



Achhruram Memorial College

[AFFILIATED TO SIDHO-KANHO-BIRSHA UNIVERSITY]

NAAC GRADE B (2008)

JHALDA, PURULIA, WEST BENGAL, INDIA, PIN: 723202

Ref No:

Date: 30.06.2020

NOTICE

An IQAC meeting of the college will be held on 06.07.2020 at 1:30 pm in the online mode. Meeting link to be shared in due course. All the members of IQAC are requested to attend the meeting.

Agenda

1. To read and confirm the proceedings of last meeting.
2. Preparation and confirmation of AQAR report for 2019-20
3. Discussion regarding online classes
4. Conduction of webinars/awareness programs
5. Awareness of Covid-19
6. Discussion on introducing a new subject course – Kudmali
7. Discussion regarding use of water resource for green practices in the college premises
8. Discussion regarding energy waste management
9. Appointment of manpower for maintaining the garden of campus.
10. Discussion regarding the promotion of sports activity in our college
11. Discussion about the session to improve the mental health of the students during online classes.
12. Discussion on online admission procedures
13. Discussion regarding online transactions.
14. Conduction of program regarding placement of students.
15. Miscellaneous

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Debopam Raha (IQAC coordinator)
4. Sri Samar Kanti Chakrabartty (Teachers Council Secretary)
5. All Departmental Heads
6. Smt. Riptika Pal (Librarian)
7. Sri Asit Lahiri (Head Clerk)
8. Smt. Shatabdi Poddar (Alumni Member)
9. Dr. Prabodh Kuiry (External Expert, SKBU)
10. Sri Monish Keshri (Industrialist)

Principal

IQAC coordinator

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL



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Ref No:

Date:

Minutes of the proceedings of the meeting of IQAC of the college held on 06.07.2020 at 1:30 pm in the online mode.

The principal took the chair and declared the meeting open.

Item no. 1: Resolution adopted: The resolutions of the previous meeting has been read out and confirmed.

Item no. 2: Resolution adopted: The AQAR report for the year 2019-20 has been completed and submitted in the meeting before the statutory body for the confirmation.

Item no. 3: Resolution adopted: IQAC coordinator discussed about the online classes that college had to shift to online mode of teaching overnight. College used its website to immediate connect with students through online classes and uploading of e-resources and facilitated dissemination of information to all stakeholders. Many challenges were faced during this online class sessions like: 1. Constraints in using online platforms. 2. Lack of training and preparedness of students and faculty. 3. Lack of software for online teaching. However, in spite of these challenges, college continued its academic efforts and was successful in imparting the necessary education promptly. Although there is a lack of social connectedness, college has been able to deliver the best even in crisis time.

Item no. 4: Resolution adopted: IQAC coordinator discussed that a significant number of webinars and awareness programs must be organized online for the students.

Item no. 5: Resolution adopted: IQAC coordinator raised the issue for all the staff members to aware students about the Covid 19 pandemic situation. It has been unanimously decided in the meeting that some extra time should be provided to the students during their online classes where they will be informed about: 1. Present status of the pandemic situation, 2. How to reduce the infection and spread of Covid-19, 3. How to identify the symptoms of Covid-19, 4. How to clear the misconceptions about the facts of Covid-19, 5. Guidelines of WHO.

Item no. 6: Resolution adopted: IQAC coordinator raised an important issue that college already presents its distinctiveness in preserving folk culture of Purulia district by promoting our local students for attending training programs for Chhou dance.

As an extension of this activity, after speaking with local tribes, coordinator proposed to start a new subject course, Kudmali in our college and to start a new department of Kudmali for taking care of academic activities of the students getting admission under this course. IQAC coordinator asked principal to take necessary actions.

Item no. 7: Resolution adopted: IQAC coordinator raised an issue regarding green practices in the college campus where he suggested to plant a borewell recharge unit inside the campus which will serve as a reservoir during the scarcity of water. It will also help in availing water for plantation and gardening. The proposal was highly supported by the members of IQAC cell. Necessary actions regarding fund release will be taken immediately for execution of this proposal.

Item no. 8: Resolution adopted: In the next agenda, IQAC coordinator once again focuses on the energy audit for the purpose of NAAC and suggested some control measures to be practiced in our college campus for minimizing the energy waste.

Item no. 9: Resolution adopted: A discussion between the IQAC cell members took place regarding the appointment of casual manpower for the maintenance of garden in the campus. After discussion, it has been unanimously decided that steps should be immediately taken to appoint at least two casual staff for the gardening purpose. Green campus committee was instructed to communicate with themanpower after appointment regarding their duties for the gardening and beautification of the campus.

Item no. 10: Resolutions adopted: In the next agenda, IQAC coordinator discussed about the concern regarding promotion of sports activity among students as well as staff members. He suggested that a college must encourage a balanced personality of its students. So, to actively encourage the students to participate in various games and sports, it has been unanimously decided to make an outdoor volleyball court in the back side of the college campus near to the playground. This facility will also provide the staff members to indulge in the game and to stay fit and healthy. So, sports committee was instructed to take necessary actions.

Item no. 11: Resolutions adopted: A discussion regarding Covid 19 pandemic situation raised a concern regarding mental health of students during e-learning. Due to lack of social connectedness and due to presence of a significant number of rural learners, though e-learning has its own benefits, our students are facing mental health issues. So, the members of the cell decided to strengthen the provision of mental health support to students during covid-19 crisis by arranging various online webinars related to health and mindfulness. Members asked IQAC coordinator to take necessary steps regarding this issue.

Item no. 12: Resolutions adopted: IQAC coordinator informed that the modalities of doing admission this year is online, as per the guidelines from the university and subsequently he raised the issue regarding the difficulties which could be faced during online mode of admission. After the discussion, it was decided that since online mode of admission will be happening for the first time, adequate laptops/computers with internet connectivity and proficient staffs are needed. Department faculty would also have to be trained to do admissions in online mode including calculation of best of four, and checking of caste/category certificate.

Item no. 13: Resolutions adopted: IQAC coordinator raised the issue regarding the transactions made by the college during various purposes like admissions, examination fees etc. should be converted into online mode completely. Members of the cell asked principal to take necessary actions regarding this issue.

Item no. 14: Resolutions adopted: IQAC coordinator encourages the staff members of Guidance and Career counseling committee to continue the conduction of placement training and other programs for students.

Item no. 15: Resolutions adopted:

- a. In the miscellaneous section, IQAC coordinator informed the committee members of Academic and Routine committee to prepare academic calendar and to prepare a model routine to take classes in online mode.
- b. Faculty members were instructed to keep proper records of their online classes taken during this lock down period for future references.
- c. IQAC coordinator requests the librarian to arrange a system for collection of e-learning materials in the library to support the online mode of teaching, learning and evaluation practices for the sake of students.
- d. Faculty members from each department were requested to enroll the names of students, regularly circularize the study materials, examination notifications and other useful links in their respective Whatsapp groups for smooth running of online classes and learning.
- e. IQAC coordinator raised an issue regarding a government order to donate funds from the faculty members and other staffs of college to the West Bengal Emergency Relief Fund for Covid-19 pandemic crisis, as the government notified colleges for this help. Principal was asked to take necessary actions.

Actions taken based on the agenda of the previous meeting

1. A one day National webinar was conducted on 'Mathematical model on covid-19' organized by the department of Mathematics.
2. An international quiz competition in online mode has been conducted by the NSS unit of our college regarding Covid-19 awareness on 02.06.2020. 1028 participants from all over the world took part in this competition.
3. An awareness program having an online quiz competition for Covid-19 awareness was conducted on 31.05.2020 by NCC unit of our college. 500 students all over the India participated in the competition.
2. Based on the resolution of item no. 8 of the meeting dated 06.07.2020, a significant fund was granted immediately for the expenses under electrical works.
3. Funds were released for the reconstruction of college boundary wall and workers were recruited to start the reconstruction.



Principal

IQAC Coordinator

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NAAC GRADE B (2008)

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Ref No:

Date: 13.11.2020

NOTICE

An IQAC meeting of the college will be held on 20.11.2020 at 12:00 pm in online mode. Link for the meeting will be shared in due course. All the members of IQAC are requested to attend the meeting.

Agenda

1. To read and confirm the agenda of previous meeting held on 06.07.2020
2. Discussion regarding sanitization and hygiene of college premises and beyond.
3. Issues regarding examination during pandemic situation.
4. Introducing mixed-methods in teaching learning practices.
5. Conduction of webinars for awareness of COVID pandemic.
6. Issues regarding the mental health issues of students
7. Miscellaneous

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Arijit Gangopadhyay (IQAC coordinator)
4. Sri Samar Kanti Chakrabarty (Teachers Council Secretary)
5. All Departmental Heads
6. Smt. Riptika Pal (Librarian)
7. Sri Asit Lahiri (Head Clerk)
8. Smt. Shatabdi Poddar (Alumni Member)
9. Dr. Prabodh Kuiry (External Expert, SKBU)
10. Sri MonishKeshri (Industrialist)

Principal

IQAC Coordinator

Ref No:

Date:

Minutes of the proceedings of the meeting of IQAC of the college held on 20.11.2020 at 12:00 pm in the online mode.

The principal took the chair and declared the meeting open. Principal also welcomes our new IQAC coordinator Dr. Arijit Gangopadhyay before the house.

Item no. 1: Resolution adopted: The agenda and the resolutions of the last meeting was read out and confirmed.

Item no. 2: Resolution adopted: IQAC coordinator discussed the crisis situation of Covid-19 pandemic and raised an issue regarding periodic sanitization of our college premises along with the classrooms with the help of local members. Members welcome this proposal and asked principal to take necessary actions.

Item no. 3: Resolution adopted: Examinations, as per the guidelines of university must be conducted online. Though initial stages exam conduction was challenging due to sudden introduction of online mode, however now it is much smoother to conduct examinations and other teaching-learning practices through online. Coordinator instructs academic committee members to prepare for the upcoming examinations.

Item no. 4: Resolution adopted: IQAC coordinator discussed about a proposal to start mixed-methods to enhance online teaching, learning and evaluation practices. As in an online classroom, teachers deliver their lectures by presenting a ppt or pdf or any other materials, simultaneously students should be encouraged to prepare any given portion of the curriculum as a study material and should present in the classroom. This will enhance their skills on online teaching modes. The proposal was welcomed by the other members and necessary steps should be taken.

Item no. 5: Resolution adopted: It was instructed that conduction of webinars and awareness programs must be encouraged in more frequency.

Item no. 6: Resolution adopted: Students health issues related programs should be organised online to promote the mindfulness during this pandemic situation. Principal was instructed to request staff members to take necessary action regarding these issues.

Item no. 7: Resolution adopted:

- a. In the miscellaneous section, coordinator raised the issue regarding internal assessment where all the examination would have to be conducted online mode. So, proper steps to be taken by the academic committee after arranging meetings regarding this issue.
- b. Inter-college and other collaborations and MoU should be done for the purpose of NAAC.
- c. Implementation of a mentor-mentee program is required and necessary actions should be taken.
- d. Up gradation of our existing college website was necessary for NAAC purpose.

Actions taken based on the agenda of the previous meeting

1. A One day Webinar on 'Purulia Jelar Jol Sangrakkhan Byabosthapana - ekti artha samajik porjalochona' (Management of Water Conservation in Purulia District - a socio-economic discussion) in collaboration with Barasat History Lovers Association. Speaker - Samar Kanti Chakraborty, (HOD) Department of History, was conducted on 20.09.2020.
2. Guidance and career counselling committee continued to organize a training program for students as 'Youth Employability Training conducted by Tata Consultancy Service staff in A.M. College, Jhalda from date 16.09.2020 to 14.11.2020. Total number of students participated was 56.
3. A one day webinar was conducted as capability enhancement program having title 'Importance of online education after Covid-19 pandemic' by WEBEL, A.M. College computer training centre on 11.10.2020.



Principal



IQAC Coordinator



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Ref No:

Date: 20.05.2021

NOTICE

An IQAC meeting of the college will be held on 27.05.2021 at 1:00 pm in the online mode. Link for the meeting will be shared in due course. All the members of IQAC are requested to attend the meeting.

Agenda

1. To confirm the proceeding of the last meetings.
2. To augment the research environment of the college.
3. Discussion regarding sanitization and hygiene of college premises and beyond.
4. Conduction of webinar
5. Continuation of online classes
6. Report of e-learning

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Arijit Gangopadhyay (IQAC coordinator)
4. Sri Samar Kanti Chakrabartty (Teachers Council Secretary)
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Principal

IQAC Coordinator



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Ref No:

Date:

Minutes of the proceedings of the meeting of IQAC of the college held on 27.05.2021 at 1:00 pm in the online mode

The principal took the chair and declared the meeting open.

Item no. 1: Resolution adopted: The agenda and the resolutions of the last meeting was read out and confirmed.

Item no. 2: Resolution adopted: IQAC coordinator encourages the college staff members to collaborate with other colleges and universities for enhancing their research skills for their career advancement. He also expressed his idea for establishing a central facility in the college campus for certain instrumentation to be used by all the departments those who require it. He asked principal to take necessary actions regarding this issue.

Item no. 3: Resolution adopted: IQAC coordinator discussed the crisis situation of Covid-19 pandemic and raised an issue regarding periodic sanitization of our college premises along with the classrooms with the help of local members. Members welcome this proposal and asked principal to take necessary actions.

Item no. 4: Resolution adopted: Online programs should be conducted regarding various issues related to the development of skills, health, moral and mental health of students.

Item no. 5: Resolution adopted: Academic committee was instructed by the coordinator to arrange for the examination conduction for even semesters in online mode as per university guidelines.

Item no. 6: Resolution adopted: Staff members were instructed to record their e-learning hours and other details which they need to submit to the academic information system of our college after this session.

Actions taken based on the agenda of the previous meeting

1. A deep borewell recharge unit was set up in order to use the resource for gardening and greenery and other purpose. It was a good initiative towards water management to cope up with the need of water during its scarcity. So, in total one borewell recharge unit and one open well recharge unit was utilized inside the college campus for green practices and other activities. It was also decided to let local people nearby college premises to use this resource during scarcity.
2. For energy waste management, expenditure was done to replace most of the incandescent lights with the LED lights to save energy. Awareness about the switching off of lights and other appliances when not in use was spread among staff through an online meeting. Casual staff was also appointed as 'energy monitor' for building premises to check whether all the appliances have been switched off when not in use.
3. Communication with all the staff regarding notice and other circulars is mostly done virtually through mail and other social platforms like college whatsapp group to promote online teaching learning practices.
4. Plantation drives and cleanliness drive were carried by NCC of the college. Tree plantation was planned to be organised by the NCC on the occasion of World Environment Day on 05.06.2021. Around 80 trees have been ordered for plantation on that day.
5. Recruitment of two casual staff for garden maintenance and greenery is successfully done. They have been instructed by the green campus committee members to maintain the garden and to increase

the beautification of the campus. The duties will include weeding, pruning, planting, watering as well as disease management of plants.

6. Construction of a volleyball court was done to promote sports activities among the students as well as to indulge staff members to choose a fit and healthy choice of living.

7. Reconstruction of college boundary wall was completed.

8. Republic day celebration was done by organizing saluting parade and parade competition and cultural event in A.M. College, Jhalda on 26.01.2021. Total SD: 45 and SW:65 cadets were present in the event.

9. A salute parade and statue inauguration was held on 23.01.2021 in Jhalda Municipality organized by NCC of college on the occasion of Netaji Jayanti Celebration 2021. Total SD: 30 and SW: 20 cadets were participated.

10. An online covid awareness campaign was organized to fight against corona virus on 7.01.2021. NCC cadets presented posters for the awareness. SD:07 and SW:05 were participated.

11. A yoga day celebration should be organized on 21.06.2021 by the NCC of the college where SD:80 and SW:40 will participate in the program.

12. A.M. College, Jhalda was awarded with a 2nd prize in a 71st Republic day celebration parade competition. SDO, Jhalda gave the award for the year 2020.

13. A one day webinar on 'Data Security' was organised on 14.03.2021 by WEBEL: A.M. College, Computer training centre for capacity building and skill development initiatives.



Principal



IQAC Coordinator