**MEETING OF THE IQAC ON 03.09.2019**

**VENUE : IQAC ROOM**

**TIME : 2 P.M**

**MEMBERS PRESENT :**

1. Principal, Dr. Satyabrata Sahoo
2. Co-ordinator, Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Jaydev Mishra
6. Dr. Subhasish Chakraborty
7. Prof. Rasidul karim
8. Sri Sanjoy Das.

**AGENDA :**

1.Confirmation of the minutes of the last meeting.

2. Preparations for NAAC re-accreditation, 2021.

3. Feedback analysis.

4. Miscellaneous.

**MINUTES AND RESOLUTIONS**:

1. The minutes of the meeting dated 3.7.19 were confirmed by the House without any changes.
2. At the outset, the Principal stressed the need for speed and planning in carrying out the different proposed activities required for NAAC re-accreditation. He said that we were already late in this regard and that our activities needed to be geared up without further delay.
* Dr. Manika Rakshit informed the House that a medical camp was being organized at the local Beliadanga Free Primary School, Dakshin Barasat, on 12th September 2019, which would be conducted by Dr. Mahitosh Mondal. It was resolved that the children of the school would be given small food packets and the doctor would be paid an honorarium of Rs. 1000. The entire project would be supervised by Dr. Rakshit and Prof. Sengupta.
* The Convenor informed the members that the English Department of Raydighi College at Raydighi, South 24 Parganas, had responded to the proposal of signing a MOU with the Department of English of our college, by which students and teachers would have access to each other’s resources. The Principal encouraged the idea and requested Prof. Sengupta to proceed with the formalities.
* The Principal also reminded the members that it was imperative that we documented all the activities and presented these well, as this was the primary requirement of the NAAC evaluation.
* The Convenor appraised the House of 2 proposals suggested by Dr. Suvosri Thakur : a) bee-hives and honey extract b) natural aquarium in the garden, re-cycling the water of the fountain. The members appreciated the idea. The Principal said that it was high time somebody took the responsibility of implementing the projects.
* It was also resolved that Dr. Rupa Acharya would be requested to initiate the Green Audit, mandatory in all institutions like ours.
* Ban of plastic in the campus would be implemented as soon as possible, and awareness in this regard would have to be created with the help of NSS.
* Sailendranath Halder Lecture Series which began with the initiative of the Departments of Economics and English,would be continued by the other departments in a row so that it could become an annual event in future.
* Since it was time for submission of the AQAR, the Principal suggested that relevant papers be handed over to the persons concerned, within the next 2 days by the Co-ordinator and that written answers to questions be submitted to her within 15 days.
* The IIQA would be submitted by May 2021.
* The Principal suggested that the members of the IQAC go through the report submitted by the NAAC members on the second cycle of accreditation and try to put the recommendations into action.
* The Principal also said that a tentative time-frame be chalked out for the implementation of various projects as well as the writing of the SSR.
1. Regarding the date entry of the feedback forms, the Convenor said that she had been unable to make much headway as the professionals whom she was in contact with, were posing too many problems. The Principal said that data entry was not difficult at all and that Prof. Rasidul Karim, Dr. Jaydev Mishra and Dr. Subhasish Chakraborty would do the needful to get the job done. Profs. Subir Gyen, Subhasish Bhattacharya, Kutubuddin Sk would be requested to help the core team with the feedback. It was also resolved that this year , the process of handing over hard copies of questionnaires to the final year examinees would be withdrawn so that , we could go on-line with this practice.. Modalities would have to be worked out without delay.

4.There being no other issue to discuss, the meeting as terminated at 4.20 p.m with thanks to the Chair.

**ACTION TAKEN REPORT**

* Keeping in mind, the need to introduce vocational/job-oriented courses, the earlier proposal from VIEWTECH had been accepted and the authorities initiated the process of getting a legal agreement made.

The two courses on Computer Application and Beauty Enhancement for Ladies, started in September, 2019.

* All the necessary formats required for the Career Advancement Scheme for Faculties were duly obtained and a specific guideline had been set in this regard.