

## MINUTES OF THE MEETING DATED 31.1.23

**Time: 12 noon.**

**Venue: IQAC Room**

### **Members Present:**

1. Principal
2. Prof. Sudakshina Sengupta
3. Prof. Shyamal Bandopadhyay
4. Dr. Sovana Ghosh
5. Dr. Manika Rakshit
6. Dr. Subhasish Chakravarty
7. Dr. Bratati Dey
8. Prof. Rasidul Karim
9. Dr. Subhasree Thakur
10. Prof. Arup Ratan Misra
11. Dr. Anirban Shaw
12. Dr. Pushpita Ray

### **Agenda:**

1. Confirmation of the minutes of the last meeting.
2. Submission of IIQA and status of the SSR preparation.
3. Misc.

### **Minutes and Resolutions:**

1. The minutes of the meeting dated 3.1.23, were read and confirmed without any changes.
2. The Coordinator of the NAAC Steering Committee, Prof. Shyamal Bandopadhyay informed the house that the IIQA had been submitted successfully and that queries pertaining to it had already been complied with. The Principal reminded the members that the SSR would have to be submitted in another 45 days. He appeared worried, but The IQAC coordinator assured him that it would be done on time.
3. A criteria wise detailed discussion helped members identify the loopholes which needed to be plugged. Those were:
  - Criteria I---All relevant information and documents regarding Add On Courses would have to be posted on the website.
  - Prof. Shyamal Bandopadhyay proposed that Prof. Sudakshina Sengupta would collect all the qualitative writings from the criteria coordinators and go through them before preparing the final draft.
  - All project completion certificates would be issued by the departments concerned.
  - The feedback reports would have to be posted on the website.
  - All links had to be checked and provided for additional information regarding gender sensitization programmes, celebration of festivals, events. Photographs needed to be uploaded too.
  - The IQAC would have to see that all policy documents and audit reports were up-to-date and posted on the website.

- Bills of different equipments and accessories would have to be checked by Dr. Subhasish Chakravarty.
- Dr. Subhasree Thakur was reminded of the work regarding rain water harvesting and recycling of used water.
- Prof. Bandopadhyay reminded the members that the first page of every important document was to be printed on the college letter-head.
- It was unanimously resolved that braille would be procured and kept in the library.

Since there was no other issue to discuss, the meeting was terminated at 2.15