

# IQAC, Gurudas College

Phone No: 2353-6653 & 2370-3841

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Minutes of the meeting of the IQAC held on 13-01-2022

Platform: Google Meet

On the Chair: Principal

Time: 12 noon

## Members/Invitees present

1. Dr. Sharmila Mitra
2. Sri Saurabh Mukhopadhyay
3. Dr. Mausumi Chatterjee
4. Dr. Swapan Panda
5. Dr. Shantanu Basu
6. Dr. Gautam Mukherjee
7. Dr. Swati Mukerji
8. Dr. Kakoli Sau
9. Dr. Munmun Chatterjee
10. Dr. Sumana Gangopadhyay
11. Dr. Monika Mehta
12. Dr. Kaushik Nandi
13. Dr. Ruma Ray
14. Dr. Gopa Mukherjee
15. Dr. Rima Chatterjee
16. Dr. Rakhi Banerjee
17. Prof. Samrat Chatterjee
18. Dr. Joydeep Chanda
19. Dr. Anirban Mukherjee
20. Dr. Umashankar Pal
21. Dr. Babli Halder
22. Dr. Tarun Maiti
23. Prof. Tanmoy Baghira
24. Dr. Swati Moitra
25. Prof. Saptadeepa Banerjee
26. Prof. Aziz Hasan Mondal
27. Dr. Debolina Biswas
28. Dr. Nabaruna Majumder
29. Prof. Atabi Saha
30. Prof. Triparna Majumder

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## Minutes:

1. Principal welcomed external IQAC members Dr. Sharmila Mitra and Sri Saurabh Mukhopadhyay and all other members present.
2. Principal announced that Dr. Gautam Mukhopadhyay will be the IQAC Coordinator w.e.f. 16-01-2022 as per the decision of the Governing Body.
3. The Institution Assessment and Accreditation (Cycle 3) Grade Sheet, SWOC Analysis and Recommendations made by the NAAC Peer Team was presented by the IQAC Coordinator.

The recommendations for Quality Enhancement of the Institution were the following:

- To introduce soft skills and career oriented courses for students
- More need based PG courses to be introduced
- Innovative pedagogical methods pertaining to LMS to be introduced
- ✓ Industry Interaction Cell shall be established and strengthened
- Improve Placement Record by strengthening Career Guidance and Placement Cell
- ✓ Intellectual Property Right and Innovation Cell shall be established
- Sports facilities and activities to be enhanced
- ✓ College should introduce consultancy cell and activate the services
- College should focus on practical based industry oriented projects
- Proper documentation system at each department and IQAC to be established

4. The Cell unanimously resolved the following:

- Pointing out the problems faced by the Career Counselling and Placement Cell Dr. Anirban Mukherjee is of the opinion that
  - Proper MOUs with collaborating companies need to be made for implementing soft skills and career oriented courses
  - Dedicated classrooms for such courses needs to be provided
  - Pursuing these courses beyond college hours becomes very difficult for students
  - For motivating the students college needs to practice fee waiver or subsidize such courses

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- Dr. Sharmila Mitra recommended
    - All MOUs need to be legalised
    - For the time being classes may be conducted online to overcome the problem of shortage of rooms
    - She suggested a few add on courses like web designing, travel & tourism (for students of History department, photography (for students of Journalism)
  
  - Dr. Shantanu Basu recommended
    - Communicative English to be introduced by hiring faculties from different established institutes
    - Add on courses to be started with B.Com as they are needed in all organizations
  
  - Prof. Samrat Chatterjee suggested
    - An admin is necessary for motivating students and the smooth conduct of the entry in service portal available on the college website
    - Class attendance of students in add on courses should be given priority for their success
  
  - Sri Saurabh Mukhopadhyay opined that
    - Job prospects can be enhanced by grooming of students and setting up interviews through career fairs
    - Companies to be contacted for calling our students for interviews
    - All departments need to keep their documentation updated
  
  - On the recommendation of introduction of more need based PG programmes, Principal called for proposals from the departments keeping in mind the demand for such courses as well as the constraints regarding space and supporting staff



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- On the recommendation of introduction of LMS
  - Dr. Joydeep Chanda said that LMS is there as we have MOODLE. Departments may take online examinations using this on an experimental basis.
  - LMS has to be introduced
  
- For strengthening industry interaction
  - Industry Interaction Cell to be established
  - Confederation of Indian Industry (CII) may be contacted for guidance since it is the apex body
  - Departments can give their proposal through proper channel for collaborating with industry. MOUs will be signed between the College and the concerned organization/industry.
  
- Intellectual Property Rights and Innovation Cell needs to be strengthened
  - Dr. Sharmila Mitra is of the opinion that IPR consciousness has to be created among final semester students through question answer sessions, panel discussion and debates.
  - To enhance IPR related activities other colleges may be consulted.
  - Students may be encouraged to publish in peer reviewed journals along with their teachers and then awarded cash prize for their success.
  - A teacher (as a member of Gurudas College) may apply for a patent and college may reimburse the fee if the teacher gets the patent.
  
- Consultancy Cell needs to be formed and activated
  - Departments can offer consultancy by submitting a proposal through IQAC
  - Consultancy fee needs to be charged
  - Information about consultancy offered by individual teachers should be with the college and the revenue earned therewith needs to be shared with the college

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- Sports activities needs to be enhanced
  - Individual students participating in sports activities outside college needs to be documented. Students have to write the name of the college in the form at the time of participation. Student's participation certificate has to be certified by the Principal on her letterhead.
- The activities of Alumni Association are very important as a college is recognized by its alumni
  - These activities also help in generating revenue, an important contribution of Alumni
- Documentation
  - Record of all activities should be with IQAC
  - Principal's signature/certification is required on all documents
  - Documentation Committee has been formed
  - Documents may also be preserved in the soft version/drop box
- Extract of this meeting is to be placed before the Governing Body.