

Meeting on 06.05.2026**Ref. No. IQAC-6 dated 22-04-2026****The following members were granted leave of absence:**

1. Dr. Sudip Bandyopadhyay
2. Dr. Saradee Sengupta
3. Dr. Pradipta Kumar Basu
4. Dr. Mohanlal Ghosh

Resolutions of the meeting:

The Chairperson welcomes all the members present in the meeting. Discussion as per agenda is held at length and the resolutions adopted agenda-wise are being recorded below:

Agenda 1: Confirmation of Previous Minutes (dated 22.09.2025) and Review of Action Taken Report

Resolution 1: With the permission of the Chair, the Coordinator of IQAC read the minutes of previous meeting. After a brief discussion, the house unanimously confirmed the minutes of the IQAC meeting held on 22/09/2025. The Action Taken Report (ATR) was presented by the IQAC Coordinator and thoroughly discussed. Members expressed satisfaction with the progress made on previously resolved issues. However, it was resolved that pending actions, should be expedited and completed within a stipulated timeframe. The respective departments will be requested to submit the compliance reports to the IQAC at the earliest possible opportunity.

Agenda 2: Publication of the Science Bulletin

Resolution 2: It was resolved that the college will publish a Science Bulletin on a regular basis to promote scientific awareness and academic engagement among students and faculty. A dedicated editorial committee comprising faculty members from science departments will be constituted to oversee content collection, editing, and publication. Contributions such as articles, research highlights, and recent scientific developments will be invited. The bulletin will be made available in both print and digital formats.

Agenda 3: Feedback from students about syllabus and about college

Resolution 3: The IQAC resolved to implement a structured mechanism for collecting student feedback on syllabus delivery, teaching-learning processes, and overall institutional facilities. Standardized feedback forms through Google Forms will be circulated among the students for this purpose. The collected responses will be systematically analyzed, and a comprehensive report will

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subsequently be prepared. Based on the observations and findings, necessary measures will be undertaken to enhance academic quality and infrastructural facilities. The Heads of the Departments will be entrusted with the responsibility of ensuring the proper execution of the entire process.

In this connection, Dr. Snehasis Banerjee placed before the House the proposed 26-point feedback questionnaire to be shared with the students for collecting feedback. After detailed discussion, the House unanimously endorsed the said Google Form for implementation.

Agenda 4: Initiatives for ISO Certification: Green Audit and Energy Audit

Resolution 4: The committee resolved to initiate the process for obtaining ISO Certification for the institution. As a preliminary measure, Green Audit and Energy Audit will be conducted through certified external agencies. A core committee will be constituted to coordinate with the auditing agencies and to supervise the necessary documentation and compliance procedures. In this regard, Dr. Bikash De was entrusted by the House with the responsibility of overseeing the entire process.

The institution will also undertake necessary eco-friendly initiatives and adopt energy-efficient measures in accordance with the recommendations of the audit reports.

Agenda 5: Implementation of E-waste Management Practices

Resolution 5: It was resolved to adopt a systematic E-waste Management Policy in the college in compliance with the directives of HE Department, Govt. of West Bengal. The institution will collaborate with authorized e-waste recycling agencies for the safe disposal of obsolete electronic items. Awareness programmes will be conducted to educate students and staff about responsible e-waste handling. Designated collection points will be set up within the campus to facilitate proper segregation and disposal.

Agenda 6: Organization of ICIE Self-help Training Programme under Career Counseling Cell

Resolution 6: The IQAC resolved to organize an ICIE self-help training programme under the Career Counseling Cell to enhance students' employability and entrepreneurial skills. The programme will include sessions on skill development, self-employment opportunities, and financial literacy. Experts and resource persons from relevant fields will be invited. A schedule for the programme will be prepared and widely circulated among students.

Agenda 7: Digital Documentation of Published Research Papers

Resolution 7: It was resolved to create a centralized digital repository of all published research papers by faculty members across departments. Each department will submit soft copies of research publications along with relevant details to the IQAC. The repository will be maintained on the

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college website or institutional database to ensure easy accessibility, visibility, and academic transparency. Regular updates will be ensured.

Agenda 8: Matters arising

Resolution 8: Under matters arising, members discussed the need for further strengthening of academic and administrative practices.

- a) Dr. Asis Kumar Basu proposed that the institution organize a commemorative symposium on the occasion of the 150th anniversary of Ananda Math, the celebrated literary work authored by Rishi Bankim Chandra Chattopadhyay, one of the most distinguished alumni of this institution. The House appreciated the proposal and resolved that the programme may include invited lectures by eminent academicians, panel discussions, student participation, and cultural activities highlighting the literary, historical, and socio-cultural significance of the work and the contribution of Bankim Chandra Chattopadhyay to Indian literature and nationalism. The humanities departments will be requested to prepare a detailed programme schedule and submit the same for approval.
- b) The Principal of the institution emphasized the need for comprehensive up-gradation of the college website in order to make it more informative, student-friendly, and academically resourceful. It was proposed that detailed information regarding the structure, curriculum, learning outcomes, career prospects, and scope of the various Undergraduate (UG) courses offered by the institution be incorporated into the website. The House further resolved that each department will be requested to provide updated academic content, departmental profiles, faculty details, and relevant student-support information for timely uploading to the website. Necessary steps will also be undertaken to improve the accessibility, regular maintenance, and overall functionality of the institutional website.

There being no other business to transact, the meeting ended with vote of thanks to and from the Chair.


Principal
Hooghly Mohsin College

 7.5.28
Coordinator, IQAC
Hooghly Mohsin College