

## MINUTES OF THE MEETING DATED 22.5.23

**Time: 11.30 a.m**

**Venue: IQAC Room**

### **Members Present:**

1. Principal
2. Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Prodip Baidya
5. Dr. ManikaRakshit
6. Dr. Subhasish Chakravarty
7. Dr. Bratati Dey
8. Prof. Rasidul Karim
9. Dr. Subhasree Thakur
10. Dr. Partha Biswas
11. Dr. Sovana Ghosh
12. Prof. Abhijit Pathak
13. Prof. Arup Ratan Misra
14. Prof. SubirGayen
15. Dr. Anirban Shaw

### **Agenda:**

1. Confirmation of the minutes of the last meeting dated 31.01.23.
2. Progress on the preparation for the peer team visit.
3. Misc.

### **Minutes and Resolutions:**

- The minutes of the last meeting dated 31.1.23, were read and confirmed without any changes.
- The main focus of the meeting was the ongoing infrastructural work that needed to be completed as soon as possible. It was unanimously resolved that cubicles would be refurbished in the library, to enable readers browse the catalogues and other reading materials.
- The gymnasium needed to be inspected and the equipments needed to be checked and placed in order.

- All the washrooms, tactile paths, lights, display boards, drinking water facilities, wheel chair, signage had to be put in place.
- It was unanimously resolved that work for landscape gardening and a kitchen garden would start immediately.
- Waste management systems needed to be inspected.
- Regarding documents, the criteria coordinators submitted a list of all available ones like project reports, scholarship details, publications, academic calendars, syllabi of different subjects, IQAC resolutions, details of career counselling programmes, skill development courses, all audit reports, different registers, field reports of departments like Geography, Zoology, Botany, Micro Biology.
- Hard copies of documents yet to be obtained, were: NCC and NSS reports of activities; syllabi relating to gender, ethics; brochures of a few departments; self-appraisal reports of all faculties; all other relevant documents kept in the custody of criteria coordinators.
- Dr. Subhasree Thakur suggested that photographs of different events be printed and bound spirally for ready reference.
- Under qualitative reports, all programmes under the head of alumni events would have to be organized serially, along with a detailed report of each.
- Stock registers of different items needed to be updated.
- It was reiterated that documents pertaining to cultural programmes, seminars and webinars, sports activities, outreach programmes, were available with the individual departments. It was unanimously resolved that all such files would be kept with the IQAC during the time of the peer team visit.

The meeting was terminated at 2.30 p.m, with thanks to the Chair.