

IQAC MEETING #1

DATE: 06/08/16

AGENDA:

- 1) To Read and confirm the proceedings of last meeting
- 2) Incorporation of a member in place of Dr S Sreemani
- 3) Repair and painting of building
- 4) Request for contingency for departments
- 5) To make arrangements for an increase in the number of classrooms
- 6) Conduct communicative English classes in place of Spoken English
- 7) Miscellaneous

MEMBERS PRESENT:

- 1) Dr. S. De, Principal
- 2) Sm. Manju Basu, President, Governing Body
- 3) Prof. A. K. Bhakat, IQAC Cordinator
- 4) Dr. B. Tarafdar, Member IQAC
- 5) Prof. S. K. Dhar. Member IQAC
- 6) Dr. S. Bhattacharya, Member IQAC
- 7) Dr. S. Hussain, Member IQAC
- 8) Sm. P. Acharya, Member IQAC

MINUTES OF THE MEETING

CHAIRPERSON: DR. S. DE

COORDINATOR: Prof. A. K. BHAKAT

S.NO	PUT FORWARD/SUGGESTIONS BY	OUTCOME OF DISCUSSION	ACTION TO BE TAKEN
1.	Dr. S. De	Inclusion of Prof. S.R. Bandyopadhyay in place of Dr. S. Sreemani	Forwarded for approval of Governing Body
2.	Dr. B. Tarafdar Sm. P. Acharya	Repair work and painting needs to be started without further delay	Principal was requested to do the needful
3.	Prof. A. K. Bhakat Prof. S.K. Dhar	Proposal of departmental contingency Of Rs. 5000/- annually	Principal was requested to do the needful
4.	Dr. S. De	More classrooms needed to accommodate all programmes	Bigger classrooms to be partitioned Rooms in the Science building be used by other departments for optimization
5.	Prof. A. K. Bhakat	To start communicative English classes	Prof. K.S. Banerjee of English Department would be requested to do the needful
6.	Dr B. Tarafdar Prof. S. K.Dhar	Maintenance of A-V Aids Maintenance of Gymnasium	Recommended to the college authority