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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

Sd/-

Principal



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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/-

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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.

Sd/-

IQAC Coordinator

Sd/-

Principal



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Ref. No. _____

Date: 14.07.2020

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode from 4 P.M. on 21.07.2020 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. Review of routine prepared for online classes.
4. Discuss the methods of motivating students, especially those of final semester to prepare and appear for the university examinations which is currently delayed indefinitely.
5. Conduct admission as per instructions in online mode.
6. Discuss regarding the scope of mentor-mentee interaction in the current situation.
7. AOB

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IQAC Coordinator

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Ref. No. _____

Date: 31.07.2018

A meeting of the IQAC of Polba Mahavidyalaya is held in virtual mode (Google Meet) from 4 P.M. on 21.07.2020 due to the COVID-19 situation, abiding by the norms of the Government of West Bengal on the basis of the notice dated 14.07.2020.

1. The proceedings of the previous meeting are read out and confirmed.
2. To ensure the continuation of the teaching-learning in spite of the lockdown situation, the following measures are hereby suggested-
 - 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. A routine has been prepared for online classes. It is reviewed that the minimum number of classes has been maintained while making the schedule more flexible, i.e. the classes may be held with intervals if possible to allow break from screentime. Acadmeic Committee is requested to look into the same.
4. Both the departments and the mentors are requested to be in touch with their students/mentees to prepare and motivate them for the final semester university examination, the schedule of which is still not provided by the University. Therefore keeping them motivated is achallenge at the moment.
5. Admission Committee is hereby requested to prepare a SOP, prospectus and ensure a fair online admission procedure on the basis of the instructions received from the appropriate authorities.
6. Mentors are requested to motivate their mentees over online/telephonic mode.
7. AOB

Meeting ends with a vote of thanks.

Sd/-

IQAC Coordinator

Sd/-

Principal

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Ref. No. _____

Date: **29-07-2021**

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held in virtual mode (google meet) from 4.30 P.M. on 05.08.2021 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 prepare a plan of action for the session of 2021-2022 keeping in consideration that the offline physical classes have been stalled since March 2020 and the possibility of resumption of daily offline classes is imminent.
3. To review the situation of teaching and learning.
4. Review the Academic Calendar prepared for the session.
5. To review the conducting of University examination in online process for Semester VI.
6. Discuss regarding the uploading of internal evaluation marks.
7. AOB

Sd/-
Coordinator
IQAC

Sd/-
Principal
Polba Mahavidyalaya

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Ref. No. _____

Date: **05-08-2021**

A meeting of the IQAC of Polba Mahavidyalaya is held on 05.08.2021 on virtual mode (google meet), adhering to the COVID-19 protocols.

1. To confirm the proceedings of the previous meeting.
2. The following are unanimously accepted as the plan of action for the session of 2021-2022 keeping in consideration that the offline physical classes have been stalled since March 2020 and the possibility of resumption of daily offline classes in imminent future.
 - a) **Prepare the academic calendar and lesson plans keeping in mind the possibility of reopening of physical teaching in the campus, marking a shift from the online mode that has been on-going since March 2020.**
 - b) **Provide student support to overcome the challenges of COVID-19.**
 - c) **Prepare the campus for the resumption of offline physical classes keeping in mind the COVID-19 related norms.**
 - d) **Construct a Water Harvesting/Conservation System.**
 - e) **Construct an extended hygienic toilet facility for the students in the campus to distribute crowd and maintain COVID-19 norms.**
 - f) **Construct a purified and cold water dispensation unit in the campus to distribute crowd and maintain COVID-19 norms.**
 - g) **Encourage faculty members to apply for funded projects.**
 - h) **Expedite the process of construction of the three storied girls' hostel SC/ST under RUSA 2.0, Equity Initiative, Component 11.**
3. It is noted that as per reports received from various departments, the participation of students in the online mode of education has increased with the students becoming considerably aware and comfortable in this mode.
4. The academic calendar prepared by the Academic Sub Committee was circulated among the members of the IQAC . It was found satisfactory. The departments are hereby requested to prepare their curricular planning on the basis of the academic calendar.
5. It is decided that Dr. Santanu Sengupta will upload the question papers as sent by the University of Burdwan on the college website in the prescribed time for Semester VI examination. The examination committee is requested to take necessary steps to make arrangements to ensure submission of answer scripts via both online and hybrid method.
6. All departments are requested to send their internal evaluation marks to Dr. Santanu Sengupta within stipulated time for uploading the same on the University portal.
7. AOB
 - a. Appeals have to be sent to the appropriate authorities of Zilla Parishad for construction of toilet, water dispensing kiosk and a water harvesting/conservation facility.

Sd/-
Coordinator
IQAC

Sd/-
Principal
Polba Mahavidyalaya

08.08.2022

Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held from 2.00 P.M. on 16.08.2022 in the chamber of the Principal.

1. To confirm the proceedings of the previous meeting.
2. To prepare the plan of action for the session of 2022-2023.
3. To discuss regarding the applications received from Dr. Sohini Ghosh, Dr. Abira Banerjee and Dr. Rituparna Hajra to attend Faculty Induction Programmes at various UGC-HRDCs.
4. To discuss regarding the permission sought by Dr. Sanjoy Kumar Ghosh, Dr. Kali Prasad Mishra to take PhD students from the University of Burdwan as supervisors.
5. AOB

Sd/-

Coordinator



Sd/-

Teacher-in-Charge

Meeting Date: 16.08.2022

1. The proceedings of the previous meeting are read out and confirmed.
2. The following is accepted unanimously as the plan of action for the year:
 - a. To enter into MOU/Linkages with other Institutions of Higher Education to develop the overall academic quality of the institution.
 - b. To encourage departments to conduct seminars/workshops to provide academic exposure to both students and faculty members.
 - c. To encourage the arrangement of add-on courses (both in house and in collaboration with external agencies) for enriching the students and instil employable skills in them.
 - d. To conduct regular career counselling classes through the Career Counselling Cell of the institution.
 - e. To prepare for reaccreditation under UGC-NAAC.
 - f. To apply for funds/grant-in-aid to the Department of Higher Education for the development of physical and academic infrastructure of the college.
 - g. To revamp the website of the college. To open a new portal instead of the currently defunct www.polbamahavidyalaya.com.
 - h. To enhance the extension activities through the two NSS Units of the college.
3. Dr. Sohini Ghosh, Dr. Abira Banerjee and Dr. Rituparna Hajra may be permitted to attend Faculty Induction Programmes at various UGC-HRDCs.
4. Dr. Sanjoy Kumar Ghosh, Dr. Kali Prasad Mishra and Dr. Sohini Ghosh may forward their applications to the appropriate authorities of the University of Burdwan for taking PhD students from the University of Burdwan as supervisors.
5. AOB
 - a. The academic calendars and routines are hereby reviewed and accepted.
 - b. The Examination Committee is requested to conduct internal evaluation and take steps to upload the marks in due time on the University portal.
 - c. A team will be sent to attend the youth parliament at Raja Pearimohan College.

The meeting ends with a vote of thanks.

Sd/-

Coordinator



Sd/-

Teacher-in-Charge