



Notice

This is hereby notified that a meeting of Internal Quality Assurance Cell will be held on 26th February, 2022 at 5:15 p.m in Principal's room to discuss the following agenda.

1. To review the draft of AQAR 2020-21.
2. To consider planning for NAAC assessment.
3. Miscellaneous.

(Dr R S Gangopadhyay)
Chairperson, IQAC



Minutes of IQAC meeting held on 26th February, 2022

Members present

1. Dr R S Gangopadhyay, Principal, Chairman
2. Prof Arunabha Mishra
3. Dr Pranati Sinha (Mallick)
4. Dr Sandip Mukherjee
5. Dr Suparna Nandy (Pal)
6. Dr Debasish Joddar
7. Dr Debalina Banerjee
8. Dr Sarajit Sardar
9. Dr Pushan Banerjee
10. Dr Symashree Basu
11. Dr Priyanka Khanduri
12. Shri Sumit Manna

1. The meeting was initiated by Principal stating the need for timely submission of AQAR 20-21. It was proposed by Dr Sarajit Sardar that the Criteria Coordinators can carry on the process of updating the IQAC portal. A meeting to finalise the submission will be held as soon as the process of updating is completed by the Criteria Coordinators.
2. It was insisted by Dr Sarajit Sardar that as the academic year AQAR 2021-22 will end on 30th June 2022, a discussion regarding the activities to be conducted/organised before June 30, 2022 may be finalised which was agreed to by the members.
3. Dr Sarajit Sardar requested Principal to form an IQAC as per the latest guidelines of NAAC. It was also suggested by him to issue proper and timely notice which is required for maintenance of record. It was proposed by Dr Pranati Sinha Mallick and agreed to by the members as well as Principal that Ms Sadhana Bose, Councilor of local ward and Borough Chairman be requested to join IQAC. Dr Pranati Sinha Mallick also suggested that Sh D K Jaiswal, Chairman & Managing Director, HHI be requested to join IQAC as an industrialist to which Principal suggested further discussion. It was proposed that the alumni association be formed as early as



possible and a member from the executive committee be included in the IQAC to which everyone agreed.

4. A draft plan was shared by Dr Sarajit Sardar for all the members to view and opine. Dr Pushan Banerjee asked regarding the nature of seminars to be conducted by Examination Committee to which Dr Sardar answered that examination related queries can be answered/solved at a students' seminar. Dr Sardar requested the members to go through the documents and suggest addition/alteration.
5. It was resolved that Dr Sandip Mukherjee, Convener of Academic Subcommittee will be responsible for designing an Academic Calendar in consultation with all the departments and subcommittees.
6. It was resolved that the departments may be requested to conduct and keep a record of Continuous Internal Evaluation. Dr Priyanka Khanduri suggested incentivising the students to increase their participation in the continuous internal evaluation.
7. It was resolved that the departments may be asked to take necessary steps to increase the footfalls in the library. Dr Debalina Banerjee and Dr Symasree Basu agreed to organise departmental examinations in the library.
8. A suggestion regarding the subcommittee was made by Dr Sarajit Sardar and requested the members to make additions/alteration to finalise the same as early as possible.
9. It was resolved that the faculty members will have fill up the Google form for Self-Appraisal Report from the current academic session. It was proposed by the members that a hard copy of a Self-Appraisal report, as was the practice earlier, may also be kept for reference.
10. The meeting concluded with thanks to the chair.

(Dr Sarajit Sardar)
Coordinator, IQAC

(Dr R S Gangopadhyay)
Chairperson, IQAC



ACTION TAKEN REPORT OF THE MEETING DATED 26.02.2022

1. The Criteria Coordinators are updating the AQAR portal.
2. Efforts are being made by the Principal to form the IQAC as per the latest guideline of NAAC.
3. Dr Sandip Mukherjee, Convener of Academic Subcommittee is taking necessary steps to finalise the Academic Calendar for 2021-22.
4. The departments have been instructed by the Principal to keep necessary records of Continuous Internal Evaluation.
5. The self-appraisal form is being finalised before the same is filled up by the faculty members.