



Ref. No.: _____

Date: 27.01.20

Action Taken Report 2018-19

Date of Meeting	Relevant topic discussed in the meeting and proposed action taken	Action Taken
04.09.2018	<p>Agenda 1: A proposal to form a Quality enhancement team comprising faculty members across the different departments.</p> <p>Agenda 2: Incorporation of proposed names as external members for IQAC</p> <p>Agenda 5: Introduction of CBCS for B.A/B.Sc programmes</p> <p>Agenda 6: Proposal for conducting Add-on and Value-added courses</p>	<p>A Quality enhancement team was formed</p> <p>Proposed names are inducted as external members into IQAC on GB approval on 01.10.2018</p> <p>Under overall supervision of IQAC</p> <ol style="list-style-type: none"> Teachers participated in orientation programmes to get better understanding of CBCS System. The routine committee restructured the master routine to incorporate the new course structure New system of internal assessment and tutorial as per CU guidelines are introduced as part of internal evaluation systems. College Library was equipped with new books related to the new syllabus. <p>Add-on course conducted by Department of Bengali during December 2018-January 2019.</p>
26.02.2019	<p>Agenda 2: To prepare for forthcoming NAAC visit</p> <ul style="list-style-type: none"> Proposal for reconstruction of Placement Cell and Grievance redressal Cell To construct seven teams of teachers and assign the one of seven criteria of NAAC SSR to each team to identify scope of improvement in each area. <p>Agenda 3: Organising Seminar Workshop</p> <p>b) Proposal for conducting seminars in collaboration with external funding agencies.</p> <p>c) Proposal for Quality enhancement workshop.</p>	<ul style="list-style-type: none"> Reconstructed on GB approval and started functioning by October 2019 The seven teams were constructed and the seven criteria were allocated to them for their insight and constructive suggestions on 1.4.2019. <p>Department of Bengali applied for financial assistance to ICSSR by October 2021 and the International Webinar was held on 11th & 12th November, 2021 with financial aid from ICSSR.</p> <p>Quality enhancement workshop was held on 25.09.2019 by Dr. Anup Sikdar</p>

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Date: 30.09.21

Action Taken Report 2019-20

Date of Meeting	Relevant topic discussed in the meeting	Action Taken
03.09.2019	Agenda 4: Suggestions for conducting seminar on gender issues, constitutional awareness, sustainable development. Out-reach programme, training for non-teaching staff, library staff to be organized. Faculty exchange programme may be organized.	<ul style="list-style-type: none">• Rahi Foundation, an NGO working for cause of gender related issues organized awareness programme on incest, child sexual abuse and related topics on 03.12.2021 at college premises.• An administrative training programme on New Office Software was organised on 27.9.2021 for the non-teaching staff of the college.• A MoU has been signed with Right Brains Technology on 25.09.2019 to conduct certificate courses on Web Design, Advanced Excel Training Programme and Digital Marketing and On Job Training Programme 'Entry-in-Service'
27.01.2020	Agenda 2: Suggestions Made by Dr. A.K.Sikdar: Signing MoU with other academic institutions, conducting mentor-mentee programmes for the students, redesigning the yearly self-appraisal forms for the teachers	<ul style="list-style-type: none">• In addition to MoU with Umeschandra college, Sivanath Sastri College and Heramba Chandra College signed in 2019, the process of signing MoU with Dr. Kanailal Bhattacharyya College, Howrah was initiated.• Department of Bengali conducted a Mentor Mentee programme for their students from February 2020.• The existing Teachers' yearly appraisal form was revised to incorporate the latest format for career advancement scheme.
11.3.2020	Agenda 3: Conducting Faculty Exchange Programme with other colleges	<ul style="list-style-type: none">• MoU with Dr. Kanailal Bhattacharyya College done on 18.1.21 and online Faculty exchange Programme started from 5.2.21
9.6.2020	Agenda 3: Conducting Webinars	<ul style="list-style-type: none">• A webinar series was conducted by the departments of Bengali, English, History, Political Science, Geography, Economics and Commerce between June 2020 to September 2020.

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Date : 29.07.22

IQAC Action Taken Report 2020-21

Date of Meeting	Relevant points discussed in the meeting and Proposed Action Plan	Action Taken
01-02-21	Agenda 2 – Promotion & other benefits for UGC Whole time Teachers Agenda 3 – Preparation for NAAC Miscellaneous	Dr. Subrata Sarkar submitted his promotion related paper to IQAC. After thorough examination the committee recommended for further action. Data validation and verification started along with preservation of supporting documents. MOU has been signed with Dr. Kanailal College for Faculty Exchange programme on 18-01-2021. Online faculty exchange classes started from 05-02-2021.
26-06-21	Agenda 2 – Submission of AQAR Agenda 4 – Academic Affairs – Proposal for seeking financial assistance from different agencies to organize Seminar/Webinar.	AQAR submitted on 29-08-2021. Dept. of Bengali applied to ICSSR for financial assistance to organize an International Webinar and the same was organized on 11 th & 12 th November, 2021 with financial aid from ICSSR, (ERC).

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Ref. No.: _____

Date: 08.08.22

IQAC Action Taken Report 2021-22

<u>Date of the Meeting</u>	<u>Relevant points discussed and Proposed Plan of Action</u>	<u>Action Taken</u>
10.9.21	Agenda-3	
	1. Academic Grant to be approved for 2. faculty members	Application format of academic grant was distributed among the faculty members. One application was considered and recommended for reimbursement.
	3. Miscellaneous: a. To organize Staff Training Programme, related to software use and application. b. Proposal for Auditorium renovation	A new office software training programme was organized for non-teaching staff on 27.09.2021 Auditorium in the college building was renovated.
05.01.22	1. Agenda 3	
	Reconstruction of IQAC as per latest U.G.C guidelines	IQAC was reconstructed on 5th April, 2022 in the Governing Body meeting of the College.
	2. Miscellaneous	Seminars
	a. Seminars and Webinars to be organized in collaboration with IQAC	a) Seminar organized by the Department of Political Science held on 15.03.2022 b) Seminar organized by the Department of History on 27.03.2022
		Webinar
	b. Proposals for Seminars/ webinars funded by external agencies/ institutions were invited	Webinar organized by the Department of Bengali held on 25.06.2022
13.05.22	1. To organize a short-term Yoga training session for Students	A six-week Yoga Session was conducted by a certified Yoga instructor from 28.05.2022 to 02.07.2022

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Date: 02-02-2024

IQAC Action Taken Report 2022-23

Date of Meeting	Relevant points discussed in the meeting and Proposed Action Plan	Action Taken
08-08-22	<p>Agenda 2: Dr. DebiprasadDuari's name was proposed as a speaker for 'Acharya Prafulla Chandra Memorial Day lecture.</p> <p>Agenda 4: Proposal for awareness programme and extension activities.</p> <p>Agenda 5: Upgradation of classrooms with interactive board along with audio visual aids and incorporation of other required facilities.</p>	<p>Dr. Duari delivered the lecture on 09-08-2023.</p> <p>Health awareness campaign organized at Kakulia Railgate slum area with the help of St. John Ambulance division and Councilor Mrs. Chaitali Chattopadhyay, external member of IQAC on 09-03-2023.</p> <p>The process of infrastructural upgradation began in early 2022 and completed by April 2023. A Digital Display board was installed in front of the main entrance to the building and interactive Flat Panels and smartboards were installed in the classrooms.</p> <p>Elevator installation was completed by June, 2022</p> <p>Divyangan facility such as ramp and toilet have been commissioned by June 2023.</p> <p>A Solar Panel System is installed on-the terrace</p>
07-02-23	Miscellaneous: Academic Grant related issues	<p>The form was uploaded in website by March 2023.</p> <p>7 Faculty members received the Academic Grant in 2022-23.</p>
15-03-23	Agenda 2: Preparation of Departmental profiles.	Departmental Profiles were prepared by the respective departments by June 2023.

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	<p>Agenda 2: Analysis of results for last 5 years for NAAC preparation</p> <p>Agenda 3: Discussion on ongoing process for Environment audit, Quality audit, Energy Audit and Gender Audit</p> <p>Agenda Miscellaneous: Principal suggested to organize seminar on Ethical Values and Gender related issues</p> <p>A Medical Camp would be organized by Alumni Association</p>	<p>Result analysis has been completed by September 2023.</p> <p>Environment, Quality and Energy Audits have been completed by July 2023.</p> <p>A Seminar was organized on 03.05.23 on Human Values and Professional Ethics. - Speaker Dr. Joy Bhattacharya, Ramkrishna Mission, Golpark.</p> <p>A webinar was organized on anti-sexual harassment issues on 18.05.23 – Speaker Dr. Samata Biswas, Sanskrit University</p> <p>A Medical Camp organized by the Alumni Association in collaboration with St. John Ambulance Division on 24.03.2023.</p>
02-05-23	<p>Agenda 2: Proposal raised for seminar and workshop on Human Rights and Constitutional Awareness</p> <p>A seminar on NEP 2020 may be organized.</p> <p>Field Trip with History Department</p> <p>Introduction of Yoga Certificate Course</p>	<p>A Seminar was organized on 28.08.23 on Constitutional Values and Fundamental Rights – Speaker Prof. Suman Bandopadhyay and Prof. Maidul Islam.</p> <p>A One-day Seminar was organized on NEP 2020 in collaboration with SivanathSastri college on 11.07.23 – Speakers: Prof. Mrinal Mukherjee, Ambedkar University & Swami Mahaprajnanananda, Principal, Ramakrishna Mission Vidyamandir, Belur.</p> <p>Visited GPO Museum with students for Field Trip on 16.05.23.</p> <p>The Course commenced from 22.05.2023.</p> <p>Bangiya Sangeet Kala Kendra had</p>

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