

## Proceedings of IQAC meeting dated 05-05-17 held in the Principal's Chamber at 9:00 am

### Agenda:

- Discussion on New NAAC Assessment format
- Add-on Courses to be introduced
- Miscellaneous

### Members present:

1. Dr. Srabani Sarkar
2. Dr. Ruma Basu
3. Dr. Abhijit Chakraborty
4. Dr. Suchhanda Sen
5. Dr. Ballari Chakraborty
6. Dr. Gautam Sarkar
7. Dr. Susovan Bera
8. Dr. Shila Neogi
9. Sri. Kaushik K. Ghosh
10. Sri. Shyamales Maiti
11. Dr. Nandini Bhattacharjee
12. Sri. Aniruddha Chakraborty

### Confirmation of the minutes of previous meeting dated 06-02-17

The minutes of the previous meeting were read by the Coordinator, IQAC and were confirmed by the members present.

### Minutes

1. Resolved that the NAAC Steering Committee be formed with Dr. Nandini Bhattacharjee as NAAC Coordinator and the following members in charge of the seven NAAC Criteria:

<b>Name of member</b>	<b>NAAC Criterion No.</b>
Dr. Ballari Chakraborty	Criterion I
Dr. Gautam Sarkar	Criterion II
Dr. Bhaskar Ghosh	Criterion III
Dr. Kaushik Kiron Ghosh	Criterion IV
Dr. Suchhanda Sen	Criterion V

Dr. Srabani Sarkar(Principal) and Dr. Ruma Basu (IQAC Coordinator)	Criterion VI
Dr. Arpita Bhaumik	Criterion VII

1. The important features of the new format for NAAC assessment were discussed and Criterion wise plan of action chalked out.

## 2. Criterion I:

Resolved that

- New programmes like B.Sc. Hons. in Computer Science and new subjects like Education (General) be introduced if possible.
- Soft – Skill development to be reinstated in collaboration with George Telegraph
- Add-on courses on (i) Environment and Sustainability, (ii) Human Rights and Women’s Rights, (iii) Value-Oriented (iv) Basic training on first Aid and Disaster Management and (v) Yoga be held.
- A structured feedback system be introduced for all curricular aspects for all stakeholders.

## 3. Criterion II

Resolved that:

- Student Seminars debates and quizzes be organized on regular basis
- Seminars and guided peer group teaching be arranged for advanced learners.
- Remedial classes and doubt clearing sessions be arranged for slow learners.
- All teachers to make use of ICT for curriculum delivery
- Results of Internal examinations be published centrally
- Teachers continue to use innovative methods of evaluation like surprise tests , double evaluation, open book tests and regular class tests.
- All exam related grievances be addressed prior to the publication of results.
- Student Satisfaction Survey be conducted on overall institutional performance.
- A Student Welfare Committee be formed and the President of the Students’ Union, Dr. Shreedhara Gupta act as Dean of Students’ Welfare.
- Programme Outcomes and learning outcomes of all courses of the existing curriculum be uploaded to the College website.

## 4. Criterion 3

- Resolved that the Institution will continue to encourage Research activities of all its faculty members. Records of all research related activity –Publications, participation in seminars and workshops, etc. to be maintained by the Research Committee.
- Resolved that extension activities will continue to be carried out through NSS and NCC. Emphasis will be laid on programmes related to gender sensitization, yoga, environment and alternative energy, Public health awareness, Cleanliness and literacy.
- Resolved that collaborations be made with other institutions for faculty and student exchange programmes

Discussion on the other criteria was deferred to the next meeting due to shortage of time.

The meeting ended with a vote of thanks to the chair.

### **Action Taken Report**

- Bulk SMS facility for teachers and students has been introduced.
- One electronic notice boards have been installed in the administrative building
- Purchase of laboratory equipment in progress.
- Remedial Classes for weaker students held from February- April.
- 3-day Value orientation camp for Students held at Vivekananda Nidhi, Srirampore on 23-02-17
- 3-day Entrepreneurship Awareness camp and industry visit held from 08-03-17 to 10-03-17