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### **Notice**

A meeting of Internal Quality Assurance Cell will be held on 11<sup>th</sup> April 2022 at 3 p.m. in Principal's room to discuss the following agenda.

1. To confirm the minutes of the last meeting
2. To discuss the status of preparedness in respect of the submission of AQAR 2021-22.
3. To discuss the following:
  - (i) Expansion of IQAC as per guidelines of NAAC
  - (ii) Certificate programme by Entrepreneurship Development Cell
  - (iii) Feedback system
  - (iv) Mentor-mentee guidelines
  - (v) Academic Calendar for 2022-23 (events to be organized between January 2023 to June 2023)
  - (vi) Seminars/conferences/workshops conducted/to be conducted by the institution during the year.
  - (vii) Progress in Library Activities.
  - (viii) Institutions Performance Appraisal System for teaching, and non- teaching staff
  - (ix) Collaborative quality initiatives with other institution(s) (MOUs with Brainware University, PIBM, Anudip Foundation, Institute of Tally Learning)
  - (x) Quality audits on environment and energy
  - (xi) Prescribed code of conduct for students, teachers, administrators and other staff.
4. Approval of PBAS of Ms Damayanti Bakra and Sh Abrar Alam.
5. Miscellaneous.

**DATE: 10.04.2023**

**(Prof Arunabha Mishra)  
Chairperson, IQAC**



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**Minutes of IQAC meeting held on 11<sup>TH</sup> April, 2023**

**Members present**

1. Prof Arunabha Mishra, Teacher-in-Charge, Chairman
2. Dr Sandip Mukherjee
3. Dr Suparna Nandy (Pal)
4. Dr Debasish Joddar
5. Dr Sarajit Sardar
6. Dr Symashree Basu
7. Dr Debalina Banerjee
8. Shri Sumit Manna

1. Prof Arunabha Mishra, Teacher-in-charge requested the Coordinator to initiate the discussion by confirming the minutes and action taken report of last two meetings.
2. The following are the action taken on the discussions of meeting dated 17-11-2022
  - (i) The Criteria Coordinators ensured that the Academic Calendar of 2022-23 will soon be finalized and displayed in the website.
  - (ii) The initiative to form a greener campus was encouraged by the members and decision to involve few non-teaching and casual staff was ensured. Coordinator of Criteria 7 was asked take the initiative.
  - (iii) PBAS data is being filled up by the teachers. A form has been designed for the non-teaching staff of the college and will be implemented as early as possible.
  - (iv) While discussing the e-governance metric it was informed by the Coordinator, Criteria 4 that steps are being taken to institutionalize/standardize e-governance process.
  - (v) The decision to include Dr R S Gangopadhyay has been communicated and the Honourable member has ensured his participation.
3. The following are the action taken on the discussions of meeting dated 19-11-2022
  - (i) The librarian reported that the plan for updating the database could not be completed due to non-availability of data entry operator.



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- (ii) A Budget monitoring Register has been introduced to keep an eye on the expenditure utilization certificate and report.
  - (iii) The process to make the website responsive has been initiated by the ICT Subcommittee and will soon be completed.
4. The Criteria Coordinators assured that the AQAR 2021-22 will be uploaded in due time.
  5. While discussing Agenda relating to expansion of IQAC as per the guidelines of NAAC it was resolved that the Chairperson will invite names of students who can be included as Students' representative in the IQAC. The Chairperson will also try and include a member each from Alumni, Administration and Management. It was also requested by the Coordinator to search a suitable representative from industrialists and employer.
  6. The Agenda on Certificate programme was discussed and the following was resolved
    - (i) the Certificate programme on Mushroom Culture initiated by the Entrepreneurship Development Cell was approved and proposal will be sent to the Governing Body for final approval.
    - (ii) a proposal of a Certificate Course in Tally/GST/e-filing/DBMS in association with The Institute of Tally Learning was placed by the Coordinator and it was approved in-principle subject to the approval of Governing Body.
    - (iii) it was proposed that a Certificate Course in Nutrition may be introduced by the Department of Physiology to which all the members agreed and the Chairperson was requested to discuss with the concerned department
  7. While discussing the Feedback System it was pointed out by Dr (Mrs) Suparna Pal that the response of the students was not satisfactory and the Chairperson requested that the efforts be made to improve the same.
  8. The Mentor-mentee guideline suggested by the Coordinators of Criteria 2 and improvements suggested by the Coordinator was discussed and it was resolved that the Criteria Coordinators would take necessary step to circulate the same among the members after suitable modifications if necessary.



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9. The issue related to Academic Calendar has already been discussed.
  10. The Coordinators of Criteria 2 ensured that the Seminars/conferences/workshops for the years 2022-23 and 2023-24 will be included in the respective Academic Calendars.
  11. The issue relating to progress in Library Activities was discussed at length. The librarian Mr Sumit Manna informed the members that he tried to hire the students of IGNOU studying Library Science as Data Entry Operators but the students did not turn up as they were unhappy with the amount of remuneration. Mr Manna also informed that he is still in touch and is trying to convince them. The Chairperson as well as the members asked him to take necessary action related to updating the catalogue and issue necessary instructions to the departments for weeding out old books.
  12. The Coordinator informed the members that the digital PBAS for collecting data related to the period July 2022 to December 2022 will be shared with the teachers for collecting necessary data to which the members agreed and approved.
  13. The Coordinators informed the members that three MoUs are in the pipeline for approval. The members approved the same for signing.
  14. As per the AQAR, quality audits on environment and energy are need of the hour. The Coordinator of Criteria 7 acknowledged the need of the same and agreed to renew the MoU with Redivivus Recyclers Private Limited
  15. The Coordinator of Criteria 7 ensured that necessary action will be taken to upload the prescribed Code of Conducts for students, teachers and other staff in the website.
  16. The PBAS of Ms Damayanti Bakra and Sh Abrar Alam which was checked and verified by Dr P S Mallick was approved by the members.
  17. The meeting concluded with a vote of thanks to the chair.

**DATE:**

**(Prof Arunabha Mishra)  
Chairperson, IQAC**



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**Action taken report of meeting dated 11.04.2023**

1. Academic calendar 2022-23 is being finalized and will be displayed in the website
2. A plan, programme and budget to form a greener campus and quality audits for the academic year 2023-24 has been drafted by Coordinator, Criteria 7. The same will be implemented after due consultation with the other colleges.
3. The PBAS data are being collected.
4. The decision to expand IQAC as per the guidelines of NAAC is being discussed.
5. The decision to initiate new Certificate courses will be placed before the Governing Body and finalized.
6. The feedback from the students has collected and report is being prepared.
7. The Academic Calendar 2023-24 will be finalized and displayed in the website.
8. The issue of updating the database of the library is in progress and will be implemented. The plan to weed out of old books is being finalized.