

IQAC Meeting Minutes for the Academic Session 2016-2017

Period from 1/7/2016 to 30/6/2017

Meeting - 3

Date: 20.09.2016

Proceedings & Resolution for Action to be taken for NAAC presentation in the decisions were taken meeting held on 20/9/2016 at Principal's/TIC's chamber at 1:15pm.

Members Present:-

1. Prof. Sujata Bandyopadhyay. (Teacher-in-Charge)
2. Dr. Prasanta Bhattacharyya.
3. Dr. Uday Kumar Khan
4. Dr. Papiya Dutta
5. Dr. Subrata Roy
6. Mrs. Sucharita Pramanick.
7. Sri Binay Sadhukhan.
8. Sri Mrinal Kanti Bera.

Proceedings

1. Due to ensuing NAAC Peer Team Visit-Cycle 2, the following for prompt action: -

(i) Invitation to the nominees from employers, local society members, parents and College alumni members to be send over mobile phones and e-mails.

(ii) Contingency allowance to be paid to Laboratory, based departments@ £2,500/ to incur petty expenses for preparing their departments.

(iii) All departments should conserve their respective documents regarding Departmental Seminars, wall-magazine publication and seminars which they arranged OT they will arrange within 2016-17.

(iv) The Departmental Heads should arrange to prepare the Departmental Power Point Presentation and authenticate from the College authority.

(v) The petty repairing of the building and painting of the administrative building is to be completed within 2016.

(vi) The previous placards in respect to "No smoking" / "Smoking Strictly prohibited / Ragging free zone / consequences of Ragging / Plastic avoidance slogans etc. are not in good condition, que to

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wear and tear. Those placards & slogans must be replaced by new flex so that the best practices of our college can be displayed in front of the NAAC peer team.

(vii) The IQAC Room should be arranged separately with standalone computer facility.

(viii) Room No. 48 is to be decorated nicely to hold the cultural programme and the exit meeting of the NAAC Peer Team.

(ix) The benches / Tables / Black boards are to be repaired as early as possible.

(x) The students of the NSS are to be instructed to keep the compound clean and some external labours are to be appointed to clear up the college premises.

(xi) Furniture and Fixture of some departments needs repairing. The Departmental Heads are requested to place requisition with estimated costs so that the College authority may take action for its repairing.

(xii) The women's cell needs more performance during 2016-17. So that the best practice regarding women empowerment can be highlights. All the above decisions are to be reviewed by IQAC and the Teacher- in-charge from time to time before the NAAC team visit.

Having nothing to discuss further the meeting ended with vote of thanks.

Ranmay Bandyopadhyay
20/9/16
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Sujata Bandyopadhyay
20.9.16
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The proceedings of the previous
meeting dated 13.9.16 is read
& Confirmed.
Sujata Bandyopadhyay
Teacher-in-Charge
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