Meeting of the IQAC, J.K. College, Purulia held on 22.06.2019

Members present in the meeting

Sl. No.	Name	Designation	Signature
1.	Dr. Santanu Chattopadhyay	Principal, Chairperson	
2.	Dr. Ashoke Kumar Agarwal	IQAC Coordinator, Associate Prof. of English	22/6/19
3.	Sri Amitava Bandopadhyay	Associate Prof of Economics, Manbhum Mahavidyalaya, Manbazar	
4.	Sri Sukumar Mitra	Associate Prof of Bengali & IQAC Co ordinator, Mahatma Gandhi College, Lalpur	
5.	Dr. Phalguni Mukhopadhyay	Principal, Raghunathpur College, Purulia & Alumni	
6.	Mr. Anup Sarawgi	CA & Industrialist, Purulia	22/6/19
7.	Sri Rabilochan Karmakar	Associate Prof. of Pol. Science,	RNK 22/6/19
8.	Dr. Ganesh Chandra Gorain	Associate Prof. of Mathematics	22/6/19
9.	Dr. Nityananda Das	Associate Prof. of Physics	
10.	Dr. Kanai Lal Dutta	Associate Prof. of Mathematics	22/6/19
11.	Dr. Sujit Ghosh	Associate Prof. of Botany	22/6/19
12.	Dr. Mahadeb Das	Associate Prof. of Bengali	22/6/19
13.	Dr. Lokesh Chandra Pati	Associate Prof. of Chemistry	22/6/19
14.	Dr. (Smt.) Chandrani Sengupta	Associate Prof. of Economics	
15.	Dr. Anirban Panda	Assistant Prof. of Chemistry	22/06/19
16.	Sri Lakshmi Kanta Pradhan	Head Clerk, J. K. College, Purulia	22/06/19
17.	Sri Shambhu Choudhury	Accountant, J. K. College, Purulia	22/6/19.

Internal Quality Assurance Cell

J. K. College Purulia, PIN – 723101

MINUTES OF THE IQAC MEETING HELD ON 22-06-2019

1. The meeting was presided over by the Principal.
2. The house formally welcomes the new member of the Cell, Mr. Amit Sarwagi, CA and Industrialist of Purulia.
3. The coordinator, Dr. A. K. Agarwal briefed the house the overall objectives and importance of the NAAC assessment to all the members.
4. Mr. Sarawagi informed that all service sectors including industries need professionals with good communication skill which the students of Purulia lack.
5. The cell proposed that the GB should positively think about hiring outside agencies for smooth running of Communicative English. However, the agency will operate under the supervision of Dept. of English.
6. The cell discussed the possibility of opening new PG courses in Geology and Microbiology. Members discussed the financial constrains involved in opening PG in Microbiology. It has been resolved that College will formally approach Government of W.B. for sanction of new posts for these two departments for opening new PGs.
7. The IQAC recommended that a Central Instrumentation Lab should be established on urgent basis. The Principal assured that the college will initially establish a new CIL in the ground floor of Chemistry Annex Building. The facility will eventually be expanded by acquiring the Teachers' room of the Chemistry Department. A new room will be allocated to the teachers for the same.
8. The Cell proposed that the Day Care Centre should be revived and should be started in our not-so-used classroom.
9. The IQAC requested the Principal to discuss in GB the possibility of introducing Yoga/meditation session for 5-10 min. before commencement of day's class in all departments. This should be considered as best practice.
10. The Coordinator placed the Student's Feedback Report from the students of SEM-II and SEM-IV of session 2018-2019 in front of house. The report was given to the Principal for discussion in GB.
11. Members informed Principal that old toilets should be maintained properly and new waste bins should be purchased immediately for maintaining clean campus.

IQAC Coordinator
Date: 22.6.2019
Co-ordinator
IQAC
J.K. College, Purulia

Signature of Principal
Date: 22/06/2019
Dr. S. Chattopadhyay
Principal
J.K. College, Purulia
P.O. & Dist.-Purulia (W.B.)
Pin-72301

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The Feedback received from the students of SEM-II, SEM-IV and outgoing 3rd year of all departments were placed and analyzed. The IQAC analyzed these Feedbacks on two different ways one for (A) the teachers and another for the (B) support system/administration of the college.

(A) Analysis of Students' Feedback Report 2018-2019 (Teachers)

Sl. No.	Criterion	No. of Teachers below 75%
1	Regularity	10
2	Punctuality	13
3	Coverage of Assignment	8
4	Knowledge of the subject	3
5	Quality of Expression	9
6	Welcome Question	11
7	Ability to inspire	12
8	Relevance of Lecture of the Classes	5
9	Standard of Evaluation and Discussion of answer scripts	9
10	Accessibility to students	7
11	**Overall**	**7**

i. The IQAC unanimously recommended that the teachers who were given less than 75% marks in any of the criteria or overall should be personally advised by the Principal to have self introspection and bring about necessary improvements.

ii. The IQAC also recommended that for encouraging students to perform better, students who scored highest marks collectively in SEM-I and SEM-II in University Examination department-wise be given prizes on the day of celebration of College Foundation Day (22nd July).

IQAC Coordinator
Date: 22/06/2019
Co-ordinator
IQAC
J.K. College, Purulia

J.K. COLLEGE ESTD. 1948 PURULIA

Signature of Principal
Date: 22/06/19
Dr. S. Chattopadhyay
Principal
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(B) Analysis of Students' Feedback Report 2018-2019 (Support System)

Sl. No.	Criterion
1	Library lending and Reading facilities
2	Availability of Computers in the College
3	Academic atmosphere in the College
4	Level of cooperation by the college office
5	Co-curricular facility in the college (e.g. sports, Culture, NCC, NSS etc.)
6	Academic space in the Department
7	Academic facilities provided by the Department
8	Accessibility to the departments for Addressing problems
9	Evaluation and personality development efforts by the department
10	Inspiration for higher studies and/or placement by the department through counseling

Students of all departments were more or less satisfied with the criteria number 3 to 10. Students of Department of Geography were unhappy about the academic space in the Department and Departments like Microbiology, Zoology, Geology, Geography, Economics and Hindi wanted better facilities in the library. Majority of the departments complained about inadequate number of computers made available to them.

On the basis of this analysis, IQAC recommended that at the earliest

1. Department of Geography be provided with more space/ extra room.
2. More computers be purchased and provided to students.
3. More purchase be made in the library to meet the demands of the respective departments.

IQAC Coordinator

Date: 22/6/2019

Co-ordinator
IQAC
J.K. College, Purulia

Signature of Principal

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The system of receiving Feedbacks from other important stake holders of the college – Teachers, Non-teaching Staff as well as Parents/ Guardians of the students was introduced this year.

The Feedback forms received from all **members of the faculty** were also placed and analyzed. The IQAC analyzed these Feedbacks, and found that a number of teachers were found unhappy about the standard of cleanliness, quality of drinking water and inadequate toilet facilities in the college. The guest faculty wanted book lending facilities from the library.

Recommended that the college authority at an early date may kindly look into these genuine grievances and resolved the issues.

The Feedback forms also received from the **non-teaching members of the staff** were also placed and analyzed. It was found that majority of the members were quite happy. However, some of them raised the issue of shortage of nonteaching staff.

The IQAC noted that it was a long pending issue with the Government. The Principal is requested to pursue the matter with the Government at the earliest.

From the analysis of the **Feedbacks received from the Parents/ Guardians**, it was noted that majority of the Guardians were quite satisfied with college infrastructure, teaching-learning ambience as well as cooperation from the office and the Principal. Some of them only requested to increase personal care of their wards. This report was also forwards to the Principal.

IQAC Coordinator

Date: 22/6/19

Co-ordinator
IQAC
J.K. College, Purulia

Signature of Principal

Date: 22/6/19

Dr. S. Chattopadhyay
Principal
J.K. College, Purulia
P.O. & Dist.-Purulia (W.B.)
Pin-72301

Relevant Extract of the G.B. resolution dated 22.06.2019

Agenda No.- 5

Principal placed the report of the IQAC and report about progress in NAAC preparation.

On the basis of the report of the IQAC about feed backs received from students, teachers, non-teaching members of the staff and guardians, resolved that:

i) Teachers who were given less than 75% marks in any of the criteria or overall be advised by the Principal to have self introspection and bring about necessary improvement.

ii) Students of various departments be provided with more books in the library and more computers in the departments.

iii) Department of Geography be provided more space/extra room.

iv) The standard of cleanliness, quality of drinking water be improved

v) Some more toilets be made.

Principal be requested to take necessary action as above at an early date.

ATTESTED
17.7.19
Principal
J.K. College, Purulia

Sd/-
President,
Governing Body,
J.K. College, Purulia

J.K. COLLEGE ★ PURULIA ★ ESTD. 1948