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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: **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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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.

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Date: **16-11-2021**

## Notice

An urgent meeting of the IQAC of Polba Mahavidyalaya will be held from 2.30 P.M. on 20.11.2021 in the chamber of Principal Sir.

1. To confirm the proceedings of the previous meeting.
2. To assess the condition of the physical infrastructure of the college on the resumption of teaching-learning in physical offline mode.
3. To ensure proper sanitization of the campus and enforce the following of COVID-19 norms suggested by the appropriate authorities.
4. Review the routine prepared for offline teaching.
5. AOB
  - a. Construction work of water kiosk, toilet and water harvesting facility in the campus.
  - b. Register for NIRF 2022.

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Ref. No. \_\_\_\_\_

Date: 20-11-2021

An urgent meeting of the IQAC of Polba Mahavidyalaya is held from 2.30 P.M. on 20.11.2021 in the chamber of Principal Sir.

1. The proceedings of the previous meeting are read out and confirmed.
2. The condition of the amenities and academic aids in the campus are reviewed and decision is taken to get technicians to repair the necessary items on an urgent basis.
3. Sanitization to be done thoroughly on a regular basis of the campus. COVID-19 safety equipment like mask and sanitizers are to be kept in strategic positions. Regular reports of fever or COVID-19 symptoms among students or staff are to be collected on a daily basis and reports to be sent to appropriate authorities on a daily basis.
4. Routine for offline classes is reviewed and accepted.
5. AOB
  - a. It is informed that the construction work of water kiosk, toilet and water harvesting facility in the campus by Zilla Parishad has commenced.
  - b. IQAC coordinator is requested to register for NIRF 2022 in stipulated time.

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Ref. No. \_\_\_\_\_

Date: **28-02-2022**

## Notice

A meeting meeting of the IQAC of Polba Mahavidyalaya will be held from 1.30 P.M. on 09.03.2022 in the chamber of Principal Sir.

1. To confirm the proceedings of the previous meeting.
2. To review the data prepared for the submission of NIRF 2022.
3. To discuss regarding the rebuilding of the cycle shed and canteen space.
4. To conduct internal examinations in offline mode.
5. Counseling of students to prepare them for offline examination system.
6. AOB

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Ref. No. \_\_\_\_\_

Date: **09-03-2022**

A meeting of the IQAC is held in the chamber of Principal Sir on 09.03.2022 on the basis of the notice dated 28.02.2022

1. The proceedings of the previous meeting are read out and confirmed.
2. The data prepared for the submission of NIRF 2022 are reviewed and confirmed. IQAC Coordinator is directed to complete the submission within due time.
3. Following the hiatus caused by the lockdown situation, it has been found that the canteen space and the cycle shed area need to be repaired for the benefit of the day to day activity of the students. It is proposed here that the appropriate authorities of the college may send a proposal to the office of the B.D.O, Polba for the preparation of the plan and estimate for the same.
4. It is decided that preparations must be taken to conduct the internal evaluations in traditional offline mode. Academic subcommittee is requested to draw a schedule adhering to the COVID-19 norms.
5. As the students have been long disconnected from the traditional offline examination process, the IQAC considers that the departments and the respective mentors must counsel their concerned students/mentees regarding the shift and encourage them to prepare for the same.

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Ref. No. \_\_\_\_\_

Date: 30-04-2022

## Notice

A meeting of the IQAC of Polba Mahavidyalaya will be held from 1.00 P.M. on 17.05.2022 in the chamber of Principal Sir.

1. To confirm the proceedings of the previous meeting.
2. To review the achievements against the plan of action prepared at the beginning of the session.
3. To discuss regarding the application of Dr. Amrita Das, Assistant Professor in Mathematics for a funded project under DST-Serb Excellence in Science Project 2022.
4. Regarding the impending CAS of concerned teachers.
5. AOB

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Ref. No. \_\_\_\_\_

Date: **17-05-2022**

A meeting of the IQAC of Polba Mahavidyalaya is held from 1.00 P.M. on 17.05.2022 in the chamber of Principal Sir.

1. The proceedings of the previous meeting are hereby read out and confirmed.
2. It is seen over the discussion in the meeting that the status of achievements against the plan of action prepared at the beginning of the session are as follows:

<p>a) <b>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></p>	<p>Shift has been successfully done from Online to Offline mode in November 2021. However, there was yet another lockdown in January 2022. The academic activities of the college resumed successfully in February 2022 and has been running as per norms.</p>
<p>b) <b>Provide student support to overcome the challenges of COVID-19.</b></p>	<p>While counselling and other related support has been provided to assist the students to continue their academic endeavours through the respective departments and the mentors, the college in coordination with the IQAC with the guidance and resources received from the District Administration of the Govt of West Bengal organised a COVID-19 vaccination drive in the campus on 04.10.2021 in which 111 students were vaccinated.</p>
<p>c) <b>Prepare the campus for the resumption of offline physical classes keeping in mind the COVID-19 related norms.</b></p>	<p>Regular sanitization and COVID-19 requisite equipment purchased and utilised. Physical and Academic amenities kept functional. Plan has been set for repair of cycle shed and canteen space.</p>
<p>d) <b>Construct a Water Harvesting/Conservation System.</b></p>	<p>Completed with assistance from POLBA BDO and Zilla Parishad, Hooghly.</p>



<p><b>e) Construct an extended hygienic toilet facility for the students in the campus to distribute crowd and maintain COVID-19 norms.</b></p>	<p>Completed with assistance from Zilla Parishad, Hooghly.</p>
<p><b>f) Construct a purified and cold water dispensation unit in the campus to distribute crowd and maintain COVID-19 norms.</b></p>	<p>Completed with assistance from Zilla Parishad, Hooghly.</p>
<p><b>g) Encourage faculty members to apply for funded projects.</b></p>	<p>Dr. Amrita Das, Assistant Professor of Mathematics has been permitted to apply for a funded research project from DST-SERB.</p>
<p><b>h) Expedite the process of construction of the three storied girls' hostel SC/ST under RUSA 2.0, Equity Initiative, Component 11.</b></p>	<p>Construction of the ground floor of the said project is underway. Rs. 50 Lakhs had been released for the said purpose as received to PWD. The date of commencement of the work as per tender was 02.12.2021. By the memo no. 797/75-A dated 2.9.2022 of PWD, it is seen that Rs. 37, 79, 141/- has been expended. Balance to be refunded is Rs. 12,20, 859/-.</p>

3. The application of Dr. Amrita Das, Assistant Professor in Mathematics seeking to apply for a funded project under DST-Serb Excellence in Science Project 2022 is reviewed and accepted. Dr. Das may apply for the project adhering to all norms and rules of DST-SERB and Polba Mahavidyalaya.
4. It is noted that the promotion of Narugopal Kaibarta, Dr. Kali Prasad Mishra, Dr. Sanjoy Kumar Ghosh and Smt. Sharmistha Gupta Dutta to Associate Professor from Assistant Professor Stage 3 is due as per CAS. The concerned are requested to submit their papers to the IQAC for review.

The meeting ends with a vote of thanks.