

AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

(ESTD-1959)

SUBHASNAGAR, P.O. – BENGAL, PS – GOGHAT

DIST – HOOGHLY, PIN CODE – 712611, W.B.

STD. : 03211 : 246235 / 246772 Email : akpc_m@yahoo.co.in



Ref. No:

Date:

Notice

The first meeting of the Internal Quality Assurance Cell (IQAC) for the session 2018-19 will be held on 06.07.2018 (Friday) at 12.30 p.m. in the IQAC room of the College to discuss the following agenda. All the members of the IQAC are requested to attend the said meeting.

Agenda:

1. To approve the resolutions adopted in the previous meeting of IQAC held on 16.03.2018.
2. To prepare the Plan of actions of the IQAC for the year 2018-19.
3. To prepare a tentative list of Quality Initiatives to be adopted by the IQAC during the academic session 2018-19
4. To discuss on the preparations of first three (03) initiatives of the list prepared under Agenda 3.
5. To discuss on the introduction of ADD-ON/Certificate course for the benefit of students.
6. To discuss on the collection of Feedback from different stakeholders and to set up a team for the Feedback analysis.
7. To discuss on strengthening of mentor mentee relations.
8. To discuss on the identification of POs, COs and Departmental Lesson Plans for the newly introduced subjects under the CBCS.
9. To discuss on the Promotion, under CAS, of 03 Assistant Professors of our College.
10. To discuss on the process of introduction of new courses in our college.
11. To discuss on the installation of a Roof Top Solar Power Plant in the college by the West Bengal Renewable Energy Dev. Agency (WBREDA)
12. Miscellaneous.

Ashish Kar

Dr. Ashish Kar 03.07.2018
IQAC Coordinator

IQAC Coordinator
AKPC Mahavidyalaya
Bengal, Hooghly



Paramartha Ghosh 03/07/2018

Dr. Paramartha Ghosh
Principal & Chairperson of IQAC

Principal
A.K.P.C. Mahavidyalaya
P.O.- Bengal, Dt. Hooghly



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The following Members are present in today' s meeting :

Sl No	Name	Designation	Signature
1	Dr. Paramartha Ghosh	Chairperson & Principal	<i>Paramartha Ghosh</i> 06/07/2018
2	Dr. Ashish Kar	Coordinator	<i>Ashish Kar</i> 08.07.2018
3	Dr. Samir Kumar Nandy	Member	<i>Samir Nandy</i> 06.07.2018
4	Dr. Triptimoy Mondal	Member	
5	Dr. Nirmalya Sensharma	Member	<i>N. Sensharma</i> 06/07/2018.
6	Prof. Biswanath Kundu	Member	<i>Biswanath Kundu</i> 06.07.2018
7	Dr. Ashoke Hazra	Member	<i>Ashoke Hazra</i>
8	Prof. Muktiprakash Roy	Member	<i>M. Roy</i> 03.07.18
9	Sri Abhijit Bose	Member	AB
10	Sri Chandan Banerjee	Member	<i>Chandan Banerjee</i> 06/07/18
11	Sri Tarapada Bhattacharya	Member, Local Community	<i>T. Bhattacharya</i> 06.07.18



Minutes of the IQAC meeting held on 06.07.2018 (Friday) at 12.30 p.m. in the IQAC room of the College.

Principal Dr. Paramartha Ghosh took the chair to preside over the meeting.

Resolution 1: The resolutions of the previous IQAC meeting held on 16.03.2018 (Friday) was read and confirmed.

Resolution 2. Analyzing the 'Future Plan of actions' given in AQAR, 2017-18 and verifying the necessity of adding any further plan, the members of the IQAC unanimously prepared the following plan of actions for the academic year 2018-19.

Plan of action for the year 2018-19

1. Plan to continue our efforts to familiarize the students/ other stakeholders with the academic and evaluation procedures under the new CBCS curriculum.
2. Plan to make our college campus more eco friendly by installing a Roof Top solar power plant.
3. Plan to cast the internal roads on our college campus in concrete, by utilizing the fund sanctioned by the Hooghly Zilla Parishad.
4. Plan to renovate the entire Library Building.
5. Plan to increase the number of Class Rooms, Laboratory Rooms and Office Rooms in the college
6. Plan to offer Guidance/Technical help to the faculties for the preparation of proposals related to their promotion under CAS.
7. Plan to pursue the matter of introduction of new courses in the college with the appropriate authorities.
8. Plan to impart Administrative and Technical training to the Non-Teaching Staff of the college.
9. Plan to continue the construction work of UGC sponsored, two storied Indoor Sports Training Facilities.
10. Plan to introduce Add-On/ Certificate course for the students.
11. Plan to collect Feedback from different stakeholders and to prepare Feedback Analysis Report.
12. Plan to sign MOU with different Institutions for Student and Faculty exchange.
13. Plan to strengthen the Mentor Mentee relation.

Resolution 3: Considering the Plan of actions prepared under the Agenda 3, the members of the IQAC unanimously prepared the following tentative list of Quality Initiatives to be adopted by the IQAC during the academic session 2018-19.

- 1) To organize a Workshop for students/ other stakeholders on CBCS Curriculum
- 2) To organize an Administrative and Technical Training Program for Non-Teaching staff of the college.
- 3) To conduct a Meeting with the N.C.C unit members along with some senior Cadets.



- 4) To conduct a Meeting with the faculties.
- 5) To conduct a Meeting with the Library employees in presence of members of the library sub-committee.
- 6) To conduct a Meeting with the N.S.S unit members.
- 7) To conduct a Meeting with the Management.
- 8) To organize a second Administrative and Technical Training Program for Non-Teaching staff of the college.
- 9) To conduct a second Meeting with the faculties.

Resolution 4. The members then considered the first initiative, namely, Organization of a Workshop on CBCS curriculum and associated University Rules for students / other stakeholders. Taking part in the discussion, our Principal, Dr. Paramartha Ghosh, cited several instances of harassments of students and other stakeholders, during the last academic year, due to the lack of understanding and clarity about the course contents, distribution of marks and evaluation procedures of the CBCS curriculum. He emphasized on the necessity of organizing such a workshop in this year also. After thorough discussion, the following details about the Workshop were unanimously fixed:

- It would be a one-day workshop and would be organized on 07/08/2018.
- Our IQAC members would act as Speakers in this Workshop.
- Multiple phases of the Workshop in a single day would be organized to accommodate maximum number of participants.

Considering the 2nd initiative, namely, organization of an Administrative and Technical Training Program for Non-teaching staff of our college, several members mentioned about the increasing demand of computers and internet in performing our daily official activities. They also admitted the need of familiarization of our N. T. staff with the latest updates of our office and admission software. After thorough discussion, the following details about the said training were unanimously fixed:

- It would be a six-day training program and would be organized from 27th August to 01st September, 2018.
- Our faculty members, in association with the representatives of our software developer, would act as Trainers for this program.

It was also decided that the following issues would be discussed in this program:

- Preparation of AISHE data and uploading of the same in the AISHE portal.
- Use of updated version of the admission software.
- Online transfer of data from admission portal to our office software.



- Use of PF-software for the calculation of PF interest and preparation of updated statements of PF-accounts of the employees.
- Process of online form fill-up for the University Examinations.

Finally, considering the 3rd initiative, the members unanimously fixed the following details of their Meeting with the N.C.C. unit members along with some senior Cadets:

- The meeting would be convened on 07/09/2018
- The main purposes of the meeting would be
 - To encourage the unit members for sustaining the present standard of their activities and to discuss on the possible extension and diversification of the N.C.C. activities.
 - To discuss on the necessity of a new Office Room for the N.C.C. Unit.
 - To explore the possibilities of arranging an independent Broadband Internet connection for the N.C.C. office.
 - To discuss on the preparation of an Annual Report on the activities of N.C.C.

Resolution 5. The IQAC Coordinator emphasized the significance of add-on/Certificate courses in enhancing students' skills and employability and requested all HODs to consider introducing relevant add-on courses for their respective departments. HODs discussed the potential benefits of add-on courses, including increased student engagement, improved academic performance, and enhanced career prospects and expressed their willingness to explore and develop appropriate add-on courses for their departments. A meeting with the HODs of all departments will be held soon in this regard.

Resolution 6. From this Academic session the college is going to implement a comprehensive feedback mechanism to gather feedback from all stakeholders, including students, parents, alumni, and teachers. This feedback is essential for identifying areas of strength and weakness, making improvements to the college, and ensuring that the college is meeting the needs of its stakeholders. To analyze the feedback, a committee is formed with the following members:

- (i) Dr. Samir Kumar Nandy
- (ii) Mr. Samaresh Chattaraj
- (iii) Dr. Tarun Ghosh
- (iv) Mr. Prabash Dey

Resolution 7. The IQAC coordinator aims to foster stronger mentor-mentee relationships, enhance the learning and growth of mentees, and contribute to the overall success of the Mentor-Mentee Program. To achieve the goal, the IQAC coordinator will meet with all HODs in near future.

Resolution 8: Several members pointed out that due to the introduction of new subjects under CBCS, immediate modification/ reconstruction of POs, COs and Departmental Lesson Plans would be necessary. After thorough discussion, it was unanimously resolved that HOD of all the departments would initiate the modification/reconstruction of their respective POs, COs and



Departmental Lesson Plans immediately. The difficulties faced in this process would be discussed in the next meeting of IQAC with the faculties.

Resolution 9: As per the IQAC records and appeal of the individual faculty members, 03 Teachers of our college have attained the eligibility of Promotion under CAS during this year. After thorough discussion, it was unanimously resolved that the concerned teachers would be provided with the softcopy of the latest format for CAS published by the Department of Higher Education and be requested to prepare the proposal for their promotion accordingly. It was also decided that their proposals would be checked at the forthcoming meeting of IQAC with the faculties.

Resolution 10: Our principal, Dr. Paramartha Ghosh informed the members that considering the requests from various stakeholders, for the introduction of new courses, we have applied to the West Bengal Higher Education Council and the University of Burdwan for the requisite permissions to introduce four new courses, viz., Santali (Hons.), Education (General), Music (General) and Environmental Science (General) in our college. But no permission has yet been received. After thorough discussion, it was unanimously decided that our Principal, along with our IQAC coordinator, would pursue the matter with the said authorities for the opening of these subjects from this academic year.

Resolution 11: The Chairperson and our Principal Dr. Paramartha Ghosh informed the members about a scheme, sponsored jointly by the Central and the State govt., for the installation of a Grid connected, Roof Top Solar Power Plant using the infrastructure of a Higher Educational Institute. He also informed the members that for the implementation of the scheme in our college, we have to apply to the West Bengal Renewable Energy Development Agency (WBREDA), under the Dept. of Power and Non-conventional Energy Sources, Govt. of West Bengal. After studying the details of the scheme, the members unanimously decided to apply for the implementation of the scheme in our college, subject to the approval of the Management. The members also requested the IQAC coordinator to provide active support to the Principal in the preparation and submission of the requisite application to WEBREDA. Since no agenda came up for discussion under Miscellaneous, the meeting ended with vote of thanks to the Chairperson and President of the meeting.

Ashish Kar
06/07/2018

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IQAC Coordinator

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Principal & Chairperson of IQAC

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Action taken Report of the previous IQAC meeting held on 16.03.2018

- 1 Installation of Virtual Classroom, Funded by Govt. of West Bengal, is going on.
- 2 Construction work for UGC sponsored Indoor Sports Training Complex is going on.
- 3 Proposal for installation of Rooftop, Grid connected Power Plant is placed to West Bengal Renewable Energy Development Agency (WBREDA)

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06.07.2018

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