

Sundarban Hazi Desarat College

IQAC Meeting No. 12/2018-19

Resolutions

A meeting of the IQAC was held this day, that is the 3rd of July, 2019, at 3:30 PM at the Principal's Chamber with the Principal Dr Tarun Mandal in the Chair.

For academic purposes, the following decisions were taken:

- I. It was decided that mentoring system of students should be introduced from the next academic session, that is, 2019-20. The IQAC Coordinator requested the member of the Cell –Dr Uttam Kumar Guru – to formulate the college-specific policy of Mentoring. Dr Guru was to place the policy for discussion in the next meeting. It was also noted that the mentoring could not, unfortunately, be introduced earlier because of the paucity of teaching staff. Now with the engagement of some Part-Time teachers, the IQAC could finally introduce this policy from the next academic session.
- II. It was decided that a 20-mark MCQ examination on Entry Point would be taken of all newly admitted students by all Departments. The Examination would be conducted centrally by the Examinations Sub-Committee. The 20-mark examination would be of the following nature:
 - a) Question on Honours Subject/Subject Combination – 10 marks
 - b) General English/Awareness/Ethics – 10 Marks
- III. On the basis of the examinations, every Academic Department would prepare lists of students in 4 (four) categories: Excellent, Good, Mediocre and Weak. All Academic Departments would keep records of all these students in **Departmental Bi-monthly Report (DBR)** to track their performances/progression. It was decided that the DBR would be made digital soon through a mobile application whereby a student's performances/progression can be recorded, and remain handy at the teachers' end. Since the DBR would contain students' report, it was decided that it should not be made public on the college website. But every department should keep a manual as well as digital copy of the same for perusal of the IQAC after a gap of two months.
- IV. On the basis of the examinations, the students would be marked in the Attendance Registers as **E** (for excellent), **G** (for good), **M** (for mediocre) and **W** (for weak ones).
- V. Mr Swapan Kumar Gupta, IQAC Coordinator, requested all the members of the IQAC for deliberation over an Integrated Learning Management Module that would maintain both digitally and manually. It was decided that the proposed Integrated Learning Management Module should be designed in consistency with the following aspects/nature of the students enrolled in this archipelago:
 - a) First generation learners.
 - b) Learners from economically challenged backgrounds.
 - c) Learners from SC/St/OBC and Minority Communities
 - d) Maximum number of girl students
 - e) Learners with disabilities
- VI. It was intimated by the Coordinator that the CAS papers of Prof. Pijush Kanti Adhikari, Prof. Granthana Sengupta, Prof. Pompa Bhattacharyya, Dr. Palash Halder and Dr. Bappaditya Naskar have been submitted to DPI but the IQAC is yet to receive any copy of the papers.

- VII. The Principal informed that Motiyur Rahaman had been requested to form the Alumni Association afresh as per the rules of Societies Registration Act 1961. For this the IQAC Coordinator requested the Development Committee convener to arrange a room for the Alumni Association. Registration process for the Association should also be expedited.
- VIII. It was informed that Prof. Sanjay Kumar Mandal is working on the teacher-wise tracker to understand the CAS requirement of attending seminars for each of the teachers.
- IX. The Coordinator discussed the process of undertaking Major and Minor projects by the teachers. Prof. Sanjay Kumar Mandal mentioned the recent project proposal, which he prepared on the socio-economic status of women engaged in prawn cultivation. The Principal highlighted some audit related queries on the earlier minor project of Prof. Mandal. Prof. Mandal mentioned that the earlier minor project was completed in Marine Science Department of Ballygaunge Science College and the assets accrued during the project were kept at that department. It was decided that there would be further discussion on this issue and it would be sorted out in the next meeting on January 16, 2020.
- X. The Coordinator informed that a cultural programme is planned to be organized during the week of Holi.

The meeting ended with thanks to and from the Chair.