Proceedings of the meeting of the IQAC held on 15.05.2021 (Saturday) in the Office Chamber of the Principal

Meeting 4 of the Academic Session 2020 -21

Meeting of the IQAC commenced with the Principal Dr. Anupam Parua in the chair, detailed discussions on the items of agenda took place and the following resolutions were adopted:

1. Read and confirm the proceedings of the last meeting held on 13.02.2021:
The resolutions of the previous meeting held on 13.02.2021 were read out and confirmed without any amendment.

2. To discuss on operation of management information system (MIS) in the College:
Members discussed about the functioning of Management Information System (MIS) in the college administration. Hon'ble Principal mentioned earlier that the full-fledged MIS cannot be introduced in one go. He suggested that as a preparatory to MIS a Centralized Data Management System (CDMS) be developed. He also suggested that a separate committee is formed to handle the Centralized Data Management System (CDMS) for data storage and information retrieval from previous session, 2019-20. Hon'ble Principal proposed the names of Dr. Akul Rana and Prof. Arif Iqbal Mallick for maintaining the CDMS. The committee started their activity initially and the performance is satisfactory.
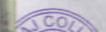
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3. To discuss regarding introduction of Google Classroom in teaching -learning system and possibilities in our college perspective:

Members started discussion on "Google classroom'. Dr. Tapanendu Kamilya mentioned the following to explain the features of the system:

a. Google classroom is a free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from college, from home, or on go.

b. Here we can add students directly, or share a code or link so the whole class can join.

c. To set up a class in minutes and create class work that appear on students' calendars.

d. We can easily communicate with guardians and automatically send them updates.

e. We can store frequently used feedback in our comment bank for fast, personalized responses.

f. We can grade the students consistently and transparently with rubrics integrated into student work.

g. We can enable originality reports to let students scan their own work for potential plagiarism.

h. We can connect with our students from anywhere with a hybrid approach for in-class and virtual classes.

i. We can communicate important announcements to the Stream page.

j. We can enable face-to-face connections with students using Google Meet built into Classroom.

k. We can ensure each user has a unique sign-in to keep individual accounts secure.

l. We can Restrict Classroom activity to members of the class.

m. We can protect student privacy - student data is never used for advertising purposes.

n. We can post the Online Video Lecture Link.

o. PPT, Word, Pdf, etc. files can be posted as study material.

p. Questions, Assignment, Quiz can be posted.

q. Assessment, posting of marks and declaration of result can be made.

r. Google classroom is a free Learning Management System (LMS).

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Members realized the advantages of the system and proposed to explore the system from next semester in the academic session 2021-22. Dr. Kamilya was requested to run a pilot project in the current session to check the advantages/disadvantages of the system.

4. To discuss about Annual Report of Academic Committee:

The Annual report of Academic Committee was read out. Reports indicates the uprising graph of outreaching- learning system and members proposed the following as the development measures:

a. Tutorials and Remedial classes will be given more importance;

b. Through the mentoring system the academic mentorship must be intensively practiced;

c. Book resource of the departmental library may be improved by the procurement of e-books;

d. Class routine of the new semester may be re- drafted as to avoid the class room conflict among the departments and to hold maximum number of classes as mentioned by affiliated university;

5. To initiate Faculty Exchange Programme and Academic Collaborations with neighboring institutions:

Members discussed on Faculty exchange programme (FEP) and academic collaborations with neighboring colleges.

i. Member suggested that departments may be benefitted with diverse faculty through this programme. Revitalization of course content may be occurred through the interactions among the faculties. So, members proposed to initiate the programme with neighbouring colleges. Hon'ble Principal proposed to initiate the project with Dept. of Bengali and Dr. Nilanjana Bhattacharyya, HoD, Bengali, affirmed with the proposal.

ii. Members took positive approach regarding academic collaborations with other institutions. Through these academic collaborations, the expertise and resources may be enhanced and fostered.

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With no other issues left to be discussed, meeting ended with reciprocal vote of thanks to and from the chair.

Dr. Anupam Parua
(Chairman)

Principal
Narajole Raj College
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