

## Minutes of the IQAC meeting held on 22.4.2019

### 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. Sri Saral Dutta

Meeting started at 2.40 pm

### Agenda 1 (Academic and Administrative Audit)

Dr Manasi Basu and Dr Jayanta kumar Dwibedi represented IQAC in a seminar where the IQAC coordinator of WBSU discussed about the Academic and Administrative Audit. They reported following:

- a) IQAC coordinator of WBSU suggested to go through audit prior to 1 year of NAAC visit to use it as rehearsal to NAAC.
- b) We will have to write a letter to the VC, WBSU through IQAC coordinator seeking the names of experts. The alternative method is that the GB of the college may suggest names of the experts which has to be approved by VC/ IQAC coordinator, WBSU.
- c) It was decided in the meeting that we will seek some date in January 2020 for the Academic and Administrative Audit and for that letter may be sent in July 2019.
- d) It was decided that the proforma for Academic and Administrative Audit to be given to depts. Within 30<sup>th</sup> April 2019. Filled proforma to be submitted to IQAC within 15<sup>th</sup> July, 2019.
- e) It was decided that Head/ Coordinator of the departments will submit a writeup of the departmental activities for the academic session 2018-19 with 5-6 photographs to the IQAC coordinator within 15<sup>th</sup> May, 2019 for website updation.
- f) College must prepare a bank of functional e-mail id and phone no of ex-students (minimum 100 students). NAAC will ask for the list.

### Agenda 2 (Progress related to introduction of new courses)

Work for the introduction of new subjects will be done by Manasi Basu, Jayanta kumar Dwibedi, Nishi Pulugurtha, Aparajita Nag and Partha Mukhopadhyay, Head Clerk. The subjects for which application will be sent is Statistics (Hons), Hindi and Physical Education (General). For M.Sc. (Physics) University team will visit after the General Election is over.

Agenda 3 (Progress related to introduction of new courses)

Keeping track of student progression is mandatory for NAAC . It was decided that all the departments should maintain a list of alumni and submit a list of 20 alumni (last 5 years) to the IQAC.

Agenda 4 (Miscellaneous)

- a) The new format of NAAC is to be studied by IQAC members according to the following schedule.

Criterion I	Shyamal Sen
Criterion II	Sangita Gangopadhyay and Aparajita Nag
Criterion III	Jayanta Dwibedi and Manasi Basu
Criterion IV	Biswajit De and Saral Dutta
Criterion V	Nishi pulugurtha and Subhendu Bikash Patra
Criterion VI	Gangabrata Mukherjee and Debjani Pal
Criterion VI	Sampa Mitra and Aparajita Nag

- b) Records of Meetings of various subcommittees to be submitted by TCS.  
c) Principal requested IQAC must arrange for a seminar related to World Environment Day

Meeting ended at 4.30 pm

Sd/-Coordinator

Sd.-Principal