Shimurali Sachinandan College of Education
Shimurali, Nadia – 741248
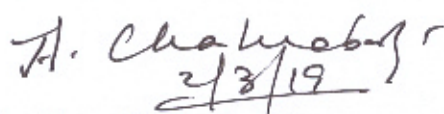
Date: 2nd March, 2019

Notice

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

A meetings of the Internal Quality Assurance Cell (IQAC) of the Shimurali Sachinandan College of Education is scheduled to be held on **9th March, 2019 at 1:30 p.m.** in the Principal's Chamber. All the members of the IQAC are requested to make it convenient to present.
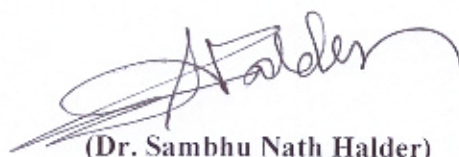
AGENDA

1. Confirmation of the minutes of the last meeting held on 15th December, 2018
2. Discussion Regarding Initiation of Innovations in the Teaching-Learning Process
3. Discussion Regarding online admission in Stand-alone Basis
4. CCTV Surveillance across the College Campus
5. Up-gradation of Local Area Network
6. Establishing a Free WiFi Zone on the College Campus.
7. Implementation of Digital Library System in the Library
8. Implementation of RFID Technology in the Library
9. Revised Accreditation Framework of NAAC
10. Any other matter with the permission of the Chair.

Countersigned

(Dr. Ahana Chakraborty)
Chairperson, IQAC

Dr. Ahana Chakraborty
Principal
Shimurali Sachinandan College
of Education
P.O.-Shimurali, Dist.-Nadia, Pin-741248, W.B.
Ph. No.-03473-225035

(Dr. Sambhu Nath Halder)
Coordinator – Member Secretary, IQAC

Co-ordinator, IQAC
Shimurali Sachinandan College of Education
P.O.-Shimurali, Dist -Nadia
W.B. Pin-741248

Shimurali Sachinandan College of Education
Shimurali, Nadia – 741248
MEETING OF THE INTERNAL QUALITY ASSURANCE CELL
Held on 9th March, 2019 at 1:30 p.m. in the Principal's Chamber

Members Present

1.	Dr. Ahana Chakraborty	Chairperson
2.	Sri Tibrajyoti Das	Member
3.	Dr. Sarmila Das	Member
4.	Dr. Trishna Goswami (Kundu)	Member
5.	Sri Tirtha Pratim Mal	Member
6.	Camellia Yasmin	Member
7.	Smt. Anindita Bachhar	Member
8.	Dr. Santanu Sen	Member
9.	Jakir Hossain Mondal	Member
10.	Sri Soumen Neogi	Member
11.	Dr. Sambhu Nath Halder	Coordinator

The meeting was chaired by Dr. Ahana Chakraborty

Minutes of the Meeting

AGENDA 1: Confirmation of the minutes of the last meeting held on 15th December, 2018

The minutes of the last meeting held on the 15th December, 2018 were read and confirmed.

AGENDA 2: Discussion regarding initiation of innovations in the teaching-learning process

It was decided that feedback and quality would be ensured through video graphs of teaching. B.Ed internships must be captured on video and shown to students-teachers for correction and self-development.

AGENDA 3: Discussion regarding online admission in stand-alone basis

It has been unanimously decided that the college will conduct online admissions on a stand-alone basis. It was thoroughly discussed and decided that the online admission procedure would be designed and developed to help remote students seeking admission to colleges in a more timely, accurate, and systematic manner. The College online Admission

Management System will streamline all aspects of the student admission process, including online registration, fee payment and collection, merit list generation, and admission confirmation, while maintaining operational transparency.

AGENDA 4: CCTV Surveillance across the College Campus

The members of the committee have resolved to install CCTV cameras throughout campus to provide for effective surveillance of internal and external activities, as well as rigorous college security. Two monitoring systems will be installed, allowing for regular inspection. It was also decided that the RUSA 2.0 Fund would be used for this purpose.

AGENDA 5: Up-gradation of Local Area Network

The institution has decided to purchase a server and implement a unified networking architecture throughout campus to improve Local Area Network access and data sharing to nodal systems and output devices. The IQAC decided to complete this procedure this year, in which all of the devices on campus would be linked together and connected to the Internet.

AGENDA 6: Establishing a Free WiFi Zone on the College Campus.

It has been unanimously decided that the college will turn the campus into a totally free WiFi zone, and the necessary equipment will be deployed all throughout the campus to achieve this goal. Further, it was described how this wireless networking technology enables a variety of devices to connect to the Internet, including computers (laptops and desktops), mobile devices (smart phones and wearables), and other devices (printers and video cameras). With the help of the free wifi, both students and instructors will be able to connect to the outside world, which is crucial for them to access digital resources and finish their tasks.

AGENDA 7: Implementation of Digital Library System in the Library

The members of the committee have unanimously resolved that the institution will implement an Institutional Digital Repository with DSpace Digital Library Software. Further, it was discussed that DSpace is a software package that is commonly used to create digital content access repositories for scholarly and/or published work. Furthermore, it was decided that DSpace would be installed and configured on an Ubuntu Linux-based server for an unlimited number of users.   Dr. Sambhu Nath Halder is requested to take the initiative to utilise the RUSA 2.0 Fund for this purpose.

AGENDA 8: Implementation of RFID Technology in the Library

Members of the committee have agreed that the college will adopt Radio Frequency Identification (RFID) technology in the library, which would result in significant improvements such as automatic issue return, security of library resources, inventory control, and so on. Furthermore, the start-up plan for RFID implementation was resolved as described below.
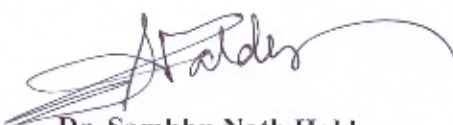
RFID Startup Plan

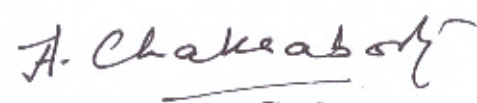| Sl No.	Particulars	Quantity
1.	RFID Tags(UHF) for Books	12,000
2.	Integrated Staff Station Reader (UHF) for Tagging/Circulation	01
3.	Member Card for for Users	250
4.	RFID (UHF) Gate Antenna System (1 Pair)	01
5.	Standard Middleware Software (Layer Software) with integration of Koha ILMS and RFID	01

AGENDA 9: Revised Accreditation Framework of NAAC

The decision has been made to expedite the initiative for data preparation procedures for the second cycle of NAAC accreditation. A one-day workshop on the NAAC's revised accreditation framework will be held as part of this on April 25, 2019, in the college's Multipurpose Hall for all academic and staff members.

AGENDA 10: Any other matter with the permission of the Chair.

There being no other matters (to be dealt with), the meeting was ended with vote of thanks to the chair.

Dr. Sambhu Nath Halder
Coordinator – Member Secretary
Co-ordinator, IQAC
Shimurali Sachinandan College of Education
P.O.-Shimurali, Dist -Nadia
W.B. Pin-741248

Dr. Ahana Chakraborty
Principal & Chairperson
Dr. Ahana Chakraborty
Principal
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