

INTERNAL QUALITY ASSURANCE CELL (IQAC)



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

Ref No. MMC/ IQAC/ 001/2023

Date: 01/03/2023

Minutes cum Resolution(s) of the meeting of the IQAC held on 25th February 2023 at 10-30 a.m.

At the onset Principal cum Chairman of the Cell, Dr. Manturam Samanta greeted the house and introduced IQAC co-ordinator, Dr. Partha Dutta to all other members. He also introduced the outside IQAC members with the members of the college. The name and details of the outside IQAC members have been given below:

1. Sri Abhoy Ghosal, Local Society Member (
2. Sri Binoy Basu Mallick, Alumni Member (
3. Sri Pulak Das , Industrialist Member (
4. Sri Swarup Mukherjee, Guardian Member (

The IQAC co-ordinator proposed to incorporate a student member in this council to complete the formation of IQAC. Dr. Samanta told the house that in the next meeting the student member will be incorporated.

Dr. Samanta then gave a formal introduction of the meeting mentioning in brief the importance of the IQAC in terms of its scope, coverage and functions. After that, the agenda were taken for discussion one by one.

Agenda I: To discuss about the stand of the College regarding preparation for the 2nd cycle NAAC accreditation.

Dr. Partha Dutta and Shamba Dutta said that there can be only one stand and that is, the College must go for its preparation for NAAC and the IQAC will function to prepare it . All other members agreed.

Resolution: Resolved unanimously that College is to take initiative for the preparation of the NAAC Accreditation Cycle II in a prioritised way.

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Agenda II: Formulation of work plan and time schedule regarding submission of AQAR and preparation of SSR, if we decide.

Dr. Manturam samanta said that as the members resolved positively in Agendum I, then the work plan required to be made. The house agreed on this.

Dr. Partha Dutta described the steps and procedure of NAAC preparation in details. He said the procedure has changed from 2020-21, after the introduction of New Education Policy. He described the process in brief before in the house.

He said HEI registration is to be done/old registration to be retrieved as the first step and there we have to raise an issue with them in the portal as to which year shall we start uploading our AQAR from.

Shamba Dutta said, it is always better to start afresh in the new academic year after making a proper arrangement of data tracking. Smt. Monali Poddar also supported this.

Dr. Manturam Samanta said we could easily collect the information of various achievements of teachers and student activities and college events of past. Dr. Partha Dutta said mere collection of data would not be enough under the new format because at every step each data set would have to be objectively verifiable and they would verify it by random pick up. Dr. Dutta said whatever data we send from here would pass through Data Validation and Verification (DVV) process and the data collection and preparation of AQAR must be done meticulously because more than 15 % of discrepancy in the claimed data upon verification would attract such dire consequences as black listing of the institution. He agreed that it would have been better if we could start freshly from the current year but it would depend on the HEI portal feedback, and by this time we should at least be ready to prepare and submit the AQAR from 2020-21 assuming that they might advise us to submit the AQAR from that year. Submission of AQARs of at least past four (4) years of the target year of NACC visit is the new rule, he added, and after that the completion of IQA procedure would be fulfilled and then SSR would have to be submitted. Getting accredited is a long and cumbersome process but we have to work in the positive direction to deal it, said the coordinator. He cited examples from newspaper reports where a few higher education institutes in certain outside states were debarred from admitting new students because they failed to get accredited by NACC.

Principal Dr. Manturam Samanta said the college can earn good score on the basis of its academic performance. Dr. Partha Dutta said only academic category would not save us though it carries maximum weigh. Shamba Dutta said they will check all aspects and give ranking on

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that. In this context the coordinator explained in brief the seven Categories of activities on which AQAR would have to be prepared and NAAC accreditation would be done.

Dr. Partha Dutta said every process ranging from the resolutions of all the meetings, details of all the programmes in all the seven categories, feedback from all the stake holders, review meetings, photographs etc. must be uploaded regularly on the college website. All the photographs must be geo-tagged from now.

He said that several changes and up gradations in the facilities have also to be brought in like a separate NAAC office, office equipments, permanent decoration and beautification of the campus, the Library, etc. Different types of audits including Academic, Administrative, Financial and Energy / Green Audit etc. must be done and mentioned in the AQAR regularly.

He continued that he himself, Dr. Susmita Chatterjee, and Shamba Dutta made a visit to Surendranath College , Kolkata and met their IQAC coordinator informally to be conversant in the NAAC process and have learnt a lot. If we have to perform well in NAAC in the changed format (2020-21 onwards) we really have to work hard and develop in all the criteria.

After the above discussion the initial work plan was formulated as follows:

1. Seeking advice from HEI portal on the year to start submitting the AQARs from.
2. Decentralising the duties and responsibilities among IQAC members and also involving the rest of the teachers and all departments. The charges of the seven categories of evaluation will be distributed among the teacher-members. They will make arrangement to collect necessary data from the respective departments/conveners of the committees concerned and compile them. The IQAC coordinator will monitor and compile the whole thing.
3. Later the IQAC will give a proposal to the Teachers Council Secretary to form different TC Committees in keeping with the 7 categories mentioned above in a need based manner.
4. Next IQAC meeting will be called on 18th March, 2022 at 11 am in which the response/advice from the HEI portal and a few basic progress about the NAAC preparation will be discussed. Very soon after that, a larger meeting, preferably involving all the staff or representative from each department etc. will be organised. In such an important mission like preparation of NAAC which would necessitate many policy decisions and involve a great deal of expenditure, the patronage of the

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Governing body is essential. So in the larger meeting the presence of President of the Governing body is necessary.

3. Miscellaneous:

- 3.1. Resolved that office space for IQAC office, necessary equipments including computers and printers and others will be provided by the college as basic requirements.
- 3.2. The college website will be redesigned in a more well furnished way under academic domain ("ac.in"/ "edu.in"). Examples of other colleges which have recently had their NAAC visits can be followed.
- 3.3. MOU(s) with different college(s) having recently undergone the NAAC visit will be signed.
- 3.4. Career and Placement is an important criterion for NAAC evaluation. MOU(s) will be signed with training institutions and recognised companies to conduct soft skill, computation and communication skills development and such other programmes.
- 3.5. NCC unit may be opened in the college.

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

Partha Dutta

(Dr. Partha Dutta)

Co-ordinator, IQAC, MMC College

(Dr. Manturam Samanta)

Chairman, IQAC, MMC College

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