

Bankura Sammilani College

[College Track ID – WB COGN – 12588]

Minutes of the IQAC Meeting dt. 05.10.2016

Agenda for discussion:- 1) Holding Unit Test 2) Holding General Test Examination 3) Academic Audit 4) Library Committee meeting 5) Office confidential works 6) Formation of different committee 7) Formation of Ethical Committee 8) Departmental Purchase 9) Students' Attendance 10) College Annual Exhibition 11) 'TCS' Training to the Teaching Staff 12) To take initiative for filling up the vacant Permanent Teaching Posts and engagement of the Library contingency Staff for smooth Library works.

Members Present in the meeting:-

- 1) Dr. Samir Kr. Mukherjee (Principal)
- 2) Shri Samiran Karmakar
- 3) Shri Tilok Batabyal
- 4) Smt Amrita Banerjee
- 5) Smt. Ilori Chakraborty
- 6) Smt. Sharada Ghosh
- 7) Shri Tapasi Dey
- 8) Ms. Sabita Mukherjee
- 9) Nafisa Arfa
- 10) Smt. Kabita Tah
- 11) Shri Sudip Banerjee
- 12) Shri Tapas Ghosh
- 13) Shri Subrata Jana
- 14) Shri Bhabadhuti Sinha
- 15) Dr. Shantanu Hazra
- 16) Dr. Swapan Mukhopadhyay (IQAC Coordinator)
- 17) Dr. Rajendra Prasad Mandal
- 18) Shri Chakradhar Rajwar
- 19) Dr. Tapas Kr. Dutta
- 20) Shri Dulal Ch. Sahana
- 21) Shri Arindam Ganguly
- 22) Smt. Sangeeta Chattopadhyay

MINUTES

1) Holding Unit Test:-

Unit test for 1st year, 2nd year & 3rd year classes be held in the 2nd week of December'2016.

Principal requests the house to submit the results of the unit tests to Shri Sanjoy Kr. Das/Milan Paramanik for computer entry in the college office.

2) Holding General Test Examination:-

January'2017 (2nd Week) 3rd year

February'2017 (3rd Week) – 1st year & 2nd year

Last date of submission of Question Papers to the of the Principal be and is fixed as 04.02.2017.

3) Academic Audit:-

Some senior teachers along with the Principal have been entrusted with the responsibilities of inspecting the departments in respect of their taking classes regularly. Students attendance in the classes, examination and results.

4) Library Committee Meetings:-

The meeting of the Library committee be convened at regular intervals, Teachers' involvement is also necessary in respect of stock verification at the library so that the students can get their choiceable books at per their demand.

5) Office confidential works:-

The question of leaking out of some confidential information to some unwanted persons is discussed in the house. It is decided that the confidential work must be limited among the limited staff of the college who are trustworthy.

6) Formation of different committee:-

The matter be and is referred to TC meeting.

A proposal has been made in this context by Dr. Shantanu Hazra, Secretary, Teachers Council that the convener of each committee be supplied with a notebook so that the decisions of the respective committee are noted down in that book.

7) Formation of Ethical Committee:-

Shri Malay Kr. Patsa, Head, Dept. of Nutrition Science has made a proposal that as he is to help his students for project works on some life drugs it is required for formation of Ethical committee of the college.

It is resolved that the matter be and is referred to the Governing Body.

8) Departmental Purchase:-

Although there is a central purchase committee in the college as formed by the GB the departmental purchases are being made according to their own discretions through inviting and selection of quotations. Some departments are not submitting even brief report to the Principal regarding selection of quotations for the said purpose. Even stock register is also not being mentioned.

It is resolved that henceforth all the departmental purchases be made through proper process with proper intimation to the Principal.

A stock Register also be maintained in each department.

9) Students' Attendance:-

Principal expresses his view in the house that some positive measures will have to be taken by the teaching staff so that students are attracted in the classes. Students' seminars, Lectures through LCD Projectors, Unit Test, departmental meetings with the students quite frequently should also be made so that students' attendance is increased.

10) College Annual Exhibition:-

The dates be and are fixed as **23rd & 24th Nov'16.**

11) 'TCS' Training to the Teaching Staff.

The names of those teaching staff who were supposed to join the training programme from 17th Oct to 21st Oct'2016 at Salt Lake, Kolkata be and are changed on account of non availability of those teaching staff during that period whose names have already been sent to TCS Authorities.

Following are the names of the Teaching Staff who are finally selected for the purpose:-

- 1) Smt. Sangeeta Chattopadhyay, Assistant Prof. in Philosophy
- 2) Shri Sudip Banerjee, PTT in History.
- 3) Shri Saptarshi Roy, PTT in English
- 4) Shri Avijit Mishra, Guest Lecturer in Economics

The purpose of the training to the teaching staff is to make the college students ready or fit for services in the TCS.

This provision is offered from the company (TCS) so that more number of students are inducted in the service during campassing thus facilitating our students for getting absorbed in services.

12) To take initiative for filling up the vacant Permanent Teaching Posts and engagement of the Library contingency Staff for smooth Library works.

The matter of shortage of Permanent teaching staff in some departments and also shortage of Librarian after the retirement of Md. Nurul Huda on 30.11.2016 is placed and discussed in the house.

It is resolved that the matter be and is referred to the GB. Principal is requested to take necessary action for this.

Having no other agenda to discuss the meeting end with vote of thanks to the chair.