



**Azad Hind Fouz Smriti Mahavidyalaya
Domjur, Howrah**

Academic Session: 2019-20

MEETING MINUTES

Meeting of the Internal Quality Assurance Cell (IQAC) of Azad Hind Fouz Smriti Mahavidyalaya, Domjur, Howrah, held on 19.7.2019 at 3 p.m. in the Principal's chamber.

Members present:

1. Dr. Asim Kumar Ghosh (Principal)
2. Partha Pratim Mukherjee
3. Dr. Aditi Sengupta
4. Dr. Mrinal Kanti Mondal
5. Dr. Nityananda Mandal
6. Dr. Palash Bandyopadhyay
7. Asish Kumar Paul

Dr. Asim Kumar Ghosh, Principal, took the chair.

Agenda1: To confirm the proceedings of the previous meeting

The proceedings of the previous meeting were read out and confirmed.

Agenda 2: Academic Affairs.

- 1) The Coordinator, IQAC reported that online admission to the Semester I under CBCS for the Academic Session 2019-20 is going on. Classes will commence after the completion of the Calcutta University examination.
- 2) The Principal pointed out that admission to reserved seats in B.A. and B.Com. Honours and General Courses were not satisfactory and filling up the seats was a matter of concern. The IQAC unanimously requested the Principal to contact the District Welfare Officer, Backward Classes Welfare & Tribal Development, Howrah, and apply for the de-reservation of seats as early as possible.

Agenda 3: Refund of Application and Admission Fees

The IQAC recommended the refund of fees to applicants who have applied in more than one course during the admission process and even taken admission in other colleges provided they have not blocked their seats.

Agenda 4: Students' Feedback

The IQAC had conducted the students' feedback earlier in the year. The Feedback was analysed and read out.

- 1) Feedback was obtained from the outgoing students of Session 2018-19. Out of 511 enrolled students 311 submitted feedback which is 60.09%.
- 2) Feedback obtained from the students on different aspects are given below:
 - a. More than 93% students think teaching-learning in the college is good or excellent.
 - b. More than 82% students think class rooms and laboratories in the college are good or excellent.
 - c. More than 73% students think college library and reading room in the college is good or excellent, 23.47% students think that this facility is of average quality.
 - d. More than 78% students think college office support is good or excellent for any query and activity in the college.
 - e. More than 56% students think co-curricular activities in the college is good or excellent but more than 43% students are not satisfied with the co-curricular activities organized in the college as they think it is average or poor.
 - f. More than 58% students think college games and sports are good or excellent. But more than 41% students are not satisfied with the college games and sports organized in the college as they think it is average or poor.
 - g. More than 67% students think N.S.S. and Extension activities in the college are good or excellent.
 - h. More than 50% students are not satisfied with the college canteen and common rooms in the college as they think it is average or poor.
 - i. More than 56% students are satisfied with the college washrooms.
 - j. More than 72% students are satisfied with the overall college campus.

Feedback Analysis Report will be submitted to the Principal for further action.

Agenda 5: Teachers' Feedback

The IQAC had conducted the teachers' feedback on and the feedback was analysed and read out.

- 1) There are 25 teachers in the College during the Academic Session 2018-19. 22 teachers provided their feedback which is 88 %.
- 2) Feedback obtained from the students on different aspects are given below:
 1. About 32 % teachers 'Strongly Agreed' and 45% 'Agreed' that the college encourages participatory decision-making by involving teachers in various cells and sub-committees. 5 % 'Disagreed'.
 2. About 41% teachers 'Strongly Agreed' and 36% 'Agreed' that the college encourages teachers to design and develop courses for students (i.e. value added courses). 9% 'Disagreed'.
 3. About 41% teachers 'Strongly Agreed' and 55% 'Agreed' that the college teachers have freedom to adopt new techniques of teaching (group discussions, seminars, quiz etc). 4% 'Disagreed'.
 4. About 32% teachers 'Strongly Agreed' and 54% 'Agreed' that the college encourages departments to invite resource persons for delivering special lectures. 14% remained 'Neutral'.
 5. About 9% teachers 'Strongly Agreed', 32% 'Agreed' but 18% 'Disagreed' and 5% teachers 'Strongly Disagreed' that the college encourages teachers to do research and publish their work by providing financial support. 36% teachers remained 'Neutral'
 6. About 64% teachers 'Strongly Agreed' and 36% 'Agreed' that the college encourages teachers to participate in seminars, workshops, FDPs etc by providing On-Duty leave
 7. About 63% teachers 'Agreed' that the college classrooms are properly furnished, clean and well maintained. 23 % remained 'Neutral' and 14% 'Strongly Disagreed'
 8. About 18% teachers 'Agreed' that the ICT facilities available to the teachers in the college are adequate and satisfactory. 32% of teachers 'Agreed', 27% remained 'Neutral' and 23% 'Strongly Disagreed'
 9. About 18% teachers 'Agreed' that the college library has sufficient number of books and journals 32% of teachers 'Strongly Agreed', 59% 'Agreed' and 9% 'remained 'Neutral'
 10. About 50% teachers 'Strongly Agreed' and 50% 'Agreed' that the curricular and co-curricular activities of their Department are beneficial for students

11. About 8% teachers 'Strongly Agreed', 73% 'Agreed' and that the college administration is approachable and understanding. 18% remained 'Neutral'
12. About 5% teachers 'Strongly Agreed' and 23% 'Agreed' their job in the college was difficult and demanding. 45% remained 'Neutral', 18% 'Disagreed' and 9% 'Strongly Disagreed'
13. About 4% teachers 'Strongly Agreed' and 82% 'Agreed' that the college authority expresses appreciation for the work they do for the institution. % remained 'Neutral', 18% 'Disagreed' and 9% 'Strongly Disagreed'
14. About 18% teachers 'Strongly Agreed' and 68% 'Agreed' that the college service records are well maintained by the college authority. 14% remained 'Neutral'
15. About 5% teachers 'Strongly Agreed' and 45% 'Agreed' that the college has an effective grievance Redressal system. 50% remained 'Neutral'
16. About 27% teachers 'Strongly Agreed' and 55% 'Agreed' that the college has recreational facilities for teachers. 18% remained 'Neutral'
17. About 68% teachers 'Strongly Agreed' and 32% 'Agreed' that there were separate washrooms for teachers (ladies and gentlemen)
18. About 5% teachers 'Strongly Agreed' and 77% 'Agreed' that the college staffrooms and washrooms are well-maintained. 18% remained 'Neutral'
19. About 5% teachers 'Strongly Agreed' and 77% 'Agreed' that the college staffrooms and washrooms are well-maintained. 18% remained 'Neutral'
20. About 23% teachers 'Strongly Agreed' and 45% 'Agreed' that the college website is updated and well-maintained. 27% remained 'Neutral' and 5% 'Disagreed'

Feedback Analysis Report will be submitted to the Principal for further action.

Agenda 6: Miscellaneous.

The members did not raise any issue for discussion under 'Miscellaneous'.

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



**Azad Hind Fouz Smriti Mahavidyalaya
Domjur, Howrah**

Academic Session: 2019-20

MEETING MINUTES

Meeting of the Internal Quality Assurance Cell (IQAC) of Azad Hind Fouz Smriti Mahavidyalaya, Domjur, Howrah, held on 9.12.2019 at 3 p.m. in the Principal's chamber.

Members present:

1. Dr. Asim Kumar Ghosh (Principal)
2. Partha Pratim Mukherjee
3. Dr. Aditi Sengupta
4. Dr. Mrinal Kanti Mondal
5. Dr. Nityananda Mandal
6. Dr. Palash Bandyopadhyay
7. Asish Kumar Paul

Dr. Asim Kumar Ghosh, Principal, took the chair.

Agenda1: To confirm the proceedings of the previous meeting

The proceedings of the previous meeting were read out and confirmed.

Agenda 2: Academic Affairs

The IQAC discussed the problems that arose while uploading Internal and Tutorial marks to the Calcutta University portal for the college. The teachers were also facing problems of preservation of print outs of the 'Statement of Marks'. After detailed discussion the IQAC

unanimously resolved that teachers will be requested to preserve soft copies of award lists as PDF files and take print outs when absolutely necessary.

The teachers were also requested to strictly follow the Calcutta University timeline and procedure of uploading of marks without errors and within time for the publication of University Results.

Agenda 3: College Cultural programmes

The IQAC unanimously resolved that Annual Sports and Annual College Social will be held in the months of January and February, 2020.

Agenda 4: Miscellaneous.

The members did not raise any issue for discussion under ‘Miscellaneous’.

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


Principal
Azad Hind Fouz Smriti Mahavidyalaya
Domjur, Howrah



**Azad Hind Fouz Smriti Mahavidyalaya
Domjur, Howrah**

Academic Session: 2019-20

MEETING MINUTES

Meeting of the Internal Quality Assurance Cell (IQAC) of Azad Hind Fouz Smriti Mahavidyalaya, Domjur, Howrah, held online on Google Meet 12.6.2020 at 8 p.m.

Members present:

1. Dr. Asim Kumar Ghosh (Principal)
2. Partha Pratim Mukherjee
3. Dr. Aditi Sengupta
4. Dr. Mrinal Kanti Mondal
5. Dr. Nityananda Mandal
6. Dr. Palash Bandyopadhyay
7. Asish Kumar Paul

Dr. Asim Kumar Ghosh, Principal, took the chair.

Agenda1: To confirm the proceedings of the previous meeting

The proceedings of the previous meeting were read out and confirmed.

Agenda 2: Students' Feedback

The IQAC Coordinator reported that students' feedback process was taken earlier in the year.

The Feedback was analysed and read out.

1. Feedback was obtained from the outgoing students of Session 2019-20. Out of 495 enrolled students 308 submitted feedback which is 62.22%.

2. Feedback obtained from the students on different aspects are given below:
 - a. More than 93% students think teaching-learning in the college is good or excellent.
 - b. More than 79% students think class rooms and laboratories in the college are good or excellent.
 - c. More than 76% students think college library and reading room in the college is good or excellent.
 - d. More than 81% students think college office support is good or excellent for any query and activity in the college.
 - e. More than 56% students think co-curricular activities in the college is good or excellent but more than 43% students are not satisfied with the co-curricular activities organized in the college as they think it is average or poor.
 - f. More than 55% students think college games and sports are good or excellent. But more than 43% students are not satisfied with the college games and sports organized in the college as they think it is average or poor.
 - g. More than 57% students think N.S.S. and Extension activities in the college are good or excellent.
 - h. More than 53% students are not satisfied with the college canteen and common rooms in the college as they think it is average or poor.
 - i. More than 47% students are satisfied with the college washrooms and the rest of the students are not satisfied with college washrooms.
 - j. More than 63% students are satisfied with the overall college campus.

Feedback Analysis Report will be submitted to the Principal for further action.

Agenda 3: Teachers' Feedback

The IQAC had conducted the teachers' feedback on and the feedback was analysed and read out.

- 3) There are 23 teachers in the College during the Academic Session 2019-20. 22 teachers provided their feedback which is 95.65 %.
- 4) Feedback obtained from the teachers on different aspects are given below:
 1. About 35% teachers 'Strongly Agreed' and 44% 'Agreed' that the college encourages participatory decision-making by involving teachers in various cells and sub-committees. 4 % Disagreed

2. About 39% teachers 'Strongly Agreed' and 57% 'Agreed' that the college encourages teachers to design and develop courses for students (i.e. value added courses).4% 'Disagreed'.
3. About 44% teachers 'Strongly Agreed' and 52% 'Agreed' that the college teachers have freedom to adopt new techniques of teaching (group discussions, seminars, quiz etc). 4% 'Disagreed'.
4. About 35% teachers 'Strongly Agreed' and 56% 'Agreed' that the college encourages departments to invite resource persons for delivering special lectures. 9% remained 'Neutral'.
5. About 13% teachers 'Strongly Agreed', 31% 'Agreed' but 22% 'Disagreed' and 4% teachers 'Strongly Disagreed' that the college encourages teachers to do research and publish their work by providing financial support. 30% teachers remained 'Neutral'
6. About 65% teachers 'Strongly Agreed' and 35% 'Agreed' that the college encourages teachers to participate in seminars, workshops, FDPs etc by providing On-Duty leave
7. About 70% teachers 'Agreed' that the college classrooms are properly furnished, clean and well maintained. 12 % remained 'Neutral' and 13% 'Disagreed'
8. About 13% teachers 'Agreed' that the ICT facilities available to the teachers in the college are adequate and satisfactory. 44% of teachers 'Agreed', 26% remained 'Neutral' and 17% 'Disagreed'
9. About 48% teachers 'Strongly Agreed' that the college library has sufficient number of books and journals 35% of teachers 'Agreed' and 17% remained 'Neutral'
10. About 48% teachers 'Strongly Agreed' and 52% 'Agreed' that the curricular and co-curricular activities of their Department are beneficial for students
11. About 13% teachers 'Strongly Agreed', 74% 'Agreed' that the college administration is approachable and understanding. 13% remained 'Neutral'
12. About 4% teachers 'Strongly Agreed' and 31% 'Agreed' their job in the college was difficult and demanding. 39% remained 'Neutral', 17% 'Disagreed' and 9% 'Strongly Disagreed'
13. About 13% teachers 'Strongly Agreed' and 65% 'Agreed' that the college authority expresses appreciation for the work they do for the institution. 22% remained 'Neutral'.
14. About 30% teachers 'Strongly Agreed' and 57% 'Agreed' that the college service records are well maintained by the college authority. 13% remained 'Neutral'
15. About 4% teachers 'Strongly Agreed' and 48% 'Agreed' that the college has an effective grievance Redressal system. 48% remained 'Neutral'

16. About 22% teachers 'Strongly Agreed' and 65% 'Agreed' that the college has recreational facilities for teachers. 13% remained 'Neutral'
17. About 18% teachers 'Agreed' and 14% 'Disagreed' that the college canteen is adequate. 68% remained 'Neutral'
18. About 61% teachers 'Strongly Agreed' and 39% 'Agreed' that there were separate washrooms for teachers (ladies and gentlemen).
19. About 9% teachers 'Strongly Agreed' and 69% 'Agreed' that the college staffrooms and washrooms are well-maintained. 22% remained 'Neutral'
20. About 31% teachers 'Strongly Agreed' and 30% 'Agreed' that the college website is updated and well-maintained. 35% remained 'Neutral' and 4% 'Disagreed'

Feedback Analysis Report will be submitted to the Principal for further action.

Agenda 4: Miscellaneous.

The members did not raise any issue for discussion under 'Miscellaneous'.

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


Principal
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