



# **MANBHUM MAHAVIDYALAYA**

(Affiliated to Sidho-Kanho-Birsha University)

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**MINUTES OF THE IQAC MEETINGS**

**&**

**COMPLIANCE TO THE DECISIONS**

**Academic Session: 2016-17**

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## **MEETING NO. 1 OF 2016-17**

DATE: 1 JULY 2016

TIME: 1:30 PM

VENUE: IQAC ROOM

NOTICE DATE: 19 JULY 2016

MEMBERS PRESENT: 8

### **AGENDA:**

1. Read and confirm the minutes of the last meeting
2. To review the works of the previous year
3. NAAC Peer Team Visit Preparation
4. IQAC Report to NAAC Peer Team
5. Infrastructure Development
6. Spending of UGC 12<sup>th</sup> Plan Grant
7. Miscellaneous

### **MINUTES**

Teacher-in-Charge and Chairman of the IQAC Prof. Asutosh Biswas took chair as the President and the meeting got started.

#### **Agenda 1**

The minutes of the last meeting was read and confirmed.

#### **Agenda 2**

Full account of the works of the previous year was presented by the IQAC Coordinator. The house adopted it unanimously.

#### **Agenda 3**

Up on request by the IQAC Coordinator, the NAAC Coordinator, Dr. Mandal, presented a detailed account of the preparations done for the forthcoming NAAC Peer Team Visit scheduled 3-5 October 2016. The house expressed satisfaction and congratulated Dr. Mandal and his team for the job done.

#### **Agenda 4**

IQAC Coordinator presented to the house the IQAC Report he would present to the NAAC Peer Team and he asked for suggestions from the house. The house, after discussion, made no suggestions for modifying the report.

#### **Agenda 5**

The IQAC Coordinator placed before the house the following infrastructural development targets which need to be fulfilled immediately. He also informed that these tasks have already been started partially as the requirements were very basic in nature and so approval of the IQAC was not awaited, although the

IQAC Coordinator was consulted personally. The house adopted the targets.

1. Setting up of virtual classroom
2. Further electrification of the main building
3. Purchase and installation of solar plants

#### Agenda 6

The IQAC Coordinator explained to the house that the UGC 12<sup>th</sup> Plan Grant should be spent on priority basis in a planned way. Accordingly, the house discussed on the matter and listed the priorities. It was resolved that the list of priorities will be forwarded to the college GB for implementation.

#### Agenda 7

As no other matter came for discussion, the meeting ended after thanking the chair.

## **MEETING NO. 2 OF 2016-17**

DATE: 9 DECEMBER 2016

TIME: 12:30 PM

VENUE: IQAC ROOM

NOTICE DATE: 16 NOVEMBER 2016

MEMBERS PRESENT: 10

### **AGENDA:**

1. Read and confirm the minutes of the last meeting
2. Review of the NAAC Peer Team Visit
3. Recommendations of the NAAC Peer Team
4. AQAR 2015-16
5. Digital search facility in the library software
6. Miscellaneous

### **MINUTES**

Teacher-in-Charge and Chairman of the IQAC Prof. Asutosh Biswas took chair as the President and the meeting got started.

#### **Agenda 1**

The minutes of the last meeting was read and confirmed.

#### **Agenda 2**

The IQAC Coordinator presented a detailed account of the events and procedures regarding the NAAC Peer Team Visit which occurred on 3-5 October 2016. He also showed the Certificate of Accreditation and the Quality Profile issued by the NAAC on 5 November 2016. The house expressed great satisfaction for that the grade of the college had improved from 'B' (2007) to 'B++' (2016), but also was regretful for the lapses for which it could not win a higher grade.

#### **Agenda 3**

The IQAC Coordinator read the recommendations of the NAAC Peer Team fully. After discussion, the house resolved that the recommendations be implemented on priority basis.

#### **Agenda 4**

The IQAC Coordinator notified that due to engagement of all personnel for the preparation of and in the event of NAAC Peer Team visit, the AQAR of 2015-16 has yet not been prepared. The house resolved that the AQAR 2015-16 be prepared and submitted by 31 December 2016.

#### **Agenda 5**

The IQAC Coordinator explained that digital search facility in the library should be installed. The house reflected that it should be installed in phased manner as its build up will be a complicated and long

process. Accordingly, the house resolved that digital search facility in the library should be introduced in phased manner.

#### Agenda 6

Dr. Pradip Kumar Mandal raised the issue that the teachers should be inspired more to use technology in class room teaching. After discussion, the house resolved that the IQAC Coordinator will personally interact with the teachers on this matter and guide them to use technology in class room teaching. It was also resolved that the use of high-end technology should not estrange the students from studying as many students are not yet comfortable enough with non-conventional methods of teaching.

As no other matter came for discussion, the meeting ended after thanking the chair.

## MEETING NO. 3 OF 2016-17

DATE: 1 MARCH 2017

TIME: 2:30 PM

VENUE: TIC ROOM

NOTICE DATE: 17 MARCH 2017

MEMBERS PRESENT: 8

### AGENDA:

1. Read and confirm the minutes of the last meeting
2. The new IQAC team
3. AQAR 2015-16
4. Implementing the NAAC recommendations
5. Status of cells
6. Miscellaneous

### MINUTES

Teacher-in-Charge and Chairman of the IQAC Prof. Asutosh Biswas took chair as the President and the meeting got started.

#### Agenda 1

The minutes of the last meeting was read and confirmed.

#### Agenda 2

The Ex-Coordinator of IQAC Prof. Amitava Banerjee formally handed over the documents and proceedings to the new IQAC Coordinator Prof. Tuhin Kar. The house welcomed the new IQAC Coordinator and other new members of the IQAC.

#### Agenda 3

The IQAC Coordinator notified that the AQAR 2015-16 has still not been prepared and submitted. He explained that due to renovation of the college buildings and offices before the NAAC Peer Team visit, the files and records have been rearranged. Therefore, it has become difficult to access data within stipulated time. After discussion, the house resolved that the AQAR 2015-16 should be submitted as soon as possible, failing which it will be submitted along with the AQAR 2016-17.

#### Agenda 4

The IQAC Coordinator informed that the NAAC recommendations have been placed to the Governing Body of the college and the Governing Body has asked the IQAC to frame a plan to implement the recommendations in a timely and phased manner considering the shortage of fund. The house resolved that where the implementation of the recommendations will require large amount of expenditure, the tasks will begin after affirming source of fund and so funding from UGC will be awaited for this purpose. It was further resolved that where the implementation does not require any major expenditure, the

implementation will be started immediately.

#### Agenda 5

The IQAC Coordinator placed before the house reports about the functioning of the Cells. No issue for further discussion was observed. The house expressed satisfaction about the functioning of the cells.

#### Agenda 6

Dr. Pardip Kumar Mandal raised the issue that the gardens and the section of medicinal plants should be cleaned and maintained more regularly. The house resolved that the gardens and the section of medicinal plants will be maintained more regularly.

As no other matter came for discussion, the meeting ended after thanking the chair.

## **MEETING NO. 4 OF 2016-17**

DATE: 5 MAY 2017

TIME: 12:30 PM

VENUE: IQAC ROOM

NOTICE DATE: 19 APRIL 2017

MEMBERS PRESENT: 7

### **AGENDA:**

1. Read and confirm the minutes of the last meeting
2. Reporting of the stakeholders' survey
3. Review of the works done
4. Miscellaneous

### **MINUTES**

Teacher-in-Charge and Chairman of the IQAC Prof. Asutosh Biswas took chair as the President and the meeting got started.

#### **Agenda 1**

The minutes of the last meeting was read and confirmed.

#### **Agenda 2**

The IQAC Coordinator placed the stakeholders' survey reports. No significant point of dissatisfaction was observed.

#### **Agenda 3**

Being it the last IQAC meeting of the present academic session, the members present in the meeting physically checked the infrastructural development measures undertaken during the year and expressed satisfaction.

#### **Agenda 4**

Prof. Sumanta Mandal proposed that faster procedures should be undertaken by the IQAC for promotion of teachers under CAS. The IQAC Coordinator explained that the procedures are systematically designed in the College Office in collaboration with the IQAC Office and that the system ensures fastest possible preparation and passage of required documents. He also pointed out that the human resource for this job still stands insufficient. After discussion, the house resolved that documentation and preparation of necessary papers for promotion under CAS will be entrusted with a group of teachers who can stand substitute for each other.

As no other matter came for discussion, the meeting ended after thanking the chair.



## **COMPLIANCE TO THE DECISIONS**

1. Setting up of virtual classroom was initiated
2. Electrification of the main building was carried out
3. Solar plant was purchased and installed
4. UGC 12<sup>th</sup> Plan Grant was spent on priority basis
5. Required changes in database, module and Exe files in the existing College Administration software (XPERTpro) have been initiated
6. Number of instances of cleaning the gardens increased
7. Number of teachers using technological support in classrooms increased