



Notice

A meeting of Internal Quality Assurance Cell will be held on 19th 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 2, Criteria 4, and Criteria 5 in the light of AQAR report review 2020-21.
2. To discuss the preparation of AQAR 2022-23 in respect of Criteria 2, Criteria 4, and Criteria 5 in the light of AQAR report review 2020-21.
3. Miscellaneous.

DATE:18.11.2022

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



Minutes of IQAC meeting held on 19th 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 Sarajit Sardar
6. Dr Symashree Basu
7. Shri Sumit Manna

1. Prof Arunabha Mishra, Teacher-in-charge initiated the discussion by stating the importance of Criteria 2, 4 and 5.
2. Dr Suparna Pal and Dr S Mukherjee stated that recording and reproducing data related students and teachers are necessary for preparation of AQAR, to which the Chairman replied that he would instruct the office to produce the relevant data and he also insisted that the digital PBAS need to be filled by the teachers in due time. Dr Suparna Pal while discussing metric 2.6.2 i.e. Attainment of Programme outcomes and course outcomes are evaluated by the institution, it can be stated that pass percentage and progress of the students are proofs that the students understand the Programme outcomes and course outcomes. Dr S Mukherjee and Dr S Pal agreed to the suggestion of preparing a guideline for the mentor.
3. Dr Debasis Joddar, Coordinator of Criteria 4 started the discussion by stating the data related to the criteria are being readied. He requested Sh Sumit Manna, librarian to state the state of readiness of library related data. He also expressed unhappiness of the progress and performance of library to which the librarian pointed out that the shortage of staff being the principal reason for the lag. Prof Mishra asked the librarian to prepare a plan/proposal to upgrade the performance of the library. Dr Joddar also informed the members that a budget is being prepared where department wise, subcommitteewise distribution of fund will be earmarked. Dr Sardar insisted that a budget monitoring committee and budget monitoring



register be prepared to keep an eye on the utilization of fund and submission of expenditure report.

4. Discussion relating Criteria 5 could not take place due to absence of Dr Priyanka Khanduri. It was informed by the IQAC Coordinator that she has ensured timely submission of data.
5. In the miscellaneous all the members unanimously agreed on the fact that the website of the college be made responsive.
6. Dr S Sardar, Coordinator, IQAC, suggested that the attendance of the students be tracked and the performance of the students be monitored by the Academic subcommittee to which everyone agreed.
7. The meeting concluded with a thanks to the Chair.



Action taken report of meeting dated 19-11-22

1. Guidelines for the mentor is being prepared for circulation.
 2. A library committee meeting has prepared a plan for enhancing the performance of the library.
 3. A budget monitoring register has been prepared for monitoring the utilization of the fund.
 4. The website is yet to be made responsive.
 5. The suggestion to track the attendance and performance of the students will be discussed in the meeting of Academic Council.
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