

Notice

2.9.19

The IQAC team of our college will meet the Head of the Departments on 6.9.2019 at 3pm at the committee room to discuss the points identified in the new NAAC format which are related to the departments. Representation from each department is mandatory.

Sd/- Coordinator

Members present in the meeting held on 6.9.20

1. Aparajita Nag, IQAC coordinator
2. Nishi Pulugurtha, IQAC Member
3. Biswajit De, IQAC Member
4. Jayanta Dwibedi, IQAC Member
5. Md. Nasiruddin Ahmed
6. Sampa Biswas
7. Swatiekha Poddar
8. Lisa Chatterjee
9. Debjani Pal, IQAC Member
10. Debjani Roy
11. Saral Datta, IQAC Member
12. Sheikh Ahmed Hossain
13. Anirban Barman
14. Rathindranath Mullick
15. Swarup Manna
16. Subhendu Bikash Patra, IQAC Member
17. Debasree Goldar
18. Manasi Basu, IQAC Member
19. Munmun Biswas
20. Suchismita Chakraborty
21. Sangita Gangopadhyay, IQAC Member

Meeting started at 3pm

Points discussed and decisions taken in the meeting of IQAC with HOD's held on 6.9.2019

- 1) Departmental meetings should be convened at least once in a month where the teachers should report the progress of the syllabus. Slow learners should be identified and what special measures are/will be taken should be discussed. **Notice for the departmental meetings should be countersigned by Principal.**
- 2) Each department should **formally keep a mentor for each year** who will personally counsel the students of that year on both academic and non academic subjects and can convey the

observations to the respective bodies of the college as and when required. Department may introduce a **“Student Interaction Register”** where the mentors can keep a record.

- 3) Every departmental activity should be properly documented.
- 4) Each department should maintain a data bank of the present students. The tracking of progression of students who have passed out from 2016 onwards is necessary. The students who are getting jobs or getting into higher education should scan their i-cards and the documents should be preserved in the department. The HOD may segregate this work among the teachers of the department. The IQAC will see the progress at the time of departmental visit in January.
- 5) Departments should carry out extension lecture (based on the syllabus), student seminar etc. Notice, picture and documentation should be properly maintained
- 6) Make a **list of books required for Semester III** with prices and publisher and submit to the Principal by **13.9.2019**.
- 7) Enquire about the extra curricular activities of the students from the outgoing 2016 batch and whether they have got any recognition or not.
- 8) **Guardian meet** of **1st sem** and **3rd sem** students on **20.9.2019** and **21.9.2019**. The honours departments will notify accordingly. The **IQAC** will meet the **general students** on **20.9.19** and **21.9.19**. Guardian feedback has to be filled by 3rd year and 3rd sem students and not 1st sem students.
- 9) AQAR 2018-19 has to be uploaded by December 2019. For this we require the data asap. The format will be circulated tomorrow. The IQAC will highly appreciate if the **softcopy** of the **filled format** is mailed by **18.9.2019** and the **hardcopy** with the **photocopies** is submitted by **20.9.2019**.
- 10) a) Reforms in Continuous internal evaluation (CIE) system at the institutional level (L-15)
b) Mechanism of internal assessment is transparent and robust in terms of frequency and variety (L-15)
c) Mechanism to deal with examination related grievances is transparent, time- bound and efficient (L-10)
d) The Institution adheres to the academic calendar for the conduct of CIE (L-10)

These are some of the points in criterion II of SSR which are directly linked to Teaching Learning and Evaluation. It was observed that although BOS of many subjects have specified the mode of Internal Assessment we can introduce additional parameters which are entirely department based as reforms in CIE and note them in the Department meetings.

- 11)** Online student satisfaction survey regarding teaching learning process (L-50). This should be started immediately. **A departmental e-mail id will be created for each department by the HOD and students will be interacted through it.**
- 12) A reunion of students of all the departments is being planned during winter. The date and other details will be finalised later.

Meeting ended at 4.30pm

Sd/-Coordinator

sd/ Principal