**MINUTES OF THE IQAC MEETING ON 30.10.21**

Date : 30.10.21

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. Dr. Tapasri Ghosh (Invited Member)
9. Prof.Subir Gayen

 Agenda :

1. Confirmation of the minutes of the last meeting dated 8.6.21.
2. Discussion on the progress of work mentioned in the different criteria of the SSR.
3. Miscellaneous.

Minutes and Resolutions :

1. The minutes of the last meeting dated 8.6.21, were confirmed without any alteration.
2. Regarding the data yet to be collected for Criteria 1, Dr. Tapasri Ghosh informed the house that teachers’ data remained to be collected and that the cut –off date for sending the required information would be 8th November, 2021.
3. Regarding Criteria 2, Prof Shyamal Bandopadhyay said that the required data had been readied by the office, but was yet to be collected.
4. Prof Subir Gayen informed the house that he, along with Prof. Abhijit Pathak, had been working on Criteria 3, and that it was getting difficult for them to obtain the reports of NCC and NSS activities.
5. Prof Sudakshina Sengupta said that Academic and Administrative Audits were yet to be done, and suggested that Prof. Tarak Dey take the responsibility of these two. She shared a sample questionnaire designed for the purpose by her and invited suggestions and alterations, if any, in this regard.
6. A detailed discussion on certain aspects of Criteria VII was held, in which some measures of record keeping were suggested by different faculties. The Convenor spoke about the revival of the College Counselling Cell under Dr. Sreerupa Ghosh, with help and support from Dr Prabir Ghosh and Dr. Sayanti Halder. She also reminded the house that more collaborations needed to be made with other organizations, for academic purposes. It was resolved that these two issues would be taken care of, as soon as possible.

There being no other issue to discuss. The meeting was terminated at 4.15p.m, with thanks to the Chair.