

A meeting of the IQAC will be held on 17/06/19 at 12.00 noon to discuss the following:

- 1) To read and confirm the proceedings of the last meeting held on 15/03/19.
- 2) Report on the action taken of the last meeting held on 15/03/19.
- 3) To discuss about the Seminar sponsored by the NAAC.
- 4) To place the report of the Academic and Administrative Audit, 2018-19.
- 5) To place the Academic Calendar, 2019-20.
- 6) To place the Event Calendar, 2019-20.
- 7) To place the Plan of Action for 2019-20.

Members present:

- 1) Dr. S. De.
- 2) Smt. Manju Basu.
- 3) Dr. K. K. Bardhan.
- 4) Dr. B. Tarafdar.
- 5) Smt. D. Chakraborty.
- 6) Sri P. Pramanick.
- 7) Dr. M. Lahiri.
- 8) Smt. K. Sen BAnerjee.
- 9) Sri S.R. Bandyopadhyay.

Minutes of the Meeting

Chairperson: Dr. S.De.

Coordinator: Dr. B. Tarafdar.

S. No.	Put forward by	Outcome of the discussion	Action to be taken
1.	Dr. B.Tarafdar	Read out the proceedings of the last meeting held on 15/03/19.	Confirmed by the House.
2.	Dr. B. Tarafdar	<p>The Coordinator informed the House that:-</p> <p>a) A Proposal, sent to NAAC for organizing a Seminar on “Student Satisfaction Survey: Role of Students in Quality Assurance and Assessment under the Revised Accreditation Framework”, has been approved.</p> <p>b) The Academic & Administrative Audit for the Departments, Office and Library for the session 2017-18 was done on & from 2nd April to 6th April, 2019.</p> <p>c) As per our earlier proposal to organise a seminar on “Intellectual Property Rights” Dr Satyajit Dhar, Professor, Department of Business Administration, University of Kalyani was contacted and requested to deliver a lecture and he has kindly given his consent for the same. Two more Resource persons on the same topic are being contacted Dr. B.R. Ambedkar Shatabarshiki Mahavidyalaya has also given their consent to collaborate with us for the said seminar.</p> <p>d) The World Earth Day was celebrated on 22.04.2019. A large number of teachers and students participated in the seminar.</p> <p>e) A seminar on Drone was conducted by Chandan Sarkar, Department of Geography, on 23.4 19.</p>	

3.	Dr. B. Tarafadar	The Coordinator informed the members that as the Proposal sent to NAAC for organizing a Seminar on “Student Satisfaction Survey: Role of Students in Quality Assurance and Assessment under the Revised Accreditation Framework” has been approved and a panel of three members has been sent for the one-day State level Seminar on 15.09.2019.	The House decided that the following be contacted from the three - member panel sent by the NAAC. Dr. A. P. Padhi , Former Vice-Chancellor & Member EC, NAAC & Member, EC, Central University, Sambalpur Dr. Shorosi Mohan Dan , Former Vice-Chancellor, University of Burdwan & Member EC, NAAC.
4.	Dr. S. De	The Principal, Dr. S. De informed the House that the Report of the Internal Audit has been handed over to the H.O.Ds of the respective departments with necessary suggestions. She also informed that the departments have been asked to place the Compliance Report of the follow- up actions taken.	Accepted
5.	Dr. B. Tarafadar	The Co-ordinator placed the Academic Calendar for the session 2019-20.	Unanimously accepted by the House.
6.	Dr. B. Tarafadar	Dr. B. Tarafdar placed the Event Calendar for the session 2019-20.	Accepted with a few modifications
7.	Dr. B. Tarafdar	Plan of Action for 2019-20 was placed : 1. To increase the number of in-house trainings conducted for e-module preparation by teachers so as to maximize the participation of teachers in the process. 2. All e-modules to be uploaded on the college website.	Accepted

		<ol style="list-style-type: none">3. To introduce internship programmes for students.4. Introduction of Induction programme and structured mentoring.5. Increase in the number of extension activities.6. Academic and Administrative Audit by Peer Team.7. Continuation of Earn-While-You-Learn scheme by the College.8. MOU with neighboring college/s to enable the teachers to teach their subject of expertise to students of other institutions.9. To arrange a Reunion program for ex-students.10. Analysis of results to evaluate the effect of CBCS Curriculum.11. Scanned copy of the IQAC resolutions to be stored.12. Office should initiate the storage of scanned copies of Marksheets.13. Rainwater harvesting project to be taken up.14. All faculty records to be documented through Google Doc files for collective documentation and editing prior to upload as well as to facilitate better storage of data.	
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