

## Michael Madhusudan Memorial College

### Durgapur

#### 9. Minutes of IQAC meetings held during the year

##### **IQAC MMMC Meeting Fri Nov 20<sup>th</sup>, 2020**

- 1) Auditorium has to be renovated and redesigned
- 2) Conference room has to be completed and electrical gadgets has to be installed as needed
- 3) ERP-LMS has to be updated with faculty publications, and other details.
- 4) Teaching learning related discussions
  - i. individual teacher profile should be uploaded on website
  - ii. faculty data updating on epaathsala ERP-LMS portal
  - iii. documentation updating by Dr C.M. Jana
  - iv. presentation of departmental results of last 5 years on the basis of enrolled/appeared for exam/registered/passed with 1<sup>st</sup> class, 2<sup>nd</sup> class, passed, failed
  - v. scheme for slow and advance learners
  - vi. remedial /tutorial classes
  - vii. mentoring on regular basis
  - viii. seminar presentation- with external reputed persons
  - ix. prepare the students for different entrance examination
- 5) Rearrangement of IQAC room with interior decoration.
- 6) Last 4 years IQAC meeting minutes to be updated
- 7) Dates of last 4 years GB meetings to be collected and minutes
- 8) Audit- Green, Gender, Academic, Energy has to be done
- 9) 9. Prepare academic audit reports from KNU

  
 Co-Ordinator  
 IQAC  
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 Principal  
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- 10) solar panel (grid) for whole campus- reapplication to WBREDA
- 11) making of virtual campus tour by professional
- 12) college layout on 3D print
- 13) website development
- 14) format of seminar for all should be made
- 15) Campus Development
  - a) Better provision for drinking water
  - b) Free Wi-Fi facilities for all
- 16) Best practices
  - a) Arrangement of workshop on value, ethics ,moral, multireligious culture
- 17) waste management(solid/liquid/glass wares/ plastic wares/chemicals)
  - a) make a pit
  - b) different coloured dustbins at different corners of college
  - c) e-waste management
  - d) recycling
- 18) Class taking has to be fully initiated on LMS software after required configurations

**IQAC meeting, Wed Mar 31<sup>st</sup> , 2021**

- 1) Individual Workload has been distributed among the IQAC members for AQAR submission
- 2) It has decided that submission of above data in soft copy as well as in hard copy forms on or before by all members of IQAC to DR KIRAT KUMAR GANGULY.

  
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- 3) All word files and excel files will be provided by DR. GANGULY for smooth completion of above criterions.
- 4) There should be some backups of remedial classes like routines etc.
- 5) 6.It has been suggested about the tentative date of submission of AQAR-2020-2021 by December,2021
- 6) Another tentative date for submission of IIQA by MARCH,2022
- 7) SSR submission by June,2022
- 8) Apply for the dates of NAAC visit by August,2022

### **IQAC MMMC Meeting Tue July 6, 2021**

- 1) Individual Workload distribution for upcoming new committee members has been decided to be assigned on next physical meeting on or after 20 th of October,2021 based on below mentioned criterions
- 2) Library related discussion
  - a) Open library access for students
  - b) CCTV installation for proper supervision, so that student activity in library can be monitored
  - c) Purchase of more Articles, Periodicals, Magazines
  - d) Activation of Seminar library for each Hons Department under supervision of HODs
  - e) Purchase more computers for library with internet facilities
  - f) Purchase more language oriented books
  - g) Make more spacious library for issuing and submission of books
  - h) Provide separate spacious reading rooms for teachers as well as students
  - i) Invite Librarians for next IQAC meeting

  
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- 3) Teaching learning related discussions
  - a) ICT enabled classrooms
  - b) LCD projector for each class rooms especially for Hons depts.
  - c) Class rooms decoration with charts, photos
  - d) Make teaching friendly classrooms
- 4) Other facilities for all
  - a) Separate Computer laboratory for students /e learning facilities for students
- 5) Internet connectivity and facilities for all
  - a) Arrange training programme/workshop for faculties to make more competent
  - b) Inter college faculty exchange
  - c) Maintenance of datasheets, documents
  - d) provide maximum facilities to end users
- 6) Laboratory related discussion
  - a) Proposals for Modular laboratories
  - b) Purchase of models
  - c) Maintenance of instruments
- 7) Campus Development
  - a) Renovation of front office
  - b) Proper drainage and sanitation
  - c) Renovation of 2<sup>nd</sup> gate, more plantations
- 8) OPAC has to be fully configured and working
- 9) MOU will be signed with CSIR-CMERI & Next Generation Scientist Pvt. Ltd (for Bio Informatics Laboratory and workshop)

  
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