

Office of the Principal
Bethune College
Internal Quality Assurance Cell

Date: 12.04.2024

NOTICE

A meeting of the Internal Quality Assurance Cell of Bethune College with External and Internal members will be held on 23rd April, 2024, Tuesday, from 3 p.m. at the College Archives.

All members are requested to be present.

Agenda:

1. Action Taken Report on Feedback analysis 2022-23
2. Feedback and SSS 2023-24
3. Administrative training/ Workshops for non-teaching staff members
4. Proposed plan of action for academic year 2024-25
5. Matters arising

Your esteemed presence is highly solicited.

Abhattacharya

Officer-in-charge

Officer-in-Charge
Bethune College
Kolkata
Govt. of West Bengal
Copy to



IQAC Coordinator

1. IQAC Coordinator
2. All members of IQAC

IGAC Meeting held on
23.4.24
(External)

Time - 3pm
Venue - Arching

Members present

11. 23.4.24

14. Kamal Kanti Sam 23.4.24

15. Anurita Nandy 23.4.24

16. Piyush 23.4.24

17. Satya Prasad 23.04.24

Shampa Chakrabarti 23/4/24

Pushpa Kura 23/4/24

Krishna Roy 23/4/24

Dipayan Pal 23/4/24

24.04.24

25. 23.4.24

26. 23.4.24

27. 23.4.24

28. 23.4.24

Minutes of the meeting :

IGAC Coordinator introduced the Students' Representative, Anurita Nandy, G. Secretary, BCSC as member of IGAC.

Feedback analysis of 2022-23 :

Natural environment is liked by most of the students. Cleanliness has been found to be an issue, however many students have maintained that cleanliness is a two-way process. Students have been pleased with the academic support received from the college.

- 3] It was suggested by External Members that a 5 point scale may be maintained for feedback (Excellent, Very good, good, Satisfactory, Not satisfied/Poor).
- 4] Majority of students have indicated that they are happy with help received from the department regarding tutorials and assessments. Some have expressed the need to speak/interact more freely with mentors.
- 5] Some students have expressed the wish to go for excursions; this is mostly from departments that do not have excursions in the syllabus. It was suggested by External members that these departments may be mentioned.
- 6] Library has received positive feedback from students. It was suggested that the quantitative data may be included in the qualitative analysis.
- 7] Students are happy with cultural and co-curricular activities in the college.
- 8] There is scope for improvement with regards to the WEBEL course.
- 9] Some students have maintained that office staff need to be more punctual however, they are overall happy with the help received from Students' Section.
- 10] Students are happy with the Career Counselling Cell.

11] Students have requested: -

- more students' seminars as part of teaching learning process
- more focus on mental health
- an LGBTQIA inclusive space
- timely receipt of notices, academic and administration.
- more hands on training for Science departments.

12] It was suggested that hard copies of notices may be put up on Students' Notice Board.

13] For cleanliness and proper use of toilet, the General Secretary of BCSC may work with the College Maintenance Committee.

14] IQAC Coordinator mentioned that Individual Teachers' feedback was taken and HOI analysed it and communicated it to concerned teachers.

15] Action taken: -

- * Several mental health camps were organised by Psychological Counselling Dept and Sayantani Adhikary Foundation. Students' Week programme also included such programmes.
- Monitoring System for cleanliness has been set up with Teachers' and students.
- LGBTQIA inclusive space is provided in the College Fest.

*16] It was suggested that a documentary be made for increasing awareness about cleanliness & college toilets. *

17] Employer feedback may be taken.

18] Dr Nilanjana Bagchi suggested group counselling.

19] Prof Pushpa Mishra suggested a course in counselling for the benefit of students' mental health.

20] For 2023-24, Dr Anusilla Hazra Bhattacharya, DIC suggested feedback to be taken from all batches.

21] Course specific feedback was suggested.

22] Dr. Satarupa Bandyopadhyay mentioned that the college ~~will~~ has introduced online payment of fees. The SCDMS vendor may train the office staff. It was suggested that WEBEL may be approached for training for office staff.

23] Proposed plan of action for 2024-25.

- A degree course for counselling / diploma course.

24] ~~2~~ Proposed energy audit / green audit for the college.

25] ^{PST} Wise Kiran - PG Women's College
for Research opportunities. More focus on
research required.

26] Rainwater Harvesting

(*) documentary