



**Minutes of the meeting held on 17<sup>th</sup> 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. Brotatee Joddar		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*



## Internal Quality Assurance Cell

**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 changes schedule of the academic programmes for the optimal use of existing resources.

The meeting ends with vote of thanks to the chair.

*Sanjit Halder*  
Sign. of the Chairperson

Teacher-in-Charge  
DNSS B. Ed. College  
Natagachhi, Beniabow  
Sonarpur, South 24 Pgs.  
Pin-743613

*Manaranjan Debnath*  
Sign of the Coordinator/ Jt. Coordinator

Jt. Coordinator  
IQAC  
DNSS B.Ed. College

**MEETING OF THE IQAC****The following members present in the meeting****Dated 17<sup>th</sup> September, 2018**

Sl.No.	Name	Signature
1	Smt. Sumeli Das (Bhakat)	
2	Mr. Manaranjan Debnath	
3	Mr. Narayan Debnath	
4	Smt. Seema Debnath	
5	Mr. Debasis Bhattacharyya	
6	Mr. Sanjit Halder	
7	Smt. Nita Saha Mandal	
8	Smt. Anupama Chakraborty	
9	Smt. Brotatee Joddar	
10	Mr. Dwijendralal Bhattacharya	
11	Ms. Madhurima Das	
12	Mr. Pushpal Sarkar	

**Minutes of the meeting held on 7<sup>th</sup> 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. Brotatee Joddar	- 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



*Internal Quality Assurance Cell*

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.



## Internal Quality Assurance Cell

<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. 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 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.

*Sanjit Halder*  
Sign. of the Chairperson

Teacher-in-Charge  
DNSS B. Ed. College  
Natagachhi, Beniabow  
Sonarpur, South 24 Pq:  
Pin-743613

*Anupama Chakraborty*  
Sign of the Coordinator/ Jt. Coordinator

Coordinator  
IQAC  
DNSS B.Ed. College

**MEETING OF THE IQAC**

The following members present in the meeting

Dated 7<sup>th</sup> February, 2019

Sl.No.	Name	Signature
1	Mr. Sanjit Halder	SA
2	Smt. Anupama Chakraborty	AC
3	Mr. Manaranjan Debnath	Manu
4	Mr. Narayan Debnath	N.D.
5	Smt. Seema Debnath	Seema
6	Mr. Debasis Bhattacharyya	D. Bhattacharyya
7	Mr. Chandan Kumar Senapati	C.K.S.
8	Mr. Jogesh Chandra Jotder	Jogesh Chandra Jotder
9	Smt. Brotatee Joddar	B
10	Mr. Dwijendralal Bhattacharya	D. Bhattacharya
11	Ms. Madhurima Das	M. Das.
12	Smt. Madhurima Ghosal	Madhurima Ghosal.
13	Smt. Susmita Biswas	Susmita Biswas