



**Minutes of the meeting of the IQAC, M.B.B. College, Agartala
held on the 19th of Nov 2018 at 3 pm in the Principal's Chamber**

A meeting of the IQAC was held at 3pm on the 19th of Nov 2018 at the Principal's Chamber chaired by the Principal, M.B.B. College, Agartala to discuss the following agenda:

1. Framing of IQAC activities & schedules
2. Submission of AQAR to NAAC
3. Miscellaneous

Following members were present in the said meeting:

1. Dr. Surajit Sengupta
2. Luther Debbarma
3. Dr. Mukesh Mitra
4. Chandan Debnath
5. Ratul Chakraborty
6. Dr. Ashish Mitra
7. Dr. Chhanda Bhattacharyya
8. Nilima Biswas
9. Dr. Surajit Sen
10. Dharendra Debbarma

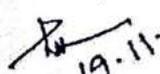
Discussions and resolutions taken in the meeting are as follows:

1. The Chairman initiated the meeting by greeting the members present and then emphasised the overall paramount importance of the IQAC for the overall development of the institution. He also underlined the role of IQAC playing a pivotal role in NAAC Accreditation and Assessment.
2. Dr. Surajit Sen briefly discussed the criteria of NAAC SSR and then in length dwelt on the innovative initiative undertaken through the online college web portal which have multi-purpose utilities like publishing individual teachers' lesson plans, class summary with number of students present, lecture notes, etc. besides the provision of updating their personal, academic and research bio-data, etc. Dr. Sen stated that this initiative would not only reflect the preparedness of the teachers but also their regularity and the response of the students in terms of attendance besides making the lecture notes available. Dr. Sen commended Sri. Ratul Chakraborty who created this in-house web-portal of the college. However, Dr. Sen also pointed out the most of the teachers have not adopted the facilities of this we-portal.
3. Dr. Chhanda Bhattacharyya opined that such a noble initiative must be implemented mandatorily and suggested for a workshop for the faculty members. Mr. Dharendra Debbarma seconded the proposal and accordingly it was decided that Mr. Ratul Chakraborty will look into the matter for arranging the workshop. Mr. Luther Debbarma also suggested that after the workshop there must be weekly follow-up action to encourage the continued usage of the web portal and the proposal was unanimously agreed upon.
4. Dr. Sen brought up the issue of feedback from the stake holders. The idea to initiate online surveys were discussed and it has been unanimously decided to begin the process in the 3rd week of January 2019.

5. Dr. Sen also raised the issue of linking attendance with part of internal marks in the line of Calcutta University. Dr. Bhattacharyya and Mr. Dharendra Debbarma opined that if the idea is materialised then the students attendance would definitely increase and thereby increase the overall quality of education. It was then decided that the matter would be taken up the Maharaja Bir Bikram University (MBBU) at the earliest.
6. The Principal, who is also the Chairman of IQAC, emphasised the need of Mentor-Mentee relationships between the teachers and students and he also suggested the introduction of Continuous Evaluation Process. A decision was reached upon for indentifying the slow/ adadvanced learners as well as take up the matter of Continuous Evaluation with MBBU at the earliest.
7. Dr. Sen also raised up the issue of ICT in the classrooms and it was unanimously decided to increase the number of ICT faciiliites in the classrooms by taking up the matter with Directorate of Higher Education (DHE), Govt. of Tripura and in the mean time a mechanism for using the presently constrained ICT resources would be framed.
8. Mr. Luther Debbarma suggested the introduction of concept of dividing the students into 4 Houses for increasing the atmosphere of participation in different events (e.g., literary, sports, cultural, etc). Dr. Bhattacharyya further advised to incorporate the dates of events in the Annual Calendar. Further, she also suggested that each year a department may be given the charges, of hosting the annual events on rotation. The Chairman opined that preferably the dates should be close to *Saraswati Puja*.
9. The Chairman and Dr. Sen highlited the issue of unavailability of sports infrastructure, mainly the fields, and also informed the other members that two construction proposals (one, being a swimming pool and the other a indoor gymnasium) initiated by the Department of Youth & Sports Affairs, Govt. of Tripura under the "Khelo India" scheme are still lying with the DHE for over two months. Mr. Dharendra Debbarma was requested to pursue the matter.
10. Mr. Luther Debbarma also raised up the issue of the need of sactioned posts of college teachers (category-wise) from the DHE since the data is required now and then. It has been decided that a letter to this effect would be written to the DHE.
11. A proposal to set up a Research Cell was brought up by Dr. Surojit Sengupta. He emphasised the need of mentoring in the field of personal research.
12. Dr. Sengupta also requested to the members for exploring the possiblities of Extension Activities. The Chairman cited the existence of adopted villages both by the NCC and the NSS and assured to strengthen both the units. Further, the Chairman also encouraged to begin preparations for introducing Online Mock Competitive Examinations for all the students of Tripura in the college website as a gesture of Extension Activity for all the aspirants.
13. The Chairman further outlined the need to intensify and encompass all the departments for Faculty Exchange Programmes. Dr. Bhattacharyaa seconded the proposal and suggested that during such programmes or otherwise, the students may be encouraged for paper presentations, etc and that certificates may be issued for motivating them.
14. Mr. Luther Debbarma queried if Value Added Courses would be introduced so as to prepare the students for better employability. Dr. Sen stated that the Counselling &

Placement Cell of the college should be more proactive and invite the employers for visiting our college to assess the students. The Chairman agreed and assured to strengthen the concerned Cell. Dr. Mukesh Mitra questioned the possibility of introduction of such courses due to the present excessive load of classes and the scarcity of faculty members. It was then unanimously decided that Value Added Courses would begin through SWAYAAM.

15. The Chairman informed of the possibility of "linkages with industry". Being non-technical institution, and also due to the fact that the syllabus have no provision for training component in industries, if the "linkage" materialises students may be sent over to the industries for short periods of time.
16. Mr. Luther then raised up the issue of Alumni Association. During the discussions, Dr. Bhattacharyya suggested for a meeting with the existing office bearers and also to offer them a office room in the campus. The proposal was unanimously accepted.
17. It was decided to hold the next meeting in the 4th week of January, preferably in the second half of the day. The meeting ended with thanking the Chairman.


19.11.18
Principal,
M.B.B. College,
Agartala, Tripura.

Copy to:

1. PS to the Principal, M.B.B. College, Agartala for records.
2. Secretary, Teachers' Council, M.B.B. College, Agartala for information.
3. Convenor, IQAC, M.B.B. College, Agartala for information and necessary action.
4. Dr. Chhanda Bhattacharyaa, Member, IQAC, M.B.B. College, Agartala for information.
5. Mr. Dharendra Debbarma, Member, IQAC, M.B.B. College, Agartala for information.
6. Mr. Shivaji Kar Bhowmik, Member, IQAC, M.B.B. College, Agartala for information.
7. Dr. Mukesh Mitra, Member, IQAC, M.B.B. College, Agartala for information.
8. Dr. Sandip Chakraborty, Member, IQAC, M.B.B. College, Agartala for information.
9. Dr. Asish Mitra, Member, IQAC, M.B.B. College, Agartala for information.
10. Mr. Chandan Deb Nath, Member, IQAC, M.B.B. College, Agartala for information.
11. Ms. Nilima Biswas, Member, IQAC, M.B.B. College, Agartala for information.
12. Mr. Ratul Chakraborty, Convenor, Academic Committee, for information and request to upload the minutes in the website.