

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

Minutes of IQAC Meeting held on 14/09/2021

Time: 12:30 pm

Venue: Principal's Chamber

Members Present:

1. Prof. Krishna Roy, Principal, Chairperson
2. Dr. Kamal Kanti Som, Coordinator, IQAC
3. Dr. Sudeshna Mitra, NAAC Coordinator
4. Dr. Gautam Goswami, Member
5. Sri. Sumanta Mukhopadhyay, Member
6. Dr. Amita Kar, Secretary, Teachers' Council
7. Dr. Satarupa Bandyopadhyay, Member
8. Prof. Pratap Chandra Ray, Member
9. Dr. Piyali Gupta, Member
10. Dr. Dipayan Chattopadhyay, Member

Agenda

1. Confirmation of minutes of IQAC meeting held on 12th August, 2021
2. Students' feedback Analysis 2020-21 & Action Taken Report
3. Preparation for NAAC Assessment
4. Status of uploading of AQAR 2019-20, 2020-21
5. Matters arising

Prof. Krishna Roy, Principal & Chairperson, IQAC presided over the meeting

Resolutions taken:

Agenda 1 :

- Resolutions of the previous meeting was read out by Dr.Sudeshna Mitra and confirmed by all the members.

Agenda 2:

- Dr.Sudeshna Mitra reported that the feedback analysis of the students has been done online through Google forms. The quantitative and qualitative analysis is complete. Dr. Som appraised the main suggestions/feedback of the students of science and arts streams to the committee.
- Principal madam reported that the Academic Committee also met students of each department online and feedback about a particular teacher was not satisfactory and the

same person's attitude was reported to be not student friendly. She also reported that the overall feedback regarding the teachers was satisfactory and good.

- Keeping in mind the feedback received from students, it was decided to initiate a string of activities that would help to meet the demands and expectations of the students better. Detailed Action taken plan is Attached herewith.*

Agenda 3:

- Principal madam enquired about the preparation of the dummy SSR.
- Principal madam suggested that the dummy SSR should be placed to the IQAC within 18th November, 2021, and the SSR to be submitted by February 2022.
- It was proposed that NAAC steering committee need to be reconstituted. After thorough discussion the NAAC steering committee has been reconstituted and the duty of preparation of SSR (criteria wise) has been assigned as :

Criterion 1: Dr. Anushila H. Bhattacharya

Dr. Ajoy K. Biswas

Criterion 2: Dr. Kamal Kanti Som

Dr. Sudeshna Mitra

Criterion 3: Dr. Dipayan Chattopadhyay

Dr. Samiran Ghosh

Criterion 4: Dr. Amita Kar

Dr. Gautam Goswami

Smt. Anjali Maisal

Criterion 5: Dr. Satarupa Bandhopadhyay

Dr. Mahua Chatterjee

Criterion 6: Dr. Chhandam Chakraborty

Dr. Narayan Banerjee

Dr. Maitri Ghosh

Criterion 7: Shri. Sumanta Mukhopadhyay

Dr. Piyali Gupta

Agenda 4 :

- It has been reported by the Convenor of the AQAR Committee that the AQAR of 2019-20 had been uploaded and preparation of AQAR of 2020-21 is in progress. It is expected to be uploaded within 31st December, 2021.

Agenda 5 :

- It has been decided that a letter will be sent to Mr. Avik Majumder inviting him to act as an external member of the IQAC. It has been further decided that Ayushi Dey, Assistant Secretary of the Students' Committee, will also be included as the student representative in the IQAC.
- It was proposed that Prof (Dr.) Subir Dasgupta, Maulana Azad College, would be included as the administrative member in the IQAC.
- It was also proposed that Mr. Indranil Roy, father of a student of the college would be included as a stakeholder member of the IQAC.

- Principal madam reported that there is no internet in the college except Principal's office, therefore measures need to be taken.
 - She also reported that the Psychological Counselling Cell has to be reconstructed as currently only one teacher is doing psychological counselling in the college. She suggested that some external counsellors should be invited to be members of the cell. She also suggested that the cell should also comprise of some empathetic members.
 - It was resolved that the previous alumnae room would be renovated and reconstructed to be a sick room. A ramp and a wheel chair should also be there.
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*Attached: Action Taken Plan of Students' feedback

ACTION TAKEN ON FEEDBACK OF STUDENTS, 2020-21

The following activities and measures were undertaken to meet the demands and expectations of the students better:

1. A full- campus sanitization drive was undertaken in the post- lockdown period by the NSS unit in collaboration with the local municipality to ensure that the teaching and non-teaching staff could safely work in the College premises.
2. While the College remained closed for students and classes were conducted online, the campus was renovated. In the aftermath of the Amphaan cyclone in May, 2020, many trees had fallen, walls had broken down. These broken trees were removed from the campus and the reconstruction of broken walls undertaken. Painting of buildings, renovation of classrooms to increase seating capacity and other maintenance related work was also undertaken during this period.
3. Landscaping and planting more trees in the campus was also done by the Department of Botany and the Alumni Association of the College.
4. Psychological Counseling administered by Dr. Nilanjana Bagchi, Professor of Department of Psychology, for both students and teachers during the lockdown period has received very positive response from students and teachers alike.
5. The space in front of the Girl's Common Room has been cemented and made suitable for playing games like badminton.
6. In order to increase the space of the Canteen, an additional seating arrangement, with a water facility has been erected as an extension outside the Canteen.
7. In a continued effort to enhance the quality of education, a 30 Hour Online Certificate Course in Ethics & Value Education was introduced for first year students. Live lectures followed by interactive Q&A sessions were delivered by in-house and external resource persons. At the end of the course, a students' webinar was organized, followed by an examination.
8. For the benefit of students and to make online study easier, individual INFLIBNET ids were shared with students across all departments by the Librarian.
9. The Department of Botany conducted a virtual educational tour
10. The Career Counseling Cell of the College has organized webinars with all 16 departments of the College to give the students an idea about the future employment opportunities that they have after completing graduation in their respective subjects.



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