

**PROCEEDINGS OF THE MEETING OF IQAC OF JOGAMAYA DEVI COLLEGE,
KOLKATA-26 HELD ON 22.11.2019**

Item No 1

Confirmation of proceedings of IQAC meeting held on

The proceedings of IQAC meeting held on 27.9.19 have been confirmed.

Item No 2

Action Taken Report

- German Language Course has been started
- Notice for IELTS has been issued and students are getting admitted
- Learning Outcomes have been received from all departments

Item No 3

Resolutions taken in present meeting:

1. The college will contact other colleges like Rani Birla College, BESC and Shri Sikshayatan College regarding implementation of Fashion Designing Courses
2. An Ethics Committee will be formed comprising of Dr. Sushree Chakraborty and Dr. Debopam Acharya
3. The following data regarding number of PH Candidates, Number of students from other states with domicile certificate and number of teachers from other states to be collected from departments
4. All teachers are to submit at least one .PPT presentation of their lecture in each semester to IQAC. It has been resolved that a workshop will be organised by IQAC to help teachers who are not conversant with the technology.
5. The departments are to submit basic syllabus related software, if not freely available online, along with tentative value so that at least one licensed version could be bought for the institution.
6. Industry-academia Innovative Practices to be collected from departments.
7. Departments will be notified to take class and home assignments using ICT. Class tests may also be conducted using ICT.
8. On behalf of IQAC, Naim Mondal is given charge of coordinating Mentor-Mentee meeting for BA/BSC/BCOM general students and keep record of the same.
9. Talk will be held with PIMT / Vivekananda Nidhi / BPA regarding recognition of college contribution / association with them.
10. Students Satisfaction Survey to be prepared from Feedback record.
11. Workshop on IPR to be conducted.
12. To search if there is any MOU of college with DDE-VU or other institute
13. Energy Audit to be conducted by students of Physics in Administrative Building

14. Special Skill development programme for differently abled students like Front Desk Management and Call Centre Training may be arranged
15. Books of Code of Conduct for different stakeholders to be prepared.
16. Good Practice may include
 - a. Reduction of using paper
 - b. H₂S water is used in place of H₂S gas in Chemistry Laboratory
 - c. Green Synthesis method has been taught to the students
 - d. Separate disposal of lab waste is encouraged
17. Training for Competitive Examination may be conducted
18. Students Progression Data to be collected from departments
19. Data regarding alumni to be collected from Alumni Association

It was also resolved that apart from above Academic Activity, process of Infrastructure Development for 2nd Campus of college on newly bought land should be initiated.

The meeting ended with vote of thanks to the chair.