



Notice

A meeting of Internal Quality Assurance Cell will be held on 29th May, 2023 at 3:00 p.m. in Principal's room to discuss the following agenda.

1. To approve and confirm the minutes of the meeting dated 11-04-2023.
2. To finalize AQAR 2021-22.
3. Initiate preparation of AQAR 2022-23
4. Preparation of Criteria wise Action Plan for 2023-24
5. Preparation of Academic Calendar 2023-24
6. Approve budget for 2023-24.

All the members are requested to make themselves available and oblige.

DATE:

**(Dr ARGHA SARKAR)
CHAIRMAN, IQAC**



Minutes of IQAC meeting held on 29th May, 2023

Members present

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

1. Dr Argha Sarkar, Chairman of IQAC initiated the discussion by pointing out the importance of role of IQAC in the performance and progress of a higher education institution.
2. The Chairman requested the Coordinator to maintain proper and upto date documents relating to the meeting. The notice and the minutes must be signed by the members. The register for recording the minutes must also be maintained.
3. The Principal wanted to fill up the vacant position in IQAC as per the guidelines of NAAC. The position remaining vacant are one member from the management, few senior administrative officers, student representative and one nominee each from Employers /Industrialists/Stakeholders. At the end of a lengthy discussion it was resolved that the matter would be referred to the Governing Body for decision.
4. The minutes of the last meeting was accepted without any change.
5. While discussing the action taken report of the last meeting the following were resolved
 - (i) Month wise Academic calendar up to 31st December for the year 2023-24 will be prepared by 30th June, 2023, in consultation with various departments and sub-committees
 - (ii) The PBAS data submitted by the teachers will be supervised by Principal.
 - (iii) The library sub-committee will look after the progress and development of library
 - (iv) Dr Priyanka Khanduri, Convener of ICT Sub-Committee informed the members that the new responsive website is ready and will soon be made active.
 - (v) The feedback sub-committee will be asked to embed the feedback form in the website of the institution.
 - (vi) A uniform rules and regulations regarding the add-on/certificate courses will be formed and approval of the Governing Body will be sought.



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- (vii) An effort will be made to organize department wise Alumni meet which will then be collated and an Alumni Association for the institution will be formed.
6. While discussing agenda number 3 viz. initiate preparation of AQAR 2022-23, it was resolved that the Criteria Coordinators will take necessary steps to accumulate the data required.
7. The discussion on agenda 4 viz. Preparation of Criteria wise Action Plan for 2023-24, discussions were made on the following action plans as proposed by the Criteria Coordinators

Coordinator, Criteria 1:

1. Ensure effective curriculum delivery through documented processes for eg. Communicating POs, COs to students, Ensure preparation of Lesson Plans by the subject teacher along displaying and communicating the same to students, Preparation of time table along with displaying and communicating the same to students, Continuous Internal evaluation, identify slow learners and fast learners and taking appropriate action, ensure at least 100% pass record (1.1.1, 1.1.2)
2. Add on/ Certificate programs (1.2.2)
3. Ensure experiential learning by the different Departments/Programs (1.3.2)
4. Institutionalise the feedback system (1.4)

Coordinator, Criteria 2:

1. Expansion of ICT facilities which remain same for last 3-4 years.
2. Assessment of course and programme outcomes in methodical manner.
3. Create a proper and definite guideline for mentors.
4. Prepare a more detail feedback form for students and regularise the feedback taking procedure.
5. Make different data (category wise admission, department wise annual report of pass percentage of students etc.) accessibility easier and fast.

Coordinator, Criteria 5:

1. Capacity building and skills enhancement initiatives to be taken
2. To implement the suggestions of academic council regarding guidance for competitive examinations.
3. To register a new alumni association and conduct alumni meet.

Coordinator, Criteria 6:

1. Display of Mission and Vision at suitable positions in the college building (6.1.1)
2. Expand IQAC as per the guidelines of IQAC and ensure decentralised and participative management (6.1.2)
3. Adopt a Strategic/Perspective plan (6.2.1)
4. Implement/institutionalise e-governance (6.2.3)
5. Welfare measures for teaching and non-teaching staff (6.3.1)
6. Research sub-committee may form and issue guidelines regarding support to be provided to teachers for their research (6.3.2)



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7. Research subcommittee may organise training programs for teaching and non-teaching staff (6.3.3)
 8. Institutionalise PBAS (6.3.5)
 9. Form and institutionalise a Quality Policy (6.5)

Coordinator, Criteria 7:

1. Rain water harvesting
 2. Beautification of the garden.
 3. Setting up alternative energy resources
 4. Conducting more programmes on human values and professional ethics.
 5. Conducting gender workshops
 6. Organizing collaborative programs and internships on environment and gender
 7. Green Audit
 8. Programmes promoting tolerance towards different cultural, regional, linguistic and communal identities.
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7. The Academic Calendar up to 31st December, 2023 will be finalized and displayed in the website
 8. The budget for the year 2023-24 was placed before the members and was discussed and finalized.
 9. The meeting concluded with a vote of thanks to the chair.



Action taken report of the meeting dated 29.05.2023

1. The steps relating to fill up the vacant position of IQAC are being taken. Search for suitable persons are being made.
2. Academic Calendar 2023-24 have been prepared are being followed.
3. PBAS data will be supervised by the Principal.
4. The new responsive website of the college has been activated.
5. Feedback subcommittee has held a meeting and are finalizing the feedback questionnaire.
6. The Add-on courses for the students of BCom have been started.
7. Departmentwise Alumni meets are being planned and will be organized.
8. Action plan for AQAR 2023-24 are being followed.