

Sundarban Hazi Desarat College



IQAC Meeting No. 04/2018-19

Date: The 5th of June, 2018

Venue: IQAC Office

Resolutions

A meeting of the IQAC was held this day, that is the 5th of June, 2018, at 3:00 PM at the IQAC meeting hall with the TIC Sri Sanjoy Ghosh in the Chair. At first, Minutes of the last meeting (No. 3/17-18, Dated – 16/03/2018) were read and confirmed.

Agenda-wise, the following decisions were taken:

Agenda – 1: Preparation of Academic Calendar

1. Resolved that a very meticulous and comprehensive Academic Calendar be prepared well in advance by members of Academic and Examinations Committee in close consultation with IQAC Coordinator. Before starting to work upon it, all academic Departments, IQAC, Cultural Sub-Committee, Sports and Games Sub-Committee and NSS Unit of the college would submit, within one week from this date, lists of tentative events, programmes and seminars with probable dates/weeks, and on the basis of that the Calendar be prepared diligently. It was also decided that it should incorporate all tentative schedules of examinations, recesses and vacations. It was also resolved that Academic and Examinations Committee along with NSS Unit and Cultural Sub-Committee would keep on monitoring, on a three-month basis, whether examinations and events mentioned in the calendar were being adhered to.

Agenda – 2: Recruitment of Guest Teachers for implementation of CBCS System of Curricula

2. IQAC Coordinator Dr Sumantakalyan Pal emphasized that few Guest Teachers be recruited, especially in the Departments of Bengali, English, Political Science, Physical Education, Education, Anthropology, Zoology, Geography and Sanskrit in view of the increase in the number of classes for introduction of CBCS syllabus by Calcutta University. The members agreed on the point, and urged the Chairman to take necessary measures to engage 10 (ten) Guest Teachers in different departments as per requirements after consultation with Academic and Examinations Sub-Committee. The Principal reported that Ms. Rupali Haldar was appointed as a Guest Teacher in Political Science on 24.04.2019. He also reported that the following teachers were recruited earlier:

Sanjoy Ghosh

Teacher-in-Charge
Sundarban Hazi Desarat College
Pathankhal 24 Parganas (South)

Sumantakalyan Pal

Co-ordinator
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Sl. No.	Name of the Teacher	Subjects	Type of appointment	Date of Joining
1	Suman Sarkar	Geography	Guest Teacher	16.01.2019
2	Parameshwar Naskar	Physical Education	Guest Teacher	16.01.2019
3	Samsuddin Laskar	Geography	Guest Teacher	1.03.2019
3	Tamal Dutta	Anthropology	Guest Teacher	1.03.2019
4	Anupam Sahoo	Commerce	Guest Teacher	1.03.2019

Agenda – 3: Commencement of Remedial Coaching Classes

3. As for Remedial classes for mediocre and slow learners, Ms Granthana Sen Gupta, Academic and Examinations Committee Convener, pointed out that the remedial classes could not be initiated because of the paucity of teaching faculty. With only 9 teachers residing in the campus, and given the schedule of remedial classes to be held off regular routine hours, no such arrangements could be made. But it was decided that teachers who are residing in the campus would take extra classes beyond routine hours. Thus it was decided by the members unanimously that the following teachers would take few classes for mediocre and slow-learner students residing in the hostels from 4:30 PM to 5 PM:

- a) Sri Uttam Kumar Guru – English
- b) Sri Rupak Ghosal – History
- c) Sri Goutam Jatua – Political Science
- d) Sri Abhijit Paria – Education
- e) Sri Gourhari Samanta – Education
- f) Sri Sanjoy Bala –Political Science.

It was decided that Sri Ghosh would issue notification in this regard as soon as possible, and Sri Rupak Ghoshal, Assistant Professor of History would coordinate this remedial coaching schedule.

Agenda – 4: Introduction of Add-on Course(s)

4. IQAC Coordinator reported that some Add-on Courses should be introduced for students so that they could enter the job market or could at best be able to earn a living upon completion of their UG degree programme. After long discussion, it was decided that the Right Brains Technology be approached for one IT based Add-on Course.

Agenda-5: Incentives to teachers for attending seminars, conferences and Orientation Programmes/Refresher courses

5. It was decided that incentives would be provided to teachers for attending seminars and conferences and henceforth.

Misc.:

Sanjoy Ghosh

Teacher-in-Charge
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Pathankhali 24 Parganas (South)

Wajid Ahmad

Co-ordinator
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6. Dr Sumantakalyan Pal, IQAC Coordinator, proposed that IQAC should design an Event Calendar for the coming session. All members approved of the same and requested him to take necessary steps to execute the same.

The meeting ended with vote of thanks to and from the Chair.

Sanyojit Pal

Teacher-in-Charge
Sunderban Hazi Desarat College
Pathankhali 24 Parganas (South)

W. G. Anand

Co-ordinator
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SUNDARBAN HAZI DESARAT COLLEGE

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Date :

Action Taken on the basis of IQAC Meeting No. 04/2018-19, Dated- The 5th of June, 2018

The following actions were taken on the basis of the above-mentioned meeting:

1. The Academic Calendar was prepared and submitted to IQAC by Academic and Examinations Sub-Committee and the same were uploaded on website for circulation. All academic Departments complied with the Calendar.
2. A total of 10 (ten) Guest Faculties were recruited in 2018-19.
3. Remedial Coaching Classes were held, and on the basis of students' feedback, they benefitted from the classes as well as the study material provided.
4. Right Brains Technology conducted an Add-on Course on Advanced Excel, and a total of 363 students completed the course successfully.
5. A total of 11 (eleven) teachers got incentives for attending seminars etc.
6. The Event Calendar could NOT be prepared.

Sanjay Ghosh

Teacher-in-Charge
Sundarban Hazi Desarat College
Pathankhali 24 Parganas (South)



Sanjay Ghosh

Co-ordinator
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Sundarban Hazi Desarat College

IQAC Meeting No. 05/2018-19

Date: The 7th of September, 2018

Venue: IQAC Office



Resolutions

A meeting of the IQAC was held this day, that is the 7th of September, 2018, at 2:30 PM at the IQAC meeting hall with the Principal Dr Tarun Mandal in the Chair. At first, Minutes of the last meeting (No. 4/18-19, Dated – 05/06/2018) were read and confirmed.

Agenda-wise, the following decisions were taken with the approval of all members present with no one opting for note of dissent:

Agenda – 1: Reporting of Joining of Guest Teachers

1. IQAC Coordinator Dr Sumantakalyan Pal reported that 6 (six) Guest Teachers had joined in the last one and half months in different departments following the decisions of the earlier meeting (No. 04/2018-19, dated 05/06/2018):

Sl. No.	Name of Teacher	Department	Date of Joining
1.	Sujan Gayen	Bengali	04-09-18
2.	Tushar Naskar	Bengali	17-07-18
3.	Suvajit Mandal	Zoology	06-08-18
4.	Snehasis Manna	Physical Education	19-07-18
5.	Subrata Samanta	Education	16-07-18
6.	Sayon Mondal	Education	23-08-18

Dr Pal also assured the house that another Guest Teacher would join soon in the Department of English.

Agenda – 2: Organizing Orientation Programme for Awareness of Students about CBCS Curricula

2. Ms Granthana Sen Gupta, Convener, Academic and Examinations Sub-Committee, emphasized the necessity of organizing Orientation Programme for the newly-admitted students to better understand the CBCS Curricula. The members requested Ms Sen Gupta following the suggestions of Chairman Dr Mandal that these orientation programmes be organized in miniscule forms department wise also

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besides holding a centrally Organized Orientation Programme by the Academic Sub Committee.

2. A) In this regard, each academic department would be instructed to implement an internal feedback system to solicit inputs and queries or grievances from students regarding the comprehensibility of the curricula delivery.

Agenda – 3: Discussion about Assessment Test and Continuous Evaluation as stipulated in the CBCS system

3. Since the CBCS system had been implemented, it was decided that class tests would be conducted over a block of two months to evaluate the progression of students. Resolved that Chairman would issue notification in this regard to Heads of Academic Departments.

Agenda – 4: Preparation of Curricula Delivery Schedule

4. It was also decided that all members of teaching faculty should design a curricula delivery schedule and sensitize students about the schedule besides adhering to the Academic Calendar already uploaded on the website of college. Principal would notify all teachers to implement this as soon as possible.

Agenda – 5: Departments, NSS and Other Committees to hold seminars, programmes etc.

5. Resolved that all stakeholders like each Academic Department, NSS, Cultural and Sports Sub-Committee would organize programmes, seminars/cultural and sports events on regular basis to complement the CBCS syllabus and to create space in the campus for co-curricular activities for students. As for observance of significant days like Republic Day etc be observed with an express emphasis on their relevance in the present social and cultural contexts.

Agenda – 6: Issue of Negotiation with Local Administration for subsidizing auto/ferry charges

6. To negotiate with local administrations for subsidence in the auto/ferry fare for day scholars. Decided that the Principal would take up the issue of lowering the auto and ferry services from and to college in the catchment area so that day scholars could come to college regularly as the CBCS system of learning and evaluation mandated stipulated contact hours for assessment and grading.

Misc.:

7. It was decided that the NSS would organize a cleaning campaign to implement the objectives of **Swachh Bharat Abiyan** as soon as possible. Accordingly, an intimation would be issued to NSS Programme Officer Dr Sanjay Kumar Mandal, Associate Professor in the Department of Chemistry soon.
- 7.A. It was also noted in this context that NSS in collaboration with Green Cell had conducted a Tree Plantation Drive in the Campus on June 5, 2018, in celebration of World Environment Day. The meeting ended with vote of thanks to and from the Chair.

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Actions Taken on the Basis of IQAC Meeting No. 05/2018-19, Dated -the 7th of September, 2018

1. 6 (six) teachers joined and 4 (four) more teachers also joined later that month.
2. The Orientation Programme for students who took admission to 1st Semester UG BA/B Sc and B Com programmes was held on 21 September, 2018
3. All Departments conducted Class Tests. However, it was decided in Academic Sub-Committee meeting that these Tests be conducted only in subjects with Honours Courses for paucity of teaching staff. And, accordingly, the tests were taken in Honours subjects.
4. Curricula delivery schedules were submitted by all Departments in time and the same were uploaded on website for students to access.
5. NSS Unit, some committees like Women's Cell, Cultural Sub-Committees and some Departments like English, Botany, Education were active in organizing seminars, cultural programmes, awareness campaigns. Two International Seminars were conducted – one by English and sponsored by ICSSR, Kolkata and the other by Botany funded by college itself in January.
6. The Principal took up the issue of lowering ferry charges. Students had to pay a onetime charge of Rs. 5/- instead of Rs. 10/- for up and down ferry crossing daily.
7. A campus-wide cleaning drive was carried out by NSS volunteers led by Programme Officer Dr Sanjay Kumar Mondal.

Tanen Mandal

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Sundarban Hazi Desarat College

IQAC Meeting No. 06/2018-19



Dated: IQAC Office, the 21st of December, 2018

An important Meeting of IQAC was held this day, that is, 21-12-2018, at the Office of Principal with Dr Tarun Mandal in the Chair. At first, minutes of the last meeting (No. 5/18-19, Dated – 07/09/2018) were read and confirmed.

Agenda-wise, the following issues were discussed, and on the basis of threadbare discussions the below-mentioned resolutions were adopted:

Agendum – 1:

1. To open Honours Courses in Mathematics, Botany and Zoology:

It was decided that the IQAC would take proper measures to introduce Honours in Mathematics, Botany and Philosophy. Demands in the locality for Honours rose with the cost of sending wards to college in the city increasing; the college received many applications in this regard. The Chairman urged IQAC Coordinator to prepare all necessary papers for submission to West Bengal State Council of Higher Education, West Bengal, expeditiously.

Agendum – 2:

2. Reorganization of Remedial Coaching Classes:

The IQAC Coordinator Dr Sumantakalyan Pal reported that, though Remedial coaching classes were introduced as per the Resolution No. 3 in the Meeting (No. 4/2018-19), dated 5 June, 2018, teachers reported that there was few footfall in classes held after routine hours from 4:30 to 5:30 PM. Resolved that the Academic and Examination Sub-Committee would, therefore, assess the current coaching class structure and identify areas for improvement. Teachers would be asked to update study materials and teaching methodologies to attract students to class.

Agendum – 3:

3. Establishment of an Incubation Centre:

The IQAC was planning to establish an Incubation Centre in the campus for promoting and fostering the culture of innovation entrepreneurship among students so that a very comprehensive educational ecology could be established in the campus. It was also decided that upon the establishment of the centre, the college would seek partnerships with industry leaders and startup incubators.

Agendum – 4:

4. Adoption of Green Policy:

The IQAC Coordinator reported that NSS together with the Department of Botany organized a Tree Plantation Programme (*Brikshoropan Utsav*) on 30-07-2018 in the campus and the adjoining village of Tentultali. It was decided unanimously that the IQAC

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Coordinator would take steps to adopt a comprehensive Green Policy of the institute in consultation with Green Cell.

Agendum – 5:

5. Add-On Course on Advanced Excel:

The Coordinator reported about the MoU with Right Brains Technology, Kolkata, and on the basis of this linkage, they would make arrangements for introduction of a **Certificate Course in Advanced Excel**. The Chairman Dr Mandal informed the house that the entire course would be provided free of cost to students. The college would pay the entire amount from its exchequer or else many students would not enroll themselves because of financial constraints. It was also decided that Ms Granthana Sen Gupta, Assistant Professor of Economics, would be the Coordinator of this course.

Agendum – 6:

6. To organize Annual Sports:

The Chairman urged that the Annual Sports be organized before the advent of summer. It was decided that necessary notification would issued soon to the Sports and Games Sub-Committee for making necessary arrangements for organizing Annual Sports.

Misc.- 1: To provide electricity in the Boys' and Girls' Hostels 24×7

7. The Chairman requested the IQAC Coordinator Dr Pal to make arrangements for providing electricity round the clock to all hostellers even when there was load-shedding or power cuts so that students could be provided with better educational atmosphere. Upon discussion on this issue, it was decided that Mr Hialal Bhattacharyya, Bursar and also a member of IQAC, would make proper arrangements in this regard as soon as possible before the start of summer.

The meeting ended with vote of thanks to and from the Chair.

Tauen Mandal

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Nayana Pal

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Actions Taken on the Basis of IQAC Meeting No. 6/18-19, Dated- the 21st of December, 2018

1. The applications were submitted in time to West Bengal State Council of Higher Education, the nodal agency for sanctioning Honours/PG courses in colleges. But no communication was received till the completion of Academic Session 2018-19.
2. The Remedial Coaching classes were rescheduled in two slots, first from 9-30 AM to 10:30 AM in the morning, and from 3:30 PM to 4:30 PM. And the rescheduling paid dividends as more students reported for these classes.
3. The Incubation Centre was established, and was named after one the founders of college, Amulya Bhowmik. It was headed by Dr Sanjay Kumar Mandal, Associate Prof. of Chemistry.
4. The Green Policy was submitted by Convener of Green Cell of college Dr Manasi Mandal, and it was adopted accordingly after few changes were made into it.
5. The college partnered with Right Brains Technology in conducting the online Certificate Course in Advanced Excel. And a total of 562 (five hundred sixty two) enrolled and completed the course and were each issued a certificate.
6. Electricity connection was being provided twenty four hours without break to all hostellers.

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Wajoy Bhowmik
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SUNDARBAN HAZI DESARAT COLLEGE

IQAC Meeting No. 07/2018-19



Date: The 5th of April, 2019

Venue: IQAC Office

A meeting of IQAC was held on 5th April, 2019 at 1.30 p.m. at the Principal's Chamber, with the Principal in the Chair. First of all, minutes of earlier meeting (No. 06/2018-19), dated 21-12-2018 were read out and confirmed. All members congratulated Sri Swapan Kumar Gupta, Associate Professor of Physics, for being selected as IQAC Coordinator.

The following resolutions were taken by the members unanimously.

Agendum – 1: Campaigning Programmes in the Catchment Areas for Drawing Students to Take Admission:

1. A campaigning programme for admission in the upcoming academic year (2019-20) session had been undertaken by displaying the banners at different locations during the first week of March 2019. It was decided that the campaign for drawing students to take admission in the college should be more focused. Dr Debottam Chakraborty, Assistant Professor of Economics and Dr Uttam Kumar Guru, Assistant Professor of English, were given responsibility for organizing the campaign with express focus.

Agendum – 2: Adopting Gender Policy

2. International Women's Day was celebrated successfully on 8th March, 2019 at the Seminar Hall of the College. Students and teachers from different disciplines participated in that programme. In this context, it was proposed and, upon discussion, it was decided that the college would adopt a Gender Policy. Chairman would soon notify the Women's Cell and Gender Equity Cell to prepare the first draft of the policy along with an annual Gender Sensitization Plan very soon.

Agendum – 3: Discussions related to Promotion of Dr Manasi Mandal and Dr Sanjay Kumar Mendel, Asst. Prof of Botany and Associate Prof. of Chemistry respectively, under CAS of UGC

3. The Coordinator reported that the CAS papers of Dr. Manasi Mandal, Assistant Professor in Botany, had been verified and the screening has already been completed at University of Calcutta (Ballygaunge Science College Campus) on April 3, 2019. It would be forwarded to the Director of Public Instruction, Govt of West Bengal for necessary action.

The Coordinator also reported that the CAS file of Dr. Sanjay Kumar Mandal, Assistant Professor in Chemistry, has been submitted to IQAC for further processing.

It has also been intimated by the Coordinator that the following teachers have been requested to prepare their CAS papers as early as possible:

- a. Prof. Pompa Bhattacharyya, Assistant Professor in Political Science (CAS due from and on 11.03.2017)
- b. Dr. Palash Halder, Assistant Professor in Mathematics (CAS due on 06.02.2019)
- c. Dr. Bappaditya Naskar, Assistant Professor in Chemistry (CAS due on 18.03.2019)
- d. Prof. Granthana Sengupta, Assistant Professor in Economics (CAS due on 26.04.2019)

Tamara Mandal

Principal
Sundarban Hazi Desarat College
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Swapan Kumar Gupta

Co-ordinator
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Agendum – 4: FDP Seminar on Career Advancement Scheme of UGC



4. The Coordinator reported that a state level seminar on “CAS Procedure” will be organized tentatively on 27th April, 2019 (Saturday) in collaboration with Magrahat College, 24 PGS (S). The probable speakers would be:
- Prof. T. K. Ghara, Joint. DPI, SNO AISHE, Department of Higher Education, Govt. of West Bengal
 - Prof. Debashis Biswas, Inspector of Colleges, University of Calcutta
 - Prof. Asim Mandal, Assistant Professor in English, R. K. M. Residential College

Agendum – 5: Organizing On-Campus Coaching Schedule of Competitive Examinations for students

5. The members were intimated that a free coaching for competitive examinations for different jobs had been planned for students from the next academic session 2019-20. Dr Uttam Kumar Guru, Assistant Professors in the Departments of Mathematics and English respectively, were given responsibility of organizing the same.

Misc.

6. An awareness Camp on Dengue was held on 29th March, 2019 at the Seminar Hall of the College in the collaboration with NSS unit of the college. All the students (volunteers) of NSS actively participated in that programme. Members of IQAC appreciated the initiatives taken by the NSS Programme Officer Dr Sanjay Kumar Mandal in this regard.
7. Two teachers namely, i) Dr. Palash Haldar, Assistant Professor in Mathematics and ii) Dr. Debottam Chakraborty, Assistant Professor in Economics, have been co-opted into the IQAC as members by the Coordinator with the approval of other members for smooth functioning of the Cell.

The meeting ended with vote of thanks from and to the Chair.

Tarun Mandal

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Actions Taken on the basis of IQAC Meeting No. 07/2018-19, Dated:- The 5TH of April, 2019

The Following actions were taken on the basis of above-mentioned meeting:

1. A number of campaigning programmes were undertaken by the following teachers for drawing students to take admission to 1st Semester B A/B Sc/B Com courses by visiting nearby schools with banners and flexes and by holding talks with school authorities:
 - a) Sri Rupak Ghoshal
 - b) Sri Motiyur Rahaman
 - c) Dr Palash Halder
 - d) Dr Uttam Kumar Guru
 - e) Ms Granthana Sen Gupta
2. Gender Policy was adopted, and consequently necessary instructions were issued to Visakha Cell and Gender-Equality Cell for drafting Annual Action Plan for this year.
3. Promotion papers of Dr Sanjay Kumar Mandal and Dr Manasi Mandal had been submitted to the Director of Public Instruction, Government of West Bengal, and were consequently cleared. CAS papers of Ms Granthana Sen Gupta, Dr Palash Halder, Dr Bappaditya Naskar, and Ms Pompa Bhattacharyya were also submitted to the Director of Public Instruction, Government of West Bengal, upon screening and verification by experts from University and DPI.
4. The proposed FDP Seminar on Career Advancement Scheme was deferred and finally cancelled as the proposed experts could not assign dates for the same even after repeated requests because of their busy schedules.
5. The On-Campus coaching for competitive examinations started from September, 2019.

Tausen Mandal

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Wangimayanti

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