

Internal Quality Assurance Cell (IQAC)
Bethune College
181, Bidhan Sarani, Kolkata - 700006

Minutes of Meeting of IQAC held on 02.06.2021

Time: 5 pm to 6 pm

Mode: Online via G-meet

Agenda :

- 1) Publication of a book on SWOT Analysis of online versus offline teaching
- 2) Matters arising

Members present :

1. Prof. Krishna Roy
2. Dr. Kamal KantiSom
3. Dr. Gautam Goswami
4. Dr. Amita Kar
5. Dr. Maitri Ghosh
6. Dr. Dipayan Chattopadhyay
7. Dr. Sumanta Mukhopadhyay
8. Dr. Samiran Ghosh
9. Dr. Kyamelia Ghosh
10. Dr. Sulakshana Karmakar
11. Dr. Neelanjana Basu
12. Dr. Ishani Chowdhury
13. Ms. Sanjukta Roy
14. Dr. Ashok K. Das
15. Dr. Satarupa Bandyopadhyay
16. Dr. Ranjana Sharma
17. Dr. Sourav Ganguly
18. Dr. Rupa Pal
19. Dr. Sujan Chandra
20. Sri Krishanu Naskar
21. Dr. Debadeepa Banerjee

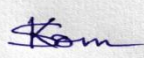
Minutes of the meeting :

The internal members of IQAC and some other teachers attended an online meeting regarding the publication of the book titled "SWOT: Online vis-a-vis Offline teaching" to be published by IQAC. The following matters were decided upon discussions:

1. The book will comprise of two sections. The first section will comprise of articles invited from authors across the states and from outside the country. The second

section will consist of the practical analysis of feedback collected from the students upon a questionnaire (to be prepared).

2. The book will be in English.
3. The articles, as suggested by the principal, will be reviewed. She also suggested that there may be a restriction of one paper each from the academic departments of the college. However, there should be a parity of the number of articles among the faculties of science, humanities and languages, she suggested.
4. Articles will be submitted to the IQAC official email id.
5. Apart from the broad topics mentioned in the call for papers, already released, the psychological issues will be included, as suggested by the principal.
6. The word limit of the articles will be restricted to 2500- 3000 words
7. Dr. SatarupaBandopadhyay will help in checking the plagiarism.
8. Dr. Maitri Ghosh and Sanjukta Ray will act as the coordinating members and editors for the book.
9. Dr. Dipayan Chattopadhyay and Sumanta Mukhopadhyay will coordinate the final publication of the book.
10. Dr. Kamal Kanti Som and Dr. Amita Kar are requested to contribute articles for the volume.
11. Dr. Gautam Goswami is to lead the team to prepare the questionnaire for the feedback to be included in the students' section of the book.
12. Dr. Goswami divided the team into two groups to prepare the questions for the students' feedback and questions for the teachers' feedback. Dr. SatarupaBandopadhyay, Dr. Sourav Ganguly, Sri Krishanu Naskar, Dr. Debadeepa Banerjee to work on the students' feedback questions. Dr. Ashok K Das, Dr. Ranjana Sharma, Dr. Rupa Pal, Dr. Sujan Chandra to work on the questions for teachers' feedback.
13. Dr. Goswami suggested that the feedback to be collected on 5-point scale from 1-5. Dr. Sujan Chandra suggested that the answer categories to be very specific and clear.
14. The questionnaire be finalized by 9th of June, 2021.



Coordinator
IQAC, Bethune College
Govt. of West Bengal
181, Bidhan Sarani, Kol-700006