

IQAC

Bethune College

Minutes of the Meeting, held on: 20/03/2020

Venue: K2- Kadambini Bhawan Time: 1.30 p.m.

Agenda:

1. Report of Activities & Plans during Lockdown & for the upcoming Session
2. Status of AQAR
3. Work distribution of IQAC
4. Matters Arising

Members Present:

1. Prof. Krishna Roy, Principal
2. Prof. Pratap Chandra Ray
3. Dr. Kamal Kanti Som, IQAC Coordinator
4. Dr. Dipayan Chattopadhyay
5. Dr. Gautam Goswami
6. Sri Sumanta Mukhopadhyay
7. Dr. Sudeshna Mitra
8. Dr. Maitri Ghosh, NAAC Coordinator

Minutes of the Meeting:

- (1) Three members have been included in the IQAC. Dr. Suranjana Dasgupta who has taken a long leave on health ground has been replaced by Dr. Goutam Goswami. Dr. Dipayan Chattopadhyay has been included for Quality Control. Dr. Nilanjana Bagchi is overburdened with University examination and department headship. She has been replaced by Shri Sumanta Mukhopadhyay.
- (2) IQAC and Department of Chemistry is developing/creating/making hand sanitizer to take preventive action against Covid-19. Corona virus has been declared as national emergency. The non-teaching staff has also been trained in making the sanitizer.
- (3) For the last four/five years there is no reported case of grievance to the internal grievance cell and ICC. However, at least one meeting of the grievance cell and ICC to be conducted every year.
- (4) Principal Madam enquired regarding the status of 2015-2016 AQAR reports. Dr. Sudeshna Mitra reported that students program data has not yet been received by the Convener. 2016-2017 data is almost ready. No meeting of IQAC has been conducted in 2015-2016

Principal Madam suggested:

- (1) Data for all years to be taken simultaneously.

- (2) Students' data is not in good shape. The HOD's must make all students' data accessible to other members.
- (3) AQAR data is to be collected from the Head of the Departments by 28th April and to be submitted to the office of the Principal.
- (4) A format (broad structure) has to be created under the following heads:
- Financial and Infrastructure & office staff data: Gautam Goswami
 - Students' data: Kamal Kanti Som
 - Teachers' data & Library: Maitri Ghosh
 - Scholarship: Sumanta Mukhopadhyay
- (5) Responsibilities of Members of IQAC will be as follows in the coming session:
For feedback analysis we are to do both qualitative and quantitative analysis.
- Meeting & maintenance of minutes: Sudeshna Mitra
 - Academic Audit: Prof. Pratap Chandra Ray, Dr. Dipayan Chattopadhyay and other senior teachers
 - Feedback analysis of feedback taken: Sudeshna Mitra
 - Revised format for Academic audit to be created.



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