



## Minutes of the meeting held on 3<sup>rd</sup> August , 2020

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 09

**Agenda of the Meeting:**

1. To confirmed the proceedings of the last meeting.
2. To discuss the addition of learning resources
3. To discuss the action plan of new placements
4. To discuss the planning of alumni association
5. Recasting of IQAC as per rules by NAAC
6. Discussion of Plan of Action for the year 2020-2021

**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

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 23.04.2020 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

**Agenda Item 2:** *To discuss the addition of learning resources*

**Resolution:** Due to COVID-19 period, the whole planning has been changed. For that, FDP will be conducted for our faculties through online, for up gradation of learning resource for their online teaching skills. The Coordinator will arrange such program.

**Agenda Item 3:** *To discuss the action plan of new placements*

**Resolution:** The chairperson & other members discussed with the placement cell & be prepare their action plan on new placements for our students.

**Agenda Item 4** *To discuss the planning of alumni association*

**Resolution :** The member of alumni present in the meeting, talked about the activities of alumni & its participation. Also decided the next date of meeting & its planning with the IQAC team.

**Agenda Item 5 :** *Recasting of IQAC as per rules 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.

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Smt. BrotateeJoddar	- Chairperson	- Teacher-in-charge
2. Smt. Anupama Chakraborty	- Coordinator	- H.O.D of D.El.Ed
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. Sanjit Halder	- Member	- Assistant Professor
7. Mr. Chandan Kumar Senapati-	Member	- Assistant Professor
8. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor



*Internal Quality Assurance Cell*

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9. Mr. Dwijendralal Bhattacharya	Member	-	Local Society Representative	
10. Ms. Madhurima Das	-	Member	-	Alumnus
11. Smt. Puja Haider	-	Member	-	Student Representative

**Agenda Item 5 :** *Discussion of Plan of Action for the year 2020-2021*

**Resolution :** Keeping in mind the objectives of the B.Ed. & D.El.Ed programme the teachers discussed about the plan of action for the year 2020-2021 wherein various academic as well as cocurricular activities which can be conducted was discussed.

The meeting ends with vote of thanks to the chair.



## Minutes of the meeting held on 16<sup>th</sup> June , 2021

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 10

### **Agenda of the Meeting:**

1. To confirmed the proceedings of the last meeting.
2. Annual plans for all courses & departments
3. To prepare academic calendar 2021-2022
4. To review of TIC/HOD on materialization of results.
5. Misc.

### **Members Present:**

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
1. Smt. BrotateeJoddar	- Chairperson	- Teacher-in-charge
2. Smt. Anupama Chakraborty	- Coordinator	- H.O.D of D.El.Ed
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. Sanjit Halder	- Member	- Assistant Professor
7. Mr. Chandan Kumar Senapati-	- Member	- Assistant Professor
8. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor
9. Mr. Dwijendralal Bhattacharya	- Member	- Local Society Representative
10. Ms. Madhurima Das	- Member	- Alumnus
11. Smt. Puja Haider	- 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 03.08.2020 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

**Agenda Item 2:** *Annual plans for all courses & departments*

**Resolution:** The respective heads first acknowledged the contributions made by faculty, & staff. Then detailed academic calendars along with specific goals for various aspects like curriculum enhancement, teaching methodologies, etc.

**Agenda Item 3:** *To prepare academic calendar 2021-2022*

**Resolution:** The committee decided to prepare academic calendar and implement it.

**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 and materialization of results.

**Agenda Item 5 :** *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.