

**MINUTES OF THE MEETING HELD ON 10<sup>TH</sup> FEBRUARY 2018****CHAIRPERSON: DR. SHARMILA DE****COORDINATOR: DR. BASUMITA TARAFDAR**

<b>Sl.No.</b>	<b>Placed by</b>	<b>Outcome of the discussion</b>	<b>Action to be taken</b>
1	Dr. B. Tarafdar, IQAC Coordinator	Read and confirmed the proceedings of the last meeting 2.	
2	Dr. B. Tarafdar, IQAC Coordinator	Action taken report placed a)AQAR 2016-17 uploaded and submitted b)College level Seminar on FOSS: Dr. B Biswas, Sri P. Pramanick and Prof. B. Samanta of P N Das College: 19/08/17 c)College level Workshop on Revised NAAC Guidelines: Dr. S. De, Principal d) University Level Workshop on “Evolving Methodology for Electronic Data Management in academics and administration in HEI’s” by Dr. M. K. Baidya, Malda College e) 96 students registered for the FOSS Certificate course offered by IIT Mumbai	More seminars and workshops and feedback to be taken
3	Dr. B. Tarafdar, IQAC Coordinator	Document verification for CAS of Dr. M. Mallick and Dr. T. Tudu was done	To be placed in the Governing Body for necessary action
4	Dr. S. De, Principal	Academic Audit report placed	Departments to take necessary action and place a report to IQAC
5	Dr. S. De, Principal	Student Feedback report was placed	Departments to take necessary action
6	Dr. B. Biswas	Proposal for conducting a seminar on revised CAS Guidelines	To be organized in the month of April 2018
7	Dr. S. De, Principal	University level seminar on Revised NAAC Guidelines, IQAC Coordinators from various colleges to present papers	Date to be decided