

Proceedings of IQAC-NAAC steering Committee meeting dated 27-09-19 held in Nivedita Hall at 9:00 am

Agenda:

- To make an overall assessment of NAAC-related work so far.
- ICT use in teaching-learning-evaluation
- Best Practices
- Miscellaneous

Confirmation of the minutes of previous meeting dated 05-03-19

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

Action Taken Report

- A 3-day workshop on Environment and sustainability with a special reference to the revival of the Adi Ganga was held from 16-18 April 2019
- A 30-hour Interdisciplinary lecture series featuring talks on popular topics from diverse areas was held from 22-04-19 to 06-05-19
- Admission Process for the Academic session 2019-20 for Semester I successfully completed in accordance with CU regulations.
- A learning Level Assessment was held directly after admission to the first semester to evaluate the learning levels of the newly admitted students.
- A list of add-on certificate courses was included in the admission form from which the new entrants could select courses in which they were interested.
- Remedial Coaching in both theory and practical courses was carried out prior to the University Examinations
- The following programmes on gender related issues was held:
 - Invited lecture on 'Economic empowerment of women-changing social attitudes' by Dr. Miratun Nahar was held on 14-03-19
 - Women in the vedic Ages –"Asha Gupta Memorial lecture" held on 12-04-19.
 - Seminar on 'Psychological contributions to Global Gender Equality' conducted by the Dept. of Psychology on 25-04-19.

Minutes

1. Resolved that the committee members in charge of Criterion 1 are to collect data regarding

- number of Physically handicapped students in the college,
- number of students from other states (domicile certificates to be collected)
- number of teachers/staff from other states

2. Resolved that committee members in charge of Criterion 2 are to keep records of the number of teachers using ICT in teaching. Teachers who are not familiar with ICT methods are to be provided necessary training. Class tests to be conducted using ICT methods.

3. Resolved that the Examination Committee is to schedule the Internal Examinations in accordance with the modalities of the Semester system introduced in the last academic session. All examination-related grievances of the students are to be addressed prior to declaration of results.

4. Resolved that all Departments are to prepare and upload the Programme Specific Outcomes and the Course Outcomes of all the courses taught.

5. Resolved that committee members of Criterion 7 are to keep the record of the percentage of women in different teaching and non-teaching positions.

6. Resolved that college NSS to conduct awareness programmes on health and literacy within the local community

7. Green Initiatives

- Necessary infrastructural modifications for the installation of rain water harvesting system in the administrative Building to be carried out
- Energy Audit to be carried out by Physics Honours Students.
- Office work to be made paperless as far as possible.
- Waste segregation to be carried out