

**Proceedings of IQAC-NAAC steering Committee meeting dated 17-08-17 held in Nivedita Hall at 9:30 am**

**Agenda:**

**Action Plan for 2017-18**

- Add-on Courses/Seminars / workshops to be conducted by the college in the present Academic Session
- Infrastructure Up-gradation in the administrative building
- Miscellaneous

**Confirmation of the minutes of previous meeting dated 20-06-17**

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

**Minutes**

1. Resolved that the following Add-on Courses/Seminars / workshops are to be conducted by the college in the present Academic Session 2017-18:

- Certificate courses on soft-skill and personality development to be conducted by WEBEL.
- Yoga and Self-defence training for students to be carried out under the Sukanya Programme of Kolkata Police.
- One-day workshop on Stress and time Management for students in collaboration with Vivekananda Nidhi, Serampore
- 3-day workshop on stress management and professional ethics to be conducted for teachers and non-teaching staff of the college in collaboration with Vivekananda Nidhi Serampore

2. Resolved that the Courses on Human Resource management (HR1 and HR2) and Montessori training in collaboration with Pranabananda Institute and Value Orientation Program with Vivekananda Nidhi to continue in this academic session too.

3. Student Centric Activities to be encouraged

4. Resolved that Seminars be held on women empowerment, contribution of women in different fields and other gender related themes.

5. Resolved that the existing CCTV system be revamped and a more sophisticated system installed

6. Student Management Software and Accounts Management Software to be revamped.

7. Resolved that provision be made for the following in the administrative building:

- A medical consultation room
- Additional Zoology and Environmental Science laboratories
- A new Seminar Library Room
- Generator

8. Resolved that Psychological Counseling be provided for the students three times a week by clinical psychologist.

9. Resolved that free Medical consultation along with free medicine be provided to needy students once a week in the newly allotted medical consultation room. A doctor is to be engaged for the same.

10. Resolved that to commemorate 150<sup>th</sup> Birth anniversary of Sister Nivedita, a seminar will be organized and a Half-Bust figure of Lady Jogamaya Devi will be unveiled on that occasion.

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

### **Action taken Report**

- CBCS system smoothly implemented for B.Com Stream as per university guidelines.
- College fest Elan and Annual College function and Prize Distribution Ceremony held in July, 2017 with great success.
- AQAR 14-15 and 15 -16 sent
- Canteen, Students' Common Room arranged in administrative Building.
- Reported that on the very day 17-8-17, Thalasemia Awareness Camp and Blood Donation Awareness Camp were being held.