

A meeting of the Internal Quality Assurance Cell (IQAC) of Birpara College with All Members of Staff, held on 29 June 2020

* Meeting hosted on Google Meet

Agenda:

1. Action taken report on activities undertaken by college during Covid19 lockdown
2. Current status of the college
3. Plan of action (administrative) for the extended lockdown
4. Plan of action (academic) for the extended lockdown
5. Miscellaneous

Total number of participants: 35

Minutes of the meeting:

The meeting began under the chairmanship of Teacher-in-Charge, Dr. Dil Kumar Pradhan.

As the House did not have access to the minutes of the previous meeting, the said minutes could not be confirmed.

Action taken report on activities undertaken by college during Covid19 lockdown:

The House was informed that the top priority of the faculty members after college closed on 16/03/2020 was to continue the teaching-learning process amid the nation-wide lockdown enforced to combat the spread of Covid19. To this end, the following measures were taken:

1. Faculty members set up whatsapp groups for second and fourth semester students of the different courses offered by different departments under Choice Based Credit System (CBCS) to communicate with the students, circulate learning resources and conduct internal assessments. As of 31/05/2020, just under 650 students could be reached through whatsapp groups, against a total strength of around 2000.
2. An E-learning Section was added to the Birpara College android application through which learning resources were circulated among students. The House was informed that it is not possible to assess exactly how many students have accessed the material stored in the application, but around 900 users have been regularly checking the app.
3. Some departments started taking online classes using different apps. However, given the limited bandwidth of the majority of the students, this mode had limited viability.

The House was further informed that administrative work is being greatly hampered because the college staff do not have access to the office. Despite the challenges, work related to the following matters has been executed since the lockdown:

1. Pay-fixation of 13 teaching, 01 librarian and 09 non-teaching staff (existing) and 01 non-teaching staff-member (retired) according to ROPA 2019

2. Uploading of college-related data on the Banglar Uchchashiksha Portal, newly launched by the Government of West Bengal (ongoing)
3. Issuance of Engagement Letters to 23 Guest Teachers and 02 Government-approved Part-time Teachers following receipt of Approval of Engagement of State Aided College Teachers under Category I and Category II from the Department of Higher Education, Government of West Bengal.
4. Books of accounts of Birpara College for 2018-2019 readied
5. GPF calculations up to end of 2019-2020 completed
6. Books of accounts of the Netaji Subhash Open University (NSOU) Study Centre for 2018-2019 completed
7. Budget for 2020-2021 prepared

The House thanked the Accountant, Sri Biswajit Paul, and former Head Clerk, Sri Kajal Kumar Datta, for their untiring efforts towards executing administrative work in these trying times.

Current status of the college:

Birpara College remains a quarantine centre in connection with Covid19 pandemic after being requisitioned by the Office of the Block Development Officer, Madarihat-Birpara Development Block, on 23/05/2020. Naturally, the college staff have no access to the college campus.

Plan of action (administrative) for the extended lockdown:

Work on uploading of data on the Banglar Uchchashiksha Portal will continue, along with other regular administrative work.

Plan of action (academic) for the extended lockdown:

The House resolved that a meeting of the Academic Council will be held as soon as the college receives instructions from the University of North Bengal (NBU) regarding U.G. Part-III Final Examinations (annual system).

Miscellaneous:

1. Submissions have been received from CBCS students for the Birpara College App Feedback Contest. The submissions are in Bengali, English, Hindi and Nepali. The House requested the Teacher-in-Charge, Dr. Dil Kumar Pradhan, to judge the submissions. The contest was organised by the app developers and the Literary Club of Birpara College to keep the students interested through extra-curricular activities.

2. A webinar on Gender Issues and Women's Rights will be organised by the IQACs of Birpara College and Acharya Sukumar Sen Mahavidyalaya, Purba Bardhaman in July 2020. The plan to work with another college is founded on the belief that together the two institutions will be able to reach a larger audience, especially from the combined students community, and we would be able to pool our resources.
3. The IQAC will plan a counselling/interactive session for students to help them cope with mental health issues during the lockdown.
4. Queries regarding examinations/re-admission from students enrolled in NSOU Study Centre will be referred to Centre Coordinator, Sri Bikash Chandra De.

The meeting ended with a vote of thanks to the Chair.