

MINUTES OF IQAC MEETING

Meeting NO : IQAC/02/2020

Date : 25/08/2020

Proceedings of the meeting :

Agenda :

- 1) Overall Review about Online classes.
- 2) Discuss the necessary measures in case of Special Pandemic situation regarding the final examination of the upcoming third year.
- 3) Detailed discussion on 16th semester admission and classes.
- 4) Miscellaneous..

Member's Present :

- 1) Chir
- 2) Smitra
- 3) Kishor
- 4) Santosh Mandal
- 5) Amal Sarkar
- 6) Pranab Ghosh
- 7) Rina Majumdar
- 8) Rangit Kumar Baidya
- 9) Subhadip Mukherjee
- 10)

- 1) The chairperson of the IQAC welcomed the members to this online meeting and confirmed the proceedings of the earlier meeting held on - 26.07.2020.

2) Every member of IQAC agreed on this virtual meeting that we will strive to ensure the participation of more students as students are particularly encouraged to join online classes. So we decided to have classes from now on with the 'Google Meet-APP', as a most reliable and good connecting app.

3) At the same time, we have decided that in case of this pandemic situation, every department should make all kinds of advance preparation for the final upcoming third year examination, so that the students do not face any unpleasant situations.

4) We are discussed about the first semester students admission and classes, and preparation of a routine also, in this pandemic situation.

We have all discussed the above in detail on the basis of consensus and reached the necessary conclusions.

Subradip Kumar

IQAC
Coordinator
Jatindra-Rajendra Mahavidyalaya
Amtala, Murshidabad

Gayatri Bara

Teacher-In-Charge
J. R. Mahavidyalaya
Amtala, Murshidabad

MINUTES OF IQAC MEETING

Meeting No: IQAC/03/2020

Date: 09/12/2020

Proceedings of the meeting:

Agenda:

- 1) Overall a detailed discussion of the online classes for each semester in the coming academic year.
- 2) Preparation of a online class routine.
- 3) CAS papers of Prof. Sri Subhadip Mukherjee (Stage-I to Stage-II)
- 4) Discussion on the Internal Assessment and Final Examination of the Second and Fourth Semester.
- 5) Miscellaneous.

Member's Present:

- 1) Gera
- 2) Smitra
- 3) Pranab Ghosh
- 4) Sandosh Mandal
- 5) Kutubuddin Bisor
- 6) Rina Majumdar
- 7) Ranjit Kumar Baidya
- 8) Anil Sarkar
- 9) Subhadip Mukherjee
- 10)

1) ~~The~~ Chairperson of the IQAC conducted an online meeting in this pandemic (COVID-19) situation on 09.12.2020. First of all, the chairperson welcomed the members and confirmed the proceedings of the earlier meeting held on 25.08.2020.

2) We are all the members discussed constructively about how the classes for all semester of the upcoming session through Online mode will run smoothly.

3) And in connection with the above mentioned subject everyone agrees on the need to prepare a new master routine. We have drawn the attention of the coordinator of the routine committee to this matter and he has accepted the proposal with sufficient enthusiasm and has undertaken to fulfill this responsibility as soon as possible.

4) We have all had a thoughtful discussion, on the basis of consensus, about the internal

assessment and the evaluation of the final examination in this Pandemic Situation.

5) As per G.O. NO. 920 EDCN (CS) dated 31.12.2012 and 1373-EDCN (CS) dated 07.12.2017, the documents and all relevant papers of Sri Subhadip Muesherjee, has been verified and found to be in order, fulfilling the API score requirements. It is necessary to mention that, all necessary papers of him will be sent to Higher Education Department for fixation, subject to the condition of ^{his} ~~the~~ fulfillment of API score.

Subhadip Muesherjee

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Geetali Bera

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MINUTES OF IQAC MEETING

Meeting NO: IQAC/01/2021

Date: -15/05/2021

Proceedings of the Meeting:

Agenda:

1) Overall discussion of the online classes and its shortcomings if any, in details.

2) How will we help the students in all kinds of academic field while maintaining the continuity of the class in this Pandemic Situation.

3) Discussion related to upcoming first-semester online final examination.

4) Present-Status on due CAS.

5) Miscellaneous.

Member's Present:-

- 1) Chera
- 2) Smitra
- 3) Kulubuddin Biswas
- 4) Sandosh Mandal
- 5) Amal Samal
- 6) Anand Ghosh
- 7) Reena Majumdar
- 8) Rangit Kumar Baidya
- 9) Subhadip Kumar
- 10)

1) The chairperson of the IQAC called an online meeting in this Pandemic situation (COVID-19) on 15/05/2021, through Google Meet app. First of all, the chairperson welcomed the members who attended that meeting.

2) At the IQAC meeting, it was decided by consensus that each teacher should take daily classes within the routine time frame. Classes can never be taken out of time. If anyone has any difficulty during that period, he or she will refrain from taking classes that day. A teacher may take a class at any other time of the day considering the interest of the students, that class will be considered as extra, but he must send the link of the class within the routine period. In other words, if someone takes a class at another time without sending the link of the class within the routine period, then his or her class will not be considered on that day. At the same time it has been decided that each teacher will send weekly a

head of the institution and the head of his or her department in a specific boardmat. Format of the report will be provided to 'Whatsapp Teaching Group' in time.

3) For the purpose of evaluating, the online examination of the upcoming first-semester, each department will open separate mail-id's for Honours, General G. E. and other papers. Students will submit their answer sheets in the mail specifically.

4) The head of the institution (of out college) told us that, in this pandemic situation, it is not possible to take any necessary step for CAS, the official-in-charge of the higher education department told her verbally.

In addition, a number of important proposals have been raised at this meeting as an outline of future programs, which are scheduled to be discussed in detail at the next meeting. These important things are: to prepare online soft copy by regularly updating the personal information of each

teacher from the time of-
joining to the present-time,
to be aware of the subject of
HRMS, to know about the
activity of filing income tax
return, to regularly update
the information of interest
of PF and reorganize the
various existing committees.
It was also proposed to form
a new core committee to
carry out all these activities
smoothly.

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