

**Agenda:-**

1. To read and confirm the proceedings of the last meeting.
2. Report on action taken of the proposals of the last meeting.
3. Discussion regarding preparation and uploading of e-content.
4. Proposal for a workshop of the Teaching Faculty in handling of Virtual Class Room
5. To Consider the Recommendations of the Research Committee.
6. To Design Learning outcomes of various programmes for uploading on the Website.
7. Presentation and Approval of Event Calendar for the session 2017-18 by the Co-ordinator.
8. Prepare the AQAR & Submission.
9. Feedback Analysis Report by the Principal.
10. Miscellaneous, if any.

**MEMBERS PRESENT:**

- 1) Dr. S. De
- 2) Dr. B. Tarafdar
- 3) Prof. K.K. Bardhan
- 4) Prof. S. Vidyanta
- 5) Prof. S.K. Dhar
- 6) Prof. S. R. Bandyopadhyay
- 7) Prof. D. Chakraborty
- 8) Prof. K.S. Banerjee
- 9) Dr. B. Biswas
- 10) Dr. M. Lahiri
- 11) Sri P. Pramanick

## MINUTES OF THE MEETING

CHAIRPERSON: DR. S.DE

COORDINATOR: DR. B. TARAFDAR

S.NO	Suggestions/put forward by	Outcome of the discussion	Action to be taken
1.	Dr. B. Tarafdar	The action taken report was placed by the Coordinator	To be uploaded on the college website
2.	Dr. S. De	Workshop on e-content development on 5 <sup>th</sup> and 6 <sup>th</sup> June 2017 tentatively	Dr. S. R. Bandyopadhyay was requested to communicate the same to the Speaker
3.	Dr. B. Tarafdar	Training on handling of virtual classroom on 30 <sup>th</sup> May 2017	Notice to be put up for maximum participation by faculty members
4.	Dr. M. Lahiri	Recommendations of Research Committee placed i) Request Enlistment of the college journal by WBSU on publication ii) One week workshop on NDL to be conducted by the Librarian iii) Recommendation of some award for publication of papers in journal having impact factor iv) Recommendation of a week's on duty leave for preparation or field study for project submission	The Principal was requested to do the needful
5.	Dr. B. Tarafdar	Learning outcome to be submitted by 13 <sup>th</sup> May 2017 and to be uploaded thereafter	Heads of Departments to be notified
6.	Dr. B. Tarafdar Prof. S. Vidyanta	<ul style="list-style-type: none"><li>Event Calendar for 2017-18 placed.</li><li>Door to door survey by NSS prior to onset of monsoon</li></ul>	Approved by the House
7.	Dr. B. Tarafdar	Criterion wise data collection and preparation of AQAR by work groups was put forward	Coordinator was requested to do the needful for timely submission of AQAR
8.	DR. S. De Dr. B. Tarafdar Prof. S. R. Bandyopadhyay	<ul style="list-style-type: none"><li>Unmesh Dutta, a final year student be introduced in IQAC as Student representative</li><li>Notification on college website inviting willing agencies to take up campus recruitment</li><li>360 deg feedback needs to be arranged</li><li>Courses on voice modulation, recitation and news presentation was proposed</li></ul>	The Principal was requested to do the needful The career counseling cell was requested to communicate with employing agencies

9	Dr. S. De	<ul style="list-style-type: none"><li>• Feedback Analysis was placed by the Principal</li><li>• The Reports would be sent to respective teachers.</li><li>• An overall analysis to be uploaded on college website.</li></ul>	
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