



AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

(ESTD-1959)

SUBHASNAGAR, P.O. - BENGAI, PS - GOGHAT

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

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

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 identification of POs, COs and Departmental Lesson Plans for the newly introduced subjects under the CBCS.
6. To discuss on the Promotion, under CAS, of 03 Assistant Professors of our College.
7. To discuss on the process of introduction of new courses in our college.
8. To discuss on the installation of a Roof Top Solar Power Plant in the college by the West Bengal Renewable Energy Dev. Agency (WBREDA)
9. Miscellaneous.

Ashish Kar

02.07.2018

Dr. Ashish Kar
IQAC Coordinator

IQAC Coordinator
AKPC Mahavidyalaya
Bengal, Hooghly

Paramartha Ghosh

02-07-2018

Dr. Paramartha Ghosh
Principal & Chairperson of IQAC

Principal,
AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA
P O Bengai, Dt. Hooghly

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Members present:

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> 06/07/18
3	Dr. Samir Kumar Nandy	Member	<i>Samir Nandy</i> 06.07.18
4	Dr. Triptimoy Mondal	Member	<i>T. Mondal</i> 06.07.18
5	Dr. Nirmalya Sensharma	Member	<i>N.S.S</i> 06.07.18
6	Prof. Biswanath Kundu	Member	<i>Biswanath Kundu</i> 06.07.18
7	Dr. Ashoke Hazra	Member	<i>A. Hazra</i> 06.07.18.
8	Prof. Muktiprakash Roy	Member	<i>M. Roy</i> 06.07.18
9	Sri Abhijit Bose	Member	<i>A. Bose</i> 06.07.18
10	Sri Chandan Banerjee	Member	<i>Chandan K. Banerjee</i> 06/7/18
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.

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 two-day training program and would be organized on 27th and 28th August, 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: 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 6: 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 7: 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 8: 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

Dr. Ashish Kar
IQAC Coordinator

IQAC Coordinator
AKPC Mahavidyalaya
Bengai, Hooghly

Dr. Paramartha Ghosh

Principal & Chairperson of IQAC

Principal,
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