

Members present in the meeting held on
29.08.18.

- 1) Ashraf
- 2) Apurba Ratan Ghosh 29/8/18
- 3) Mumshi Azimbar Rahaman.
- 4) Dipa Hazra
- 5) Pooja Mishra
- 6) Dr. Pratik 29/8/18
7. Kazi Manzoor Ali 29/08/2018
8. S. Deotey 29.08.18
9. Suranjana Bhadra 29/08/18
10. Anindita Roy 29/08/18
11. Banali Mitra (Dist) 29/8/18
12. Joydeep Das. 29.08.18.
13. Malika Chakraborty. 29.8.18
14. Kamal Chandra Barman 29.08.18

Discussions held & Resolutions adopted:

The Principal is in the chair to preside over the meeting.

① NASC has published new guidelines for IOAC. It is therefore resolved that in conformity with the guidelines the IOAC be reconstituted with the following as members:

- ① Dr. Sukriti Ghosal (Head of the Institute).
- ② Mr. Mumshi Azimbar Rahaman (Director/Co-ordinator)
- ③ Dr. Atanu Das
- ④ Dr. Abhijit Bandyopadhyay
- ⑤ Dr. Anupama Chowdhury
- ⑥ Dr. Sisir Kr. Garai
- ⑦ Dr. Kazi Manzoor Ali
- ⑧ Mrs. Banali Chakraborty
- ⑨ Dr. Khokon Barikar.
- ⑩ Dr. Anindita Roy
- ⑪ Dr. Pradipta Sengupta.
- ⑫ Dr. Purnaki Majumder.
- ⑬ Dr. Ranajit Bandyopadhyay
- ⑭ Dr. Hiranay Lalit
- ⑮ Mrs. Archana Chowdhury (Alumni)

16 Dr. Anusba Ratan Ghosh.

17 Dr. Gouri Patra

18 Mr. Krishna Chandra Guin

19 Mr. Partha Mallick.

20 The reconstituted IOAC be forwarded to the governing body for ratification.

2 It is resolved that the ABAR 2017-18 be prepared and submitted to NAAC before peer team visit for which is weightage on timely submission of ABAR.

3 The Co-ordinator, IOAC has prepared details of APC calculation regarding CAS as per new guidelines. It is, therefore, resolved that the same be scrutinized by H.L. (ECO), SM (ZOO), SB (Maths), KS (Economics) and after finalization, the same be sent to the University for ratification.

4 It is resolved that Dr. Anupama Choudhury and Irani Biswas be asked to arrange for necessary documentations of BIM.

5 As the college has switched to measuring success of learners in terms of outcome, it is resolved that the learning outcome of 2018 passed out be measured as per format of P.O, PSO & CO.

6 It is learnt from the departmental reporting that all the departments have ~~already~~ nearly finished for tuning their departmental profile. It is resolved that the PPT in this regard will be presented on 07/08/18 for general verification.

7 The following new initiatives are to be taken to ensure quality in Teaching-Learning.

(a) Preparation of Module for organizing Sem I & II

(b) Department specific Add-on course for 2018-19

(c) Identifying emerging areas for organizing departmental seminar.

8) It is resolved that Associate Professors be requested to prepare lessons for MOOC and Junior Assistant Teachers and Advanced Learners be requested to register for at least one online course a year.

9) It has been learnt from UGC website that our college has been selected for offering BVOC courses and necessary funding for the same will be made by UGC. But no official communication has been made in this regard as yet. While this is a welcome proposal, it is noted that already two months of the first semester are over. Given this backdrop IBAC resolves that BVOC, if approved & funded, be introduced from 2019-2020 session.

10) It is resolved that each department be requested to select 10 students covering 3 batches of students and also five students for Students & Parents meet with the NAAC Peer Team Members scheduled on 14.09.2018. The list be submitted within 10/9/18 and also communication be made to all of them centrally under the supervision of IBAC.

With a vote of thanks ~~to~~ to the Chair the meeting ends.

Munshi Azimbar Rahman

Co-ordinator

IBAC

Coordinator

IQAC

M.U.C. Women's College
Burdwan

Sahil
Principal

M.U.C. Women's College
Purba Bardhaman

First

Meeting of IOAC
dt 02/01/2019

Members present

1. Ashutosh 2/1/19
2. Sisir K. Gami 2/1/19.
3. Ranjit Bandyopadhyay 2.1.19
4. Lata Majumdar 2.1.19
5. Krishna Chandra Giri
6. Abhijit Bandyopadhyay 2.1.19
7. Partha Chatterjee 02/01/19
8. Anindita Roy 02/01/19
9. Indrani Paul (Ghorak) 02/1/19.
10. Shanya Khatun 02/01/19
11. Gouri Patra
12. Pradipta Sengupta 02/1/2019.
13. Archana Chaudhuri. 02.01.2019
14. Ata De
15. Shikha Ghosh 02.01.19
16. Musshi Anwar Rahman

Minutes

- ① Review of the points of weakness/demerits identified by the PT-Members of NAAC
- ② HL stressed ^{the improvement of sanitation of toilets, and} suggested a committee ^{comprising lady teachers} be made, ~~and that lady teachers should be members on that committee.~~
- ③

Minutes of 02/01/2019

- ① Review of the points of weakness/demerits by the PT members of NAAC
- ② HL suggested that a committee comprising lady-teachers be made for the sanitation system & the improvement
- ③ NAAC stressed that feedback on Curriculum be taken from every stakeholder
- ④ Prof. A. Ghosh suggested feedback & its analysis be sent to B.U. & their report be ratified by IQAC.
- ⑤ ~~2.1.1~~ → After taking the Diagnostic Test, more efforts be made for follow-up like Bridge Course, ~~the seminar~~.
The Bridge Course be introduced in a more methodical method way, and it should be well documented in terms of making a curriculum, proper modules, etc. It may be course for a week, for new entrants.
- ⑥ (2.3.1) → The Principal stressed the cultivation, ^{and enhancement} of more student-centric method for the translation of teaching into learning.
- ⑦ The monitoring system be made more effective.
- ⑧ Dr. Sisir K. Garai Study Materials may be ~~prepared~~ prepared by Faculty
- ⑨ Anindita Roy suggested that students be instructed to ~~ask~~ raise questions from every lecture. The Principal suggested that a sheet be given to every student, and lectures be summed up. Whatever be the method, the student-centric methods be enhanced.
- ⑩ LMS (Learning Management System) may be introduced after proper investigation.
- ⑪ For creating E-learning materials, CD may be prepared from Online, youtube, etc., and given to students.
- ⑫ More devices be Innovation may be devised with proper contemplation
- ⑬ Prof. A. Ghosh is requested to shed light on Incubation centre & Ecosystem. ~~in the~~
- ⑭ Every year ^{more} seminar be arranged on IPTZ.