

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)

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Ref. No. 20-22

Date : 23.06.2022

An extract of the
proceedings of the meeting of IQAC of Egra S. S. B. College held at 1.15 p.m. on 23.06.2022 in the room of IQAC of
the College.

: Members Present :

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|---|-------------------------|
| 1. Dr. Dipak Kumar Tamili (Chairperson) | 6. Dr. Chayan Ranjit |
| 2. Dr. Janesh Ranjan Bhattacharya | 7. Dr. Sravasti Roy |
| 3. Mr. Nirmalendu Pradhan | 8. Goutam Kumar Nanda |
| 4. Dr. Aloy Chand Biswas (Co-ordinator) | 9. Dr. Dipak Bisai |
| 5. Mr. Debidas Tripathy | 10. Prof. Maniklal Pati |

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 held on 24.03.2022.

Resolution : The proceedings of the last meeting of IQAC held on 24.03.2022 are read and confirmed.

Agenda : 02 : To report about collection of data and preparation of AQAR for 2020-2021.

Resolution : The Co-ordinator reports in the meeting that data collection for AQAR 2020-2021 (Revised Format) is not yet completed. The conveners of different sub-committees have not yet submitted any data following the revised AQAR format to IQAC. The Co-ordinator of IQAC proposes that the conveners of all the sub-committees be requested to expedite the process of collection of data in this regard.

The Chairman suggests in the meeting that all conveners be requested to convene meetings of their respective sub-committees as early as possible and the IQAC Co-ordinator will remain present in those meetings.

Agenda : 03 : To discuss about the actions taken in view of the recommendations submitted to the college authority.

Resolution : The Principal reports in the meeting that the following actions are / to be taken in view of the recommendations submitted by IQAC to the college authority –

IQAC Meeting No. – 16/2021 :

Recommendations 01 – To allot at least one class room with ICT facilities for each of the Depts. of the Humanities group of the college.

Action Taken – ICT tools and instruments are already purchased. But electrical works are not done in those rooms. Steps to be taken at the earliest in this regard.

Recommendations 02 – To allot an office room for Women's Cell of the college.

Action Taken – Due to shortage of rooms in our college the authority expresses inability to provide any room for the purpose.

Recommendations 03 – To set up a plagiarism checker in the college library.

Action Taken – Action is taken in this regard. Dr. Sudipta Ghorai is entitled with the task to purchase and install this device in the college library.

Recommendations 04 – To publish a book on the project works submitted by the students of Bengali PG.

Action Taken – The Principal suggests that a concrete written proposal from the Dept. of Bengali is to be submitted to the authority in this regard.

Recommendations 05 – To offer scope to the Depts. which have not yet organized any seminar / workshop or undertaken any educational excursion, to do so at the earliest.

Action Taken – The Principal reports in the meeting that already the Dept. of Botany has organized a two days workshop on “Bacterial Fertilizer and Vermi Compost” on 18/04/2022 and 19/04/2022 and a national seminar on “Modern Approaches of Plant Taxonomy in Present Scenario of Research Field” on 22/06/2022. 62 participants participated in the workshop and 120 participants participated in the seminar.

The Dept. of English has undertaken an educational excursion on 02/05/2022 in which 65 students participated. The excursion was conducted in collaboration with the Dept. of Commerce and that of B.Voc. of the College.

It is also stated that if any other Dept. comes to the authority with such a proposal, the authority will take appropriate steps in this regard.

IQAC Meeting No. – 17/2021 :

Recommendation – 1 : To upload the meeting – resolutions of various sub-committees of the college in the college website.

Action Taken : The matter remains in the consideration of the authority, as reported by the Principal.

Recommendation – 2 : To organize training programmes for staff / teachers / students for various purpose of the college.

Action Taken : The College Library has already organized an “Orientation Programme for Library Usage and Services” in Collaboration with IQAC for staff and students of the college on 19/04/2022 and 20/04/2022 in which 106 students and 15 staff participated on day – 1 and 75 participants and 8 staff on day – 2.

Dept. of B.Voc. and that of Computer Science in collaboration with IQAC organized a staff orientation programme on 31/03/2022 on college automation. A total number of 92 participants participated in the training programme.

Recommendation – 3 : To allot funds for purchasing research books / journals

Action Taken : The College authority will take steps in this regard.

Recommendation – 4 : To consider the matter of introducing honorarium for IQAC Co-ordinator and allotment of funds for day-to-day office expenses to perform IQAC activities.

Action Taken : The Principal reports that the college authority has approved Rs. 6000/- (Rupees Six thousand) only per annum (Rs. 500/- per month) as honorarium for IQAC Co-ordinator of the College. For day to day office expenses, the IQAC Co-ordinator will have to submit bills and vouchers to the college office to sanction any amount in this regard.

It is to be noted here that the Co-ordinator, IQAC of the college most humbly refuses to accept such an amount of honorarium keeping in mind the dignity and work-load of the post of IQAC Co-ordinator. Keeping every respect to the decision taken by the authority the co-ordinator states that to accept such an amount of honorarium as approved by the authority is nothing but to dishonor the post of Co-ordinator, IQAC of the College. The Co-ordinator states that he has successfully submitted six AQARs so far starting from 2014-2015.

Recommendation – 5 : To undertake more extensive activities / community development programmes.

Action Taken : It is reported in the meeting that on 22/04/2022 ECO-Club in collaboration with IQAC of the college has organized an awareness programme on “Cyclone Awareness and Bio-diversity Conservation” in Rampur Primary School, Rampur near Digha. It was undertaken as a part of community development programme by the college. 60 students, 5 teaching and non-teaching staff and 10 guardians participated in the programme. Initiatives are to be taken to organize more such community development programmes.

Recommendation – 6 : To introduce more certificate / diploma courses in the college.

Action Taken : It is reported that two certificate courses are already introduced – one on ‘Mushroom Cultivation’ and another on “Vermi-Composting”. Attempts are on to introduce more certificate courses in near future.

Recommendation – 7 : To open a separate section for controller of Exams to conduct properly the year long process of examination and evaluation in the college.

Action Taken : Action in this regard is yet to be taken.

IQAC Meeting No. – 18/21 :

Recommendation – 1 : To consider the matter related to long absence of the following IQAC members in the meetings of the body – i) Divisional Manager, WBSECDL, Egra – Administrative Officer, ii) Mr. Sankar Bera, Chairman, Egra Municipality – member of local society, iii) Mr. Sukumar Khatua – Guardians' Representative.

Action Taken : No action is taken so far in this regard.

Recommendation – 2 : To consider the matter related to reconstitution of the sub-committees of the college like Cultural Sub-Committee, Sexual Harassment Cell, Anti-Ragging Cell and Grievance – Redressal Cell.

Action Taken : The Principal reports in the meeting that all the above mentioned cells are duly formed by the Governing Body of the College.

Agenda : 04 : To enlist the-proposed actions to be undertaken with immediate effect.

Resolution : Be it resolved after a thorough discussion over the matter that the following list of recommendations be forwarded to the college authority for taking necessary actions at the earliest.

List of Recommendations :

- i. To encourage the departments to hold offline seminars / workshops / symposia.
- ii. To purchase books for the college library in view of opening the Research Centre at the College.
- iii. To take steps for making a provision to use V.U. Library for the college research scholars.
- iv. To furnish the proposed class-rooms with all necessary ICT-equipments.
- v. To submit the required data and documents to the competent body for Green – Audit.
- vi. To take steps for Rain-water harvesting project in the College.
- vii. To reconsider the matter regarding long-absence of the outside members of IQAC in its meetings.

Misc. –

- i. The Principal reports in the meeting that the Co-ordinator, IQAC of Lady Brabourne College will be invited to visit our college to enrich us with her effective tips in our process of SSR preparation.
- ii. The college authority has provided a space in the Netaji Open University Building to open an e-disposal centre for the college.
- iii. To a question asked by IQAC Co-ordinator regarding the process of admission to 1st Semester UG and PG classes in the coming academic session, the Principal reports that the central online admission system as suggested by the State Govt., West Bengal will be followed in this regard.

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,
23.06.2022.

Chairperson
Internal Quality Assurance Cell
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