



Minutes of the meeting held on 16th November , 2022

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 13

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. Enhancement of quality resources
3. To discuss conducting various activities during the academic year 2022-2023
4. Up gradation of infrastructure
5. Miscellaneous

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



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 17.06.2022 were read out before all the members present in the meeting and all the said proceedings and resolutions confirmed unanimously.

Agenda Item 2: *Enhancement of quality resources*

Resolution: The Chairperson provided some importance for the conduction of certificate courses for mainly students. Also discussed to upgrade the library resources as enhancement of quality.

Agenda Item 2: *To discuss conducting various activities during the academic year 2022-2023*

Resolution: Discussion took place on planning and conducting of various activities during the year 2022-2023. It was decided that various extra curricular activities should be planned.

Agenda Item 3: *Up gradation of 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 the basic infrastructure as per requirement.

Agenda Item 4: *Miscellaneous*

Resolution: Other supportive activities like orientation program for teachers, FDP & conduction of alumni meetings also discussed during this session & unanimously resolved.

The meeting ends with vote of thanks to the chair.



Minutes of the meeting held on 19th June , 2023

Venue: IQAC Room

Time: 2:30 pm

Meeting No.: 14

Agenda of the Meeting:

1. To confirmed the proceedings of the last meeting.
2. Annual plans for all courses & departments
3. To discuss about the preparation of NAAC 1st Cycle
4. Review of TIC/HOD on materialization of results.
5. Updation of college website

Members Present:

<u>Name</u>	<u>Member Designation</u>	<u>Representative From</u>
12. Smt. BrotateeJoddar	- Chairperson	- Teacher-in-charge
13. Smt. Anupama Chakraborty	- Coordinator	- H.O.D of D.El.Ed
14. Mr. Manaranjan Debnath	- Jt. Coordinator	- Head Clerk
15. Mr. Narayan Debnath	- Employer	- Secretary of the Society
16. Smt. Seema Debnath	- Management Nominee	- Treasurer
17. Sanjit Halder	- Member	- Assistant Professor
18. Mr. Chandan Kumar Senapati-	- Member	- Assistant Professor
19. Mr. Jogesh Chandra Jotder	- Member	- Assistant Professor
20. Mr. Dwijendralal Bhattacharya	- Member	- Local Society Representative
21. Ms. Madhurima Das	- Member	- Alumnus
22. Ms. Susmita Das	- 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 16.11.2022 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 discuss about the preparation of NAAC 1st Cycle.*

Resolution: The college authority has decided about the NAAC accreditation and the NAAC committee was framed for the sake of the accreditation. Mr. Manaranjan Debnath gave vision of the NAAC Accreditation for facing the 1st cycle.

Agenda Item 3: *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.

Agenda Item 4: *Updatation of college website*

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.