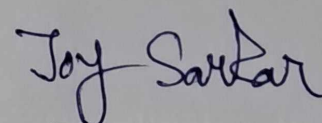A meeting of the Internal Quality Assurance Cell is hereby convened on 15.07.2022 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.

Joy Sarkar

Coordinator, IQAC
Dinabandhu Andrews College

Agenda

1. Consideration of the Online Admission Process for admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS.

2. Purchase of computers and printers for Teachers' Room, Library and Office along with some accessories.

3. Payment of college bonus for 2022-23 and subsequent Financial Years.

4. Digital signature for e-tendering process

5. Introduction of skill development, certificate, add-on and value-added courses

6. Proposal for organizing the student centric subject specific seminars/ workshops/ conference.

7. Proposal for organizing the out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme.

8. Miscellaneous

Proceedings of the meeting of the Internal Quality Assurance Cell held on 15.07.2022 in the Conference room in terms of the Notice bearing No. DAC/IQAC/40, dated 04.07.2022

Agendum-1
Consideration of the Online Admission Process for admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS.

The Coordinator of the IQAC informed the members that the following will be taken into account in connection with Admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS shall be conducted exclusively in online mode in terms of We Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.

- Admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS shall be conducted exclusively in online mode in terms of We Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.
- College portal for online application for admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS has already been opened on 18.07.2022 in terms of We Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.
- Candidates need not to pay any Application Fee like earlier years
- College portal for online application for admission to the B.A., B.Sc. and B.Com. Hons/General/Major Courses for the Academic Session 2022-23 under CBCS shall remain open till 5th August, 2022 in terms of We Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.
- Complete list of eligible candidates (Course-wise and Category-wise) will be published on 16th August, 2022 under normal circumstances.
- 1st Admission List will be published prior to 16th August, 2022.
- Admission will commence from 17th August, 2022.

- The candidates accommodated in the Admission List(s) will be at liberty to pay the Admission Fees online and get them admitted to one or more than one courses (as the case may be).
- The admission will be strictly on the basis of merit and in strict observance of (1) Admission Regulation of the Affiliating University (Calcutta University), (2) Intake Capacity, and (3) Reservation Policy of the Government.
- After the admission, the applications of the admitted candidates shall be verified online followed by approval of admission provisionally.
- Admission will continue till 15th September, 2022 in terms of West Bengal Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.
- Classes will commence on 19th September, 2022 in terms of West Bengal Govt. Order bearing No. 507-Edn(CS), dated 30.06.2022.
- If any discrepancy between the data/information entered and the corresponding document uploaded is noticed at any point of time before registration, the admission of the concerned candidate shall be summarily cancelled.
- The data in the 'system' shall be retrieved as per direction of the affiliating university for Registration.
- At any point of time, any candidate may apply for cancellation of admission exclusively in online mode.
- Applications for cancellation shall be verified by the college online. Subject to the successful verification, 'Admission Cancellation Order' will be issued with an electronic intimation to the concerned candidate (SMS/E-mail). The Admission Cancellation Order may be downloaded from the college website.
- After the issuance of 'Admission Cancellation Order' the candidates will be allowed to apply for refund of Admission Fees in terms of West Bengal Government Order bearing No. 209(29)-Edn(U), 24.07.2017.
- Admission fee will be refunded through 'Direct Transfer' mode.

Agendum-2

Purchase of computers and printers for Teachers' Room, Library and Office along with some accessories.

Imitating the meeting, the Coordinator of IQAC informed the members that the college needs to procure some computers and printers for Teachers' Room, Library and Office along with some accessories as early as possible. The other members expressed their views in the affirmative and adopted the following resolution unanimously:

Resolved unanimously that the Principal be requested to take necessary steps for the procurement of six desk-top computers, one lap-top computer, and six numbers of UPS as early as possible.

Agendum-3
Payment of college bonus for 2022-23 and subsequent Financial Years.

The following resolution was adopted by the IQAC in connection with 'Bonus' to be paid to the members of non-teaching staff one in a year at a rate to be fixed in the meeting of the Finance Sub committee to be finally approved by the Governing Body.

Agendum-4

Digital signature for e-tendering process

The IQAC resolved unanimously the college must go for the E-tendering process in terms of Government Order bearing No. 3103-F(Y), dated 17.07.2022, 5400-F(Y), dated 25.06.2012 and 6932-F(Y), dated 29.08.2013.

Resolved further that the E-tendering dongles must be procured for the E-tendering process.

Agendum-5

Introduction of skill development, certificate, add-on and value-added courses

A unanimous decision was made by the IQAC to implement various skill development, certificate, add-on, and value-added courses for students from many disciplines at the college. Regarding this, all departments need to take the lead.

List of Add On offered

Sl No.	Course Name	Conducted By	Duration
1	Data Analysis Using STATA, R & PYTHON	Department of Economics	30 Hours
2	C-Programming	Department of Mathematics	30 Hours
3	Mushroom Cultivation Training Programme	Department of Botany	30 Hours
4	Organic Farming	Department of Botany	30 Hours
5	Culture and Heritage Tourism in India	Department of History	30 Hours
6	Small-Scale Preparation of Soap, Detergents and Deodorants	Department of Chemistry	30 Hours
7	Evolution of Mapping Techniques in Geography	Department of Geography	30 Hours
8	Application of Clinical Biochemistry in Understanding the Hormonal and Enzymatic Disorders and Antibiotics	Department of Molecular Biology	30 Hours
9	An Exposure to Sericulture	Department of Sericulture	30 Hours
10	Basics of Sericulture	Department of Sericulture	30 Hours
11	Human Rights	Department of Political Science	30 Hours
12	সৃজনাত্মক রচনা: প্রয়য়ায়ের প্রকরণ	Department of Bengali	30 Hours
13	Green Energy and Its Scope in the Present Scenario	Department of Physics	30 Hours
14	Biodiversity and	Department of	30 Hours

Sl No.	Course Name	Conducted By	Duration
	Conservation: A Holistic Concept and Beyond	Zoology	
15	Computer Fundamental,	Infotech Lab	30 Hours
16	Advance Excel	Infotech Lab	30 Hours
17	Web designing	Infotech Lab	30 Hours
18	Digital marketing	Infotech Lab	30 Hours
19	Basic Accounting	Infotech Lab	30 Hours
20	GST and TDS Training Programme	Infotech Lab	30 Hours

Agendum-6

Proposal for organizing the student centric subject specific seminars/ workshops/ conference.

The IQAC is requesting authorization from the Principal to organize subject-specific seminars, workshops, conferences, and other student-centered events on a yearly basis. Below are some of the listed programs:

Sl. No.	Probable Name of the Seminars/ Workshops/ Conferences	Tentative Month of the Programme
1	Seminar on Career in financial planning and wealth management	April 2023
2	Seminar on think outside the box. Be an Entrepreneur.	May 2023
3	Seminar on Menstrual Hygiene	May 2023
4	Seminar on career development	March 2023
5	Seminar on clinical psychology	December 2022
6	Seminar on financial awarness	December 2022
7	Seminar on health awareness on AIDS	February 2023
8	Seminar on molecular identification of antibiotic producing and different enzyme producing ability of halophilic bacteria	December 2022
9	Seminar on impact of phosphate solubilizing bacteria on the growth of chick pea	February 2023
10	Seminar on Isolation and phylogenetic identification of seed borne mycoflora	March 2023
11	Seminar on startup and entrepreneurship	December 2022
12	Food Festival	November 2022
13	Workshop on commercial mushroom cultivation	October 2022
14	Workshop on financial education	March 2023
15	Webinar on Medha series	July 2022

Agendum-7

Proposal for organizing the out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme.

The IQAC is seeking permission from the Principal to organize various out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme year-wise.

Agendum-8
Miscellaneous

There was no item to be discussed under the agendum 'Miscellaneous'.

The meeting ended with vote of thanks to the Chair.

Members present in the meeting of IQAC held on _15/7/22_

1. Somnath Mukhopadhyay, Principal (Chairperson)

2. Joy Sarkar, Assistant Professor of Botany (Coordinator) _Joy Sarkar_

3. Arup Chakraborty, Member of the Governing Body

4. Swaraj Kumar Mondal, Councilor, KMC Ward No. 110

5. Mrinal Chakraborty, Associate Professor of English

6. Swapna Mukherjee, Associate Professor of Microbiology _Swapna Mukherjee_

7. Tanya Das, Associate Professor of Chemistry _Tanya Das_

8. Nabanita Chatterjee, Assistant Professor of Philosophy _Nabanita Chatterjee_

9. Gul Mohammad, Assistant Professor of Electronics _Gul Mohammad_

10. Mithun Maji, Assistant Professor of Botany

11. Arup Kumar Ghosh, Assistant Professor of Zoology _Arupkumar Ghosh_

12. Secretary of the Students' Union/Body