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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: 01.07.2019

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 09.07.2019 at 3PM in the college premises.

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

1. To confirm the proceedings of the previous meeting.
2. Preparing the plan of action for the academic year of 2019-2020.
3. Admission for the session of 2019-2020.
4. AOB.

Sd/-

IQAC Coordinator

Sd/-

Principal



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Ref. No. _____

Date: 09.07.2019

A meeting of the IQAC of Polba Mahavidyalaya is held on 09.07.2019 at 3PM in the chamber of respected Principal Sir to discuss the following agenda given in the notice dated 01.07.2019.

1. Proceedings of the previous meeting are read out 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) To take steps to enhance and develop the available infrastructure of Polba Mahavidyalaya.
 - b) To encourage Teachers to pursue research and develop their academic skills.
 - c) To fill up the vacancies in sanctioned substantive teaching posts in Botany, Chemistry, Education, Geography, Mathematics, Physics, Political Science & Zoology.
 - d) Pursue the application submitted for the funding for the construction of a three storied hostel for SC/ST Girl students under RUSA 2.0 (Equity Initiative, Component 11).
 - e) Take steps to open new courses for Teaching and Learning at Polba Mahavidyalaya.
 - f) Register and participate in NIRF-2020.
 - g) Take steps to develop the sporting culture among the students of the college.
 - h) Submit AISHE in due time.
3.
 - a) Convener of the Academic Committee is requested to take necessary steps to ensure smooth and impartial online admission in this upcoming session.
 - b) Prepare the schedule and impart necessary instructions for the conducting of internal evaluations.
4. AOB
 - a. To encourage NSS Units 1 and 2 and the Cultural Sub-Committee to observe all important days and conduct cultural programme in college.
 - b. Convener of the Academic Committee is hereby requested to prepare the time table and submit the academic calendar for the session immediately.
 - c. Orientation Programme to be conducted for the first semester students.
 - d. Although it has been found that there were zero instances of ragging or complaints regarding the same at Polba Mahavidyalaya, the Anti-Ragging Squad is requested to create awareness against ragging to maintain the clean record regarding this in the institution.

Meeting ends with a vote of thanks.

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IQAC Coordinator

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Ref. No. _____

Date: 27.08.2019

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 03.09.2019 at 3PM in the college premises.

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

1. To confirm the proceedings of the previous meeting.
2. Participation in NIRF 2020.
3. Preparation and submission of pending AQARs.
4. Online admission for the session of 2019-2020.
5. AOB

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Ref. No. _____

Date: 03.09.2019

A meeting of the IQAC of Polba Mahavidyalaya is held on 03.09.2019 at 3PM in the chamber of respected Principal Sir to discuss the following agenda given in the notice dated 27.08.2019.

1. The proceedings of the previous meeting is read out and confirmed.
2. It is hereby unanimously decided that Polba Mahavidyalaya needs to appear to appear in ranking frameworks to test it and locate its strengths, weakness and opportunities or prospects of progress and development. In the light of this, it is decided that the IQAC coordinator with the permission of Principal Sir will register for the NIRF 2020 within the stipulated date and prepare for appearing in it.
3. IQAC coordinator informs that the AQAR for 2016-2017 and 2017-2018 had been submitted in due time. However, the AQAR for 2018-2019 is still pending. In the light of this, it is decided that IQAC coordinator must prepare the AQAR of 2018-19 and 2019-20 within the stipulated time and place it for the approval of IQAC and the Governing Body of Polba Mahavidyalaya.
4. IQAC also decides that since the NAAC accreditation expires in December 2021, the necessary steps must be initiated as per the latest SOP released by UGC-NAAC regarding the accreditation process for the second cycle.
5. AOB
 - a) The cultural committee should take necessary steps to conduct the annual cultural programme involving the students.
 - b) This is to notify that Dr. Abira Banerjee has joined in the post of Assistant Professor of Botany and Sri Munna Thakur', whose recommendation letter has come from WBCSC is set to join Polba Mahavidyalaya in the post of Assistant Professor of Political Science (PWD).
 - c) Dr. Preetam Mandal (Assistant Professor in Sanskrit), Mizanur Rahaman Sardar (Assistant Professor in English) and Sri Milan Kisku (Assistant Professor in Political Science) have applied for attending Orientation Programmes scheduled to be held in various recognised UGC-HRDCs. In the light of this, it is hereby decided that to ensure the completion of the minimum requisition for their CAS, the above mentioned teachers may be permitted to join the respective Orientation Programmes.

Meeting ends with a vote of thanks.

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IQAC Coordinator

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Ref. No. _____

Date: 27.11.2019

NOTICE

A meeting of IQAC of Polba Mahavidyalaya will be held on 07.12.2019 at 3PM in the college premises.

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

agenda:

1. To confirm the proceedings of the previous meeting.
2. To discuss regarding the opening of new courses.
3. To discuss regarding the feasibility of applying for conducting the Inter College District Level

Games and Sports.

4. AOB

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Ref. No. _____

Date: 07.12.2019

A meeting of the IQAC of Polba Mahavidyalaya is held on 07.12.2019 at 3PM in the chamber of respected Principal Sir to discuss the following agenda given in the notice dated 27.11.2019

1. The proceedings of the previous meeting are read out and confirmed.
2. IQAC proposes that to meet the requirements of the demands of the local populace and the recent academic trends course for teaching learning may be opened in Santhali, Physical Education, Nutrition and Zoology (Honours).
3. It is decided that to encourage the culture of sports in the college, the college should be applying for conducting the Inter College District Level Games and Sports. It has been discussed that the college grounds would be developed for the purpose.
4. AOB
 - a. It is reported that teachers have joined against the vacancies in the substantive posts in Botany, Political Science, Education (2 posts), Zoology, Mathematics.
 - b. Academic committee to lay out a routine and guideline for conducting the internal evaluations.
 - c. IQAC directs Dr. Santanu Sengupta to collate the marks of internal evaluation from the various departments and upload them as per rules on the web portal designated by the University of Burdwan.

Meeting ends with a vote of thanks.

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IQAC Coordinator

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Principal



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Ref. No. _____

Date: 16.04.2020

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 24.04.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal.

1. To confirm the proceedings of the previous meeting.
2. To review the situation of teaching and learning due to the closure of the institution under the lockdown due to COVID-19 situation.
3. Discuss how internal evaluation would be conducted before the scheduled university examinations.
4. AOB

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Ref. No. _____

Date: 24.04.2020

A meeting of the IQAC of Polba Mahavidyalaya is held on 24.04.2020 at 4 PM in virtual mode (Google meet) due to COVID-19 norms to discuss the following agenda given in the notice dated 16.04.2020.

1. The proceedings of the previous meeting are read out and confirmed.
2. It is noted that due to the lockdown situation and the government protocols emanating from the COVID-19 situation, the offline, and physical, teaching-learning has been stalled indefinitely in the college campus. In the light of this, the IQAC considers this as a serious challenge to maintain the academic culture and safeguard the interest of the students. It proposes the following measures:
 - a. The teachers are requested to establish contact with their students over phone and make a list of those with the facility of smart phone, computer/laptop and internet.
 - b. Those with these amenities should be added in whatsapp groups, where notes and instructions should be circulated.
 - c. Online classes on google meet/ zoom/ google duo should be conducted with these students.
 - d. The students without such amenities must not be left out. They should be given lectures or instructions over phone and notes may be uploaded on website so that the students may access at their convenience.
 - e. Youtube videos may be produced and uploaded and links to be shared with all students.
 - f. Teachers should maintain an excel sheet for record keeping of the classes.
3. Internal evaluation may be conducted through viva voce over phone or students may be asked to submit assignments on email or whatsapp. However, university directives should be taken into consideration regarding this.

Meeting ends with a vote of thanks.

Sd/-
IQAC Coordinator

Sd/-
Principal