



Minutes of the meeting held on 7th July, 2017

Venue: IQAC Room

Time: 3:00 pm

Meeting No.: 01

Agenda of the Meeting:

1. To propose the names of IQAC members.
2. To place TeachR published by NCTE.
3. Empowerment of Sri Manaranjan Debnath to look the matter of IQAC.
4. QCI requirement and allocation of duties of faculties.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Dr. Srabani Panda (Acharya) -	Chairperson -	Principal
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. Smt. Nita Saha Mandal -	Member -	Assistant Professor
7. Ms. Madhurima Das -	Member -	Alumnus
8. Smt. Rili Ghosh -	Member -	Student Representative

IQAC Chairperson 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 propose the names of IQAC members.*

Resolution: The Secretary / Employer of the college readout minutes of Governing Body meeting dated 16-06-2017 and proposed the names of the Internal Quality Assurance Cell (IQAC) members as per resolution mentioned thereby. The names of the members are as mentioned the above. The IQAC so formed was appreciated by all members as per proposal of the chairperson. It is hereby resolved that henceforth the meeting of IQAC will be convened by the concerned coordinator or Jt. Coordinator.

(Contd..2)



Internal Quality Assurance Cell

Agenda Item 2: *To place TeachR published by NCTE.*

Resolution: TeachR published by NCTE June'2017 was placed by the Coordinator for discussion. A thorough discussion on physical assets and academic assets of the college was made. Resolved that the office of the college be requested to place a report on physical assets of the college in the next meeting.

Agenda Item 3: *Empowerment of Sri Manaranjan Debnath to look the matter of IQAC.*

Resolution: The Secretary/ Employer of the college emphasized all members to empower Mr. Manaranjan Debnath (OACO) to look after the matter of IQAC. The members present agreed to the proposal.

Agenda Item 4: *QCI requirement and allocation of duties of faculties.*

Resolution: Resolved that QCI requirement (as per 'TeachR' published by NCTE) be studied thoroughly and respective Heads of B.Ed. and D.El.Ed. Department be requested to allocate duty to their respective faculties so that they can take care to complete QCI academic report within a specified time limit.

The meeting end with vote of thanks to the chair.



Minutes of the meeting held on 17th July, 2017

Venue: IQAC Room

Time: 2:00 pm

Meeting No. : 02

Agenda of the Meeting:

1. Confirmation of the proceedings of the previous meeting.
2. Review of assets of the college by IQAC.
3. Study of academic assets of the college as suggested by the faculties.
4. Plan of IQAC to fulfill the framework of QCI.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Dr. Srabani Panda (Acharya) -	Chairperson -	Principal
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. Smt. Nita Saha Mandal -	Member -	Assistant Professor
7. Ms. Madhurima Das -	Member -	Alumnus
8. Smt. Rili Ghosh -	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: *Confirmation of the proceedings of the previous meeting.*

Resolution: Minutes of the meeting dated 07-07-2017 was read out and all the resolutions contained therein was confirmed unanimously.

Agenda Item 2: *Review of assets of the college by IQAC.*

Resolution: The office assistant Mr. Manaranjan Debnath placed a report on the existing physical assets of the college. The report was discussed extensively and it was observed that some immediate additions are to be made to extent more learning facilities to students. The IQAC noted the existence of the following physical assets and recommended for following addition/ alterations.

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Internal Quality Assurance Cell

Existing Physical Assets

1. Building: Classroom – 22, Multipurpose Hall-1, Principal/HOD room-3, Laboratory-10, ICT Laboratory-1, Office-1, Administrative office-1, Faculty room-3, Store room-4, Library-2, Common room-2, Canteen-1, Toilet-4+4.
2. Self sufficient laboratory materials (Physical Science, Life Science, Geography, Mathematics, Art & Craft, Health & Physical Education, Psychology).
3. ICT Laboratory
4. Separate library facility for B.Ed. &D.El.Ed. Department

Suggested Developments

1. Addition of computers on ICT (centrally controlled 22 computers)
2. A language laboratory be established with at least scope of 16 (sixteen) students to deal with AV facility.
3. Installation of KOHA software in both B.Ed. &D.El.Ed. library is suggested with addition of new titles.

Agenda Item 3: *Study of academic assets of the college as suggested by the faculties.*

Resolution:As per QCI (TeachR framework) the responsible faculties of both the B.Ed. &D.El.Ed departments submitted description of academic assets both quantitatively and qualitatively (in the form of narrative where required). The IQAC studied the QCI academic assets description thoroughly. Comparison between existing academic assets and academic assets needed for fulfillment of QCI norms of NCTE was discussed. The college authority is requested to bridge the gap.

Review of narrative submitted by responsible faculties while answering to different questions contained in the TeachR were studied in details and relevant suggestions were taken into consideration.

Agenda Item 4: *Plan of IQAC to fulfill the framework of QCI.*

Resolution: on the basis of QCI framework prepared, the IQAC suggested the following plan of actions.

- Through publication of two wall magazines viz., ‘KRISTI DARPAN’ and ‘UTTRON’ expression of creative imagination of the students has to be allowed.
- By allowing to participate in the teaching learning processes by way of making power point presentation and involvement in projects the students are to be made pro-active.
- Teachers are to be encouraged to share each others teaching and learning management techniques by way of attending and viewing different classes of the colleagues.
- Self study session in libraries are to be made compulsory activity for the students.
- The faculties are required to hold doubt clearing sessions.



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- Continuous and comprehensive evaluation of the learners are to be maintained by the teachers.

The meeting ends with vote of thanks to the chair.

**Minutes of the meeting held on 18th March, 2018**

Venue: IQAC Room

Time: 2:30 pm

Meeting No. : 03

Agenda of the Meeting:

1. To confirm the proceedings of the last meeting
2. Discuss the Importance, role and functions of IQAC.
3. Formation of IQAC as per rules framed by NAAC.
4. Review of the reports of different committees of the college for setting the parameters for the various academic, administrative and extension activities of the college.

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Dr. Srabani Panda (Acharya) -	Chairperson -	Principal
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 -	-	HoD (D.El.Ed.)
7. Smt. Nita Saha Mandal -	Member -	Assistant Professor (TIC)
8. Mr. Arindam Jana -	-	Assistant Professor
9. Smt. Anupama Chakraborty -	-	Assistant Professor
10. Smt. BrotateeJoddar -	-	Assistant Professor
11. Mr. Dwijendralal Bhattacharya	-	Local Society Representative
12. Ms. Madhurima Das -	Member -	Alumnus
13. Smt. Rili Ghosh -	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 Chairman of the IQAC presided over the meeting. The resolutions adopted in the last meeting dated 17.07.2017 were read out before all the members present in the meeting and all the said proceedings and resolutions were confirmed unanimously.

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Agenda Item 2: Discuss the Importance, role and functions of IQAC.

Resolution: The chairperson of the meetings Dr. Srabani Panda Acharya (Principal of the college) brought into the notice of all teaching and non-teaching members, different administrative Heads and the management of the college (including the local society); the new concept viz., Internal Quality Assurance Cell (IQAC) introduced by NAAC (the central accreditation authority). She also discussed the importance, role and functions of IQAC for progressive development of the institution in the light of

- i) Academic atmosphere
- ii) Infrastructural provisions
- iii) Monitoring and Supervision
- iv) Corelate with the community development and
- v) Evaluation

Agenda Item 3: Formation of IQAC as per rules framed by NAAC.

Resolution: The Principal of the college in consultation with the 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. The Principal of the college emphasized all members to empower Mr. Manaranjan Debnath (OACO) Jt. Coordinator of IQAC, to look after the IQAC. The members present agreed to the proposal.

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Dr. Srabani Panda (Acharya) -	Chairperson -	Principal
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 (TIC)
8. Mr. Arindam Jana -	Member -	Assistant Professor
9. Smt. Anupama Chakraborty -	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. Rili Ghosh -	Member -	Student Representative



Agenda Item 4: *Review of the reports of different committees of the college for setting the parameters for the various academic, administrative and extension activities of the college.*

Resolution: Time to time at different intervals, the college authority framed different committees to supervise several developmental aspects of the college. The Principal requested to place a reports of those committees of the college. The committees placed their reports including recommendation of measures to be adopted for proper functioning. Details discussion took place regarding the necessity, capability and acceptability to incorporate the suggested measures.

The meeting ends with vote of thanks to the chair.