Women's Day. The progress report of NME-ITC course and value education cell was submitted. It was discussed that English spoken course along with British Institution to be started soon. It was resolved that progress for work under waste management for 2019-2020 and 2020-2021 will be provided by Principal.

## **Plan 25:**

### **Meeting held on 16.05.2021**

- A meeting of IQAC in Google meet link: <https://meet.google.com/iqb-qvdq-mvvx> to discuss the following agenda



- a. Submission of AQAR 2019-2020
- b. Reporting of the placement Drive held on 15/05/2021 by Dr. S.K. Ray
- c. Reporting of the progress of Solid Waste Management programme by Dr. S.K. Ray
- d. Reporting of the COVID management initiative by Dr. S.K. Ray
- e. Reporting regarding the progress at NME-ITC programme by Mr. K. Samanta
- f. Discussion regarding Grievance Redressal and online feedback process
- g. Action taken report
  - a) Discussion regarding progress of AAA audit by Dr K Mukhopadhyay
  - b) Reporting of the psychological counselling programme of students to commence Women's Day by Dr. T. Banerjee
  - c) Reporting of the programmes by Value Education Cell by Dr. G. Mandal
- h. Miscellaneous

## Outcome:

The IQAC coordinator Dr. T. Banerjee reported that AQAR 2019-2020 has been uploaded successfully. Mr. Samanta reported that NME-ITC class will be started from coming week. He also uploaded the link of online feedback again. It was resolved that student grievances to be collected after the end of semester end examination in the view of the current pandemic situation. Dr. D.C. Shah said that she will prepare a Google form to facilitate the process. It was resolved that work regarding Part A of audit programme has to be expedited by the department. Dr. Mandal reported that the Value Education Cell is conducting a series of online lectures in collaboration with Pachala Mahavidhyalaya from 18<sup>th</sup> April to 30<sup>th</sup> May 2021. IQAC proposed a uniform disbursement of honorarium for the external speakers in webinar/ seminar and proper intimation of the same to faculty.