

## Minutes of the IQAC meeting held on 3.8.2018

### Members Present

1. Dr Papia Chakraborti, Chairman
2. Dr Aparajita Nag, coordinator
3. Dr Jayanta kumar Dwibedi
4. Sri Biswajit De
5. Sri Saral Dutta
6. Dr Manasi Basu
7. Dr Sangita Gangopadhyay
8. Dr Shyamal Sen
9. Dr Sampa Mitra

### **The meeting started at 2.30 pm**

#### Agenda 1 : Action Plan of IQAC

- a) It was decided that the IQAC will arrange extension activities with NSS and Teachers Council. A Dengue awareness campaign will be organised in the month of September at the adopted slum along with the NSS members. For this we will also contact Baranagar Municipality and get their help in spreading mosquito repellent. Some more activities may be taken in future.
- b) IQAC wants to conduct a National Seminar on “quality improvement” in near future. For this we will approach NAAC for sponsorship. The details will be work out later.
- c) IQAC will visit each department and library and office as a part of the internal audit of the college during August 16-23,2018. IQAC will form several Teams for the departmental visit but the PG departments and the Library and the office will be visited by all the members. The coordinator will make the schedule and will inform the departments about the checkpoints which IQAC will corroborate during the dept visit well in advance.
- d) Each department should inform the IQAC about a plan of action regarding seminar, extension lecture etc.
- e) IQAC will maintain and monitor the functioning of the newly formed Green Committee of the college.
- f) Online class tests for 2<sup>nd</sup> year and 3<sup>rd</sup> year may be introduced as best practices.
- g) We will request MSME to organise short term course, preferably free of cost, for the 3<sup>rd</sup> year pure science general or bio-general students.
- h) Future plans regarding SEC courses.
- i) To give stress on Placement activities of the college and work with the Career Counselling and Placement Cell.

### Agenda 2 : Promotional Papers of Teacher

The promotional papers of Sk Ahmed Hossain, Assistant Professor of Mathematics from Stage 2 to Stage 3 has been scrutinised by different members of IQAC and had been approved for further action.

### Agenda 3 : Miscellaneous

The letter of the students about Dr Swapan kumar Mondal, Assistant Professor of Botany was read out by the coordinator. In 16.08.2017, a meeting of the IQAC was convened after receiving a similar letter. On the purview of recurrence of similar incidence regarding Dr Swapan kr Mondal, the IQAC suggested the Principal to raise the matter in the Governing Body.

**The meeting ended at 4.00 pm**

Sd/- Coordinator

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