



MAYNAGURI COLLEGE

(Accredited by NAAC - "B+")

P. O. Maynaguri, Dist.- Jalpaiguri, W.B., Pin - 735224, Ph.: 03561 234298
E-mail : maynaguricollege@rediffmail.com, collegemaynaguri@gmail.com

Ref. No.

Date

MAYNAGURI COLLEGE INTERNAL QUALITY ASSURANCE CELL Minutes of IQAC Meeting held on 15/07/2019

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. It was agreed that the number of value education classes for the students would be increased in the upcoming academic session.
3. It was agreed that 'Each one Plant One' project will be initiated in August 2019 where all the students of the college will plant one sapling within the campus or in their own homes. This Project will be included in the Internal Evaluation Project of all the students admitted in the session 2019-20 to achieve the maximum participation of the students.
4. The Chairperson expressed the desire to organise a Students' Orientation lecture for the newly admitted students (both Hons. & General) in August to brief them about the College, the courses and about their responsibilities within and outside the campus. It was unanimously agreed that such a lecture would be conducted once the First Semester classes commenced.
5. There was discussion on the feedback provided by the final year students as part of the Students' Satisfaction Survey. Sonam Sherpa, Member, IQAC and Convenor Academic and Administrative Committee was assigned the task of analyzing this feedback.
6. Based on the feedback received from the Convenors and members of last year's Cells/Clubs/Committees new Convenors and members for various Clubs/Cells/Committees for the session 2019-20 were appointed. The Coordinator gave a briefing on the necessity to include some new Committees like Equal



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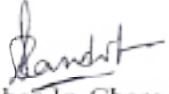
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Opportunities Cell, Ethics Committee for SCs/STs & Minority Students as per UGC guidelines.

7. It was agreed that IQAC will conduct an Administrative training programme for the Non-Teaching Staff in the months of August 2019 in order to make the Non-Teaching staff proficient in the usage of online e-pension scheme.
8. It was decided that more and more inter-departmental lectures would be conducted in the new academic session to promote inter-disciplinary studies.

The meeting ended with a vote of thanks by Susmita Singh, Member, IQAC, Maynaguri College.




Teacher-In-Charge
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MAYNAGURI COLLEGE
INTERNAL QUALITY ASSURANCE CELL
Minutes of IQAC Meeting held on 12/09/2019

Date

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. Final discussion on AQAR for 2017-2018 based on the new format was done and it was decided to submit the AQAR by September 2019.
3. It decided that the college would participate in the 2019-2020 NIRF rankings and all necessary procedural formalities for the documentation must started at the earliest.
4. In view of the fact that Maynaguri College has a rich green campus, it was agreed that a Green Audit would be conducted in 2019-2020 academic session. This Green Audit could help in the proper maintenance of this rich greenery.
5. A review was done of the 'Each One Plant One' project undertaken in August 2019. It was observed by all the members that it had generated a positive response from the students' community and that the project could be replicated again in the next academic session.
6. It was agreed that Biometric attendance would be introduced for the students. This project would save the college from a massive paper use—through the form of attendance registers—and also minimize the human mistake during taking the attendances of the students. Hence, it was decided that the work for creating a database for students should commence at the earliest.
7. The need for Faculty publications in UGC-listed journals was reiterated in the meeting by the Coordinator. It was decided that the faculty should be regularly motivated to pursue research work and publish those research in UGC-listed journals.



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8. The members discussed at length on the need for following a policy of paperless administration. It was agreed that as part of IQAC's Green Initiatives, the IQAC will take the initiative towards this end to inculcate among both the teaching and non-teaching staff the habit and practice of paperless work, thereby saving the need to print papers and contribute towards environment conservation.

The meeting ended with a vote of thanks by Sonam Sherpa, Member, IQAC, Maynaguri College.




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MAYNAGURI COLLEGE INTERNAL QUALITY ASSURANCE CELL Minutes of IQAC Meeting held on 16/10/2019

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. It was agreed that the college shall apply for ISO Certification and the Coordinator asked one of the members to look into the matter and take the initiative.
3. There was an agreement among all the members that the college should apply for STAR College scheme of the Govt. of India in order to get funds for science subjects and their laboratory up-gradation work.
4. Feedback from the Hons. Students was analysed and it was agreed to put the suggestions received in to the revised Plan of Action for the upcoming session.
5. As a quality enhancement initiative, it was agreed that the IQAC should take active interest in order to initiate more MoUs with educational institutions of repute.
6. An assessment was made of the CBCS system that was introduced in the 2018-2019 session. The members gave their observations on how the students and the teaching staff have adapted to the new system and the improvements that could be made in the next academic session.
7. It was agreed that more and more faculty should be encouraged to use ICT while delivering class lectures in order to make the students more technologically updated as well as academically sound than their peers.
8. It was decided that a journal for students would be published which shall have the articles contributed by the students of the college.



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9. All the members agreed that feedback should be obtained from the all the stakeholders like parents, Alumni, Teaching and non-teaching staff and also the outgoing batch of students in the coming months.
10. It was agreed in the meeting that new degree courses would be applied for and also Hons. courses for science subjects would be applied for at the earliest in this academic session.
11. In order to save paper, it was unanimously decided that from the upcoming academic session all assignments for Internal Evaluation would be submitted online.

The meeting ended with a vote of thanks by Dr. Purnima Das, Member, IQAC Maynaguri College.




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MAYNAGURI COLLEGE INTERNAL QUALITY ASSURANCE CELL Minutes of IQAC Meeting held on 06/12/2019

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. It was agreed that policy documents on E-Governance, Green Campus, Environment & Energy Usage, E-waste Management, College Maintenance, Financial Assistance to Teachers to attend conferences & workshops, Human Values & Professional Ethics would be prepared under the supervision of the IQAC, Coordinator and would be tabled at the next meeting of the IQAC for discussion and approval.
3. During the meeting it was also decided that a doctor would be appointed to conduct weekly visits to our Health Centre.
4. It was agreed that a Counsellor would be appointed for Counselling for Students' Cell for periodic visits to discuss mental health issues.
5. It was decided to conduct more Faculty Development Programmes and administrative training workshops for the teaching and the non-teaching staff respectively to update them on the use of digital platforms for both academic and administrative purposes.
6. It was agreed in the meeting that a CAS Committee would be constituted as a sub-committee within the IQAC to help faculty members with their CAS process.
7. It was decided that there should be a policy for upgradation of the IT infrastructure available in the College. Accordingly, it was agreed that the IQAC in collaboration with the Office should prepare a blueprint for IT upgradation to be carried out at regular intervals.



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8. As part of IQAC's Green Initiatives, it was decided that solar panels should be installed in the college campus to minimize the consumption of electricity from conventional energy resources. This shall also be a step towards reducing the ever increasing electricity bills incurred by the college. Accordingly, the IQAC Coordinator was mandated with the task of initiating this process with the North Bengal Development Department (NBDD).
9. All the members decided to promote Green initiatives within the campus like waste segregation, plastic-free campus and making the campus a no-honking zone.

The meeting ended with a vote of thanks by Apurba Saha, Member, IQAC, Maynaguri College.




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MAYNAGURI COLLEGE INTERNAL QUALITY ASSURANCE CELL Minutes of IQAC Meeting held on 05/02/2020

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. To form a Consumer Club in the college in compliance with the circular from Ministry of Consumer Affairs, Govt. of West Bengal.
3. There was discussion at length on the policy documents on E-Governance, Green Campus, Environment & Energy Usage, E-waste Management, College Maintenance, Financial Assistance to Teachers to attend conferences & workshops, Human Values & Professional Ethics that were prepared and tabled during the meeting. All the members unanimously agreed to implement these policy documents from February 2020 onwards.
4. It was decided that during this academic session courses on soft skill development, development of Language and Communication Skills, Yoga and Physical Fitness classes should be conducted by the Departments either individually or in collaboration with institutions that specializes in such skills.
5. The format for AAA was finalized after a thorough discussion and it was also decided to conduct the AAA by an external agency.
6. It was decided that more and more inter-departmental lectures would be conducted in the new academic session to promote inter-disciplinary studies.
9. It was agreed that a workshop for the Accounts department is to be conducted with e-Pradaan and HRMS systems of West Bengal and PFMS of the Government of India to make them proficient with the use of the digital technology for administrative purposes.



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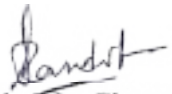
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10. There was a detailed discussion on the status of the RUSA funds that was allocated for infrastructure development from the Central Govt.

The meeting ended with a vote of thanks by Dr. Priyadarshini Ghosh, Member, IQAC, Maynaguri College.




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Action Taken Report and Compliance to the Decisions taken in IQAC Meetings-2019-20

Plan of Action	Compliance
<ol style="list-style-type: none">1. To introduce 'Each One Plant One' project for college students to promote green initiatives. This Project will be included in the Internal Evaluation Project of all the students admitted in the session 2019-20 to achieve the maximum participation of the students.2. To introduce 'Each One Adopt One' scheme for teaching and office staff to support the economically disadvantaged students of the college. Under this scheme a college employee will be encouraged to sponsor at least one financially disadvantaged student's study expenses.3. To create a scholarship fund with the help from community to support the economically disadvantaged students of the college. This fund will invite donations from the community to support the study expenses of the deserving but financially disadvantaged students.4. To introduce Biometric Attendance for students. This project would save the college from a massive paper use—through the form of attendance registers—and also minimize the human mistake during taking the attendances of the students.	<ol style="list-style-type: none">1. 'Each One Plant One' project introduced in 2019-20 session. The initiative was made a part of the Internal Evaluation Project of all the students admitted in the session 2019-20, and as a result a total of 2922 students participated in this project. These students were given a sapling each to plant it in their house compound and take care of it. NAAF, the famous Environment protection NGO and the Forest Dept collaborated with this project.2. 'Each One Adopt One' scheme initiated. But due to the Pandemic situation and the ensuing Lockdowns, the college closed working in the physical space from March, 2020 and the scheme could not be implemented as planned.3. A Scholarship Committee formed. And a Scholarship Account was also created. But the fund could not be generated as much due to the Pandemic situation and the breakdown of the stability in the local community.4. Biometric Attendance project for students withheld due to Covid-19 Pandemic situation. As the college was closed for the students from March, 2020, the data collection from the students had to be postponed.



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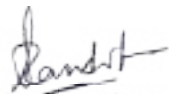
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Plan of Action	Compliance
<ol style="list-style-type: none">5. To do a Green Audit in the 2019- 2020 academic session. As Maynaguri college is a campus rich in green, the audit could help it to be properly maintained.6. To apply for STAR College scheme to upgrade the science laboratories and their lab instrumentation.7. To participate in NIRF rankings.8. To apply for ISO Certification.9. To organize 'Open Day' for students of the nearby schools for a smooth transition to college life.10. To apply for new courses.11. To encourage the faculty to apply for seminar/lecture series/workshop grants.12. To have a Medical practitioner for the Health Centre and a students' Counsellor for Counselling for Students' Cell and to arrange for their regular visits.13. Initiate new MoUs with more educational institutions.14. To introduce Ethics Committee and Equal Opportunity Cell.15. To initiate Online Project Submission system for the students to encourage paperless work and digitization.16. To form a Consumer Club in the college in compliance with the circular from Ministry of Consumer Affairs, Govt. of West17. To prepare the documents and follow the procedure for the CAS of the teachers whose promotions are due.	<ol style="list-style-type: none">5. Green Audit of the College Campus done. The Eco Club of Maynaguri College undertook the project and completed it.6. STAR College scheme applied for in October, 2019.7. Participated in NIRF rankings. Data submitted in January, 2021.8. ISO Certification applied for and received. ISO 9001:2015 Certification was received by college from QCC, UK & Delhi on 26/12/2019.9. 'Open Day' programme for nearby school students postponed due to Pandemic situation as all the nearby schools were shut down.10. Sociology (General) introduced from January, 2020.11. ICSSR sponsored International Seminar organized by Department of Geography in January, 2020.12. Medical Practitioner and Counsellor appointed on a temporary basis.13. MoU with Kalipada Ghosh Terai Mahavidyalay initiated in Mahavidyalay initiated in November, 2020.14. Ethics Committee and Equal Opportunity Cell formed in September, 2019.15. Online Project Submission system for the students successfully introduced. Teachers were also provided with training from IQAC on the technical skill necessary for online evaluation.16. Consumer Club formed in compliance with the circular from Ministry of Consumer Affairs, Govt. of West Bengal in March, 2020.17. CAS of three Teachers completed in June, 2019.




Teacher-In-Charge
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