



HIJLI COLLEGE
Kharagpur- 721306
NOTICE

Date: 27.03.2019

A meeting of the IQAC will be held on 03.04.2019 at 1 p.m. to discuss the following agenda items:

1. To trace the areas of SSR where the college is likely to score poor marks i.e. '0' or '1' and consider the suggestions in this regard for score improvement.
2. To note the weakness of the college in the above-said matter comprehensively.
3. Misc.

All the members are requested to attend the meeting.

Members:

Asis 27/3/19
(Dr. Asis Kumar Dandapat)
Principal
Hijli College

Principal
HIJLI COLLEGE
KHARAGPUR-6

1. Sri S. K. Das *S.K. Das*
2. Sri T. K. Maity *T.K. Maity*
3. Dr. D. Parui *D. Parui*
4. Dr. N.K. Barman *N.K. Barman*
5. Dr. S. Kabi *S.K. Kabi*
6. Sri S. Pattanayak *S. Pattanayak*
7. Sri S. Pal *Sanjit Pal*
8. Sk. Amiruddin *Sk. Amiruddin*
9. Dr. S.P. Basu
10. Dr. D. N. Khanra

Meeting of IQAC held on 03/04/19

1. and
2. Sh
3. Sp
4. Sh
5. 3/4/19
6. SK. Anand
7. S. Pattanayak
8. 3/4/19
9. 3/4/19

Dr. A. K. Sandeep, Principal, presided over the meeting.

Resolutions: The annexed sheet is the detailed report, print wise in the SSR, regarding the fields. Min marks can be increased. All the teachers who had been assigned different criterion-wise work had been asked to trace the areas where the college books tend to score '0' or '1'. The Dy. Inspector of Colleges, in his meeting with the Co-ordinators, had asked them to print it (Meeting dated 20/03/19). He had also asked to comprehensively print out the weaknesses (There is number, maximum) which would be sent to the post. of W. B. The weaknesses were pointed out in the meeting.

and

1.1.2 Human Rights
Gender Sensitization
Commissioning Syllabus } Open to all → Refers to AC'The

1.2.1 x

1.2.3 Related to 1.1.2

1.3.2 Art of dining - Value added course - open to all - Refers to AC'The

1.4.1 Feedback - N.K.B. } Along with A.K.S., A.B. & M.J.

1.4.2 Related to 1.4.1

2.1.1 x

2.1.3 x

2.2.1

- Slow learners
- Tutorial classes ✓
 - Addl. classes ✓
 - Counselling Session - Department wise (DP)
 - Remedial Class - Department wise (DP)
 - Mentoring " (DP)

Advanced Learners

- Experts from neighbouring colleges to conduct classes (H)
- Faculty Exchange Programme (H)
- Students' Seminar, Group Discussion, Quiz (H)
- Motivational Camp ~~Department~~ (Principal)
- NDL in the Library (TKM)
- WIP in the college campus & Library

2.2.3 x

2.3.1

- Students' Seminars - All depts.
- Run up of classes by students - All depts.
- Simulated lecture (By students) - "
- Charts, Posters & Models - "
- Wall Magazine - "
- Video / Film Projects & Workshop by students - Lit. Group
- Virtual Class Room & LCT Project - All depts - SR

2.3.3

Mentor - TC

2.3.4

- YouTube Videos
- E-resources
- Evidence - Personal interaction bet. slow learners & teachers

2.4.5 x

2.5.4

- Academic Calendar - Notice Board & Website - Display
- AC'The - E-Cell

2.6.1 Result review & analysis - TC / AC / the - display in college website - E-Cell

2.6.2 Monitoring the students' attendance and performance - Dept-wise - Mechanism should be evolved - TC

3.1.1. X

3.1.2 X

3.2.1 Pond - Incubation Centre - Uncertain? Business Incubation Centre - Entrepreneurship - Cap. Sec. Dept Teachers

3.2.2 Workshop on IPR
" reg. Industry - Academic relationship SKS

3.3.2 Institution provides incentives to awardee Teachers - It may be given - SK.

3.3.3 X

3.3.4 X

3.5.1 Faculty Exchange Field Trip On-line - job training - SK

3.5.2 MoU with IIS - ? Corp. Sec.

4.1.2 Gymnasium X
Yoga Centre - NSS Unit X TKM

4.2.2 Collection of rare books, manuscripts, special reports or other knowledge resource for library - More Collection to be enriched (TKM)

4.2.4 Average annual expenditure funding - X

4.2.5 X

4.2.6 Usage may be increased - TKM

4.3.1 Increase (Key lab)

4.3.2 " (")

4.3.3 " (")

4.3.4 Redi Centre Recording facility } - E-Cell / Through Candidates LCS

4.4.2 Established Systems - map. updating lab & lab class room - logbook - SK

4.1.4 } Data not provided by the
4.4.1 } the - S. Periyar

5.1.2 Freshships may be resumed - Principal

5.1.3 Personal Counselling ✓
Yoga and Meditation ✓
Language Lab. (?)
Remedial Coaching ✓
Career Counselling (TKM)

5.1.4 Guidance for Competitive Exams.
& Career Counselling

5.1.5 X

~~5.2.1~~
5.1.6 SHC - Display may be done

5.2.1. No data }
5.2.2 " }
5.2.3 " }
5.3.1. " }

5.3.2 (O)?

5.3.3 (I)?

5.4.1 } Alumni Assocn - Restructure -
5.4.2 } Initiatives to be taken
5.4.3 }

6.3.2 Teachers can be provided tokens money (X)
6.3.3 Computer course for staff may be initiated

6.3.4 X

6.4.2 HCS

6.5.3 (?)

7.1.1 Gender Equity Promotion Program - TKM

↓
Best date

7.1.2 Common Room - ~~Renovation~~ Renovation -
building C'ter

7.1.3 Solar Cell
should be implemented - (TKM)

7.1.4 LED Bulbs - Elec. C'ter -

7.1.5 Waste Management - Measures (TKM)

7.1.9 ~~Wheel~~ Wheel Chair for PH students
Scribes Room - Rno. 7

7.1.10 A toto/auto may be arranged - Principal

7.1.11 ~~Library~~

1) Local workers and contractors engaged in
College work

2) Class taking in local Prog. School

3) Game played involving local people

7.1.12 Code of Conduct handbook - (TKM)

7.1.13 Core Values must be developed
website (E-cell)

7.1.15 Course on Human values and Professional ethics (X)

7.1.17 Incentives may be awarded (TKM)

7.2 - Best Practices

Recommendation of IQAC in its meeting held on 03.04.2019 to prepare the college for NAAC Assessment

Assignments	Name of the faculties
1. Feed Back, collection and analysis (Students, Teachers, Employees, Alumni, Parents-For design and review of syllabus)	Dr. N.K. Barman (Along with Asit Kumar Sau, Anamika Barman and Dr. Mithu Jana)
2. Department wise Counselling Session, Remedial Class and Mentoring, Student Seminar, Faculty Exchange Prog., To arrange Experts from neighbouring colleges to conduct classes, Group Discussion, Quiz	Dr. D. parui
3. Virtual classroom and LCD projector, Workshop on IPR, Industry academic institution relation, Field Trip, Logbook in lab. & library for their maximum utilization	Dr. S. Kabi
4. NDL in Library, Career - Counselling, Collection of rare books, Special Reports and other knowledge resources in the Library, Gymnasium and Yoga Centre (with the help of NSS), Gender Equity Programme, Solar Cell, Waste Management Measures, Code of Conduct handbook, Mechanism to increase usage of Library, To conduct activities for promotion of universal values (Truth, Righteous conduct, Love, Non-violence and Peace), national integration, communal harmony, social cohesion and observance of fundamental duties)	Tapas Kumar Maity
5. Resumption of Freeship, Arrangement of Auto/Toto, Motivational Camp	Principal Sir
6. Mentoring the students (selection of Mentors), students' Result Analysis, Monitoring students' attendance and performance (Dept. wise)	Teachers' Council
7. Introduction of certificate /Diploma Programme on Human rights, Gender sensitization, Communicative English, Art of Living and starting of Value added Courses	Academic Committee
8. Display of Academic Calendar, Notice, Display in Web-site, Display of result in College Website, Media Centre, Recording facility, LCS, Display of Core values	E-Cell
9. Students' seminars, Summing up of classes by students, simulated lecture by students, Charts, Posters & Models, Wall Magazine	All Dept. (Through HOD)
10. Business Incubation Centre-Entrepreneurship	Teachers of Comp.Sc. & Application Dept.
11. Common Room innovation	Building Committee
12. Procurement of LED Bulbs	Electric Committee