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POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN

Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956

NAAC Accredited

Ref. No. _____

Date: 24.07.2018

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 31.07.2018 at 3PM in the college premises, in Principal Sir's room.

All members are requested to make it convenient to attend the meeting for discussing the following agenda:

1. Proceedings of the previous meeting is read out and confirmed.
2. Preparing the plan of action for the academic year of 2018-2019.
3. Review the constitution of various sub-committees.
4. Preparation of Academic Calendar and Routine for the session.
5. Admission for the session of 2018-2019
6. AOB

Sd/-

IQAC Coordinator

Sd/-

Principal



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Ref. No. _____

Date: 31.07.2018

A meeting of the IQAC of Polba Mahavidyalaya is held on 31.07.2018 at 3PM in the chamber of the respected Principal Sir to discuss the following agenda given in the notice dated 24.07.2018.

1. Proceedings of the previous meeting is read and confirmed.
2. The following points have been decided by the members of IQAC as the Plan of Action for the quality enhancement and assurance of Polba Mahavidyalaya :
 - a) Recruitment of Guest Lecturers for the requirements developing from the introduction of CBCS. It has been reported that guest lecturers need to be recruited in the Departments of History, Bengali, English and Philosophy at an urgent basis.
 - b) To take necessary to ensure speedy filling up of the sanctioned posts received from Dept. of Higher Education, Govt. of West Bengal vide 701 EdnCS/4E-05/2018.
 - c) Construction of Boundary Wall to ensure the safety of students and staff members and also maintaining the sanctity of the academic culture of the institution.
 - d) Extension of Annex Building in the first floor.
 - e) Take steps to encourage research and academic development of faculty members.
 - f) Take steps to help students to apply and avail scholarships.
 - g) Purchase books to meet the requirements of CBCS course of study.
 - h) Submission of data at AISHE.
3. Teachers' Council is requested to include all faculty members in the committees and diversify responsibilities to ensure effective decision making.
4.
 - a) Convener of the Admission Committee is requested to take necessary steps to ensure smooth and impartial online admission in this upcoming session.
 - b) The Convener of the Academic Committee is requested to prepare the schedule and impart necessary instructions for the conducting of internal evaluations.
5. AOB
 - a. Campus cleaning and freeing the campus of use of plastic.
 - b. To observe all important days and conduct cultural programmes in college.
 - c. Convener of the Academic Committee is hereby requested to prepare the time table and submit the academic calendar for the session immediately.
 - d. Orientation Programme to be conducted for the semester one students.

Meeting ends with a vote of thanks.

Sd/-

IQAC Coordinator

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Ref. No. _____

Date: 03.11.2018

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 12.11.2018 at 3PM in the college premises, in Principal Sir's room.

All members are requested to make it convenient to attend the meeting for discussing the following agenda:

1. Proceedings of the previous meeting is read out and confirmed.
2. Review the recruitment of Guest Lecturers in various subjects.
3. Review the academic calendar received for the session of 2018-2019.
4. Internal Evaluation of Semester I and III.
5. Review the process of applying for filling up the sanctioned posts vide 701 EdnCS/4E-05/2018.
6. Promotion under CAS of Dr. Kali Prasad Mishra.
7. AOB

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IQAC Coordinator

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Ref. No. _____

Date: 12.11.2018

A meeting of the IQAC of Polba Mahavidyalaya is held on 12.11.2018, at 3PM in the chamber of the respected Principal Sir to discuss the following agenda given in the notice dated 24.07.2018.

1. Proceedings of the previous meeting is read out and confirmed.
2. It had been reported that based on the recommendation received from IQAC, the Governing Body decided to engage one guest lecturer each in the departments of History, Bengali, Sanskrit and English respectively. It is further reported that on the basis of the recommendation of the subject expert received from the University of Burdwan, the interview and selection process for engaging guest lecturers in Philosophy & History respectively has been completed.
3. The academic calendar has been reviewed and confirmed for the session of 2018-2019.
4. Internal Evaluation of Semester I and III are to be scheduled in due time. The evaluation would be of twenty marks each. Academic Committee is requested to publish the schedule.
5. It is reported that vide 701 EdnCS/4E-05/2018, the college has been sanctioned substantive posts of Assistant Professors in Botany, Chemistry, Physics, Mathematics, Zoology, Political Science (One each in each department) and two posts in the Department of Geography.
6. It is reported that the promotion of Dr. Kaliprasad Mishra to Assistant Professor Stage 3 by CAS is due. Dr. Mishra is requested his papers to the IQAC for perusal.
7. AOB
 - a. Annual Cultural Programme and other important days should be held/observed in due time. IQAC Coordinator must coordinate with the Cultural Sub-Committee regarding this.

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Ref. No. _____

Date: 01.03.2019

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 12.03.2019 at 3PM in the college premises, in the chamber of the respected Principal Sir.

All members are requested to make it convenient to attend the meeting for discussing the following agenda:

1. Review the proceedings of the previous meeting.
2. Review the preparation for ensuing internal evaluations for B.A. Part III Honours and General.
3. Review the feasibility of enhancing student accessibility in the library.
4. Review the process of extension of the annex building.
5. RUSA Project Monitoring Committee
6. Dispensing the responsibility for handling scholarship related affairs to ensure speedy solution to students.
7. AOB

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A meeting of the IQAC of Polba Mahavidyalaya is held on 12.03.2019 at 3 P.M. in the chamber of respected Principal Sir to discuss the following agenda given in the notice dated 01.03.2019.

1. Proceedings of the previous meeting are read out and confirmed.
2. The test examination of Part III (B.A. Hons/General) should be held in due process. The test should be of 50 marks each. Academic Committee is requested to prepare a routine.
3. The IQAC had received suggestions regarding the need of enhanced access of the students in the library. The IQAC here proposes that students may be given open access to the stacks under supervision of the Library in Charge to help them browse more titles to help them enhance their knowledge of the subject.
4. It has been proposed by the IQAC that the first floor of the annex building be extended to house the office and Principal's chamber so that the space vacated may be used to provide more space to the laboratory based subjects.
5. As the college is applying for funds to build a three storied Girls' Hostel (SC/ST) to RUSA 2.0, Equity Initiative, Component 11, a project monitoring committee is to be constituted with Dr. Kaliprasad Mishra as the coordinator.
6. To assist students in applying for scholarships, Pratima Dhali is given responsibility of supervising Swami Vivekananda, SC/ST and Kanyasree Scholarships and Mizanur Rahaman Sardar is given the responsibility of Minority, Aikasri and OASIS scholarships.

The meeting concludes with a vote of thanks.

Sd/-

IQAC Coordinator

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Date: 4th June 2019

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 18.06.2019 at 3PM in the college premises, in the chamber of respected Principal Sir.

All members are requested to make it convenient to attend the meeting for discussing the following agenda:

1. Confirm the proceedings of the last meeting.
2. Review the achievements Vis a vis the plan of action prepared in July 2018.
3. Analyze the feedback received from the outgoing batch of students and prepare an Action Taken Report.
4. Regarding the creation of non-teaching posts.
5. It has been reported that the nighttime security of the campus needs to be secured, to meet this end, the IQAC proposes that a security be engaged on contractual basis. Similarly a cleaning staff also needs to be engaged on contractual basis to ensure sanctity of the campus.
6. Review the application of Mizanur Rahaman Saradar for No Objection Certificate to pursue PhD in the University of Calcutta.
7. AOB

Sd/-

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Date: 04.06.2019

A meeting of the IQAC of Polba Mahavidyalaya is held on 18.06.2019 at 3 P.M. in the chamber of respected Principal Sir to discuss the following agenda given in the notice dated 04.06.2019.

1. The proceedings of the last meeting are read out and confirmed.
2. Review the achievements vis a vis the plan of action prepared in July 2018:

Plan	Outcome
a. Recruitment of Guest Lecturers for the requirements developing from CBCS. It has been reported that guest lecturers need to be recruited in the Departments of History, Bengali, English and Philosophy at an urgent basis.	Selection and engagement completed in Bengali, History and Philosophy departments.
b. To take necessary to ensure speedy filling up of the sanctioned posts received from Dept. of Higher Education, Govt. of West Bengal vide 701 EdnCS/4E-05/2018.	ROA has been updated through BCW and necessary documents sent to West Bengal College Service Commission.
c. Extension of Annex Building in the first floor.	Construction work has been commenced with the permission of the Governing Body. A competent engineer has also been engaged to review the plan and estimate and the work.
d. Take steps to encourage research and academic development of faculty members.	Mizanur Rahaman Sardar has been permitted to register for PhD in the University of Calcutta.
e. Take steps to help students to apply and avail scholarships.	Pratima Dhali and Mizanur Rahaman Sardar have been designated as Supervisors/Nodal officers for various Government Scholarships.
f. Purchase books to meet the requirements of CBCS course of study.	A total of 95 (ninety five) books have been purchased in this session to meet the requirements of CBCS.

g. Submission of AISHE	Submission completed in due time.
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3. Feedback has been collected from the students of the final year in offline mode. A brief report has been prepared accordingly and actions have been proposed.
4. IQAC has proposed that necessary documents are to be prepared to be sent to the appropriate authorities of the Department of Higher Education, Govt. of West Bengal for the sanctioning of eighteen posts of non-teaching staff like Data manager, Lady Attendant, Lab Attendants etc. that are deemed to be necessary for raising the quality of the functioning of the college.
5. Contractual recruitment of security and cleaning staff to ensure sanctity of the campus is also strongly recommended.
6. The application of Mizanur Rahaman Saradar, Assistant Professor in English for No Objection Certificate to pursue PhD in the University of Calcutta has been approved by the IQAC, provided that he maintains the norms of Polba Mahavidyalaya and University of Calcutta and recommended for the consideration of the Governing Body of Polba Mahavidyalaya.
7. AOB
 - a. All faculty members are requested to submit the details of their publications and other academic activities for the session to the IQAC at the earliest.

The meeting ends with a vote of thanks.

Sd/-

IQAC Coordinator

Sd/-

Principal