



Notice

A meeting of Internal Quality Assurance Cell will be held on 17th November, 2022 at 3:00 p.m. in Principal's room to discuss the following agenda.

1. To discuss the preparation of AQAR 2021-22 in respect of Criteria 1, Criteria 3, Criteria 6 and Criteria 7 in the light of AQAR report review 2020-21.
2. To discuss the preparation of AQAR 2022-23 in respect of Criteria 1, Criteria 3, Criteria 6 and Criteria 7 in the light of AQAR report review 2020-21.
3. To discuss the readiness for reassessment.
4. Miscellaneous.

DATE:15.11.2022

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



Minutes of IQAC meeting held on 17th November, 2022

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 Debalina Banerjee
6. Dr Sarajit Sardar
7. Dr Pushan Banerjee
8. Dr Symashree Basu
9. Dr Priyanka Khanduri
10. Shri Sumit Manna

1. In the opening address Prof A Mishra stressed on the need of submitting the AQAR on a regular basis and within due time. He also emphasizes on the need to plan the AQAR 2022-23. He requested the Criteria Coordinators to initiate the discussions on the various Criteria scheduled for discussion. He insisted on the preparation and display of the academic calendar. Prof Mishra asked the IQAC Coordinator to discuss action taken report of the last meeting in a meeting where all the members would be present.
2. Dr (Mrs)Debalina Banerjee, in-charge of Criteria 7 started the discussion by stating that she and other members of the Criteria would try to complete the uploading of data in the NAAC portal in due time. She informed the members about the plan to organize gender equity and gender sensitization workshop/seminars. She also requested the Teacher-in-charge to repair/revive the solar energy plant as a part of energy conservation process. Dr Banerjee suggested to contact a landscaping agency to plan a Greener Campus. Professor Arunabha Mishra, Teacher-in-charge opined that the suggestions would be considered and decisions be taken after discussion in the Governing Body/Finance Committee.
3. Dr Pushan Banerjee, Coordinator, Criteria 3 suggested that the extension activities of NSS be planned and executed and records be shared properly. Criteria Coordinator insisted that all the faculty members have to fill up the Google form designed as PBAS as the data would be



required to fill up the AQAR 2021-22. He also assured that the data related to the Criteria would be filled up in the NAAC portal.

4. Dr Sarajit Sardar, Coordinator, Criteria 6 suggested improvements of e-governance in the areas of administration, finance and accounts, students admission and support by purchasing and installing appropriate software. He stressed on the importance of record keeping. Criteria Coordinator also reminded that all the faculty members have to fill up the Google form designed as PBAS as the data would be required to fill up the AQAR 2021-22. He also wanted that a separate form for non-teaching staff need to be designed. Dr Sardar suggested that a FDP may be conducted on Teaching-learning pedagogy in the month of December/January. The Criteria Coordinator insisted that the filling up of digital PBAS is vital for timely submission of data of AQAR 2021-22.
5. The discussion related to Criteria 1 did not take place due to absence of Dr (Mrs) Pranati Sinha Mullick, Coordinator of Criteria 1.
6. Professor Arunabha Mishra, Teacher-in-charge noted the suggestions made. He opined that the suggestions of IQAC would be placed before the Governing Body/Finance Committee appropriate decision would be taken.
7. While discussing items under miscellaneous Professor Mishra suggested that Dr R S Gangopadhyay, ex-principal may be included in the IQAC as a representative from local society to which all the members unanimously agreed.
8. The PBAS of Dr Debalina Banerjee and Ms Pritha Banerjee was then placed in meeting and everyone opined that after proper scrutiny by Dr (Mrs) P Sinha Mallick, the same be considered for their promotion to the next stage.
9. The meeting concluded with a thanks to the chair.



Action taken report of meeting dated 17-11-2022

1. Two programmes on Gender sensitization has been organized on 6th and 7th February, 2023.
 2. The decision to employ a landscaping agency for a Greener campus is yet to be implemented due to lack of suitable agency/manpower.
 3. Necessary steps are being taken to revive the Solar Panel.
 4. The Convener of the NSS sub-committee has been asked to keep the records and share them as and when necessary.
 5. The Google Form designed as PBAS are being filled up regularly.
 6. A Student Data Management software has been designed to keep the records of the data related to students.
 7. A Faculty development Programme on New Education Policy has been planned in May 2023.
 8. A communication has been sent to Dr R S Gangopadhyay informing him about his inclusion in the IQAC.
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