**MINUTES OF THE IQAC MEETING ON 12.9.20**

On Google Meet

Time : 11 a.m

**Members Present** :

1. Principal
2. Invitee Member Dr. Sabyasachi Basu Roy Chowdhury, V.C, Rabindra Bharati University.
3. Co-ordinator
4. Prof. Shyamal Bandopadhyay
5. Dr. Manika Rakshit
6. Dr. Bratati Dey
7. Dr. Joydeb Mishra

**Agenda** :

1. Confirmation of the minutes of the last meeting.
2. Guidelines for NAAC re-accreditation.
3. Miscellaneous.

**Minutes and Resolutions :**

1. The minutes of the last meeting dated 8.8.20, were confirmed without any changes.
2. At the outset, the Principal, Dr. Satyabrata Sahoo thanked the Hon. V.C for taking time off to address us on the issue of NAAC re-accreditation.

Dr. Basu Roy Chowdhury pointed out the 7 criteria to be addressed in the SSR and made a detailed presentation of the marks allotted to each of these. The following areas needed to be focused on :

* Preparation of detailed reports of the enrolment of students, students’ diversity, tutorials and remedial classes.
* Optimum utilization of smart class-rooms.
* Learning innovations like Sayam, E-Pathshala.
* Preparation of faculty profiles.
* A continuous and comprehensive report on the process of evaluation, highlighting the reforms that have been initiated.
* Compulsory on-line feedback from students at the end of each academic year.
* Collective research could be a meaningful endeavour to promote research activities in the college.
* If the college desires to publish an academic journal, the authorities could approach Tejpur University, as this University has a well -developed mechanism, and is always ready to guide others.
* As an extension activity, the IQAC could think of adopting a village, along with the NSS.
* Since waste management measures are an important part of saving the environment, differently coloured bins are to be placed in strategic corners in the campus, for different categories of waste.
* The method of video- conferencing could be explored for maximum benefits during the pandemic.
* A toilet for the physically handicapped is another area that needed to be prioritized.
* Emphasis on forming an Alumni Association.
* Regarding institutional values and best practices, we should again include all that have been done over a period of 5 years.

The Hon. V.C shared his views regarding the writing of the SSR and said that quantitative data was very important in this regard. He encouraged the members present to think in a positive manner and allay all fears while preparing for this re-accreditation.

1. There being no other issue to discuss, the meeting was terminated at 1.15p.m, with thanks to the Hon. V.C and the Chair.

**ACTION TAKEN REPORT**

* Almost all departments had taken steps to organize webinars on different subjects and the response had been extremely positive.
* The College magazine was published successfully.
* Finalization of the Add-on Courses was done and Google forms for students in this regard were designed.