MINUTES OF THE IQAC MEETING HELD ON 12.12.2019

**MEMBERS PRESENT :**

1. Principal, Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta, Co-oordinator
3. Prof. Shyamal Bannerjee
4. Dr. Manika Rakshit
5. Dr. Bratati Dey
6. Dr. Pradip Baidya
7. Dr. Joydeb Mishra
8. Prof. Rasidul Karim

**AGENDA :**

1. Confirmation of the minutes of the last meeting.
2. Matter relating to the submission of the AQAR 2018-19
3. Discussion on the various academic and co-curricular activities /programmes that need to be initiated immediately.
4. Miscellaneous.

**MINUTES & RESOLUTIONS :**

1. The minutes of the last meeting on 3.9.19 were confirmed without any changes.
2. Regarding the submission of the required AQAR, the Co-ordinator reminded the members of the portions they have been assigned and requested them to furnish the required criteria by 20th December, 2018, to facilitate its submission. A detailed discussion regarding some of the probable answers to certain questions which could be incorporated in the AQAR, followed.
3. The Principal and the members discussed the following programmes in details, which would be implemented immediately. For a better function of the College:
4. **Mentor-Ward Relationship Programme** :

 The members present, agreed that this programme has already been implemented by a few departments, but the documentation has not been in order. It was resolved that all departments would be required to start this programme, maintaining a format prepared by the IQAC.

1. **Introduction of Bridge Courses :**
* At the outset,the Principal explained the concept of these courses.
* It was unanimously resolved that these courses would be made effective from the beginning of the 1st semester.
* Each course would be for a period of 5 to 6 days, at the commencement of the first semester classes.
* These would include preparation of departmental calendars and study materials.
* The basic tenets of Research Methodology would be taught to the 4th semester students.
1. **Remedial Course :**

Regarding the introduction of Remedial Courses, it was resolved that extra classes for the weak students would be conducted by the individual departments during the period between the end of internal examinations and the commencement of End Semester examinations. The details would have to be prepared by the individual departments.

1. **Alumni Association :**

It was resolved that all the departments would be requested to invite the ex-students of their departments for a centralized re-union on 23rd February, Sunday. The details would be worked out by a small committee to be constituted by the Principal. On-line registration of ex-students could be initiated for the purpose.

1. **Feedback from stakeholders :**
* Prof. Sudakshina Sengupta informed the members that the feedback from students (2018-19) had been analyzed by Prof Rasidul Karim and that the questionnaire, along with the analysis would be submitted with the AQAR.
* Feedback from the other stakeholders like guardians, alumni and teachers would also be submitted, along with that of the students.
1. **Submission of NIRF data :**

The Principal reiterated the need to get the required data uploaded within the stipulated time. Prof Sudakshina Sengupta said that she, along with the other members of the IQAC would take the responsibility of completing the work in due time.

1. **College with Potential Excellence** :

It was unanimously resolved that Prof. Abhijit Pathak ,with the initiative of the IQAC, would be given the responsibility of working in this regard.

There being no other issue to discuss, the meeting was terminated at 4.45 p m, with thanks to the Chair.

**ACTION TAKEN REPORT**

* Most of the departments in the college succeeded in preparing their mentor-mentee lists in their individual capacities. All the concerned students and faculties were informed and the practice of communication between the mentor and the mentee was established.
* All the Honours departments had prepared the database of their students and in the case of the General Course students, regular students were made to create their own e-mail ids and inform the respective departments.
* Faculty Exchange Programmes were taken up by the Departments of political science, English, Geography and Bengali.
* The Gender Sensitization Sub- Committee had prepared their action plan and succeeded in organizing a Poster Competition on Women In Contemporary India, on 2.11.19.