

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

EGRA SARADA-SHASHI BHUSAN COLLEGE

(Reaccredited by NAAC with - 'B' Grade with a CGPA of 2.32)

P.O.-Egra ❖ Dist. - Purba Medinipur (West Bengal) ❖ Pin - 721429.

Chairperson : **Dr. Dipak Kumar Tamili** (Principal)

Co-ordinator : **Dr. Aloy Chand Biswas** (Deptt. of English)

Web site - [www.egrassbcollege.net](http://www.egrassbcollege.net) : E-mail - [iqacegrassbcollege@gmail.com](mailto:iqacegrassbcollege@gmail.com)

Ref. No. 17-21

Date : 12.08.2021.

An extract of the

Proceedings of the meeting of IQAC of Egra S. S. B. College held at 12.00noon on 12.08.2021 in the room of IQAC of the College.

## : Members Present :

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| 1. Dr. Dipak Kumar Tamili (Chairperson) | 6. Prof. Mamtaj Khatun                  |
| 2. Dr. Sudipta Ghosai                   | 7. Dr. Aloy Chand Biswas (Co-ordinator) |
| 3. Dr. Sravasti Roy                     | 8. Mr. Debidas Tripathy                 |
| 4. Mr. Nirmalendu Pradhan               | 9. Prof. Santanu Dalai                  |
| 5. Prof. Bimal Narayan Nanda            | 10. Goutam Nanda                        |
|   | 11. Dr. Dipak Bisai                     |

Dr. Dipak Kuamr Tamili, Chairperson of IQAC took the chair in the meeting.

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**Agenda : 01 :** To read and confirm the proceedings of the last meeting.

**Resolution :** Be it resolved that Dr. Chayan Ranjit is to be requested further to accept the post of convenor of NAAC Sub-Committee for Criterion-IV (Infrastructure and Learning Resources) in spite of his refusal of the same.

It is also decided that meetings of all the Sub-Committees be held immediately.

The proceedings of the last meeting held on 17.04.2021 are read and confirmed.

**Agenda : 02 :** To prepare and submit AQAR, 2019-2020 within due date.

**Resolution :** It is reported in the meeting that NAAC has fixed up the deadline for submission of AQAR, 2019-2020 within 31<sup>st</sup> August, 2021. It is also reported by the Co-ordinator, IQAC that the process of data collection for the said AQAR does not run satisfactorily. It needs to be expedited.

Be it resolved that the AQAR for 2019-2020 must be submitted within 31<sup>st</sup> August. The principal is also requested to convene a meeting of all the Heads of the Dept.s of the College to take stock of their data collection in reference to AQAR, 2019-2020.

**Agenda : 03 :** To recommend proposals to the college authority for quality enhancement.

**Resolution :** Be it resolved that the following list of recommendations be placed before the college authority for immediate action.

### List of proposals -

- New POs/COs/PSOs for all the departments of the College in reference to CBCS pattern of syllabus for both UG and PG course taught under Vidyasagar University be prepared and duly uploaded in the college website.
- Data from Library for both AQARs, one for 2019-2020 and the other for 2020-2021 be prepared with immediate effect.
- Resolutions for the meetings of various sub-committees of the college be uploaded in the college website.
- Reports of Examinations and Results for 2019-2020 and 2020-2021 are to be prepared and submitted to IQAC with immediate effect.
- All the programmes undertaken by the Depts. of the college for 2020-2021 are to be reported to IQAC.

**Agenda : 04 :** To discuss about the admission process for the college during the academic session 2021-2022

**Resolution :** The Principal reports in the meeting that Admission of new students to Sem.-I, 2021-2022 Academic Session will start from 01.09.2021 and will continue up to 01.10.2021 as per the guidelines of the Dept. of Higher Education, Govt. of West Bengal. It is also reported that Admission process will be carried out through online mode following the old system of 2019-2020. College will prepare its own merit panel using its software and admission will be done accordingly maintaining all guidelines for COVID-19 protocols.

**Agenda 5 :** To prepare list of actions as future plan for 2021-2022.

**Resolution :** Be it resolved that the following list of actions to be undertaken during the year 2021-2022 as plan for future actions on priority basis.

**List of Actions to be undertaken :**

- i. To organize Awareness Programmes by the Dept. of Geography / Zoology / Chemistry / UBA and others.
- ii. To organize training programmes for staff / teachers / students.
- iii. To hold seminars / workshops / symposia etc.
- iv. To arrange more ICT-based class rooms.
- v. To complete the process of library automation.
- vi. To purchase more text books / research books / journals etc. for the library.
- vii. At the withdrawal of lockdown for COVID-19, programmes for building up teachers-students rapport for each department, non-teaching staff-students rapport are to be undertaken.
- viii. To undertake more extension activities / community development programmes.
- ix. To complete the process of CAS-Promotion for all the teaching staff and the promotion for all the non-teaching staff whose promotions are lying due so far or will happen so within the academic year.
- x. To introduce more certificate / diploma courses in the college.
- xi. To update the college website.
- xii. To introduce online journals for the college.
- xiii. To open research centre in the college.
- xiv. To open a separate section for controller of examinations in the college to conduct the yearlong process for examinations and evaluations.
- xv. To enhance the capacity for all the sections of the college as aftermath actions of COVID-19 damages.

**Agenda 6 : Misc.**

**Misc. :**

- i. Regular meetings of the NAAC Sub-Committees are recommended for smooth collection and processing of data for AQARs and SSR.
- ii. The Principal states in the meeting that in the first meeting of the newly formed Governing Body, the matter of honorariums for IQAC-coordinator and other expenditure for IQAC will be taken into consideration.

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Having no other agenda, the meeting comes to an end with vote of thanks to the chair.

  
S/D - Dr. Dipak Kr. Tamili,  
Chairperson,  
IQAC, Egra S. S. B. College,  
12.08.2021.

**Chairperson**  
Internal Quality Assurance Cell  
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