

Minutes of the Meeting Dated 30.06.2022

Time: 12:30pm

Agenda: Matters related to Academic Budget 2021-2022 & Academic Audit etc.

Attendees: Prof. Samar Chattopadhyay (Principal), Sri Prabir Bhattacharya (TCS), Members of IQAC headed by Sir Abhijit De, AQAR Team, NAAC Team, Heads of All Departments

Discussion:

1. Proposal for Playground area made by the Committee. Letter to DM with design forwarded to BLRO.
2. Maintenance of sanitary/hygiene measures inside campus along with electrical repairs to be included in e-tender. Maintenance to be done regularly. Problems related to sanction of funds to be solved
3. Auditorium budget-estimation phase completed.
4. Existing structure of academic audit was summarized by Prof SG. He suggested that the following information be added to the Academic Audit Report under AQAR:
 - a. Under Criteria (3), existing information regarding Academic Audit be added.
 - b. Under Criteria (2), no. of teachers using ICT tools and no. of smart classrooms.
 - c. Teachers' collaborations and information related MOUs.
 - d. Modified syllabus for PG (in case of advisory).
 - e. UG/PG result in table format
 - f. No. of examinees and graduates.
 - g. Total no. of M/F seats, religion from AISHE Report to be included.
 - h. Student Placements
 - i. Summer Internship programme details.
 - j. Student Feedback analysis- action taken. Prof Dola suggested modification of questions for feedback.
5. Prof A. De- Energy Audit to be conducted, and energy consumed by the departments to be analysed. Also, consciousness regarding energy consumption to be increased. PWD member suggested installations to reduce consumption in consultation from PWD.
6. Academic budget preparation for the current year from existing college fund, total sum being 50-60K. Extra workshops would be beneficial.
7. Regarding waste management,
 - a. Prof AB suggested certain measures to be taken. Follow-up necessary on the e-waste management programme. Letter to WBEL
 - b. Prof SM and Prof DC suggested creating a team for analysing the waste management programme, clearance of junk items, pest control and disposal of garbage and chemical waste.
8. Prof Madhusudan requested the details of the mentoring programmes which should include psychological counselling of students, financial and technical problems faced by them, lack of books etc. and academic mentoring.



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9. Steps to be taken for organising frequent seminars and workshops independently by IQAC. Resource persons to be contacted to address issues such as cybercrime, NEP, etc. Also, separate room for IQAC is required.
10. Sri Jyotirmoy Roy suggested Library modification to cater to digital education.
11. Procurement of computers of the department
12. Formation of GB

Action Taken:

1. Proposal for Kachhari Maath rejected by Municipality Chairman.
2. Student Feedback collected and analysed by assigned person within deadline.
3. Library modified to create e-classroom for WBCS training.

Next Meeting: TBD

Signature:



1. *Abhijit De*
2. *Chattopadhyay*
3. *Saurajna Datta*
4. *Abhijit De*
5. *Pranava Paul*
6. *Madhusudan Ghosh*
7. *Syris*
8. *Jaydip De*
9. *Pragmatika*
10. *Do/a Chattopadhyay*

Abhijit De
Dr. Abhijit De
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