

## IQAC

### BETHUNE COLLEGE

Minutes of the meeting held on 18.12.2019

Venue: Principal's Chamber

Duration: 2.00 p.m.-4.30 p.m.

### Agenda

1. Confirmation of minutes of last meeting
2. Action taken report
3. Discussion regarding resolution taken in IQAC Internal Committee meeting held on 27.09.2019
4. Institutional distinctiveness and Best practices
5. Certificate courses
6. Matters arising

### Members Present:

1. Professor Krishna Roy : Principal, Bethune College, Chairperson
2. Prof. P.K. Choudhury : Former Director of Public Instructions, Department of Higher Education, Govt. of West Bengal, Eminent Academician
3. Prof. Pushpa Misra : Former Principal, Bethune College, Alumna and Psycho Analyst
4. Prof. (Dr.) SampaChakrabarti : Department of Chemical Engineering, University of Calcutta
5. Dr. Kamal KantiSom : Assoc. Prof., Dept. of Physics, IQAC Co-ordinator
6. Prof. Pratap Chandra Ray : Prof., Dept. of Mathematics, Bethune College
7. Dr.Amita Kar : Assoc. Prof., Dept. of Chemistry, TCS
8. Dr. Suranjana Dasgupta : Assoc. Prof., Dept. of Economics
9. Dr. Sudeshna Mitra : Assoc. Prof., Dept. of Philosophy,
10. Dr.NilanjanaBagchi : Assoc. Prof., Dept. of Psychology,
11. Dr. Maitri Ghosh : Assoc. Prof., Dept. Of Economics, NAAC Coordinator
12. Smt. Anjali Maisal : Librarian, Bethune College

The meeting was chaired by The Principal, Prof Krishna Roy.

Dr Kamal KantiSom and all the members of IQAC welcomed the new Principal Prof (Dr) Krishna Roy

Minutes of the last meeting was (19.9.2019) confirmed with following deliberations:

Principal pointed out that in response to her request to provide faculties for the two new subjects, Higher Education Department said that no new faculty (permanent) can be deployed now. Prof. Pushpa Misra suggested that further persuasion by writing to the dept. may be carried out. But studies cannot be started without permanent faculty.

Prof Krishna Roy enquired whether action for de-reservation has been taken or not. Prof Krishna Roy pointed out that if a subject cannot fill up the seats for 3 consecutive years, then prayer should be sent to

the University to reduce the intake capacity. It is being decided that Dept of Sanskrit will be asked to take a departmental resolution for reducing intake and the prayer be placed to the Principal.

Principal informed that for a repeated prayer for Govt. Nominee in Governing Body, 4 names have to be suggested to the DPI. Two of the suggested names were Prof Mamata Ray, Prof Ratnabali Chakraborty.

Dr Sudeshna Mitra informed that final scrutiny of 2014-15 AQAR is going on. Principal said that Sanjib Maharaj (Belur Ramakrishna Mission College) and Sri Debashis Biswas (IC, University of Calcutta) have demonstrated in a seminar how to upload the AQAR in the new format. The process will be completed soon.

Prof Sampa Chakrabarti clarified the difference between Programme Outcome (PO), Programme Specific Outcome(PSO) and Course Outcome (CO), responding to Dr Sudeshna Mitra's enquiry.

Course no.      Course name      Course outcome

- Can be uploaded in this format
- Course name may be hyperlinked for detailed syllabus

Prof Pratip Choudhury pointed out that some crosscutting issues have to be included in the curriculum like gender issues etc. Also, the research committee has to screen the research proposals such that they are sent in proper format. Knowledge has to be disseminated about Intellectual Property Rights.

Principal informed that some colleges keep the proceedings of departmental seminars (abstract and full paper) in spiral binding. A volume with ISSN can then be brought out by selecting papers from this anthology. Dr Kamal Kanti Som informed that the volume on 50 years of Physics teaching is in the press.

### **Action Taken Report**

- Dr Sudeshna Mitra informed that two special seminars for preparation of NAAC were organized. On 22.10.19 Sri Debashis Biswas (IC, University of Calcutta) deliberated on Preparation of NAAC. On 28.11.2019, Swami Shastrajnananda ji and Sri Debashis Biswas were present as speakers.
- Tuesday lectures have been started. First lecture was held on 3<sup>rd</sup> Dec, 2019. Speaker: Prof (Dr) Krishna Roy.
- FD w.e.f. 30.9.2019 has been opened with Rs. 50 lakhs from the non Govt. fund as proposed in the IQAC meeting dated 19.9.2019. It was also resolved in the same meeting that the interest earned from this FD be utilized for
  1. Principal's Gold Medal Annual Prize
  2. Quality Enhancement proposals to be placed before IQAC and to be funded as recommended by the IQAC.
- Creation of knowledge repository initiated
- Dr Sudeshna Mitra asked for suggestions regarding the feedback of students on mentoring – whether the students of the college be assigned at random to teachers from other departments as suggested by Prof Pratip Choudhury, who also gave an outline of this process and method. Principal corroborated this with her experience and example.

Prof Sampa Chakrabarti suggested that quantified feedback with scaling and graphical representation has to be designed for taking course feedback. Prof. Pratip Choudhury suggested that an option for 'poor' should also be there to be placed on a 5 point scale. It is resolved that students' feedback for every course will henceforth be started by designing the feedback questionnaire in the above discussed way.

Prof Sampa Chakrabarti said that she will try to contact for installing e-waste. Dr Chakrabarti will ask the Pollution Control Board in this matter. It is resolved that an enclosure for segregating e-waste will be put up. Principal informed that the Jt. DPI and accountant (names will come from the Directorate) who will suggest her to dispose junk by the Junk Disposal Committee. The college will act according to their directions.

### **Agenda – 3**

Papiya Dutta Roy Memorial Prize fund created as proposed in an internal meeting of IQAC on 27.9.2019.

- An amount of 5 lakhs was fixed in SBI, Beadon Street Branch.
- The interest earning will be deposited to the already existing Papiya Dutta Roy Memorial Endowment fund.
- Interest Proceeds will be utilized for awarding Papiya Dutta Roy Memorial Gold Medal in Social Sciences (40%) and for organizing memorial lectures (60%).

### **Institutional Best Practices and Institutional Distinctiveness**

Dr Sudeshna Mitra informed that the two best practices of NAAC

1. Organising seminars on Luminaries of Bengal Renaissance
2. Maintaining Biodiversity in College Campus

Distinctiveness – Oldest Women's college in Asia, Alumni profile

Prof Misra suggested that Archive maintenance can be a best practice. Prof Misra pointed out that Dr Rupamanjari Ghosh received the best 'Stree Shakti' award. Principal informed that almost 200 students wrote essays on 200 years of Vidyasagar as a best practice. Seminars are being organized by Students Activity Cell, Dr Satarupa Bandyopadhyay being in charge.

### **Certificate courses**

Dr Maitri Ghosh raised the issue of Certificate course for NAAC. Principal Madam said that 30 hours duration of the course can't be allotted now taking time away from class hours. Prof P. Choudhury narrated his experience about the Communicative English Course. Students do not turn up and this course is not appropriate for Bethune College because all students are enabled for English speaking. Principal Madam suggested 'beautician course' for this college. Regarding Foreign Language (Spanish) course, Principal suggested that Govt. is now not permitting MoU with non-Govt. organizations. So it was decided that this field of certificate course will be left and marks for NAAC be scored from other fields.

Dr Maitri Ghosh informed about the works proposed for NAAC progression work. A calendar of NSS will be prepared and uploaded in the college website. Principal Madam said that NSS has to lead a publicity campaign.

### **Matters arising**

Dr Amita Kar read out a proposal on green library given by Smt Anjali Maisal, Librarian. Prof Misra seconded this suggestion. Principal Madam enquired about the number of footfalls in the reading room of the library. She appreciated the project, but enquired who will oversee the project. She said the project will be launched only when there will be enough readers. Principal said that a sitting arrangement for reading in the open will be made. Decision will be taken later about the covering overhead.

Dr Maitri Ghosh conveyed the proposal of making a crèche in the college. Both Principal and Prof Pratip Choudhury said that a mother's corner should be set up in a room beside the Alumni room.

Principal Madam raised the issue of non confirmation of Gr. D staff in reference to their e service book. The case of Sri Sisir De (Gr. D) was discussed in his presence. Madam appraised the house that the confirmation of 20 Gr. D staff was pending. Out of these 14 have been forwarded to Bikash Bhawan for necessary action and 6 Staff are yet to submit their documents.

The house was informed about our student, Manjima Samaddar who received a prize as best woman entrepreneur (Inspiration empowering budding women entrepreneurs) given by the Indian Chamber of Commerce. She will be felicitated in a ceremony at Grand Hotel on 19.12.2019.

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