

Proceedings of IQAC-Teachers meeting dated 06-02-17 held in Nivedita Hall at 8:00 am

Agenda:

- Proposals for student centric activities for the coming academic session
- College e-book publication
- Preparation for NAAC Assessment 2nd Cycle
- Miscellaneous

Confirmation of the minutes of previous meeting dated 13-12-16

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

Minutes

1. Resolved that the Departmental Heads submit detailed departmental activity calendars to the IQAC coordinator by 15th May, 2017, for carrying out the following student centric activities in their respective departments.
 - Debates, Quizzes and publication of departmental wall magazines
 - Interdisciplinary seminars, Endowment Lectures, Faculty and Student exchange programmes ,
 - Industry and field visits
 - Remedial coaching
2. Resolved that the College Fest 'Elan' be revived and the possibility of hosting a Food and Crafts Fair be explored. Proposed that both activities be held in Jan-Feb 2018.
3. Resolved that Remedial classes be held after the suspension of regular classes following the selection tests
4. Resolved that the possibility of instituting some more Memorial lectures be explored.
5. Resolved that a college e-journal be published with contributions from all disciplines and that Research Committee members be entrusted with the task of taking the necessary steps for this venture.
6. Resolved that possibilities for collaboration with other institutes for exchange programs and courses be looked into.
7. Resolved that preparations be initiated for the next NAAC assessment due to be held in 2020. Efforts to be made in this connection for the proper documentation of all college activities. Weaknesses of the institution to be analysed and necessary steps taken to overcome them.
8. Resolved that the Routine Committee make the necessary arrangements for proper utilization of the two new smart classrooms and virtual classroom. It is to be ensured that each teacher may avail of these facilities.
9. Resolved that teachers be trained in the use of the smart classrooms. Training to be conducted by Dr. Ruma Basu, Dr. Kaushik K. Ghosh and Smt. Jayita Ganguly
10. Resolved that the Research Room be equipped with necessary infrastructure.

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

Action Taken Report

1. List of books and instruments to be purchased from RUSA grant received from all departments. Purchase to begin shortly.
2. PA system installed in classrooms
3. Nivedita Hall upgraded to Virtual Classroom and classroom Nos. 16 and 19 upgraded to smart classrooms.