

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

Minutes of IQAC meeting held on 16.08.2020

Virtual Platform : Google Meet

Time : 5 pm – 7 pm

Agenda:

1. Faculty Exchange Programme
2. Remedial Classes
3. Mentoring
4. Online workshop on LMS
5. Matters arising

Members Present :

1. Prof. Krishna Roy, Principal
2. IQAC Members (Internal)
3. All Head of the Departments
4. Dr. Sutapa Datta
5. Dr. Suchandra Chowdhury
6. Dr. Anindita Datta

Principal Prof. Krishna Roy chaired the meeting.

Minutes & Resolutions:

Agenda 1:

- It is resolved that the Faculty Exchange Programme between the Departments of different colleges should be initiated keeping the third cycle NAAC preparation in mind. The Departments should go through a written agreement with the teachers of other college/colleges duly endorsed by IQAC/ Principal. In the present situation, the programme may be started online and the classes may be arranged at any time convenient to the teachers and the students. The offline mode of teaching in future may be continued only on the preparation days of the faculty members. The classes should be documented. Dr. Debalina Banerjee, Department of English is requested to draft a format of agreement in this context.

- Dr. Satarupa Banerjee has mentioned that the Departments generally offer one DSE course to the students. If possible the second DSE course may also be offered in collaboration with other colleges.

Agenda 2 :

- The members have discussed the implementation of regular remedial classes and needs reflection in the routine. Dr. Rita Sengupta, convener of Routine Committee has pointed out that the slots of Remedial classes exist (Tuesday and Saturday) in the Master Routine before the lockdown. Dr. Tapas Kumar Misra has reported that the Department of Zoology takes remedial classes. Principal has pointed out that the practice of arranging the remedial classes should be meticulous and to be recorded in a separate attendance register as regularity and proper documentation are important. Principal has suggested to show the remedial classes in the online routine format. The HODs are also requested to update the classes taken by the teachers in the monthly Departmental meeting.

Agenda 3:

- The next agendum “Mentoring System” has been discussed in detail. Dr. Sudeshna Mitra has suggested with elaboration to maintain systematic records of Mentor-Mentee ratio of every Department; the outcome of mentoring process and also to get the records signed by the students. Dr. Kamal Kanti Som has mentioned that it is important to maintain the records considering the total students and the teachers of the college. Principal has suggested that mentoring is a continuous process and the mentoring hour in the routine should be accommodated. Every Department must have to maintain a record book in this context. Dr. Maitri Ghosh has suggested to allot two days per week for remedial classes/ mentoring. Dr. Maitri Ghosh is requested to prepare a format with necessary parameters which will be uniformly followed by each Department.

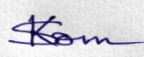
Agenda 4:

- Dr. Sutapa Datta discussed about the present scenario of online teaching learning process; the role and importance of MOOCS and the e-content development. Dr. Sutapa Datta, Dr. Suchandra Chowdhury and Dr. Anindita Datta attended a Faculty Development Program at Ramanujam College and Dr. Sutapa Datta has shared the technical aspects briefly and the possible areas with which all teachers should have easy access and understanding to continue the online communication with the students for teaching, assignment uploading, evaluation and other aspects. Dr. Datta has given her proposal to invite an expert in this field to learn about LMS (Learning Management System). That will make the teachers familiar with the following objects: a) how to take online classes, b) how to develop the teaching modules, c) uploading of the study materials (Text/ Audio/ Video) d) online assignment and evaluation process, e) attendance records of the students and many other features. Dr. Anindita Datta has informed that Dr. M. Rajendranath Babu of Nagaland University is an expert in this field and he will be available to conduct an online workshop on MOOCS & e-Content Development on 28th/ 29th August, 2020.
- Resolved that Dr. M. Rajendranath Babu will be invited formally to deliver lectures for 1 hour in the morning session and 1 hour in the afternoon session on 29th August, 2020. All HODs are requested to convey the teachers of their respective Departments about this workshop and

presence is mandatory for all teachers. 16 teachers from the 16 Departments will act as Nodal Officers to guide the rest of the teachers of the Department.

Agenda 5:

- In the matters arising session, Dr. Kamal Kanti Som has reported that in compliance with the Order of the Department of Higher Education, West Bengal (Memo No. 43-SS(CS/A)/2020, dated 13.08.20) for waiver of online application fees for UG admission for the academic session 2020-21, Bethune College admission portal has been recast accordingly from 13.08.20 midnight.
- Dr. Anasua Datta, Department of History is requested to convey Times of India about the erroneous report on the year of establishment of Bethune College.
- NAAC Coordinator Dr.Maitri Ghosh has requested all HODs to prepare the Program Outcome/ Program Specific Outcome/ Course Outcome for the non CBCS part at earliest to accelerate the process of AQAR (2016-17) uploading.



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