

Minutes of the meeting held on 24.05.2019

The following members were present at the meeting:

1. Papia Chakraborti
2. Aparajita Nag
3. Jayanta Dwibedi
4. Saral Dutta
5. Subhendu Bikash Patrs
6. Shyamal Sen
7. Sampa Mitra
8. Manasi Basu
9. Gangabrata Mukherjee
10. Sangita Gangopadhyay

Meeting started at 2.30pm

Agenda 1:

- The members expressed concern as no intimation was received from NAAC till date regarding the National Seminar on 5.7.2019.
- Speakers who have already confirmed their participation are : 1) Dr Parthasarathi Mukhopadhyay, Department of Library and Information Science, University of Kalyani. He will chose SAYAM related topic 2) Dr Sheetal Chatterjee , Department of Chemistry, University of Kalyani. He may speak about Teaching and Learning ie. Criteria II. 3) Dr Sudipti Banerjea, University of Calcutta. His topic is not yet known.
- The program schedule when finalised has to be sent to NAAC.
- The members were unanimous that if we donot get sanction from NAAC we will drop the NAAC representative as the speaker but we will organise the seminar may be as a State level seminar.
- Manasi Basu will make the draft of the Invitation letter for the speakers.
- Hayanta Dwibedi, Nishi Pulugurtha, Manasi basu and Sangita Gangopadhyay have been given the task of preparing the draft announcement. It has to be made ready within 30.5.2019.
- If we get funding from NAAC we will go for a ISBN publication of the proceedings
- Registration fees was finalised to be Rs 300/-
- VC of WBSU will inaugurate the seminar

Agenda 2:

IQAC coordinator and Jayanta kumar Dwibedi has met Dr T.K.Ghara Joint DPI at the Bikash Bhavan and persuaded him to come to our college to enlighten us about the new NAAC

format. The date of the meeting was fixed on 14.6..2019 at 2pm. Although we have an University examination on that day, the in charge of the examination Shubhendu Bikash Patra was requested not to allot invigilation duty of IQAC members on that day.

Agenda 3:

The IQAC coordinator and Jayanta Dwibedi observed that to fullfill the norms set for the CAS of the teachers following GO No 1373-Edn (CS)/5P-53/98 dated 7.12.17 has become extremely difficult. Members discussed how to get the requisite teaching hours as prescribed in Category I of the order. It was decided that Sangita Gabgopadhyay will attend the seminar on CAS scheduled at K.K.Das College on 8.6.2019. Other teachers whose promotion is due in near future may also attend the seminar.

Agenda 4:

- IQAC coordinator reported that A One –Week Workshop on Data Analytics has been arranged in collaboration with SQC and OR Division, ISI Kolkata. Coordinator and Jayanta Dwibedi visited Prof Ashis Chakraborti several times regarding this workshop. The venue of the workshop will be ISI guesthouse.
- The date of the workshop has been fixed after discussion with the mathematics department of our college so that the PG mathematics students can avail the course. The date was fixed at 9.7.2019-15.7.19.
- Majority of the topics will be taken by ISI experts but Munmun Biswas, Sk Ahmed Hussain and Jayanta Dwibedi will also act as resource persons.
- The budget for the workshop was prepared by Aparajita Nag and Jayanta Dwibedi after consultation with Ashis babu in a meeting held at ISI.
- It was decided that the Registration fees for the students will be Rs 2000/- and that for the Teachers and Research scholars is Rs 4000/-. The amount will be collected by NEFT and the account details will be provided by the Accountant.

Budget for "A one-week Workshop on Data Analytics"

Income	Amount	Expenditure	Amount
For 20 students @Rs 2000/-	40000	Guest house Rent@ Rs 3000/-day	18000
		Food for 6 days (including lunch Tea etc)	42000
		Contingency	5000
For 10 Teachers @ Rs4000/-	40000	TA for Resource Persons	15000
Total	80000	Total	80000

Meeting ended at 4.30pm

Sd/- Coordinator

Sd/-Principal