



Minutes of the meeting held on 13th Sepetmber, 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. 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

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.

**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. Brotatee Joddar	-	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.



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.