

**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. BrotateeJoddar	- 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.

Sansit Halder,
Sign. of the Chairperson

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

Anupama Chauraborty
Sign of the Coordinator/ Jt. Coordinator

Coordinator
IQAC
DNSS B.Ed. College

**MEETING OF THE IQAC****The following members present in the meeting****Dated 17th June, 2019**

Sl.No.	Name	Signature
1	Mr. Sanjit Halder	
2	Smt. Anupama Chakraborty	
3	Mr. Manaranjan Debnath	
4	Mr. Narayan Debnath	
5	Smt. Seema Debnath	
6	Mr. Debasis Bhattacharyya	
7	Mr. Chandan Kumar Senapati	
8	Mr. Jogesh Chandra Jotder	
9	Smt. Brotatee Joddar	
10	Mr. Dwijendralal Bhattacharya	
11	Ms. Madhurima Das	
12	Smt. Susmita Biswas	



Minutes of the meeting held on 13th September, 2019

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 07

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. To quality enhancement of Learning Resources
3. To introduce Value-Added certificate courses
4. To initiate for alumni association
5. To arrange for the Faculty Development Programme
6. 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
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

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



Internal Quality Assurance Cell

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 17.06.2019 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: To quality enhancement of Learning Resources

Resolution: Internal Quality Assurance Cell always strives for teaching quality and learning enhancement. The IQAC be initiate to conduct the students enhancement programme and to addition learning resource for betterment of physical facility for the better learning of the students.

Agenda Item 3: To introduce Value-Added certificate courses

Resolution:The IQAC decided to introduce value added course for student support & progression. Also for students' placements, think of conduction of an orientation program for interviews.

Agenda Item 4: To initiate for alumni association

Resolution:Alumni is the most important part for any successful institution. So formalize the structure first & then arrangement of general meetings for constitute an alumni association & their contribution in various areas.

Agenda Item 5: To arrange for the Faculty Development

Resolution:For the skills enhance and adaptation of new teaching technology of our faculties, the IQAC be organize the faculty development programme.

Agenda Item 6 : Miscellaneous

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

The meeting ends with vote of thanks to the chair.

Sansit Halder,
Sign. of the Chairperson
Teacher-in-Charge
DNSS B. Ed. College
Natagachhi, Beniabow
Sonarpur, South 24 Pgs.
Pin-743613

Anupama Chaurahoty
Sign of the Coordinator/ Jt. Coordinator
Coordinator
IQAC
DNSS B.Ed. College

**MEETING OF THE IQAC**

The following members present in the meeting

Dated 13th September, 2019

Sl.No.	Name	Signature
1	Mr. Sanjit Halder	
2	Smt. Anupama Chakraborty	
3	Mr. Manaranjan Debnath	
4	Mr. Narayan Debnath	
5	Smt. Seema Debnath	
6	Dr. Debasis Bhattacharyya	
7	Smt. Nita Mandal Saha	
8	Mr. Chandan Kumar Senapati	
9	Mr. Jogesh Chandra Jotder	
10	Smt. Brotatee Joddar	
11	Mr. Dwijendralal Bhattacharya	
12	Ms. Madhurima Das	
13	Smt. Susmita Biswas	

**Minutes of the meeting held on 23rd April, 2020**

Venue: IQAC Room

Time: 12:00 pm

Meeting No.: 08

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. To correction of the curricular planning due to COVID-19
3. To Discussion of Plan of Action for the year 2019-2020

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 Admin. Officer-	- HoD (D.El.Ed.)
7. Mr. Chandan Kumar Senapati-	- Member	- Assistant Professor
8. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor
9. Smt. BrotateeJoddar	- Member	- Assistant Professor
10. Ms. Madhurima Das	- Member	- Alumnus

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 13.09.2019 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.



Internal Quality Assurance Cell

Agenda Item 2: To Planning of teaching techniques for curriculum transaction due to COVID-19

Resolution: Our Coordinator interacted with IQAC team about the change of the whole planning due to lockdown period as of COVID-19. They are all together decided to conduct the whole teaching learning program thorough online mode using various modes like Google meet, Skype etc. For development of e-content, we have LMS, for curriculum transaction & better communication with students, staff & others, using more online platforms, for examining internal examination. The whole session is converted into online mode.

Agenda Item 3: To Discussion of Plan of Action for the year 2019-2020

Resolution: Keeping in mind the objectives of the B.Ed&D.El.Ed. programme the teachers discussed the plan of action for the year 2019-2020 wherein various academic as well as co curricular activities which can be conducted was discussed

The meeting ends with vote of thanks to the chair.

Savitri Halder,

Sign. of the Chairperson

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

Anupama Chaurahoty

Sign of the Coordinator/ Jt. Coordinator

**Coordinator
IQAC
DNSS B.Ed. College**



MEETING OF THE IQAC

The following members present in the meeting
Meeting conducted via Google Meet (online)
Dated 23rd April, 2020

Sl.No.	Name	Signature
1	Mr. Sanjit Halder	
2	Smt. Anupama Chakraborty	
3	Mr. Manaranjan Debnath	
4	Mr. Narayan Debnath	
5	Smt. Seema Debnath	
6	Dr. Debasis Bhattacharyya	
7	Mr. Chandan Kumar Senapati	
8	Mr. Jogesh Chandra Jotder	
9	Smt. Brotatee Joddar	
10	Ms. Madhurima Das	