Notice

All faculty members are requested to be present in Room 117 on the 1st of October, 2019 at 1.30 pm for a meeting with the IQAC of the college.

This is to familiarize everyone with the new NAAC format and the necessary steps that need to be taken for re-accreditation by NAAC.

Sd/Principal

Members present

1	Papia Chakraborti	27	Shampa Ghosh
2.	Aparajita Nag	28	Kamakshya Prasad Modak
3.	Debashree Golder	29	Smritikana Chakraborty
4.	Swapan Mandal	30	Nayna Guha Majumdar
5.	Sandipan Gupta	31	Shampa Bhattacharya
6.	Kartik kumar Nandi	32	Shib Shankar Singha
7.	Dipanshu Kumar Biswas	33	Rathindranath Mallick
8.	Dinesh Haldar	34	LisaChatterjee
9.	Manasi Basu	35	Kalpataru Halder
10.	Gangabrata Mukherjee	36	Sangita Sengupta
11.	Putul Chakrabarti	37	Suchira Sarkar
12.	Subhrojyoti Debnath	38	Anirban Barman
13.	Debjani Pal	39	Imam Hossain
14.	Md. Nasiruddin Ahemed	40	Avinanda Chaudhuri
15.	Priyanka Dhar	41	Pinaki Patra
16.	Kaushik Bhakta	42	Archana Mandal
17.	Neeta Pandey	43	Aloke Kumar Chattopadhyay
18.	Susmita Halder	44	Jayanta Dwibedi
19.	Debjani Roy	45	Swatilekha Poddar
20.	Saswati Chowdhury	46	Suschismita Chakraborty
21.	Sampa Biswas	47	Sangita Gangopadhyay
22.	Ambika Barua	48	Biswarupa Ghosh
23.	Nishi Pulugurtha	49	Amit Mondal
24.	Saral Datta	50	Anshupriya Shome
25.	Shyamal Sen	51	Swarup Manna
26.	Indranil Chattopadhyay	52	Munmun Biswas

The meeting started at 1.45 pm

Minutes of the meeting :

1) IQAC Coordinator, A. Nag spoke of the new NAAC format and the various criteria in detail.
2) All faculty members have been included in various criteria and documentation and photograph.

3) She spoke whether some reforms can be introduced in the evaluation process within our limited capacity.
4) New courses like Yoga can be introduced as SEC courses. This is the area where institutional reforms can be done.
5) Neeta Pandey spoke of the lack of basic infrastructure in the college – unavailability of canteen and dirty toilets.
6) In the library INFLIBNET is required and dedicated desktops should be there for the students.
7) Swatilekha Podder spoke of the bad condition of the desktops in the staff room and the lack of a laptop in the Sanskrit department as a result of which presentations cannot be done for the benefit of the students.
8) Neeta Pandey spoke of the lack of desktops for the PG students of the mathematics department.
9) Several members of the science departments said that AMC of computers and other instruments is needed.
10) Every department should have an e-mail id for interaction with students.
11) IQAC coordinator expressed the desire for a separate room for IQAC.
12) Documentary proof for students' progression in service or pursuing M.Sc. is needed in future. So all the departments are advised to keep the same.
13) Training programme for nonteaching staff should be encouraged.
14) Self appraisal for non teaching staff can be introduced.
15) Career counselling activities can be showcased as one of the best practices.
16) Slow learners have to be identified and measures taken should be reflected in the departmental meetings.
17) Mentors as discussed by IQAC with the HOD's should be properly implemented. Meeting with mentors should be documented.
18) Annual budget of the college should exist.
19) Environmental Audit can be done by organisations at low cost.
20) Value education course can be introduced. For this Amdanga College can be consulted for suggestion.

<u>The meeting ended at 3.45 pm</u>

Sd/ Coordinator   Sd/- Principal