**Minutes of the Meeting held on 11.9.18**

The meeting was called to order by the President at 2.30 p.m, in the IQAC room.

**Members Present** :

1. Dr. Satyabrata Sahoo
2. Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Manika Rakshit
5. Dr. Pradip Baidya
6. Dr. Subhasish Chakraborty
7. Dr. Jaydev Mishra
8. Dr. Bratati Dey
9. Prof. Rashidul Karim
10. Sri Tilak Halder
11. Sri Sanjoy Das

**Minutes And Resolutions** :

* The Convenor appraised the Committee of the modalities of mailing AQARs of 2016-17 and 2017-18, as directed by the NAAC office. She said that we would have to prepare the reports adhering to the old and existing format. The members said that this was a comparatively easy task.
* Different suggestions and proposals were put forward specifically for students, non-teaching staff and teachers.

**Non-teaching Staff** :

* A workshop would be organized for the upkeep of records and official data.
* Preparation of students’ attendance registers would be made systematic so that these could be made available to the teachers from day one of classes.
* Regarding the fate of candidates failing in the University examinations, it was unanimously decided that the I.C would be approached and measures sought in this regard.
* A second workshop could be organized on developing computer softwares woth regard to admission and results. Sri Samarjit Acharya and Sri Sukhendu Mal, System Developers, would be approached by Sri Dipak Singha for conducting such a workshop.

**Teaching Staff :**

* Dr. Pradip Baidya suggested that a seminar be organized on the C.A.S of teachers so that proper modalities could be ascertained. It was decided that this endeavour would be made after the Puja vacation, when Sri Rama Prasad Bhattacharya would be contacted and a feasible date obtained.
* It was unanimously resolved that a Seminar on the Modalities of the CBCS would be organized and Sir Debasish Biswas, I.C, would be invited as the main speaker.

 **Students :**

* For the benefit of students**,** the Career Counseling Cell would be more active.
* Guiding students for Higher Education would be another area where teachers would take proper initiative.
* Consideration of Skill Development Courses would be our next priority.
* The need for Remedial Courses and Employment related Courses was accepted by the members and it was decided that the IQAC would formulate ways and means for starting this.

**Website :**

It was unanimously resolved that henceforth, Prof. Rashidul Karim would be the main communicator for collecting and uploading data on the college website. All matter in this regard should be handed over to him.

**Academic Audit** :

The Internal Academic Audit would be initiated by Prof. Shyamal Bandopadhyay so that the relevant AQARs could be prepared appropriately.

Since there was no other issue to be discussed, the meeting was concluded at 4.15 p.m, with thanks to the Chair.