

Dinabandhu Andrews College
Notice
DAC/IQAC/20, dated 03.05.2018

A meeting of the Internal Quality Assurance Cell is hereby convened on 17.05.2018 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.

Amitabha Ray.
Coordinator, IQAC
Dinabandhu Andrews College

Agenda:

1. Implementation of the Choice Based Credit System from the Academic Session 2018-19 at the undergraduate level (B.A. and B.Sc.)
2. Consideration of the Admission Process for admission of students to the B.A., B.Sc., and B.Com. courses (undergraduate) in the Academic Session 2018-19
3. Miscellaneous

**Proceedings of the meeting of the Internal Quality Assurance Cell held on
17.05.2018 in the Conference room in terms of the Notice bearing No.
DAC/IQAC/20, dated 03.05.2018**

1. Implementation of the Choice Based Credit System from the Academic Session 2018-19 at the undergraduate level (B.A. and B.Sc.)

Dr. Amitabha Roy, Coordinator of the Internal Quality Assurance Cell (IQAC) informed the members present in the meeting that the appropriate authority of the University of Calcutta has decided to implement the Choice Based Credit System (CBCS) in B.A. and B.Sc. Courses from the Academic Session 2018-19. The coordinator further said that the teachers need to be acquainted with the upcoming system for its proper implementation. Other members present in the meeting readily accepted the deliberation of the Coordinator of IQAC and expressed the view that the Principal of the college be requested to give a talk on the issue as soon as possible.

The members discussed the matter at length and adopted the following resolution unanimously:

Resolved unanimously that the Principal of the college be requested to deliver a lecture with Power Point Presentation for the teachers as soon as possible

2. Consideration of the Admission Process for admission of students to the B.A., B.Sc., and B.Com. courses (undergraduate) in the Academic Session 2018-19

The Coordinator of the Internal Quality Assurance Cell (IQAC) requested the members present in the meeting to discuss the details of the process of admission. The members discussed the matter at length and recommended the following for successfully conducting the online admission process in connection with the admission to the undergraduate courses:

- a. The Admission Committee to issue a Notification regarding the schedule of the admission process in terms of the Guideline for the conduct of the admission process issued by the Affiliating University or the Department of Higher Education or both.
- b. The portal for online admission to be made ready at least three days before the date of the commencement of the admission process in terms of the guideline issued by appropriate authority
- c. At least 10 days' time must be given for receiving applications for admission (online)
- d. The candidates must be given the liberty to apply to as many courses as he/she is willing to apply
- e. The system must be so designed that the merit list be prepared in congruence with the Intake Capacity of a given course and the reservation rules of the Government
- f. The complete merit list must be made available on the college website for public viewing
- g. Admission lists be published in cascade depending the available vacant seats in different subjects/courses
- h. After admission the credentials of the students shall be verified in online or physical mode.
- i. If discrepancies are found, actions will take against the student as per Government Guideline
- j. If any student wishes to withdraw his/her admission, he/she be refunded admission fee in compliance of the Government rules.
- k. The Admission Notices to be published regularly
- l. After admission the student's data shall be complied and sent to the office of the Registrar of the affiliating university for Registration
- m. Issuance of the Registration Certificate shall be considered to the end point of the Admission Process.

1. Miscellaneous

(a) Admission to the PG Courses in Zoology and Electronic Science
Similar recommendations may be forwarded to the department of Zoology and Electronic Science for smooth conduct of the admission process for admission to the 2-year M.Sc. Courses in Zoology and Electronic Science

(b) Resolved unanimously that the principal be requested to send some staff or any teacher to the West Bengal College Service Commission at least once in a month to pursue to the process of recommendation by the W.B.C.S.C. for appointment of teachers against 7 vacant posts of Electronics, Microbiology, Economics, Physics, History and Commerce (2 posts).

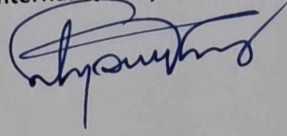
(c) In response to the proposal of the Coordinator of the IQAC, the members proposed the names of the following persons for conducting the Gender Audit in the college apart from the Principal of the college:

1. Dr. Anita Chattopadhyay Gupta, Principal, Deshbandhu College for Girls', Kolkata
2. Mrs. Sampa Roychowdhury, Councillor, Uddami India Foundation
3. Mr. Bikash Chandra Pal, External Auditor (Aphoristic Quality India Pvt. Ltd.)
4. Dr. Joy Sarkar, Assistant Professor of Botany
5. Sri Mrinal Chakraborty, Associate Professor of English
6. Dr. Dola Debnath, Associate Professor of Bengali
7. Dr. Swapna Mukherjee, Associate Professor of Microbiology
8. Dr. Rupa Chakraborty, Assistant Professor of Botany

The meeting ended with vote of thanks to the Chair

Members present in the meeting of the Internal Quality Assurance Cell (IQAC) held on 17.05.2018

Somnath Mukhopadhyay, Chairman



Debasish Chattopadhyay, Member

Amitabha Roy, (Co-ordinator)

Amitabha Roy.

Tarun Pradhan, Member

Tarun Pradhan

Jayanti Guha Roy, Member

Jayanti Guha Roy

Mandrita Bhattacharya, Member

Mandrita Bhattacharya

Sharmistha Sarkar, Member

Sharmistha Sarkar.

Maitrayee Bhattacharyya, Member

Rajesh Bera, Member

Rajesh Bera

Dibakar Sardar, Member

Dibakar Sardar

Joy Sarkar, Member

Joy Sarkar

Mithun Maji, Member

Mithun Maji

Sukanta Guha, Member

Sukanta Guha

Students' Representative