

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ranikanto Bose Street, Kolkata – 700003

Ref No. MMC/IQAC/002/2023

Minutes cum Resolutions of the meeting of the IQAC held on 18th March 2023 at 11:00 am

The discussions and resolutions of the IQAC meeting (notified as Ref. MMC/IQAC/002/2023; dated 10/03/2023) and held on 18th March 2023 at 11:00 a.m. are summarised as follow:

Agendum 1. At first the agenda of the last meeting (notified as Ref. MMC/IQAC/001/2023, dated 18th Feb. 2023, and held on 25th Feb. 2023 at 10:30 am) were confirmed by the house.

Agendum 2. The Coordinator, IQAC Dr. Partha Dutta presented before the house a written action taken report against the resolutions and decisions arrived at in the last meeting. The report is being attached underneath as it is, except some minor editing:

Action taken report of the Work plan proposed in the previous meeting held on 25/02/2023

1. With reference to the query submitted by the IQAC chairman, NAAC portal advised us to submit last 4 years' AQARs before submitting the SSR.
2. The duties and responsibilities have been distributed among Teacher- members as follows:
 - a) Part A: Dr. Partha Dutta
 - b) Criteria 1: Dr. Krishna Biswas
 - c) Criteria 2: Dr. Rupankar Paira
 - d) Criteria 3: Dr. Susmita Chatterjee
 - e) Criteria 4: Prof. Biswajit Das
 - f) Criteria 5: Sri Shamba Dutta
 - g) Criteria 6: Prof. Monali Poddar and Dr. Antara Dutta
 - h) Criteria 7: Prof. Sanchayita Mondal
3. The proposal of IQAC to form different TC committees, keeping in mind the 7 criteria of PART B of AQAR, has been discussed with TC secretary and he has assured that he will raise the issue in the upcoming TC meeting.
4. Next IQAC meeting has been scheduled on 18/03/2023 to formulate the basic steps to ensure the submission of AQAR (s) in proper ways.
5. IQAC coördinator along with Website convenor of the college has discussed the website issues with the website provider company and will report the matter in the next IQAC meeting, to be held on 18.03.23.
6. The preparation of MOU (s) with different institutes is under process.
7. The IQAC email id has been created, the id is mmcciqac2023@gmail.com. All the required folders for documentation has been prepared and placed in the respective Google drive.

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ramkanto Bose Street, Kolkata – 700003

Agendum.3: Ms. Ritama Dutta (Honours in Comp. Sc & Appl. SEM II, Roll No. S-418) has been coöpted by the house as a student member of the IQAC.

Agenda 4 & 5: These two agenda were discussed together as the topics they deal with were essentially inseparable.

The following discussions were done in the meeting and the details have been given below:

Dr. Partha Dutta reminded the house that of the decision of submitting the AQAR from 2020-21. In this regard it is decided that the target date of collection of data for the first AQAR is 15 May 2023 and the target date of submitting the first AQAR is 14 August 2023. He also said that parallel to the preparation of 2020-21 AQAR we would have to undertake some rapid development work in order that we can fill those criteria where our college is deficient and attain the up to date and standard practices, if not the best, that would help us perform all square and bring good marks upon evaluation.

Prof. Monali Poddar reported the house the students of the Department of Computer Science is making a pollution monitoring device. The house gladly welcomes this kind of enthusiastic approach. Principal, Dr. Manturam Samanta also reported to the house that a body associated with JNU approached him with an intention of installing a pollution monitoring device in the college, all other members requested him to see its prospects and utility and make arrangements for installing it. Dr. Samanta also said that he would seek advice of Dr. Kalayan Rudra, noted environmentalist and Chairperson of the WBPCB in matter of Green Audit and turning the campus into an environment friendly, Green campus.

Dr. Partha Dutta said that the followings should be done with in next two months on the view point of the submission of AQAR (s).

1. Academic , Financial and Energy audit must be done at least internally. The respective Committees must be formed as early as possible.
2. Starting of few add on programs / certificate courses and MOU with diff organisations according to the guideline of the NAAC.
3. Few webinars/ seminars/ awareness program/ workshops/ commencement of NCC/ NSS programs/Field work/ industry visit/ Interdisciplinary workshops (intracollege / intracollege) interdisciplinary seminar by students according to the NAAC guidelines.
4. Immediate distribution of feedback forms and other docs to students for 2020-21, 2021-22, 2022-23
5. IQAC working place and necessary arrangements

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ramkanto Bose Street, Kolkata – 700003

Prof. Monali Poddar being the convenor of the Seminar sub-committee discussed the proposals of Seminar Sub-committee in front of the house and the members agreed on it.

Mr. Abhay Ghosal said he would assist the NSS unit to conduct Health & Hygiene related programmes.

The coordinator then presented in some details of the immediately necessary areas in different criteria where developments should be made:

1. *Website:*
 - a) Change the current domain to academic domain
 - b) Add teacher profile details and email ids with the academic domain extension
 - c) Option to upload Images
 - d) Sufficient space and bandwidth in server and server must be highly secured
 - e) Audio enabled Websites for differently abled Persons
VERY IMP
2. *Campus with Advanced Technology:*
 - a) Fast Internet connection in every sections of the campus
 - b) Most of the classrooms must be Smart one along with Smart Projectors equipped with Mike and speakers
 - c) Sufficient numbers of Computers in the Departments along with printing, photocopiers and scanning devices
 - d) Functioning Digital Display for notice and other informations
 - e) Most of the tubelights should be replaced by energy saving LEDs
 - f) Few areas in campus should have motion sensor LED lights
 - g) Online Interaction Platform (Gsuite etc)
 - h) E-Magazine publication
 - i) Video Conferencing rooms for conducting Conference and also to create Tutorial Videos by the Teachers
3. *Library:*

Infrastructural improvement, Digitised, e-magazine purchase and other required documents. Very Imp
4. *Green Campus:*
 - a) Solar Panels to illuminate most of the areas of campus
 - b) Diff kinds of waste (Solid, liquid, chemicals, e waste etc) management (MOU with KMC and other private agencies)
 - c) Rain water Harvesting
 - d) Gardening
 - e) Plastic free campus and sufficient Polymer Dustbins
 - f) No Auto Mobile in Campus
 - g) Generator room replaced with eco friendly green generators
5. *Divyangana Friendly Campus:*

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ramkanto Bose Street, Kolkata – 700003

- a) Toilets with railings
- b) Campus with Tactile Tiles
- c) Audio enabled Websites for differently abled Persons
- d) Braille enabled direction boards in campus
- e) Audio Library
- f) E-Magazine publication
6. *Add on Certificate Programs* (Photography, Spoken English / foreign language, Spoken Sanskrit/Pali Language, Social Work, Yoga, Computer literacy, bio python, Latex, Chemcollective Virtual Labs etc) (must start with in May 2023) (Criteria 1)
7. *MOU s on courses* on ethics, environment, human values etc (Criteria 1)
8. *A)Organise different Interdisciplinary Programs:* (Awareness Program, Academic Social Outreach program , Webinar on Research Methodology/ IPR etc, Cultural Program, Orientation Program (Part A, Criteria 3)
B) Organising Inter/Intra College Competitions
9. *Gender equity Campus:*
 - a) Sanitary Napkin Vending Machine
 - b) Female Gym
10. *Before IIQA; ISO , NIRF certification* formalities if possible (PART A)
11. *Academic Bank of Credits* (All academic data in digitised form)
12. *Introduction of Indian Knowledge system*
13. *Research Projects , Ph.D-mentorship, Research Funding from College* (Criteria 6)
14. *Distance education and Online education*

Internal Teacher-members agreed on the proposal made by Dr. Partha Dutta that systems of waste management including e-waste, rainwater harvesting, gardening etc. should be implemented as a demand of the modern times and also they would help hunt good scores in NAAC evaluation.

Prof. Biswajit Das said add on programmes must be started in the college and some of these could be done in collaboration with MAKAUT.

Mr. Binoy Basu Mallik said that he would try through his organisation to collect the university assignments of teachers for the period for which a systematic database of such assignments were not maintained by the college.

Dr. Partha Dutta said a system must be created for collection of feedback from students, teachers, alumni and others; and a system of grievance redressal of the students regarding internal examination and the evaluation, and the actions taken against such grievances would have to be uploaded in the College Website.

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ramkanto Bose Street, Kolkata – 700003

Sri Shamba Dutta said the institutional memberships of both the British Council Library and the American Library must be renewed; and a job fair in collaboration with Shyamaprasad College Placement Cell as proposed by the in charge of the said Cell of that College to the Convener of its counterpart of MMC College, should be arranged in the MMC College premises. The house welcomed the proposal and it was suggested that the programme must be conducted in collaborative mode and not as sharing of venue only.

Proposals of implementation of Academic Credit Bank with the assistance of the College Office and purchasing or subscribing to some audio books for the Blind students were also made in the house.

Sri Shamba Dutta, HOD of Library said that the Koha OPAC would be opened for all and the target for this would be within the month of May, i.e. before the renewal of its AMC in the month of May. But at the same time he said that in order to make it properly and profitably functional and error free, Data entry of the entire and up to date stock would have to be done afresh, for which decision had already been made in the Governing Body to employ temporary staff. Principal remarked that there would be no problem in the process since Governing Body had already passed the proposal, and he requested to make hurry.

Dr. Partha Dutta proposed that the date of the General meeting involving all teachers and non-teaching staff members, with the President of the Governing Body, as decided in the meeting dated 25 Feb. 2023 might be fixed on 12th April, 2023.

The extract of the prolonged discussion and the summarised resolutions are mentioned below:

1. The target date of collection of data for the first AQAR is 15 May 2023 and the target date of submitting the first AQAR is 14 August 2023.
2. Seminars will be held as per the proposals submitted by the Seminar sub – committee.
3. Internal Audit committees on Academic, Finance and Energy will be formed as soon as possible on the view point on submission of AQAR (s).
4. Principal will notify to all concerned about a data capturing mechanism to be initiated so as to collect and preserve all relevant data regarding all activities, achievements, assignments etc. by the teachers and students of all departments during the years.
5. A system must be created for collection of feedback from students, teachers, alumni and others; and a system of grievance redressal of the students regarding internal examination and the evaluation will be created, and the actions taken against such grievances would have to be uploaded in the College Website.
6. Principal would seek advice of Dr. Kalayan Rudra, noted environmentalist and Chairperson of the WBPCB about upgrading the campus into an environment-friendly one. He will also take initiative about installing the pollution monitoring device.
7. Pending Government Financial Audit (2018-19 and 2019-20) of College will be expedited. After the completion of them, the process of Government Financial Audit will be started from 2020-21 onwards.

INTERNAL QUALITY ASSURANCE CELL (IQAC)



Maharaja Manindra Chandra College
20, Ramkanto Bose Street, Kolkata – 700003

8. Library OPAC Koha should be operational in the first level within the month of May, before its first year AMC renewal.
9. Add on programmes should be started in the college for the college students before May, 2023.
10. MOU with different institutes or organisations should be started as per the guidelines of NAAC before May, 2023.
11. Institutional memberships of both the British Council Library and the American Library will be renewed.
12. The proposed job fair *in collaboration with* Shyamaprasad College Placement Cell will be arranged and such other programmes are to be organised by the College's own Career & Placement Cell.
13. Systems for waste management including e-waste, rainwater harvesting, solar power, gardening etc. should be implemented.
14. Academic Credit Bank will be implemented and audio books will be purchased for the library.
15. A general meeting involving all teachers and non-teaching staff members with the presence of the President of the College Governing Body is fixed tentatively on 12th April, 2023.

The meeting ended with vote of thanks to and from the Chair.

Partha Dutta

(Dr. Partha Dutta)

Co-ordinator, IQAC, MMC College

Coordinator
I.Q.A.C.
M.M.C. College
Kolkata-3

(Dr. Manturam Samanta)

Chairman, IQAC, MMC College

Principal
Maharaja Manindra Ch. College
Kolkata-700 003