

# ***IQAC MINUTES***

***2018-2019***

## IQAC Meeting held on 28.07.2018

1<sup>st</sup> IQAC meeting was held on 28.07.2018 at 1:30 p.m. in Principal's room. This IQAC committee has started working from 26<sup>th</sup> July 2018, when the charge was formally handed over. The seal was handed over on 04<sup>th</sup> July 2018 and a laptop, without any document was handed over on 26<sup>th</sup> July 2018. So the 1<sup>st</sup> formal IQAC meeting was arranged on 28<sup>th</sup> July 2018 with the Principal, Dr. Kinjalkini Biswas, as the chairperson of the committee.

The decisions taken in the meeting are as follows:-

1. July 2017 to June 2018 : AQAR and Departmental records are to be completed
2. To prepare a proforma for Departmental record and maintain the record both in soft and hard copy.
3. To update the college website and profile of teachers.
4. To complete the Self-Appraisal Report for July 2017 to June 2018.
5. To improve the Alumni Association.
6. To complete Student's Feedback Form.
7. To prepare Academic Calendar, Database of M.R.P, Publication of Teacher's Research and Paper Presentation by Faculty from year 2017 to 2018.
8. To complete ICT Infrastructure, organize a workshop on ICT by the library, improve Vocational Training Programs and other infrastructures based on NAAC Exit Report and Recommendation 2016.
9. To Publish the college journal and also apply for ISBN.
10. To organize seminars and apply research and workshop funding to organization like ICSSR, ICMR etc..

Members present:-

1. Dr. Kinjalkini Biswas (Principal)
2. Aparna Sengupta (Co-ordinator)
3. Dr. Nihar Kanti Mondal
4. Dr. Indira Sur

5. Shukla Pathak
6. Atrayee Saha
7. Bangasree Dey
8. Saminur Rahaman

IQAC Meeting held on 16.01.2019

1.Necessity of Documentation:- Kanyashree Document is only available.  
Udayan and Nabanna Scholarship information are not available in college.

Mail to be sent to Udayan. Information on Nabanna scholarship to be taken up.  
SC/ST Minority Scholarship information is also required.

Nabanna

Udayan

SC/ST

Minorities Scholarship

Kanyashree

Scholarship cell to be formed :-

1. Alifun Izaz
2. Sanjoy Majumdar (Convenor)
3. Malay
4. Aruna Haldar

2. Alumni Association to be Strengthened (Meeting to be held on 1<sup>st</sup> Feb)

1. Rita Nag
2. Sujata Chatterjee(convenor)
3. Rudra Prasad Saha

4. Bidisha Biswas
5. Sontu Bag
6. Saminur Rahaman
7. Kaberi Roy
8. Indrani Raha
9. Sunetra Sengupta

3. Students Feedback:- Register Copies, Bell for every class:- lapse
4. Government Sponsored NSS Projects.
5. Seminar and Conference International and National to be organized(April approx). Proposed convenor for the seminar:- Dr. Indira Sur.
6. MOOC and SWAYAM-Implementation:- Proposed Convenor Bangashree Dey.
7. ISSN process information to be provided by Bangashree Dey.
8. Student and Parent's meeting , written document too (March and August).
9. Fund to be provided to the teachers for presenting paper in international Conference.
10. Industry Collaboration proposed convenor:- Dr. Indrani Raha.

Members present:-

1. Dr. Kinjalkini Biswas (Principal)
2. Aparna Sengupta (Co-ordinator)
3. Dr. Nihar Kanti Mondal
4. Dr. Indira Sur
5. Shukla Pathak
6. Atrayee Saha
7. Bangasree Dey
8. Saminur Rahaman
9. Dr. Rituparna Basak

## 10. Chhanda Mondal

### IQAC Meeting held on 6<sup>th</sup> February 2019

1. 6<sup>th</sup> February 2019 meeting with Alumni Association. Formation of new committee and future plan of Alumni Association has been discussed.
2. 6<sup>th</sup> March 2019 has been fixed for Alumni Association meet with passed out students.
3. 8<sup>th</sup> February 2019 IQAC has discussed on organizing career fair tentatively on 27<sup>th</sup> February 2019. A committee has been formed to organize the career fair:-
  1. Dr. Rituparna Basak (Convenor)
  2. Bangasree Dey
  3. Dr. Subhasree Dutta Dasgupta
  4. Pralay Mondal (Joint Convenor)
  5. Bidisha Biswas
  6. Gouri Chakraborty
  7. Aparna Sengupta (Co-ordinator)
  8. Dr. Nihar Kanti Mondal
  9. Dr. Indira Sur
  10. Shukla Pathak
  11. Atrayee Saha
  12. Saminur Rahaman
  13. Sayeri Roy
  14. Subhrojit Dey

## IQAC Meeting on Job Fair on 16.02.2019

### Members Present:-

1. Dr. Kinjalkini Biswas (Principal)
2. Aparna Sengupta (Co-ordinator)
3. Dr. Nihar Kanti Mondal
4. Shukla Pathak
5. Atrayee Saha
6. Dr. Rituparna Basak
7. Chhanda Mondal
8. Bidisha Biswas
9. Pralay Mondal
10. Subhrojit Dey

It has been decided that a Inter-College Career Fair will be organized on 27<sup>th</sup> February 2019 from 11 a.m. at the college premises. The program will be inaugurated by Sri Sovondeb Chattopadhyay, President of this College and honorable minister of Power and Non-Conventional Energy, Govt. of West Bengal. Stalls of different companies and parallel career sessions will be conducted. Banner and Invitation Card need to be prepared and students and Principals of different colleges will be invited.