

Notice

Notice No. IQAC/01/20-21

Date: 13.07.2020

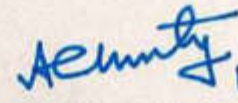
A meeting of IQAC will be held on 15th July, 2020 at 4 PM to discuss the following agenda.

Agenda:

1. Discussion on the feedback result.
2. Discussion on further document collection.
3. Collection of teacher's data.

An extension of the meeting will be with ICT, TCS, and NAAC Steering committee for the data management system. All members are requested to join.

Meeting URL: <https://meet.google.com/ovj-hzun-uzg>


13/7/2020

Coordinator, IQAC
A. B. N. Seal College, Cooch Behar

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Meeting of the IQAC

Date –15.07.2020; Time – 4.0 pm

MODE : ONLINE THROUGH GOOGLE MEET (Meeting Code: ovj-hzun-uzg)

MEMBERS PRESENT:

1. Dr. Arijit Chakraborty (Coordinator, IQAC)
2. Dr. Samir Kumar Samanta (Member, IQAC)
3. Dr. Debasis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Dr. Debojyoti Dutta (Member, IQAC)
6. Dr. Aninda Mandal (Member, IQAC)
7. Smt. Payel Banik (Member, IQAC)
8. Shri Satadal Adhikary (Member, IQAC)
9. Shri Kunal Naskar (Member, IQAC)
10. Dr. Dibyatanu Dasgupta (Member, IQAC; Member, NAAC)
11. Dr. Sampa Dutta (Convener, NAAC)
12. Shri Chayan Saha (Convener, ICT)
13. Shri Mrinal Kanti Basak (Secretary, Teachers' Council)

The meeting started in due time and in the first half the following proceedings are recorded.

1. It is unanimously decided that the analysis result obtained from the feedbacks will be delivered to the college administration for necessary action.
2. It is unanimously decided that the data collection in the pandemic situation can only be possible in online format and the data format will be supplied by the IQAC for better results.
3. Teacher's data will be collected by Google-form. Thus, preparation of suitable Google-form will be initiated by IQAC.

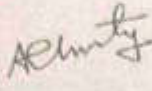
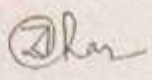
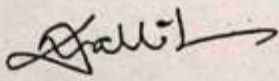
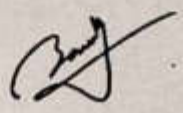
In the second half of the meeting the following things are resolved-

1. Coordinator, IQAC briefed the process of NAAC and clarified certain queries regarding the process. Some of the salient features that has been pointed out is that a third party will verify the data provided by the college for NAAC, which has 2 parts, one of which is the student satisfaction survey (SSS) whose weightage would be 60%. The third party will match the data given in the SSS by the college with their own survey.
2. Photographic proof of any events without geotagging is not acceptable as a valid document to NAAC.
3. It is decided that a continuous updating of all the data related to NAAC and maintaining an updated website showcasing those data, needs to be maintained.
4. It is decided that the college authority will be approached to provide certificates or official documents for excursions.
5. The ICT sub-committee is requested to update the college website as soon as possible.
6. Also, the ICT sub-committee is requested to create and maintain a databank for the college.
7. A review meeting may be held after few days to review the progress of ICT sub-committee's works.

The meeting ended with a vote of thanks at 6:15 PM.

Signature Sheet

Meeting of the IQAC; Date - 15.07.2020; Time - 4 pm

1. 
2. 
3. Samir Kr. Samanta
4. 
5. Anindita Mondal
6. Debajyoti Dutta
7. Payel Sanik
8. Satadal Adhikary.
9. Kumar Naskar.
10. 
11. Chayan Saha
12. Dibyataru Dasgupta
13. Shampa Dutta
- 14.

Notice

Notice No. | IQAC /02/ 20-21

Date: 30.07.2020

A meeting of IQAC committee will be held on 25th August, 2020 at 4 PM to discuss the following agenda. All members are requested to join.

Agenda:

1. Finalization of teachers' profile.
2. Finalization of other formats for data collection.
3. Matters arising.

Meeting URL: <https://meet.google.com/yaa-viuq-zvx>

Achinty 30/7/2020

Coordinator, IQAC
A. B. N. Seal College, Cooch Behar

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Meeting of the IQAC

Date –25.08.2020; Time – 4 pm

MODE: ONLINE THROUGH GOOGLE MEET

(Meeting Code: <https://meet.google.com/yaa-viuq-zvx>)

MEMBERS PRESENT:

1. Dr. Arijit Chakraborty (Co-ordinator, IQAC)
2. Dr. Debashis Mallik (Member, IQAC)
3. Dr. Joyjit Dhar (Member, IQAC)
4. Shri Debojyoti Dutta (Member, IQAC)
5. Dr. Dibyatanu Dasgupta (Member, IQAC)
6. Smt. Payel Banik (Member, IQAC)
7. Shri Kunal Naskar (Member, IQAC)
8. Dr. Aninda Mandal (Member, IQAC)
9. Shri Satadal Adhikary (Member, IQAC)

The meeting started in due time and the following proceedings are recorded.

1. The Co-Ordinator, IQAC expressed his concern regarding the importance and the problem of data collection in the pandemic situation. Then the Co-Ordinator requested Shri Kunal Naskar (Member, IQAC) to display the draft format prepared by him in the google meet platform for further discussion.
2. The draft format for the collection of teacher's data is thoroughly scrutinized by all members and it is then modified according to the important suggestions given by the members. Ultimately the format of the google form is finalized.
3. Other data formats for the AQAR are verified by the IQAC team and they are also finalized.
4. It is decided that all the formats will be distributed as early as possible to the concern person to get the relevant data at the earliest.
5. In matters arising, the proposal for the observation of Constitution Day as given by the Department of Political Science on the 26th of November, 2020, got ratified and it will be communicated to the concerned department for taking necessary preparations.

The meeting ended with a vote of thanks at 5. 40 PM.

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL .

Signature Sheet

Meeting of the IQAC; Date - 25.08.2020; Time - 4 pm

1. Achinty
2. Dhan
3. Shalini
4. Satala Mishra.
5. Payel Sanik
6. Anindrananda P.
7. Kunal Naskar.
8. Debojyoti Dutta
9. Dibyataru Basu
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- 15.

Government of West Bengal
Acharya BN Seal College

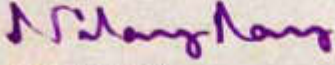
Notification 27/21

1/3/21

The undersigned is honoured while taking the opportunity to meet the members of different committee in Principal's chamber to exchange the views related to developmental aspects of the College.

Looking forward to your presence as per following schedule,

Regards,



(NILAY RAY)

Principal

Committee	Date	Time
Purchase advisory	1/3/21	1PM
Mathematics	1/3/21	3PM
Bengali	1/3/21	3:30PM
Chemistry	2/3/21	12 noon
Botany	2/3/21	12:30PM
English	2/3/21	1PM
Political Science	2/3/21	3PM
Economics	2/3/21	3:30PM
Sanskrit	3/3/21	12 noon
Philosophy	3/3/21	12:30 PM
Physiology	3/3/21	1PM
Zoology	3/3/21	3PM
History	3/3/21	3:30PM
Physics	3/3/21	4PM
✓ IQAC	4/3/21	1PM
Planning	4/3/21	1PM

MINUTES.

(Notice no. 27/21

Dated: March ^{1st} 2021)

Members Present : Date: 4/3/21

1. Nilanjana
2. Arijit Chakrabarty 4/3/21
3. Debajyoti Dutta 4/3/2021
4. Samir M. Samanta 4.3.21
5. ~~Arbuz~~ 4.3.21
6. ~~Dhar~~ 04/03/21
7. Kunal Naskar 04/03/21
8. Dibyabhanu Dasgupta 04/03/21
9. Payel Sanyal 04-03-21
10. Ananta Nath 04/03/2021
11. Satadal Adhikary 04/03/2021
12. Anmol Adhikary 4.3.21

PROCEEDINGS

Meeting started in due time and the following proceedings were recorded:

1. Hon'ble principal requested the co-ordinator, IQAC to put some suggestions for the betterment of the college. The co-ordinator briefed some important aspects which include the formation of a centralized students' database system, widening the domains of corporate social responsibilities and taking feedback from all stakeholders (like the parents and teachers) etc. Meeting of the GB were suggested to be resumed as early as possible.
2. Members of the IQAC suggested for the increasing the library assistants in order to give the programme course students no opportunity to use the central library and ensuring better issue-system.
3. Members also suggested for opening new courses like ^{introductory, geology} physical education, anthropology, computer applications which may be introduced as ~~lower~~ honours courses.
4. Sweepers may be arranged from private agencies.
5. Formation of Animal & Human ethical committee were also suggested.

Meeting ended with vote of thanks.

NOTICE

Notice No. IQAC/03/20-21

Date: 30.04.2021

The Internal Quality Assurance Cell, A B N Seal College, feels it necessary to deliberate on some emergent issues pertaining to College admission well in advance prior to the commencement of UG admission process 2021-22. Therefore, an online meeting of the said cell will be organized in presence of the Chairperson, IQAC on 04.05.2021 at 3 PM. The Secretary Teachers' Council, A B N Seal College and Conveners of Admission Committees (UG) for last three consecutive academic sessions (i.e. 2020-21, 2019-20 and 2018-19) are also invited to be present. All members of IQAC are also requested to be present.

Agenda:

1. To discuss on the mechanism development to minimize the challenges of accelerating rate of department-wise student vacancy.

2. Matters arising.

Meeting URL: <https://meet.google.com/xty-pxku-ewz>

Achintya 30/4/2021
Coordinator, IQAC

A. B. N. Seal College, Cooch Behar

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Meeting of the IQAC

Date –04.05.2021; Time – 3 pm

MODE: ONLINE THROUGH GOOGLE MEET (Meeting Code: xty-pxku-ewz)

MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, ABNSC)
2. Dr. Arijit Chakraborty (Co-ordinator, IQAC)
3. Mr. Mrinal Kanti Basak (Secretary, Teachers' Council, ABNSC)
4. Mr. Chayan Saha (Convenor, UG Admission Subcommittee, 2018-19)
5. Dr. Srijit Das (Convenor, UG Admission Subcommittee, 2019-20)
6. Mr. Ratul Ghosh (Convenor, UG Admission Subcommittee, 2020-21)
7. Dr. Samir Kr. Samanta (Member, IQAC)
8. Dr. Debashis Mallik (Member, IQAC)
9. Dr. Joyjit Dhar (Member, IQAC)
10. Mr. Debojyoti Dutta (Member, IQAC)
11. Dr. Dibyatanu Dasgupta (Member, IQAC)
12. Mrs. Payel Banik (Member, IQAC)
13. Dr. Aninda Mandal (Member, IQAC)
14. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time and the following proceedings are recorded.

1. At the very beginning Hon'ble Principal, ABN Seal College expressed his concern regarding the trend of having vacant seats in different undergraduate courses after completion of admission procedures followed by university registration. In this regard, he requested the Co-ordinator, IQAC to have the deliberations of the members present in the meeting to express their views and suggestsome possible solutions to the problem.
2. The Co-ordinator, IQAC also expressed his concern regarding the problem and welcomed the opinions from the members present in the house.
3. The former Convenors of UG Admission Subcommittee put forward the following reasons behind the problem:
 - a. The schedule of UG Admission (including the dates, numbers of counsellings, etc.) is fixed by the university. This has relinquished the autonomy of the college to call fresh counsellings even if seats remain vacant.
 - b. Students are allowed to take admission in multiple courses in the same college/ other colleges. This causes blocking of seats by an applicant, compromising the chance of the next willing student in the merit list to get admitted in the college.
 - c. In the wake of the COVID-19 pandemic, no running classes could have been conducted during admission. Therefore the candidature of the irregular students (having <75% attendance during admission) could not be cancelled, resulting in blockage of seats.

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

- d. A prolonged admission schedule and late commencement of UG 1st Semester classes demotivate the students to continue study in this institution.
4. Other possible reasons for having vacant seats raised by the committee members were:
 - a. Students' interest to pursue technical streams rather than general degree courses.
 - b. Lack of a more user-friendly and regularly updated website, which fails to inculcate the opportunities offered by the college to the applicants.
 - c. Some members were in favour of the opinion that the fee structure of the college may not be lucrative for the applicants coming from the weaker financial background.
5. Considering the issues, the following possible solutions to the existing problem were raised in the meeting:
 - a. The college needs some sort of autonomy regarding the admission process to call need-based counsellings and to partially modify the admission schedule by reducing the gap between two successive counsellings. Alternatively, the university may create a centralized system where applicants may be assigned unique IDs so that their attempt of multiple admission in different colleges can be tracked.
 - b. Class may be started after some phases of counselling with close monitoring of the students' attendance and cancellation of candidature of irregular students.
 - c. The college website needs to be updated, especially highlighting the recent achievements of the students in degree courses, updating the faculty profile etc. so that the applicants clearly understand the prospects offered by the college.
 - d. Free-of cost career-counselling sessions may be arranged by the college for the Higher Secondary (or equivalent) appearing students to help them find their field of interest and their prospects.
 - e. A separate bank account may be arranged for admission processes so that the admission and cancellation of students can be tracked with ease.
6. Considering Point No. 4 and 5 as mentioned above, it was unanimously resolved that:
 - a. **RESOLUTION I:** IQAC will prepare a feedback form (in the mode of Google Forms) to receive ideas from the faculty members of the college and notable alumni, seeking possible solutions to the problem. This will also include similar issues regarding PG admission. Members present in the meeting were requested to submit their proposed questionnaire to the Coordinator, IQAC which will be considered while preparing the feedback form.
 - b. **RESOLUTION II:** The feedback will be analyzed and strategies will be formulated to counteract the problem.
7. The coordinator of the IQAC requested the members to express their view on miscellaneous topics if any. One of the members expressed his view in favour of considering programme course students to be treated as the bonafide applicant in PG courses.

The meeting ended with a vote of thanks at 4. 55 PM.

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Signature Sheet

Meeting of the IQAC; Date - Date -04.05.2021; Time - 3 pm

1. Nilang Nay
2. Almita
3. Jallil
4. Anindrananda P.
5. Dhar
6. Samir Kr. Samanta
7. Debojyoti Dutta
8. Payel Sanik
9. Satadal Adhikary.
10. Bandyopadhyay
11. Chayan Saha
12. Sojima
13. Dibyataru Dasgupta
14. Dasgupta

Notice

Notice No. IQAC/04/20-21

Date: 28.05.2021

An online meeting of the IQAC in presence of Chairperson, IQAC is organized at 4 pm on 29.05.2021 to discuss the following agenda. All members are requested to be present.

Agenda:

1. Celebration of international yoga day.
2. To discuss on the different quality initiatives can be taken.
3. Matters arising.

Meeting URL: <https://meet.google.com/upq-zvmp-haq>

Arumty 28/5/2021

Coordinator, IQAC
A. B. N. Seal College, Cooch Behar

Meeting of the IQAC
Date -29.05.2021; Time - 4 pm

DATE & TIME OF MEETING: 29.05.2021 (4PM)

MODE : ONLINE THROUGH GOOGLE MEET (Meeting Code: upq-zvmp-haq)

MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, ABNSC)
2. Dr. Arijit Chakraborty (Co-ordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Dr. Dibyatanu Dasgupta (Member, IQAC)
6. Mrs. Payel Banik (Member, IQAC)
7. Mr. Satadal Adhikary (Member, IQAC)
8. Mr. Kunal Naskar (Member, IQAC)

The meeting started in due time and the following proceedings are recorded.

1. It was unanimously resolved that:
 - a. **RESOLUTION I:** International Yoga Day will be observed by the IQAC through a webinar on 21st June, 2021 (3PM to 5PM). Two resource persons will be communicated: Dr. U. S. Roy, Retired Scientist 'F' & Addl. Director, Env. Physiology Division, DRDO & Mr. Snehangshu Mukhopadhyay, Certified Instructor of Yoga from the Yogic College of Calcutta. The webinar will be opened for the in-house and out-house teachers and in-house students.
 - b. **RESOLUTION II:** As a quality initiative by the IQAC two webinars will be organized by the IQAC preferably in June 2021 for the faculty members on Academic Record Keeping & Service Rules and another one on the Challenges & Prospects of Online Teaching. Details of the webinars (dates and time, resource persons etc.) will be decided later.
2. The coordinator of the IQAC requested the members to express their views on miscellaneous topics if any. Some views were expressed by the members on IPR and the discussion was kept open for the future without taking any resolution.
3. Simultaneously a number of proposals from different departments regarding the organization of webinars at their own initiative, received the sanction of the IQAC.

The meeting ended with a vote of thanks at 5:23 PM.

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Signature Sheet

Meeting of the IQAC; Date - 29.05.2021; Time - 4 pm

1. Nilamoy Das
2. Achintya
3. Joyjit Das
4. Payel Sanik
5. Anant Das
6. Palli
7. Satadal Adhikary
8. Dibyataru Dasgupta
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Notice

Notice No. IQAC /05/20-21

Date: 14.06.2021

An online meeting of IQAC is arranged at 4 pm on 17th June 2021. All members are requested to be present.

Agenda:

1. Adaptation of difference courses like value education and skill development related short term courses (Modalities and implementation).
2. Analysis of teacher's feedbacks received.
3. Matters arising.

Meeting URL: <https://meet.google.com/ofe-gtvi-jzq>

Achinty 14/6/2021

Coordinator, IQAC
A. B. N. Seal College, Cooch Behar

Meeting of the IQAC
Date –17.06.2021; Time – 4 pm

DATE & TIME OF MEETING:17.06.2021 (4PM)

MODE : ONLINE THROUGH GOOGLE MEET (Meeting Code: ofe-gtvi-jzq)

MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, ABNSC)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Samir Kumar Samanta (Member, IQAC)
4. Dr. Debashis Mallik (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Dr. Dibyatanu Dasgupta (Member, IQAC)
7. Mrs. Payel Banik (Member, IQAC)
8. Dr. Aninda Mandal (Member, IQAC)
9. Mr. Satadal Adhikary (Member, IQAC)
10. Mr. Kunal Naskar (Member, IQAC)

The meeting started in due time and the following proceedings are recorded.

1. At the very beginning, the proposed Value-added Orientation Programmes were discussed. Upon careful exchange of ideas among the members, the following resolutions were unanimously taken:
 - a. **RESOLUTION I:** The four value added Orientation courses i) Rejuvenation of orientation course on “*Ethics*”, ii) Rejuvenation of orientation course on “*Value and Gender*”, iii) Rejuvenation of orientation course on “*Environment and Sustainable Development – working with knowledge system*” and iv) Orientation course on “*Creative thinking and Divergent thinking Competence*” may be offered to the upcoming 1st Semester students. Moreover, initiatives for Value added course such as mass communication, journalism, tourism, wildlife management etc as per recommendation of NAAC can be taken.
 - b. **RESOLUTION II:** Abovementioned courses be offered after students’ University registration process is over for ascertaining maximum possible participation of 1st Semester students.
 - a. **RESOLUTION III:** Orientation Course on “*Environment and Sustainable Development – working with knowledge system*” may be reconsidered for abridgement as the IQAC felt that the course may be too elaborate to finish within the prescribed contact hours.
 - b. **RESOLUTION IV:** Considering the prevailing pandemic situation, the IQAC proposes to conduct the orientation programme in online mode.
2. Then the house discussed on the proposed Certificate courses, all the Syllabi are carefully deliberated upon. It was unanimously resolved that:

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

RESOLUTION V:

- i. *"Basic Course on Computers & ICT"* is recommended in the 2nd Semester.
 - ii. *"Spoken English"* is recommended in the 3rd Semester. IQAC also recommends to include a topic on basic conversation gestures/etiquette in the module.
 - iii. *"Certificate course on Creative Writing"* is recommended in the 4th Semester.
3. Then the house discussed the feedback received from the teachers on the admission procedure. It was unanimously resolved that the following initiatives may be taken by the college for further development of admission procedure and decrease the chance of having seats vacant after admission processes:

RESOLUTION VI:

- i. A Facebook page of the college may be created after seeking necessary permission from the concerned authority.
 - ii. Cancellation of candidature during the admission procedure may be 'OTP' based in order to avoid the chance of unintended cancellation from the end of the students.
 - iii. Motivational talks may be arranged for the newly admitted students, inviting the recent ex-students with good academic results to interact with the students.
4. Then the house discussed the "Code of Conduct" and it was unanimously resolved that:
RESOLUTION VII: Since the teachers are under the purview of WBSR, no separate code of conduct is required for them. Hence only the "Students' Code of Conduct" is to be prepared and will be drafted afresh.
5. In matters arising, it was discussed that a seminar/ webinar/ workshop on Outcome Based Education (which is in trend) is likely to be conducted in the coming academic session (preferably in July, 2021 as prescribed by the UGC) under the direct initiative of the IQAC. However related modalities will be discussed in the meetings to be held in the near future.

The meeting ended with a vote of thanks.

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR
INTERNAL QUALITY ASSURANCE CELL

Signature Sheet

Meeting of the IQAC; Date - Date -17.06.2021; Time - 4 pm

1. Nilay Nay
2. Achinty
3. Samir Kr. Samanta
4. Debojyoti Dutta
5. Kunal Naskar.
6. Satish Adhikary.
7. Payel Sanik
8. Palli
9. Anindananda P.
10. Dibyataru Dasgupta
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