



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,  
India, PIN – 713 331

The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 23.07.2019 at 2:30 P.M. in the office of the Principal, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 18.06.2019.
2. To consider the proposal of preparation of academic calendar for the academic session 2019-20.
3. To consider the proposal of promotion of teaching staff under CAS.
4. To prepare academic audit for the year ended on 30<sup>th</sup> June, 2019.
5. To prepare a calendar/schedule of training on games and sports.
6. To prepare the list of best practices for the session 2019-20.
7. Miscellaneous.

## Agenda-1:

Prof. Apurbo Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 18.06.2019 and the members present in the meeting confirm the proceedings of the meeting.



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## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

IQAC coordinator Prof. Apurbo Kr. Roy presented the proposal of preparation of academic calendar for the academic session 2019-2020. Dr. Sagar Chandra Bandyopadhyay, Teacher-In-Charge of the college requested the coordinator of IQAC to avoid in future delayed preparation of academic calendar so that before starting of an academic session academic calendar is available with the faculty members and administrative staffs of the college to facilitate the working of academic functioning as per the academic calendar. He also proposed the name of Prof. Mousumi Kundu to prepare academic calendar along with teaching and non-teaching staffs of the college whom she feels appropriate to include as members to prepare academic calendar.

## **Resolution:**

- a) Resolved to prepare an academic calendar by a committee headed by Prof. Mousumi Kundu in a week time.
- b) Resolved to display the academic calendar in the website of the college besides displaying it in the notice board of the college.

## **Agenda-3:**

Prof. Apurbo Kr. Roy suggested to invite proposals from the teachers who are eligible for promotion under CAS for the academic year 2019-2020 with requisite qualification and experience.

## **Resolution:**

Resolved to scrutinise the proposal of promotion along with all the requisite documents of the eligible teachers and precede further to get the name of experts from the university and higher education department for completion of the process of promotion.

## **Agenda-4:**

Prof. Apurbo Kr. Roy expressed the necessity of completion of the academic audit for the year 2018-19, so that the academic audit report can be displayed in the website of the college along with sending a copy to the affiliating university. Dr. Sagar Chandra Bandyopadhyay requested Prof. Mousumi Kundu who happens to be the head of academic audit committee to complete the job of audit in a month time and sending a copy to the T.I.C. along with IQAC coordinator. Dr. Sagar Chandra Bandyopadhyay also suggested scrutinising the academic audit to include academic affairs of the college on the basis of the funding of the academic audit.

## **Resolution:**

Resolved to entrust the job of academic audit to Prof. Mousumi Kundu along with her team members to deliver the report to T.I.C. as well as the IQAC coordinator.

## **Agenda-5:**

Prof. Md. Moazzam in charge of 'Games & Sports' committee stated that the college should have a calendar of games and sports to offer training to the students to prepare them in games and sports in a structured way. He also stressed the urgency of the procurement of games and sports equipment to make it available for the students.



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## **Resolution:**

Resolved to prepare a calendar of games and sports on the basis of which training programme can be arranged to get participation of the students in such trainings.

## **Agenda-6:**

Prof. Apurbo Kr. Roy requested the members to come up with the idea of best practices to incorporate as best practice in the college functioning for the academic session 2019-20. Prof. Apurbo Kr. Roy suggested including 'Virtual Classroom & Online Teaching', 'Remedial Coaching and Tutorial' as best practices for the academic year 2019-20, besides continuing the practices as have been practices as best practices since the academic year 2017-18.

## **Resolution:**

Resolved to adopt 'Virtual Classroom & Online Teaching', 'Remedial Coaching and Tutorial' as best practices for the academic year 2019-20 and Prof. Apurbo Kr. Roy is authorised to do the needful involving secretary teachers' council.

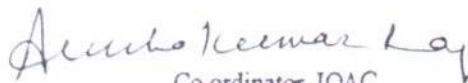
## **Agenda-7 (Misc):**

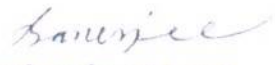
Dr. Koushik Kr. Hati suggested developing professional development programme for the teachers of the college. He suggested organising a workshop cum training programme on research publication and content development for minor research work.

## **Resolution:**

Resolve to organise professional development programmes on research publication and content development. Dr. Koushik Kr. Hati is authorised to develop programmes on the mentioned topics.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-in-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan



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India, PIN – 713 331

The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 20.08.2019 at 2:30 P.M. in the IQAC room, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

1. Dr. Sagar Chandra Bandyopadhyay, Chairperson *Sagar Chandra Bandyopadhyay*
2. Prof. Apurbo Kumar Roy, IQAC Coordinator *Apurbo Kumar Roy*
3. Prof. Durga Pada Mal, Internal Member *Durga Pada Mal*
4. Prof. Siba Prasad Mandal, Internal Member *Siba Prasad Mandal*
5. Prof. Sagarika Nandy, Internal Member *Sagarika Nandy*
6. Prof. Sanchita Hazra, Internal Member *Sanchita Hazra*
7. Dr. Bhaskar Jyoti Sarkar, Internal Member *Bhaskar Jyoti Sarkar*
8. Prof. Mousumi Kundu, Internal Member *Mousumi Kundu*
9. Dr. Mukul Kamle, Internal Member *Mukul Kamle*
10. Dr. Koushik Kumar Hati, Internal Member *Koushik Kumar Hati*
11. Prof. Md. Moazzam, Internal Member *Md. Moazzam*
12. Mrs. Shampa Banerjee (Ganguly), Internal Member *Shampa Banerjee (Ganguly)*

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 23.07.2019
2. To consider the proposal of continuation of value added courses on yoga, meditation and employability enhancing training.
3. To consider the scope of introduction of post graduate courses of study in political science.
4. To consider the proposal of micro research project on Indian culture and heritage with reference to geographical location in Damodar and Ajay basin.
5. To consider the proposal of educational excursion for the students of geography and history for now.
6. Miscellaneous.

## Agenda-1:

Prof. Apurbo Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 23.07.2019 and the members present in the meeting confirm the proceedings of the meeting.



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## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurbo Kr. Roy, coordinator IQAC requested to the members to consider the proposal of continuation of value-added programmes on yoga and meditation. He has also stated to consider the proposal of offering value added programme on entrepreneurship development. Dr. Sagar Chandra Bandyopadhyay supported the proposal of continuation of short term programmes on yoga, meditation and entrepreneurship development. Other members present in the meeting unanimously supported to continue such programmes. All members stated to ensure physical resources and resource person for the said programmes.

## **Resolution:**

Resolved to continue short-term value-added programmes on yoga and meditation besides introduction of certificate course on entrepreneurship development.

## **Agenda-3:**

Prof. Apurbo Kr. Roy, coordinator, IQAC, stated that NAAC peer team during their visit in 2016 has suggested to introduce P.G. courses in Political Science leading to M.A. degree in that subject. All members present in the meeting supported the proposal and requested the T.I.C. to explore the scope of introduction of M.A. in Political Science.

## **Resolution:**

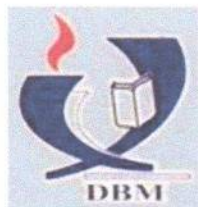
- a) Resolved to introduce M.A. in Political Science
- b) Resolved to apply to West Bengal State Council of Higher Education (W.B.S.C.H.E.) for NOC to introduce the P.G. course of study in Political Science leading to M.A. degree in that subject.

## **Agenda-4:**

Prof. Apurbo Kr. Roy, coordinator of IQAC, proposed to consider the scope of research work in micro level on cultural heritage of river Ajay & Damodar valley, being funded by the college. Dr. Sagar Chandra Bandyopadhyay expressed his limitation on the matter of fund provide for such research activities. However, he assured the members present in the meeting that he shall take the matter in the meeting of 'General Body' (G.B.) to explore the scope of such funding. He suggested applying to various research organisations for such micro and minor research project. Dr. Koushik Kr. Hati stated that funding from ICSSR is available for such project.

## **Resolution:**

- a) Resolved to apprise the faculty members the source of funding for research work in 'Humanities & Social sciences', being funded by various Govt. agencies and Non-Govt. organisations.



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- b) Resolved to take the matter of funding to the 'General Body' (G.B.) meeting for micro and mini research projects.

## Agenda-5:

Dr. Mukul Kamle, coordinator of Geography department, suggested organising educational excursion for socio-historical and geographical survey to give students exposure to data/sample collection, field survey etc. as a part of educational programme.

## Resolution:

- Resolved to organise separate educational excursion programme for the students of Geography and History.
- Coordinators of Geography and History dept. are entrusted with the responsibilities of working out the schedule for such educational excursion programme.

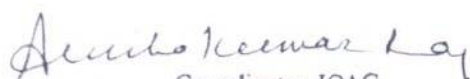
## Agenda-6(Misc):

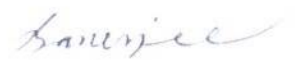
Prof. Sagarika Nandy in miscellaneous has requested the T.I.C. to consider house-keeping and campus cleaning as a part of campus maintenance so that the college can avoid major damage in infrastructure of the college.

## Resolution:

Resolved to conduct housekeeping and maintenance survey in regular basis.

Meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-In-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan



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The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 25.09.2019 at 2:30 P.M. in the office of the Principal, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 20.08.2019
2. To review the functioning of IQAC for the period 2018-19.
3. To prepare the AQAR for the period 2018-19.
4. To consider the proposal of preparation of a schedule of seminar, workshop and training programmes.
5. To consider the functioning of RUSA 2.0-PMU.
6. To consider the planning and implementation of curriculum delivering mechanism of academic activities.
7. Miscellaneous.

## Agenda-1:

Prof. Apurbo Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 20.08.2019 and the members present in the meeting confirm the proceedings of the meeting.



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## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurbo Kr. Roy, coordinator of IQAC, presented the records and reports of functioning of various sub-committees of IQAC before the members to review and assess the programme and their outcomes for the period 2018-19. Members present in the meeting have expressed their satisfaction on various sub-committees of IQAC. However, the members requested the IQAC coordinator to structure the social outreach and community development programmes, skill acquiring training and value-added certificate courses to facilitate students, youth and people living in rural areas, the benefit of such programmes.

## **Resolution:**

Resolved to structure the functioning of various sub-committees of IQAC through preparation of a programme calendar for the period October, 2019-June, 2020.

## **Agenda-3:**

IQAC coordinator requested the members to work out the modalities of preparation of AQAR for the period 2018-19. Prof. Sagarika Nandy suggested preparing the AQAR in a decentralised manner. She suggested dividing the AQAR to distribute the preparation of criteria wise AQAR and each criterion shall be prepared by one or two members of IQAC core committee. Other members present in the meeting supported the suggestion of Prof. Sagarika Nandy.

## **Resolution:**

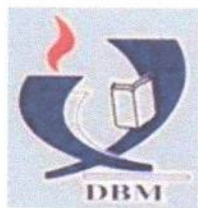
- a) Resolved to prepare the AQAR in a structured way to distribute the job of preparation of AQAR criteria wise.
- b) Resolved to assign each criterion to one or two members of IQAC core committee to deliver the job AQAR preparation on time.
- c) Resolved to complete the job of AQAR preparation by 15<sup>th</sup> November, 2019.

## **Agenda-4:**

Dr. Sagar Chandra bandyopadhyay, T.I.C. of the college stated to have a calendar of seminar, workshop and training programme. All the teachers should come forward with their proposal on conducting seminar, workshop and training programmes.

## **Resolution:**

- a) Resolved to issue a notice to the subject coordinators to have their proposal on training, workshop and seminar.
- b) Resolved to prepare a calendar on the basis of the report of subject coordinators to conduct seminar, workshop and training programme during the period November, 2019-June, 2020.



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## **Agenda-5:**

Prof. Apurbo Kr. Roy, coordinator of IQAC, reported to the members the development relating the functioning of RUSA-2.0 PMU and he suggested the members to cooperate to complete the utilisation of fund received from Govt. of India.

## **Resolution:**

Resolved to extend fullest support to functioning of RUSA-2.0 PMU.

## **Agenda-6:**

Prof. Apurbo Kr. Roy suggested exploring the scope of curriculum delivery in a structured way through preparation of lesson planning and by dividing the syllabus in small modules for better understanding of the students. He also suggested planning the syllabus by each teacher of each department to complete the syllabus on time through preparation and maintenance of lesson delivery calendar on the basis of which syllabus shall be delivered to the students of each semester in a continuous process. Dr. Sagar Chandra Bandyopadhyay has also suggested and supported such mechanism of curriculum delivery system besides other members' fullest support to such exercise.

## **Resolution:**

Resolved to prepare a calendar for lesson delivery mechanism by each individual of each department.

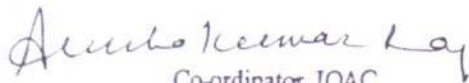
## **Agenda-7(Misc):**

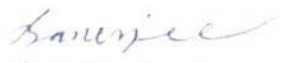
Prof. Mousumi Kundu expressed her demand for adequate laboratory equipments and reagents for the department of chemistry for smooth functioning of practical classes.

## **Resolution:**

- Resolved to prepare a list of required items (reagents and equipments) for laboratory works.
- Resolved to procure laboratory equipments and reagents for chemistry department in next 15 days' time from now.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-In-charge**  
Deshabandhu Mahavidyalaya  
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The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 26.11.2019 at 2:30 P.M. in the office of the Principal, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

- |   |  |
|---|--|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     |  |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         |  |
| 3. Prof. Durga Pada Mal, Internal Member            |  |
| 4. Prof. Siba Prasad Mandal, Internal Member        |  |
| 5. Prof. Sagarika Nandy, Internal Member            |  |
| 6. Prof. Sanchita Hazra, Internal Member            |  |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        |  |
| 8. Prof. Mousumi Kundu, Internal Member             |  |
| 9. Dr. Mukul Kamle, Internal Member                 |  |
| 10. Dr. Koushik Kumar Hati, Internal Member         |  |
| 11. Prof. Md. Moazzam, Internal Member              |  |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member |  |

## Agenda:

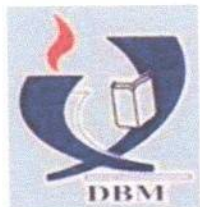
1. To read and confirm the proceedings of the meeting of IQAC held on 25.09.2019.
2. To consider the mechanism of implementation in waste management.
3. To consider the programme on awareness for blood donation.
4. To consider an inter-disciplinary workshop on cultural studies and its value in social practices involving department of Bengali, Hindi, English, Sanskrit and Philosophy.
5. Miscellaneous.

## Agenda-1:

Prof. Apurba Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 25.09.2019 and the members present in the meeting confirm the proceedings of the meeting.

## Resolution:

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.



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## **Agenda-2:**

Dr. Mukul Kamle stated to have a comprehensive mechanism to manage waste materials in the college to qualify for the certification under total quality management. She wanted to have five pits/dumping well for specific waste materials for this purpose.

## **Resolution:**

Resolved to construct six pits for waste material dumping and colouring each pit in different colours to specify their uses.

## **Agenda-3:**

Prof. Apurbo kr. Roy wanted to have a blood donation motivational programme in the college to encourage all the teaching and non-teaching staffs and students for blood donation.

## **Resolution:**

Resolved to organise a blood donation motivational programme in the college.

## **Agenda-4:**

Prof. Apurbo Kr. Roy expressed his opinion on the matter as stated above in the agenda and to him it will be helpful for the students and the teachers of the respective departments to have an exposure to such inter disciplinary study. This will surely enrich the teaching-learning practices in the college. Dr. Sagar Chandra Bandyopadhyay also agreed on this point.

## **Resolution:**

Resolved to conduct a seminar on language, literature and cultural studies and their opportunities and scope by 15<sup>th</sup> of January, 2020.

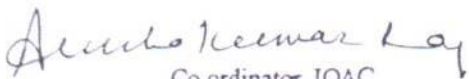
## **Agenda-5 (Misc):**

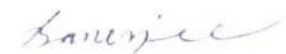
Prof. Mousumi Kundu requested to consider the scope of providing additional computer set up for science students with software relevant to science subjects.

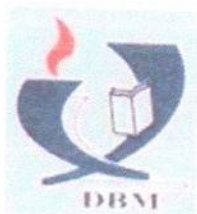
## **Resolution:**

Resolved to provide additional infrastructure for computer and information technology with domain specific software for science students.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
Teacher-In-charge  
Deshabandhu Mahavidyalaya  
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The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 24.12.2019 at 2:30 P.M. in the IQAC room, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

- |   |  |
|---|--|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     |  |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         |  |
| 3. Prof. Durga Pada Mal, Internal Member            |  |
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| 5. Prof. Sagarika Nandy, Internal Member            |  |
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| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        |  |
| 8. Prof. Mousumi Kundu, Internal Member             |  |
| 9. Dr. Mukul Kamle, Internal Member                 |  |
| 10. Dr. Koushik Kumar Hati, Internal Member         |  |
| 11. Prof. Md. Moazzam, Internal Member              |  |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member |  |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 26.11.2019
2. To consider the proposal of developing mechanism for internal audit of the college encompassing inventory, accounts, quality practices and financial management.
3. To consider the proposal of a training programme on self-help group formation.
4. To consider the proposal of conducting a soft skill developing training for employability enhancement.
5. To review the outcome of workshop on ethical and legal aspects of intellectual property rights in academy.
6. Miscellaneous

## Agenda-1:

Prof. Apurba Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 26.11.2019 and the members present in the meeting confirm the proceedings of the meeting.



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

NAAC Accredited B + College

(Affiliated to Kazi Nazrul University)

Recognised Under Section 2(f) & 12(B) of UGC

P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,  
India, PIN – 713 331

## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurba Kr. Roycoordinator, IQAC requested the members to consider the necessity of internal auditing to consider the functioning of academic affairs, financial management etc.

## **Resolution:**

Resolved to form a committee for internal auditing of financial affairs, asset register, academic affairs and quality practices and the audit committee shall be headed by Prof. Apurbo Kr. Roy, IQAC coordinator.

## **Agenda-3:**

Dr. Koushik Kr. Hati stated that it is important for the college to conduct a seminar cum workshop on self-help group formation to provide training to the students and others to have an opportunity to form self-help group for their socio-economic upliftment.

## **Resolution:**

- a) Resolved to conduct seminar cum workshop to train students to form self-help group.
- b) Resolved to entrust the responsibilities of conducting such training cum workshop programme being headed by Dr. Koushik Kr. Hati.

## **Agenda-4:**

Dr. Kousik Kr. Hati stated to have a training programme for soft skill acquiring by the students to enhance their employability.

## **Resolution:**

- a) Resolved to conduct a workshop cum training programme for soft skill development.
- b) Dr. Koushik Kr. Hati assigned the responsibility for planning the programme, involving local resources to deliver the programme.

## **Agenda-5:**

Members present in the meeting wanted to have a session to assess the outcome of Intellectual Property Right (IPR).

## **Resolution:**

Prof. Sagarika Nandy and Prof. Mousumi Kundu is entrusted with the job assessment.

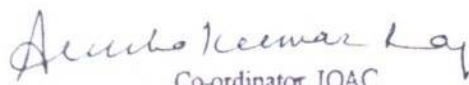
## **Agenda-6 (Misc):**

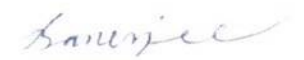
Prof. Sanchita Hazra requested the members to explore the scope of conducting a seminar cum workshop on human rights and human dignity. Dr. Sagar Chandra Bandyopadhyay wanted to know from Prof. Sanchita Hazra if she has any plan for conducting such programme in the college and no such programme was planned to offer by Prof. Sanchita Hazra at that moment.

## **Resolution:**

Resolved not to conduct seminars on human rights and human dignity for the time being.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
Teacher-In-charge  
Deshabandhu Mahavidyalaya  
Chittaranjan



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India, PIN – 713 331

The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 28.02.2020 at 2:30 P.M. in the office of the Principal, Deshabandhu Mahavidyalaya.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 24.12.2019.
2. To work out a practice that shall be placed as best practice to maintain institutional distinctiveness.
3. To consider the proposal of conducting a workshop on modalities of promotion under CAS.
4. To consider the proposal of functioning of RUSA-PMU 2.0.
5. To consider the review of work progress of electrical work by PWD.
6. Miscellaneous.

## Agenda-1:

Prof. Apurbo Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 24.12.2019 and the members present in the meeting confirm the proceedings of the meeting.



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India, PIN – 713 331

## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurbo Kr. Roy expressed his desire to consider 'Research & Publication' and 'Games & Sports' as best practices for the academic year 2020-21. Dr. Koushik Kr. Hati, convener of 'Research & Publication' cell has expressed his willingness to develop the cell by the contribution from the teachers of this institute and other institute also for moving towards continuous academic achievements.

## **Resolution:**

Resolved to initiate the process of research and publication by the way of continuing publication of Deshabandhu Mahavidyalaya's social science journal.

## **Agenda-3:**

Prof. Mousumi Kundu stated for conducting a workshop for awareness building regarding promotion under CAS. Members present in the meeting also expressed their happiness to have a workshop containing programme for promotion under CAS.

## **Resolution:**

Resolved to conduct a seminar cum workshop on promotion linked CAS and Prof. Apurbo Kr. Roy is authorised to arrange the programme involving local resources as much as possible.

## **Agenda-4:**

Dr. Sagar Chandra Bandyopadhyay stated to the members to have a look into the functioning of RUSA-PMU 2.0.

## **Resolution:**

Resolved to assess the functioning of RUSA-PMU 2.0.

## **Agenda-5:**

Dr. Mukul kamle stated to have a evaluation of the progress of electrical wiring by PWD to understand the progress that has taken place so far.

## **Resolution:**

Resolved to get the electrical wiring progress by an expert committee comprising T.I.C. an electrician and an electrical engineer from CLW or PWD.

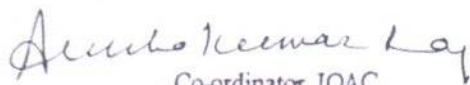
## **Agenda-6(Misc):**

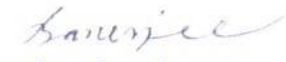
Prof. Sagarika Nandy wanted to have a mechanism of asset register to keep the stock of the college in check.

## **Resolution:**

Resolved to form a committee involving the IQAC coordinator and T.I.C. to develop a register for asset and stock of the college.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
Teacher-In-charge  
Deshabandhu Mahavidyalaya  
Chittaranjan



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India, PIN – 713 331

The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 27.03.2020 at 5:00 P.M. conducted in 'online mode'.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 28.02.2020.
2. To consider the scope of teaching-learning practices during lockdown under COVID-19.
3. To consider the proposal of developing medical information and support system for emergency requirement of health care assistance.
4. Miscellaneous.

## Agenda-1:

Prof. Apurba Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 28.02.2020 and the members present in the meeting (online) confirm the proceedings of the meeting.

## Resolution:

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.



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## **Agenda-2:**

Prof. Apurba Kr. Roy expressed his worries about the uncertainties of teaching-learning process in physical mode as the pandemic has just started to outbreak rapidly and the lockdown has imposed for an indefinite period. In this situation to continue the teaching-learning process uninterruptedly alternative methods need to be established. Members present in the meeting agreed upon the opinion and suggested to explore the virtual platforms for teaching-learning processes.

## **Resolution:**

Resolved to explore the scope of utilising different virtual platforms for continuing the teaching-learning process uninterruptedly.

## **Agenda-3:**

Dr. Sagar Chandra Bandyopadhyay focused on developing a real time medical information system sharing all the opportunities. He also expressed the utmost urgency of developing such initiative to address the need and requirements of the members of Deshabandhu Mahavidyalaya family.

## **Resolution:**

Resolved to develop emergency help line with real time medical support availability that can be provided to the members of Deshabandhu Mahavidyalaya at the time of need. Dr. Koushik Kr. Hati is entrusted with the responsibility of developing such system to share information to the family member of Deshabandhu Mahavidyalaya.

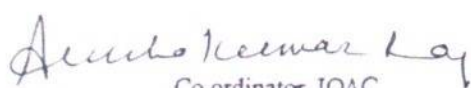
## **Agenda-4(Misc):**

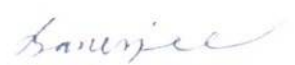
Teachers present in the online meeting expressed their worries about the pandemic situation as no one has faced such situation before and there is a very little information available about the virus.

## **Resolution:**

Resolved to maintain proper health and hygiene, use N-95 mask, sanitise hand regularly and follow the guideline provided by 'WHO' and the 'Ministry of Health and Family Welfare', Govt. of India.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-In-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan



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The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 27.04.2020 at 6:30 P.M. conducted in 'online mode'.

## Members of IQAC:

## Signature of the Members Present

1. Dr. Sagar Chandra Bandyopadhyay, Chairperson

*Sagar Chandra Bandyopadhyay*

2. Prof. Apurbo Kumar Roy, IQAC Coordinator

*Apurbo Kumar Roy*

3. Prof. Durga Pada Mal, Internal Member

*Durga Pada Mal*

4. Prof. Siba Prasad Mandal, Internal Member

*Siba Prasad Mandal*

5. Prof. Sagarika Nandy, Internal Member

*Sagarika Nandy*

6. Prof. Sanchita Hazra, Internal Member

*Sanchita Hazra*

7. Dr. Bhaskar Jyoti Sarkar, Internal Member

*Bhaskar Jyoti Sarkar*

8. Prof. Mousumi Kundu, Internal Member

*Mousumi Kundu*

9. Dr. Mukul Kamle, Internal Member

*Mukul Kamle*

10. Dr. Koushik Kumar Hati, Internal Member

*Koushik Kumar Hati*

11. Prof. Md. Moazzam, Internal Member

*Md. Moazzam*

12. Mrs. Shampa Banerjee (Ganguly), Internal Member

*Shampa Banerjee (Ganguly)*

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 27.03.2020.
2. To consider the scope and opportunities of conducting online classes during lockdown under COVID-19.
3. To consider the proposal of conducting webinar, workshops, debate and discussion continuously till college is reopened and restoration of normalcy out of COVID-19.
4. To prepare a schedule to conduct different observation days in online mode.
5. To consider the feasibility of conducting social outreach programme for education and training to the rural students of the neighbourhood.
6. Miscellaneous.

## Agenda-1:

Prof. Apurbo Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 27.03.2020 and the members present in the meeting (online) confirm the proceedings of the meeting.



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## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurbo Kr. Roy stated that the uncertainty of physical teaching-learning facility should be addressed immediately to take care of teaching-learning in an alternative mode to reach out to the students as far as possible during lockdown under COVID-19 pandemic. Members present in the meeting agreed upon to provide lecture in online mode using virtual platform of their choice and convenience. Prof. Sagarika Nandy emphasised upon department wise class routine to streamline teaching-learning process.

## **Resolution:**

Resolved to prepare department wise routine to deliver lectures in online mode using virtual platforms as shall be convenient to the teachers and students.

## **Agenda-3:**

Prof. Mousumi Kundu expressed her plan to offer online debate, discussion and webinar by the departments in a structured way. Prof. Sanchita Hazra stated that to involve students in academic affairs it is necessary to keep students engaged in various academic activities like-debate, discussion, webinar and online presentation by the teachers and students. Dr. Mukul kamle suggested conducting quiz competition to make students engaged in activities benefitting them academically.

## **Resolution:**

- a) Resolved to conduct debate, discussion, webinar and quiz competition to engage students in academic activities during lockdown under COVID-19 pandemic.
- b) Resolved to prepare calendar of debate, discussion, webinar and quiz competition by all departmental coordinators.

## **Agenda-4:**

Dr. Sagar Chandra Bandyopadhyay requested the members present in the meeting to explore the scope of conducting cultural programmes to observe different 'observational days' in online mode as we shall not be able to held such programmes in physical mode during lockdown under COVID-19 pandemic. Members present in the meeting unanimously agreed to the proposal.

## **Resolution:**

- a) Resolved to prepare a calendar to conduct observational days during lockdown in mode using virtual platforms as shall be available.
- b) Resolved to authorise Dr. Mukul Kamle and Dr.Devlina Chowdhury to prepare a calendar to conduct different observational days.



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## **Agenda-5:**

Prof. Apurbo Kr. Roy requested the members present in the online meeting to explore the scope of conducting social outreach programmes to the students of the school and colleges in the neighbourhood. Members present in the meeting doubted on the feasibility of conducting such programmes as no communication will be possible to establish during lockdown. However, there will be an attempt to reach to the students of the neighbourhood as and when it will be possible.

## **Resolution:**

Resolved not to conduct social outreach programmes during lockdown period under COVID-19 pandemic.

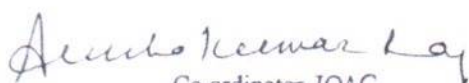
## **Agenda-6(Misc):**

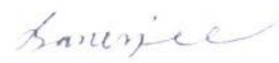
Dr. Sagar Chandra Bandyopadhyay stated to develop a WhatsApp group comprising of all teaching and non-teaching staff to know if there is any health support requirement of the members of Deshabandhu Mahavidyalaya family beside students.

## **Resolution:**

Resolved to develop a WhatsApp group of teaching and non-teaching staffs of the college along with the students to extend the health care support as much as possible during lockdown period.

The meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-in-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan



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The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 28.05.2020 at 6:00 P.M. conducted in 'online mode'.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 27.04.2020.
2. To review the functioning of subject wise and semester wise online classes to suit the need and necessity of students and discharging statutory obligations.
3. To consider the scope of extending teaching-learning beyond lecture method and implementing workshop and group discussion for better understanding of syllabus.
4. To consider the scope of conducting counselling session for students, teachers and other stakeholders to mitigate the fear spread out of COVID-19 pandemic.
5. Miscellaneous.

## Agenda-1:

Prof. Apurba Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 27.04.2020 and the members present in the meeting (online) confirm the proceedings of the meeting.



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## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Dr. Sagar Chandra Bandyopadhyay T.I.C. of the college stated that online classes are required to be planned, organised and conducted in such a way that students can join the classes in maximum number. He also emphasised on coming with fixed Google link semester wise and course wise for the students so that they don't feel inconvenient in login to join the classes. Dr. Koushik Hati, also supported the intention of Dr. Sagar Chandra Bandyopadhyay. Prof. Mousumi Kundu expressed her liking for such initiative. On reviewing progress and stream lining the functioning of online classes members have resolved that---

## **Resolution:**

- a) To develop subject/semester/course wise fix web link for the students to facilitate the hassle-free participation of them.
- b) Resolve to conduct survey of student's satisfaction in so far as online teaching-learning is concerned.

## **Agenda-3:**

Prof. Apurbo Kumar Roy, coordinator of IQAC stated that to make teaching-learning interesting to the students it is necessary to go beyond lecture method in online teaching-learning mode. He suggested considering students to involve in group discussion and paper presentation on specific subject related projects, which he thinks that it can enhance student's interest in online teaching-learning process.

## **Resolution:**

Resolve to conduct seminar, workshop and group discussion for students to get them involved whole heartedly in the process of delivering educational training.

## **Agenda-4:**

Members present in the online meeting whole heartedly wanted to offer a programme based on a counselling session by professional counsellor involving students, teachers and non-teaching staffs for maintaining their mental health well-being.

## **Resolution:**

Resolved to conduct a webinar and workshop on the way of mental health and hygiene for better living.

## **Agenda-5 (Misc):**

Prof. Mousumi Kundu suggested working out a structured 'Mentor-Mentee' relationship list which shall be beneficiary to the students in short comings in the way of teaching-learning in virtual mode.



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

*NAAC Accredited B + College*

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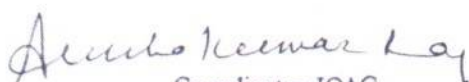
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India, PIN – 713 331**

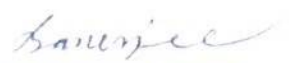
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**Resolution:**

Resolve to prepare structured Mentor-Mentee list to benefit the students in their public and private life during lockdown.

There was no more discussion by the members present in the online meeting and such meeting ended with thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-In-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan



# DESHABANDHU MAHAVIDYALAYA, CHITTARANJAN

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P.O. – Chittaranjan, District – Paschim Bardhaman, West Bengal,  
India, PIN – 713 331

The meeting of the IQAC started with Dr. Sagar Chandra Bandyopadhyay in the chair on 26.06.2020 at 5:30 P.M. conducted in 'online mode'.

## Members of IQAC:

## Signature of the Members Present

- |   |                                    |
|---|------------------------------------|
| 1. Dr. Sagar Chandra Bandyopadhyay, Chairperson     | <i>Sagar Chandra Bandyopadhyay</i> |
| 2. Prof. Apurbo Kumar Roy, IQAC Coordinator         | <i>Apurbo Kumar Roy</i>            |
| 3. Prof. Durga Pada Mal, Internal Member            | <i>Durga Pada Mal</i>              |
| 4. Prof. Siba Prasad Mandal, Internal Member        | <i>Siba Prasad Mandal</i>          |
| 5. Prof. Sagarika Nandy, Internal Member            | <i>Sagarika Nandy</i>              |
| 6. Prof. Sanchita Hazra, Internal Member            | <i>Sanchita Hazra</i>              |
| 7. Dr. Bhaskar Jyoti Sarkar, Internal Member        | <i>Bhaskar Jyoti Sarkar</i>        |
| 8. Prof. Mousumi Kundu, Internal Member             | <i>Mousumi Kundu</i>               |
| 9. Dr. Mukul Kamle, Internal Member                 | <i>Mukul Kamle</i>                 |
| 10. Dr. Koushik Kumar Hati, Internal Member         | <i>Koushik Kumar Hati</i>          |
| 11. Prof. Md. Moazzam, Internal Member              | <i>Md. Moazzam</i>                 |
| 12. Mrs. Shampa Banerjee (Ganguly), Internal Member | <i>Shampa Banerjee (Ganguly)</i>   |

## Agenda:

1. To read and confirm the proceedings of the meeting of IQAC held on 28.05.2020.
2. To consider the proposal of review of performance of IQAC for the period 2019-20.
3. To review the academic audit as prepared by the academic audit committee for the period 2019-20.
4. To consider the proposal of conducting online examination (internal assessment) for the semester ended in June 2020.
5. To consider the opportunities of establishing linkage with libraries of other colleges and universities for teaching-learning purpose.
6. To consider the findings of feedback of teachers and students for necessary action.
7. Miscellaneous.



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India, PIN – 713 331

## **Agenda-1:**

Prof. Apurba Kr. Roy, coordinator of IQAC read out the proceedings of the meeting held on 28.05.2020 and the members present in the meeting (online) confirm the proceedings of the meeting.

## **Resolution:**

Resolved to confirm the proceedings of the meeting and resolution adopted in the said meeting by the members present in the meeting.

## **Agenda-2:**

Prof. Apurba Kr. Roy requested to all the members present in the meeting to come up with their observations and feedback relating to performance of different sub-committees of IQAC. Prof. Mousumi Kundu head of the co-curricular and extra-curricular cell expressed her anguish for not delivering more than two programmes on co-curricular and extra-curricular view in the situation of lockdown for COVID-19 declared on 24<sup>th</sup> March, 2020. Like Prof. Mousumi Kundu, Prof. Sanchita Hazra and other heads of various sub-committees stated that the declaration of lockdown for COVID-19 compelled them all to suspend their programmes which were otherwise could have been delivered.

## **Resolution:**

Members present in the meeting resolve to work out a plan and modalities of delivering the plan in online mode to reach the students and other stakeholders during the lockdown period.

## **Agenda-3:**

The coordinator of IQAC requested Prof. Mousumi Kundu to apprise the members of the core committee of IQAC about the status of academic audit for the period 2019-20. Prof. Mousumi Kundu inform the members that the National lockdown has stopped her team members to work out on academic audit programme but assured the members of getting the job done in ten days' time when the lockdown will be withdrawn.

## **Resolution:**

Resolve to support the academic audit head to prepare the academic audit report as and when the college shall reopen.

## **Agenda-4:**

Prof. Sagar Banerjee stated that the members of teaching departments should evolve a system wherein each one of us can deliver some portion of syllabus for teaching-learning purpose via online mode.

## **Resolution:**

Resolve to develop a mechanism to conduct online internal assessment and other examination.

## **Agenda-5:**

Prof. Mukul Kamle requested to consider the proposal of establishing a linkage with libraries and research institutes to facilitate the students to get exposure to library and laboratory resources which shall in term bring benefit to all in the process of teaching-learning in higher education.

## **Resolution:**

Resolve to explore the opportunities of establishing linkage with higher educational institutes.

## **Agenda-6:**

Feedback responses collected for the academic year 2019-2020 were analysed and placed before IQAC committee members by the coordinator Prof. Apurbo Kr. Roy. Members present



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in the online meeting discussed on different points of feedback and agreed upon the fact that improvement is required in few aspects based on the responses of the stake holders.

**Resolution:**

Resolved to rectify the required areas and forwarded the findings before the T.I.C. for necessary action.

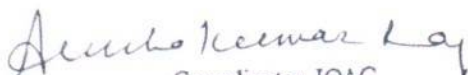
**Agenda-7(Misc):**

Prof. Sagarika Nandy requested to consider the scope of conducting health awareness programme for the students of the college.

**Resolution:**

Resolve to conduct a health awareness programme on COVID-19 via online mode.

Meeting ended with vote of thanks to the chair.

  
Co-ordinator, IQAC  
Deshabandhu Mahavidyalaya  
Chittaranjan

  
**Teacher-In-charge**  
Deshabandhu Mahavidyalaya  
Chittaranjan