

Meeting dated 14.12.2020

Minutes of the Meeting of IQAC on 14.12.2020

Dr. Rupa Dasgupta, Honourable Principal of our college, takes the chair and the meeting starts at 12:30 P.M. in the Principal's office. The agenda and the resolution taken in this meeting are given below:

Agenda 1: Confirmation of the proceedings of the last meeting

Resolution: The Minutes of the previous meeting are read out and confirmed by all the members present in the meeting.

Agenda 2: Preparation of Self Study Report for NAAC Peer Team visit

Resolution: Resolved that a steering committee for the second cycle of NAAC accreditation be formed as soon as possible. Self Study Report has to be prepared by the members of this committee. Prof. Soumya Kanti Hota, Assistant Professor and Head, Department of Mathematics and Prof. Pankoj Kanti Sarkar, Assistant Professor, Department of Philosophy, have been selected as conveners of this steering committee.

Agenda 3: Miscellaneous

Resolution:

- Resolved that Museum in Department of History and Bengali be set up.
- Resolved that off Campus placement drives be coordinated for Science students.
- Resolved that a new laboratory for BCA be set up.
- Resolved that more job oriented courses be conducted in tie up with other organizations.

Then the meeting ends with a vote of thanks to all.

Bipasha Majumder (Dr)

Co-ordinator, IQAC.

IQAC Co-ordinator
Debra Thana S K S Mahavidyalaya
Chakshyampur Debra, Paschim Medinipur
W.B Pin-721124



Principal and DDO
Debra Thana Sahid Kshudiram
Smriti Mahavidyalaya
P.O.- Chakshyampur - 721124
Paschim Medinipur

Action Taken Report on the Minutes of the Meeting of IQAC Dated 14.12.2020

Resolution	Action Taken
<p>Resolved that a steering committee for the second cycle of NAAC accreditation be formed as soon as possible. Self-Study Report has to be prepared by the members of this committee. Prof. Soumya Kanti Hota, Assistant Professor and Head, Department of Mathematics and Prof. Pankoj Kanti Sarkar, Assistant Professor, Department of Philosophy, have been selected as conveners of this steering committee.</p>	<p>A steering committee for the second cycle of NAAC accreditation has been formed to prepare Self Study Report. The conveners and the members of this committees are as follows:</p> <p>*Conveners of NAAC Steering Committee*</p> <p>Mr. Soumya Kanti Hota, Dr. Pankoj Kanti Sarkar</p> <p>*1. Curricular Aspects:*</p> <p>Convener- Mr. Shatrughan Kahar Jt. Convener- Dr. Beetoshok Singha Members- Ms. Tanushree Maity, Mr. Amit Jana, Biswanath Das</p> <p>*2. Teaching Learning and Evaluation:*</p> <p>Convener- Dr. Mithun Banerjee Jt. Convener- Sk. Sarfaraj Ali Members- Mr. Manas Chakraborty, Mrs Soma Mishra, Mrs Arjita Raj.</p> <p>*3. Research, Consultancy and Extension:*</p> <p>Convener- Dr. Arpita Tripathy Jt. Convener- Dr. Biplab Dutta Members- Mr. Shubhankar Manna, Mr. Bipin Murmu, Laxmi Kanta Tudu</p>

***4. Infra-structure and Learning**

Resources:*

Convener- Joydeb De

Jt. Convener- Sanjukta Sahoo

Members- Mr. Gobinda Das, Mr. Soumya Kanti Hota, Mr. Arindam Das, Mrs Babita Bhunia

***5. Student Support and Progression: ***

Convener- Mr. Avishek Musib

Jt. Convener- Mr. Shubhadip Pal

Members- Dr. Pankoj Kanti Sarkar, Mrs Juhita Chakraborty

***6. Governance, Leadership and Management:**

Convener- Mr. Saikat Chakrabarti

Members- Mr. Sabyasachi Patra, Mr. Suwendu Ghosh

***7. Innovations and Best Practices: ***

Convener- Ms. Koyel Ghosh

Members- Mr. Bholanath Das, Mr. Bishal Das, Mrs Pallabi Maity

Final Data Compilation

Convener- Mr. Soumya Kanti Hota,

Jt. Convener- Dr. Pankoj Kanti Sarkar

Members- Amita Samanta, Prashanta Dutta

Resolved that a museum be set up in Department of History.	It is under progress.
Resolved that a museum be set up in Department of Bengali.	It is under progress.
Resolved that off Campus placement drives be coordinated for Science students.	Some students have got placement in Infosys, Deloitte and Wipro.
Resolved that a new laboratory for BCA be set up.	It has been done successfully.
Resolved that more job oriented courses be conducted in tie up with other organizations.	Diploma course in Hardware, Networking and Security in collaboration with Sreema computer and Aditya Broadband has been initiated.

Bipasha Majumdar (2)

Co-ordinator, IQAC.

IQAC Co-ordinator
Debra Thana S R S Mahavidyalaya
Chakshyampur Debra, Paschim Medinipur
W.B Pin-721124



Principal and DDO
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P.O.- Chakshyampur - 721124
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Minutes of the Meeting of IQAC on 23.12.2020

Dr. Rupa Dasgupta, Honourable Principal of our college, takes the chair and the meeting starts at 12:30 P.M. in the Principal's office. The agenda and the resolution taken in this meeting are given below:

Agenda 1: Analysis of feedback collected from students and their parents

Resolution: Feedback collected from students and their parents has been thoroughly discussed and it is resolved that departmental meetings will be convened for strategies to be undertaken for improvement of overall performance of the faculty.

Agenda 2: Misc.

Resolution:

1. Resolved that online classes for the next semester will commence on 26th December 2020.
2. Resolved that only admins of students' WhatsApp groups will be allowed to send messages. Other participants of the groups will have to use personal WhatsApp account if they have any queries.
3. Resolved that Bengali department and Political Science department will be shifted to the third floor of Science building.
4. Resolved that a new seminar hall or an auditorium will be set up in the existing Bengali department.

The meeting ends at 2:05 P.M. with a vote of thanks to all.

Bipasha Majumdar (21)

Co-ordinator, IQAC

IQAC Co-ordinator
Debra Thana S K S Mahavidyalaya
Chakshyampur Debra, Paschim Medinipur
W.B Pin-721124



Principal and DDO
Debra Thana Sahid Khandiram
Smriti Mahavidyalaya
P.O.- Chakshyampur - 721124
Paschim Medinipur

Action Taken Report on the Minutes of the Meeting of IQAC Dated 23.12.2020

Resolutions	Actions Taken
It is resolved that departmental meetings will be convened for strategies to be undertaken for improvement of overall performance of the faculty.	All HODs/ In Charges have called departmental meetings in which feedback collected from students and their parents has been thoroughly discussed. Then the minutes have been submitted to the Honourable Principal of our college for overall performance of the faculty.
Resolved that online classes for the next semester will commence on 26 th December 2020.	It has been done successfully.
Resolved that only admins of the students' WhatsApp groups will be allowed to send messages. Other participants of the groups will have to use personal WhatsApp account if they have any queries.	It has also been done successfully.
Resolved that Bengali department and Political Science department will be shifted to the third floor of Science building.	It is within a few months that Bengali department and Political Science department have been shifted to the third floor of Science building.
Resolved that a new seminar hall or an auditorium will be set up in the existing Bengali department.	An auditorium "Rabindra Sabha Griha" with modern amenities has been set up in the existing Bengali department.

Bipasha Majumder (Co)


Co-ordinator, IQAC.

IQAC Co-ordinator

Debra Thana S K S Mahavidyalaya

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Paschim Medinipur

Meeting dated 19.02.2021

Time: 12:30 P.M

Members present:

1. P. P.
2. P. P.
3. Sunita Chakrabarti
4. K. P.
5. Shaktisankar Khatun.
6. P. P.
7. Manas Chakrabarti
8. Dibyendu B Samanta.
9. Mrinal Kanti Bera
10. S. P. P.
11. Anita Rananta Adhya
12. Barnali Das.
13. Laxmi Kanta Tudu
14. Bipin Murmu
15. Dr Sarfaraz Ali
16. Joydev De
17. Pallabi Maity
18. Anpita Tripathy
19. Soniya Kanti Hota
20. Mithun Banerjee



DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA
(Government Aided, NAAC Accredited College, affiliated to Vidyasagar University)

P.O.: CHAKSHYAMPUR * DIST.- PASCHIM MEDINIPUR * PIN- 721124 * W.B. * INDIA

OFFICE OF THE PRINCIPAL

Phone & Fax No. 03222-243400
Mob. - 9733846160
e-mail: principaldebra@gmail.com
Website: www.debracollege.ac.in

Resolutions of the IQAC Meeting dated 19-02-2021

Dr Rupa Dasgupta, Principal of the college chairs the meeting and after an extensive discussion the following resolutions are taken:

Agenda 1: Confirmation of the resolutions of the last meeting.

Resolution: The resolutions of the previous meeting are read out and confirmed by all present in the meeting.

Agenda 2: Status of Self-Study Report writing allotted to the teachers in the previous meeting.

Resolution: The conveners of each committee for category-wise preparation of the Self-Study Report present their progress. All agree that the pace of preparation of the SSR needs to gain more momentum. The conveners are asked to call meetings in the next week to expedite their report writing.

Agenda 3: To note the completion of Orientation/Refresher/Short Term Course and FDP by several teachers.

Resolution: It is noted that the following teachers attended the Orientation/Refresher/Short Term Course and FDP and completed them successfully:

Name of the Teacher	Course	Date of the Course	Universities/ Colleges/ Institutes of Higher Education
Sanjukta Sahoo	Two-Week Faculty Development Programme on "Advanced Concepts for Developing Moocs"	02-07-2020 - 17-07-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Bipasha Majumder De	Online FDP program on Latex	13-07-2020 - 19-07-2020	Jamshedpur Women's College, A Constituent Autonomous College of Kolhan University
Gobinda Das	Twelve Days Faculty Development Programme on Online Teaching-Learning And Research Methodology	18-07-2020 - 29-07-2020	Govt. P. G. College, Bilaspur Rampur - Uttar Pradesh
Gobinda Das	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	01-09-2020 - 30-09-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Rakesh Paul	Data Science & Its Applications In STEM (Under TEQIP-3)	07-09-2020 - 21-09-2020	Andhra University College Of Engineering (A), Andhra University and

Meeting dated 19.02.2021

Time: 12:30 P.M

			University Engineering College in association with APSCHE (Andhra Pradesh State Council of Higher Education)
Sunirmal Dolai	FIP on "Re-Thinking Teaching- Learning: The Process, Engagement, and Challenges"	15-10-2020 - 13-11-2020	UGC – HRDC, Bhagat Phool Singh Mahila Vishwavidyalaya, Haryana
Sanjukta Sahoo	Online "Faculty Induction Programme-3"	02-11-2020 - 08-12-2020	HRDC Jawaharlal Nehru Technological University, Hyderabad
Shatrughan Kahar	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	10-11-2020 - 09-12-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Partha Pratim Pramanik	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	10-11-2020 - 09-12-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Soumya KantiHota	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	10-11-2020 - 09-12-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
SkSarfaraaj Ali	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	10-11-2020 - 09-12-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Gobinda Das	One Week Faculty Development Programme on "TRANSFORMING LIFESTYLE THROUGH YOGA DARSHAN & ITS FUNCTIONAL MODES"	20-11-2020 - 26-11-2020	Teaching Learning Centre, Ramanujan College, University of Delhi
Dr. Mrinal Kanti Saren	4-Week Induction/Orientation Programme for Faculty in Universities/Colleges/Institutes of Higher Education	11-01-2021 - 09-02-2021	Teaching Learning Centre, Ramanujan College, University of Delhi
Dr.Pankoj Kanti Sarkar	Short-term Course on ' Counselling and Stree Management'	02-02-2021 - 08-02-2021	UGC – HRDC, Jadavpur University, Kolkata



IQAC Co-ordinator

Debra Thana S K S Mahavidyalaya
Chakshyampur Debra, Paschim Medinipur-1
WB Pin- 721124



Principal

Debra Thana Sahid Kshudiram
Smriti Mahavidyalaya
P.O. Chakshyampur - 721124
Paschim Medinipur

Minutes of the Meeting of IQAC on 06.04.2021

Dr. Rupa Dasgupta, Honourable Principal of our college, takes the chair and the meeting starts at 12:30 P.M. in the Conference Hall. At the very outset, Mrs. Bipasha Majumder (De), Coordinator of IQAC, welcomes all the members present in the meeting. The agenda and the resolution are given below:

Agenda 1: Confirmation of the proceedings of the last meeting

Resolution: The Minutes of the previous meeting are read out and confirmed by all the members present in the meeting.

Agenda 2 : Preparation of Self Study Report for NAAC Peer Team visit

Resolution:

Conveners of each committee for category wise preparation of SSR present their progress and clear various doubts and queries related to various points which were thoroughly discussed and following resolutions are taken-

1. Resolved that all HODs/ In Charges will provide links/collection (pdf) of e -books of their respective subjects to the Librarian within 14th April 2021. An e - repository has to be created using D Space or similar technology.
2. Resolved that all the teachers will collect their digital library cards from Monday onwards by 14th April and start issuing books regularly.
3. Resolved that all the teachers will visit library on their scheduled dates on a regular basis without fail.
4. Resolved that all the teachers will start using remote access facility of library immediately on a regular basis.
5. Resolved that all efforts will be made to issue id and passwords of NLIST to students and encourage them to access these resources. Demo videos are to be prepared for NLIST, D Space etc.
6. Resolved that all HODs/In Charges will prepare an Excel sheet of student database for SSS by NAAC.
7. Resolved that all the conveners of NAAC Steering Committee will circulate formats of data required for SSR with a copy of notice posted in NAAC conveners WhatsApp group.
8. Resolved that all HODs/ In Charges will analyze feedback of teachers taken online from the students in their departmental meetings and submit resolutions of these meetings to the Principal by next week.

9. Principal is requested to see if rainwater harvesting can be done in the college and solar lights and other eco friendly steps can be initiated.
10. Principal is requested to initiate green audit of the college campus and it is resolved that Dr. Ramkrishna Maity, Professor, Department of Geography and Environment Management, Vidyasagar University, will be invited to have his valuable suggestions in this regard.
11. Principal is requested to see if Language Laboratory can be initiated.

Agenda 3: Miscellaneous

Resolution: As there is no such matter to discuss, the meeting ends with a vote of thanks to all.

Bipasha Majumder (Dr)

Co-ordinator, IQAC

IQAC Co-ordinator
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Action Taken Report on the Minutes of the Meeting of IQAC Dated 06.04.2021

Resolutions	Actions Taken
Resolved that all HODs/ In Charges will provide links/collections (pdf) of e -books of their respective subjects to the Librarian within 14th April 2021. An e - repository will have to be created using D space or similar technology.	All HODs/ In Charges have provided links/collections (pdf) of e -books of their respective subjects to the Librarian. An e - repository has been created using D Space software. Moreover, tutorials have been uploaded and a webinar on use of D space has been conducted.
Resolved that all the teachers will collect their digital library cards from Monday onwards by 14th April and start issuing books regularly.	All the teachers have collected their digital library cards and started issuing books regularly.
Resolved that all the teachers will visit library on their scheduled dates on a regular basis without fail.	All the teachers try to visit library on their scheduled dates regularly. However due to current pandemic situation physical visits are limited.
Resolved that all the teachers will start using remote access facility of library immediately on a regular basis.	Most of the teachers have started using remote access facility of library.
Resolved that all efforts will be made to issue id and passwords of NLIST to students and encourage them to access these resources. Demo videos are to be prepared for NLIST, D space etc.	ID (Identity documents) and passwords of NLIST have been issued to the students so that they can access these resources. Demo videos have been prepared for NLIST and D Space.
Resolved that all HODs/In Charges will prepare an Excel sheet of student database for SSS by NAAC	It has not been done yet.
Resolved that all the conveners of NAAC	It is being done.

Steering Committee will circulate formats of data required for SSR with a copy of notice posted in NAAC conveners WhatsApp group.	
Resolved that all HODs / In Charges will analyze feedback of teachers taken online from the students in a departmental meeting and submit resolutions of the meeting to the Principal by next week.	Most of the HODs / In Charges have analyzed feedback of teachers taken online from the students in their departmental meetings and submitted resolutions of the meetings to the Principal.
Principal is requested to see if rainwater harvesting can be done in the college and solar lights and other eco - friendly steps can be initiated.	1. Survey estimate has been done by WRIDD, Govt of West Bengal and is awaiting its approval. 2. Solar lights are being used for illumination of the college garden. Moreover, we have applied for solar mast lights and repair of existing ones is being done.
Principal is requested to initiate green audit of the college campus and it is resolved that Dr. Ramkrishna Maity, Professor, Department of Geography and Environment Management, Vidyasagar University, will be invited to have his valuable suggestions in this regard.	Green audit of the college campus has been initiated and Dr. Ramkrishna Maity, Professor, Department of Geography and Environment Management, Vidyasagar University, was invited to act as an expert. He is guiding the process of green audit which is going on.
Principal is requested to see if Language Laboratory can be initiated	Digital Language Laboratory with 28+1 computers has been initiated

Bipasha Majumdar (Dr)

Co-ordinator, IQAC.

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