

## **Proceedings of IQAC meeting dated 13-12-16 held in the Principal's Chamber at 11:00 am**

Agenda:

- Utilization of RUSA Funds (2<sup>nd</sup> instalment)
- Miscellaneous

Members present:

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

### **Confirmation of the minutes of previous meeting dated 15-03-16**

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

### **Minutes**

1. Resolved that the second installment of the RUSA funds is to be spent towards the purchase of books and instruments as mentioned in the DPR. Accordingly the Departmental Heads are to be requested to submit requisitions for library books, instruments and computers by 15-01-17.
2. Resolved that the following measures be taken for the improvement of the academic and administrative functions of the college and for
  - Installation of PA systems in the larger classrooms of the administrative building.
  - Upgradation of two classrooms Nos. 16 and 19 in the administrative building to smart classrooms.
  - Upgradation of Nivedita Hall to Virtual Classroom
  - Purchase of reprographic machines for office use.
  - Installation of two electronic notice boards in the academic and administrative buildings.
  - Introduction of bulk SMS facility for students and teachers for efficient communication
  - Provision of a students' common room in the administrative building
  - Setting up of a canteen for students and staff administrative building

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

**Action Taken Report**

1. Data collected from different departments for the preparation of AQAR.
2. AQAR preparation in progress.
3. Student database created at the time of admission to the college
4. Course on Human Resource Office Supervisory skills in progress.