

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

Minutes of the IQAC Meeting held on 9th February, 2021,

Time : 2.00 PM - 4.30 PM

Venue: Bethune College RUSA Hall

Agenda:

1. Confirmation of minutes of meeting held on 12.9.2020
2. AQAR status
3. Plans and Programmes related to NAAC
4. Annual Feedback report 2019-20 and new feedback format
5. Reporting of restructuring of Ethics and Value education Certificate course
6. Academic Audit 2019-20
7. CAS and Confirmation
8. Matters arising

Members present:

1. Prof. Krishna Roy, Principal Bethune College
2. Dr. Kamal Kanti Som (Coordinator, IQAC)
3. Prof. Pratap Chandra Ray
4. Dr. Amita Kar
5. Dr. Sudeshna Mitra
6. Dr. Gautam Goswami
7. Dr. Dipayan Chattopadhyay
8. Shri Sumanta Mukhopadhyay
9. Dr. Maitri Ghosh
10. Smt. Anjali Maisal
11. Prof. Shampa Chakrabarti
12. Prof. Pushpa Misra
13. Prof. P.K. Chaudhuri

Principal Prof. Krishna Roy chaired the meeting.

Minutes of the meeting

1. Prof P K Chaudhuri spoke of Corporate social responsibility. Times of India group have approached Prof Chaudhuri about Campus Technology. They will visit college and before visiting they will contact the college
2. Dr Sudeshna Mitra read out the minutes of the last meeting held on 12.9.2020. It was confirmed and ratified by the members.
3. AQAR 2016-17, 2017-18, 2018-19 have been submitted. AQAR for the session 2019-20 is being prepared. Work is hampered by lockdown. Student feedback analysis has been received. Student progression data related work is in progress.
4. Dr Maitri Ghosh addressed the members. PSO & CO has been uploaded in the college website (for old syllabus and CBCS syllabus). She also mentioned that the college website is being restructured/revamped. It will be formally launched soon. Changes and modifications will be done and is in progress.
5. There was a discussion about the mentor- mentee structure – Sri Sumanta Mukhopadhyay suggested the giving out of booklet for this purpose, to all teachers. It will have 60 pages.
6. Principal Madam informed that we have 90+7 teachers in college. Previous mentor mentee data is being collected for preservation.

7. Professor Pushpa Misra enquired about the psychological counselling cell status. Dr Ghosh informed that she will be referred.
8. Students' feedback --- overall about the College, regarding teachers and parents' feedback was discussed. NAAC requires alumni feedback. Two types of forms – one for alumni and other for Sammilani members. Feedback form has been framed and given to alumni.
9. Prof S Chakrabarti informed and enquired about Employers' feedback. She suggested numerical nomenclature (1 to 5). Writing Excellent, good, below average etc.
10. Professor Puspa Misra wanted the updating of outgoing students and alumni about the positions being held.
11. Prof P K Chaudhuri stated that it has to be taken into notice that all the criteria will not have equal weightage.
12. Dr Sudeshna Mitra said that feedback will henceforth be taken online. Exit survey was previously done and parent feedback was also taken.
13. Dr K K Som suggested that from 2nd semester onwards continuous feedback in google form may be taken. Prof S Chakrabarty suggested course wise feedback.
14. Prof Misra informed that Rochester University has a magazine regarding feedback.
15. General Exit Survey (2019-20) was read out by Dr Sudeshna Mitra. Satisfactory in most cases. Some grievances were there regarding drinking water and mosquito control. Some Suggested training in soft skills.
16. Parents' feedback will henceforth be taken online but Prof S Chakraborty suggested offline mode too and Principal Madam suggested a box for receipt of parents' feedback.
17. Principal Madam handed over 2 books (*Prahar Punthi*, *Iswar Parabare*) and Newsletter, Journal & Proceedings of Seminars to External members. IQAC External Members will provide feedback regarding the publications and will be included in the next newsletter.
18. Code of conduct: Hard copies were handed over to External members. Dr Ghosh informed that it has been framed keeping in mind UGC norms and Govt rules.
Principal Madam spoke about bells in relation to punctuality. She suggested that Students and teachers along with all teaching support staff should look into watering of plants. Basement has been repaired, cleaned and junk materials are being stored there.
19. Two cells IPR and HR have been formed. They have submitted the programmes for 2021-22 beginning from April 2021. Programmes will be held online
20. Outreach programmes suggested by Principal Madam:
 - Adoption of village – work is in progress.
 - Dogs in campus – feeding and sterilisation. Data regarding this was sent to Smt Maneka Gandhi. She responded with high appreciation
 - Flora and fauna recording
 - Energy Audit – recording of wattage of lights and fans suggested by Prof P K Chaudhuri
The college is planning for replacement of all bulbs by LED lights.
 - New Solar Cell is being set up. Older one will be repaired.
 - Distribution of old clothes/food distribution
22. Dr Sudeshna Mitra informed the members about the inauguration of Ethics and Value Education Course on 10th February, 2021. Principal Madam suggested a project to be submitted by students.
23. Academic audit for the session 2019-20 must be completed.
24. Dr Amita Kar informed and updated the members about the DBT Star College scheme status.
25. Dr Sudeshna Mitra reported about CAS of teachers. 16 candidates have submitted their files and their papers have been processed. 10 teachers have been confirmed in the service.
26. Smt Anjali Maisal informed about paucity of space in the library. She suggested a green library beneath the Banyan tree. Principal Madam informed the members about the condition of the libraries.

