



Minutes of the meeting held on 17th September'2018

Venue: IQAC Room

Time: 2:30 pm

Meeting No. : 04

Agenda of the Meeting:

1. To confirm the proceedings of the last meeting.
2. Reformation of the IQAC composition.
3. Updation of College Website
4. Upgradation of basic infrastructure.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Smt. Sumeli Das (Bhakat)	- Coordinator -	Assistant Professor
2. Mr. Manaranjan Debnath	- Jt. Coordinator -	OACO
3. Mr. Narayan Debnath	- Employer -	Secretary of the Society
4. Smt. Seema Debnath	- Management Nominee	Treasurer
5. Mr. Debasis Bhattacharyya	-	HoD (D.El.Ed.)
6. Mr. Sanjit Hander	-	Assistant Professor (TIC)
7. Smt. Nita Saha Mandal	- Member -	Assistant Professor
8. Smt. Anupama Chakraborty	-	Assistant Professor
9. Smt. BrotateeJoddar	-	Assistant Professor
10. Mr. Dwijendralal Bhattacharya	-	Local Society Representative
11. Ms. Madhurima Das	- Member -	Alumnus
12. Mr. Pushpal Sarkar	- Member -	Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions

Agenda Item 1: *To confirm the proceedings of the last meeting.*

Resolution: The IQAC coordinator read minutes of earlier meetings and the minutes were reviewed and approved by the members.

Agenda Item 2: *Reformation of the IQAC composition*

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Resolution: The Teacher-in-Charge Mr. Sanjit Halder suggested changes in the IQAC Committee and after reviewing the names new committee has been formed.

<u>Name</u>		<u>Member Designation</u>		<u>Representative From</u>
1. Mr. Sanjit Hander	-	Chairperson	-	Assistant Professor (TIC)
2. Smt. Sumeli Das (Bhakat)	-	Coordinator	-	Assistant Professor
3. Mr. Manaranjan Debnath	-	Jt. Coordinator	-	OACO
4. Mr. Narayan Debnath	-	Employer	-	Secretary of the Society
5. Smt. Seema Debnath	-	Management Nominee	-	Treasurer
6. Mr. Debasis Bhattacharyya	-	Senior Admn Officer	-	HoD (D.El.Ed.)
7. Smt. Nita Saha Mandal	-	Member	-	Assistant Professor
8. Smt. Anupama Chakraborty	-	Member	-	Assistant Professor
9. Smt. Brotatee Joddar	-	Member	-	Assistant Professor
10. Mr. Dwijendralal Bhattacharya	-	Member	-	Local Society Representative
11. Ms. Madhurima Das	-	Member	-	Alumnus
12. Mr. Pushpal Sarkar	-	Member	-	Student Representative

Agenda Item 3: Updation of College Website

Resolution: As per need of the time and keeping pace with changes in college activities and also reviewing the website of other colleges, IQAC unanimously recommended to update the college website.

Agenda Item 4: Up gradation of basic infrastructure

Resolution: As per suggestion of Mr. Narayan Debnath secretary of the society the IQAC decided to send proposal to the Governing Body to upgrade basic infrastructure. Also IQAC suggested to change schedule of the academic programmes for the optimal use of existing resources.

The meeting ends with vote of thanks to the chair.

**Minutes of the meeting held on 7th February, 2019**

Venue: IQAC Room

Time: 1:30 pm

Meeting No.: 05

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. Reinstatement of essential rules.
3. Teaching Learning Quality Development of the Institution.
4. Recasting of IQAC as per rules framed by NAAC.
5. Misc.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Mr. Sanjit Halder	Chairperson	Teacher-in-Charge (B.Ed.)
2. Smt. Anupama Chakraborty	Coordinator	Assistant Professor
3. Mr. Manaranjan Debnath	Jt. Coordinator	Head Clerk
4. Mr. Narayan Debnath	Employer	Secretary of the Society
5. Smt. Seema Debnath	Management Nominee	Treasurer
6. Dr.. Debasis Bhattacharyya	Senior Admn. Officer	HoD (D.El.Ed.)
7. Smt. Nita Saha Mandal	Member	Assistant Professor (TIC)
8. Mr.Chandan Kumar Senapati-	Member	Assistant Professor
9. Mr. Jogesh Chandra Jotder	Member	Assistant Professor
10. Smt. BrotateeJoddar	Member	Assistant Professor
11. Mr. Dwijendralal Bhattacharya	Member	Local Society Representative
12. Ms. Madhurima Das	Member	Alumnus
13. Smt. Susmita Biswas	Member	Student Representative
14. Ms. Priyanka Biswas		Assistant Professor
15. Mr. Sampad Shit		Assistant Professor
16. Dr. Siddhartha Roy Choudhury		Assistant Professor
17. Mr. Amitesh Sarkar		Assistant Professor
18. Dr. Debabrita Mallick		Assistant Professor
19. Mr. Prabir Kumar Bag		Assistant Professor
20. Mr. Chandan Kumar Senapati		Assistant Professor
21. Smt. Madhurima Ghosal		Assistant Professor
22. Mr. Jogesh Chandra Jotder		Assistant Professor



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23. Smt. Anindita Dutta	-	-	Assistant Professor
24. Smt. Pronami Bhadra	-	-	Assistant Professor
25. Mr. Biswajit Sanfui	-	-	Assistant Professor

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions

Agenda Item 1: *To confirmed the proceedings of the last meeting.*

Resolution: The Chairman of the IQAC presided over the meeting. The resolutions adopted in the last meeting dated 18.03.2018 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: *Reinstatement of essential rules.*

Resolution: On the request of the Teacher-in-Charge, the IQAC Jt. Coordinator Mr. Manaranjan Debnath readout the institutional code of conduct for students framed by the management. The TIC impressed on the implementation of those essential rules for maintenance of overall healthy atmosphere of the college.

Agenda Item 3: *Teaching Learning Quality Development of the Institution.*

Resolution: Existing teaching learning system of the institution was discussed and proposals for further improvement were invited. The HoD of D.El.Ed. Dr. Debasis Bhattacharyya suggested for development of self-learning materials by the faculties for the students on different impotent topics. Other faculties suggested massive use of ICT for teaching learning process and evaluation. Resolved that our internal academic seminar for faculties under the guidance of the HoD of D.El.Ed will be hold and then faculties will be asked to prepared hard copies of self- learning materials based on the principle of the Programme Instruction (PI). Power point presentation of delivered lesions are required to be made in the smart class room.

Agenda Item 4: *Recasting of IQAC as per rules framed by NAAC.*

Resolution: The Teacher-in-Charge of the college in consultation with Governing Body members proposed names of IQAC members which were unanimously accepted by all members present in the meeting. Henceforth the following IQAC comprising of the following members will function until further revision.



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<u>Name</u>		<u>Member Designation</u>		<u>Representative From</u>
1. Mr. Sanjit Halder	-	Chairperson	-	Teacher-in-Charge (B.Ed.)
2. Smt. Anupama Chakraborty	-	Coordinator	-	Assistant Professor
3. Mr. Manaranjan Debnath	-	Jt. Coordinator	-	Head Clerk
4. Mr. Narayan Debnath	-	Employer	-	Secretary of the Society
5. Smt. Seema Debnath	-	Management Nominee	-	Treasurer
6. Dr. Debasis Bhattacharyya	-	Senior Admn. Officer	-	HoD (D.El.Ed.)
7. Mr. Joges Chandra Hotder	-	Member	-	Assistant Professor
8. Mr. Chandan Kumar Senapati	-	Member	-	Assistant Professor
9. Smt. BrotateeJoddar	-	Member	-	Assistant Professor
10. Mr. Dwijendralal Bhattacharya	-	Member	-	Local Society Representative
11. Ms. Madhurima Das	-	Member	-	Alumnus
12. Mr. Pushpal Sarkar	-	Member	-	Student Representative

Agenda Item 5:Miscellaneous

Resolution:The results of the students of the previous semester/year were taken under the scan for required analysis the impact of analysis is to be represented graphically. So that point of strength and weakers can be clearly understood. For effective materialization of result analysis the coordinator is empowered unanimously.

The meeting ends with vote of thanks to the chair.

**Minutes of the meeting held on 17th June, 2019**

Venue: IQAC Room

Time: 1:30 pm

Meeting No.: 06

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. To develop the annual plans for all courses & departments
3. To prepare the academic calendar for academic year 2019-2020
4. To arrange an induction programme for students
5. To arrange an orientation programme for faculties
6. To review of TIC/HOD on materialization of results.

Members Present in the meeting:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Mr. Sanjit Halder	- Chairperson	- Teacher-in-Charge (B.Ed.)
2. Smt. Anupama Chakraborty	- Coordinator	- Assistant Professor
3. Mr. Manaranjan Debnath	- Jt. Coordinator	- Head Clerk
4. Mr. Narayan Debnath	- Employer	- Secretary of the Society
5. Smt. Seema Debnath	- Management Nominee	- Treasurer
6. Dr.. Debasis Bhattacharyya	- Senior Admn. Officer	- HoD (D.El.Ed.)
7. Mr.Chandan Kumar Senapati-	Member	- Assistant Professor
8. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor
9. Smt. Brotatee Joddar	- Member	- Assistant Professor
10. Mr. Dwijendralal Bhattacharya	Member	- Local Society Representative
11. Ms. Madhurima Das	- Member	- Alumnus
12. Smt. Susmita Biswas	- Member	- Student Representative

IQAC Coordinator welcomed and briefed the committee members about the agenda.

IQAC members, after exchange of ideas and thoughts made the following resolutions



Internal Quality Assurance Cell

Agenda Item 1: *To confirmed the proceedings of the last meeting.*

Resolution: The Chairman of the IQAC presided over the meeting. The resolutions adopted in the last meeting dated 07.02.2019 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: *To develop the annual plans for all courses & departments*

Resolution: Mr. Manaranjan Debnath went on to state that it was the duty of the IQAC to prepare and develop the annual plan. Resolved that this plan is incorporated into the Academic Calendar of the Institution.

Agenda Item 3: *To prepare the academic calendar for academic year 2019-2020*

Resolution: The respective heads first acknowledge the contributions made by faculty and staff. Resolved that the details of academic calendars be prepare along with specific goals for various aspects like curriculum enhancement, teaching methodologies etc.

Agenda Item 4: *To arrange an induction program for students*

Resolution: The purpose of Induction Programme is to help students in getting familiarized with the institution as well as ethos. Undoubtedly time is an important factor for such processes. So, the respective Heads are initiate and be organize the Induction Programme.

Agenda Item 3: *To arrange an orientation program for faculties*

Resolution: For shaping their teaching skills & institutional teaching methodologies, IQAC initiate of an arrangement of Orientation program for faculties.

Agenda Item 4: *To review of TIC/HOD on materialization of results.*

Resolution: Report of TIC/HOD on calculation of percentage of pass-out in the final examination result.

The meeting ends with vote of thanks to the chair.