

No. 260/BC

Office of the Principal
Bethune College
NOTICE

Date: 22.11.17

23rd, Nov.

A meeting of the Heads of the departments is convened on Thursday, at 1.30 pm at Principal's chamber. HODs are requested to attend the same along with a departmental teacher who will be assigned responsibilities regarding ensuing Feedback of IIIrd years. Secretary, Teachers' Council and IQAC members are also requested to attend the meeting.


PRINCIPAL

Principal
Bethune College, Kolkata
Govt. of West Bengal

Minutes of the Meeting of HODs held on 23.11.2017

Agenda: Introduction of Individual Teacher's Feedback from the Session 2017-18, as per IQAC decision.

- Principal madam pointed out that the feedback of students should be spontaneous and reflect their individual opinion. Students should be briefed immediately before feedback.

- Prof. Kamal Kantilal addressed the members regarding
 - 1) feedback procedure &
 - 2) feedback format.

- It was finalized that feedback procedure for ~~out~~ outgoing third year students will be held on 9 Dec, 2017, at 2pm. 12:30 pm.

- Each student will be given a general feedback form and one individual form ~~and~~ for each faculty member. Each department will have to mention the total number of students in the department to facilitate the preparation of IQAC ~~for~~. The forms will be centrally distributed by IQAC.

- Individual feedback will be sought regarding full time fellows along with full time faculty members, excluding guest teachers & part-time teachers. Name of the teacher is to be written clearly on top of the individual feedback form.

- Individual feedback will be shared confidentially with the concerned teacher, by the Principal and IQAC coordinator.

- The components of the feedback form were discussed, ~~and~~ and some changes/^{revisions} were made on the basis of the ~~discussion~~. During briefing, the ~~the~~ students will have to be told that they will judge class no 4, i.e.

'Whether the teacher completes syllabus before the university examination' on the basis of their experience in previous years.

- Regarding use of teaching aids, students have to be briefed, keeping in mind the ^{of syllabus} scope of use of such teaching aids in the subject (no 10)

• A new point was added to the clause ~~Does the teacher assess~~ while briefing on clause no 13, students will have to be told to assess the teacher on the basis of overall response of the teacher.

- The general feedback form was also discussed.

• Regarding 'Cleanliness of Toilets', two clauses ~~are to be~~ ^{were} included after discussion.

- 1) Are the toilets cleaned regularly
- 2) To what extent, ^{the} students are careful ~~in~~ ⁱⁿ keeping the toilet clean?

• Some revisions were made in the general feedback on the basis of discussion, ~~and~~ these revisions were approved by all.

- It was suggested that a point may be included on the assistance / support from lab assistants or office, subject to approval of the concerned persons.

A new point was added: Help ^{& cooperation} from other staff

- A new clause point was added / - Your Impression about College Fest ^{under extra-curricular activities} & ~~College~~ ^{Intra-college events.}

~~Counselling Cell~~

- Under category of other facilities, Career Counselling Cell was included.

Members Present:

1. May.
2. Sumanyama Dasgupta
3. Kamal Kanti Som
4. Anasuya Guha. 23.11.17.
5. Indrani Sinha Ray 23-11-17 (Chem)
6. J. Sinha Ray for Sulakhana Karnakar 23-11-17 (Chem)
7. Nilanjana Bagchi 23.11.17.
8. ~~Sumit~~ Anupama (Bengali) 23.11.17.
9. Sobini Bhattacharya (") 23.11.17.
10. Debajyoti Banerjee (Psychology) 23.11.17.
11. Sudeshna Mishra (Philosophy)
12. Dipanwita Chakrabarty Bhattacharya 23/11/17
13. Kanta Sinha 23.11.17
14. Subodhita Ray 23/11/17
15. T.K. Mishra 23.11.17
16. Archita Chakrabarty. 23.11.17
17. Anasua Datta 23/11/17
18. Keelanjana Basu 23/11/17
19. Smita Ray 23.11.17
20. Snehanjali Ghosh 23/11/17
21. Abhishek Dey 23.11.17
22. Anjali Majumdar 23.11.17