**MINUTES OF THE IQAC MEETING ON 23.2.22**

Date : 23.2.22

Time : 2 p.m

Members Present :

1. Dr. Satyabrata Sahoo
2. Prof Shyamal Bandopadhyay
3. Prof. Sudakshina Sengupta
4. Dr.Pradip Baidya
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakrabarty
7. Dr. Bratati Dey
8. Prof Rasidul Karim
9. Sri Sanjoy Das

Agenda :

1. Confirmation of the minutes of the last meeting dated 28.1.22.
2. Mechanism to keep track of students’ progression.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 28.1.22 were confirmed without any changes.
2. The Principal reiterated the need for keeping records of ex-students’ data by the individual departments. Prof Shyamal Bannerjee suggested that the college office be approached for this purpose and that ex students be requested to scan and submit relevant documents, when they visited the college office for different reasons. This work could be handled by Sri Kamal Naskar and Sankhya Mondal.

The Principal said that this would not be very effective, and said that the individual departments handling this issue, would be a better and effective option. Each department would need to trace students either opting and enrolling in institutes of higher learning, or professionally engaged in different spheres. In case of ex-students working individually as electricians, plumbers, farmers, shop keepers or shop owners, they could submit a document stating their professions. This mechanism would work out only if a relationship was established between the two. The Principal suggested that the present situation be made useful in this regard.

There, being no other issue to discuss, the meeting was terminated at 3.15 p.m with thanks to the Chair.