

IQAC MEETING #2

DATE: 03/01/17

AGENDA:

- 1) Welcome and introduction of the new IQAC members by the Chairperson.
- 2) Sharing the proposals for quality improvement and sustenance put forward by the NAAC Peer Team
- 3) Presentation of IQAC action plan for 2016-17
- 4) Initiation of Academic Audit, Administrative Audit, Institute-Industry linkage
- 5) Deadlines for class wise feedback collection and analysis on 5 point scale
- 6) Motivating the alumni to register their association
- 7) Initiation of Department wise e – content management
- 8) Initiation of bridge courses for 1st year students w.e.f. the session 2017-18
- 9) Sustainability of the newly introduced B.Sc. courses
- 10) To place the Performance Based Appraisal Report for Career Advancement Scheme of the following teachers:
Prof. M. Mallick
Prof. D. Chakraborty
Dr. B. Biswas
Prof. A. Choudhury
- 11) Miscellaneous

MEMBERS PRESENT:

- 1) Dr. S. De, Principal
- 2) Sm. Manju Basu, President, Governing Body
- 3) Dr. B. Tarafdar, IQAC Cordinator
- 4) Prof. K. K. Bardhan, External member
- 5) Prof. S. Vidyanta, External member
- 6) Prof. S. K. Dhar. Member IQAC
- 7) Prof. K.S. Banerjee, Member IQAC
- 8) Prof. D. Chakraborty
- 9) Dr. B. Biswas, Member IQAC
- 10) Dr. M. Lahiri, Member IQAC

MINUTES OF THE MEETING

CHAIRPERSON: DR. S. DE

COORDINATOR: DR. B. TARAFDAR

S.NO.	Put forward/Suggestions by	OUTCOME OF DISCUSSION	ACTION TO BE TAKEN
1.	DR. B. Tarafdar(As per Peer Team Report)	<ul style="list-style-type: none"> • Teachers need to be appointed in few departments • Introduction of new courses at UG level • Upgradation of physical infrastructure • Coaching for Entry in Services 	<ul style="list-style-type: none"> • Principal was requested to take necessary steps to appoint Teachers • To do the needful for application to Higher Education Department • Maintenance of Playground to be taken up by College • Entry in Services Coaching for 2nd Year and 3rd Year students
2.	Dr. B. Biswas Prof. K.K. Bardhan Prof. S. R. Bandyopadhyay	<ul style="list-style-type: none"> • A course on CV writing to be offered • Scope for Languages like Mandarin • Certificate course for students • Feasibility of course on medical transcription • Long Term Action Plan needs to be developed 	<ul style="list-style-type: none"> • Prof. K.S. Banerjee was requested to do the needful • To check if some online certificate course can be offered to the students on Basics of Computer • Principal opined that long term action plan is under process, a part of which is being prepared for RUSA funding
3.	Dr. S. De	<ul style="list-style-type: none"> • Academic and Administrative audit for 2017-18 to be taken up • Industry-Institute 	<ul style="list-style-type: none"> • Internal Audit to be done first • University to be approached for necessary action

		interaction needs to be developed	
4.	Dr. B. Tarafdar	<ul style="list-style-type: none"> • Minor alteration of Feedback forms • Bilingual format 	<ul style="list-style-type: none"> • Format for feedback to be finalized by Prof. S.K. Dhar before final examinations of 3rd year
5.	Prof. D. Chakraborty	<ul style="list-style-type: none"> • Steps to motivate Alumni Registration be taken 	<ul style="list-style-type: none"> • Dr. S. Hussain be requested to communicate the same to the alumni members
6.	Prof. K.S. Banerjee	Record of all Power Point Presentations and study materials offered to the students be kept in the Department as well as Central Library	<ul style="list-style-type: none"> • Dr. M. Lahiri and Dr. B.Biswas to do the needful to upload the same as department wise folders in the library
8.	Prof. S. K. Dhar	Bridge course for 2017-18 to be structured	Heads of Departments to make necessary arrangement
9.	Dr. S. De	To ascertain the sustainability of the B.Sc (Gen) course	To approach neighbouring schools and to engage retired teachers for teaching the subjects
10.	Dr.B Tarafdar	PBAS of 4 teachers placed	Coordinator was asked to verify all records and forward for necessary action

