

Minutes of the IQAC meeting held on 10.9.2018

Members Present

1. Dr Papia Chakraborti, Chairman
2. Dr Aparajita Nag, coordinator
3. Dr Sangita Gangopadhyay
4. Dr Manasi Basu
5. Dr Jayanta kumar Dwibedi
6. Dr Gangabrata Mukherjee
7. Dr Subhendu Bikash Patra
8. Sri Biswajit De
9. Smt Debasree Goldar , NSS member
10. Dr Nishi Pulugurtha
11. Sri Anirban Barman, NSS member
12. Sri Kalpataru Halder, NSS member
13. Sri Saral Dutta
14. Dr Shyamal Sen
15. Dr Alope kumar Chattopadhyay (invitee)

Meeting started at 11.30 am

It was decided unanimously that agendum 3 will be discussed first with the NSS members and then the remaining agenda will be discussed.

Agenda 3 (Attendance and Internal Assessment of 1st year students)

- a) Work has been progressed in organizing the “Dengue Awareness Programme” at a slum in ward no 1 of Baranagar Municipality on 14.9.18 at 1 pm by the IQAC and the NSS team of our college. The college is planning to distribute mosquito nets donated by Berlia Fresh Foods & Beverages Pvt. Ltd., Siliguri to about seventy five families of the slum on that day. Municipality has been requested to spread bleaching powder and mosquito repellent in the slum. A toto is to be hired where information regarding dengue and measures for prevention will be played. It was decided that coupons to 75 families will be issued by the NSS team one day before to facilitate distribution on 14.09.18. Food packets for the NSS student volunteers to be arranged by Swatilekha Poddar. Fund allocated for Teachers’ Council-Social Welfare will be used where needed.
- b) It was further decided that a joint camp of the IQAC with the NSS team will be undertaken in the first week of February. Week long activities will be undertaken which will include drawing competition, distribution of educational kits, health check

up of children, social awareness campaign and cultural programme by the children.

The fund will be provided by NSS and if required Teachers' Council.

Agenda 1 (Attendance and Internal Assessment of 1st year students)

As this is part of University Examinations proper notification is necessary and sufficient time should be given. The notices should be put up in the website as well. The dates and other details will be discussed in the Academic sub-committee meeting. No re-examination for the absentees will be entertained. Principal reported that in the meeting with VC, it was decided that the students will be informed about the mid-term examination marks.

Agenda 2 (Internal Academic Audit Report of the IQAC)

The IQAC visited the departments and library but not the office as it was busy with students' registration and other university work. Coordinator spoke of the need to increase remuneration of Guest faculty. Principal said that this would have to be taken up with the GB.

IQAC agreed on taking mid-term examination for 2nd and 3rd year students, to be held centrally. IQAC coordinator read out the Internal Academic Audit of the IQAC prepared on the basis of the observations made by IQAC during the departmental visits. Jayanta kumar Dwivedi spoke of infrastructure problems in the PG departments. The HOD of Physics has gone for a refresher course but no one else has been given the authority to carry on the duties. This is creating a problem in the running of the department as reported by Aparajita Nag.

Agenda 4 (Miscellaneous)

- Dr Aloke kumar Chattopadhyay was invited at the time of discussion of this agenda.
- 3rd year IFF student, Arijit Talukdar, represents team India in the sport Savate. Avijit is to be felicitated by IQAC for achievement in sport. Letter from college to sports minister to be sent highlighting Arijit's achievements.
- Inter college sports meet conducted by the University for Table Tennis and Chess will be held in our college on 24.9.18 and 1/10 or 3/10/18 respectively. Officials of TT and Chess Association of West Bengal will be present. For TT two rooms are required for Girls and Boys. Chess will be held either in the Library/R117.
- University sports board wants to arrange a seminar in collaboration with IQAC at the college. IQAC agrees on 20th Sep and at 1.30pm. 3 sports official will come and Principal Banipur physical education college will come.

Meeting ended at 1pm