

**Proceedings of the IQAC-NAAC STEERING COMMITTEE Meeting held on 28-02-23 at 10:00 am in Nivedita Hall, Administrative Building.**

**Item No. 1**

**Confirmation of the proceedings of the previous IQAC meeting held on 06-12-22.**

The proceedings of the previous IQAC meeting held on 06-12-22 were confirmed.

**Item No. 2**

Action Taken Report (from 06-12-22 to 28-02-23)

- SSS completed successfully. Clarifications sought by NAAC regarding DVV were addressed within due date.
- The college has been declared as pre-qualified for NAAC Accreditation .
- College Sports was conducted successfully.
- Saraswati Puja was celebrated with retired Professor of Sanskrit, PanchaliMukhopadhyay officiating as priestess.
- World Mother Language day was observed.
- Three ex- students of the college have been absorbed as assistant teachers in Bengali and Chemistry Nava Nalanda School under the student internship collaboration of the college with the school.
- The IQAC and NAAC Steering Committee visited the different departments and the Library to assess their preparedness for the NAAC PTV.

**Item No. 3**

Resolutions taken in present meeting

1. Members were informed that the college has been pre-qualified for final stage of NAAC Assessment and the remaining 50% of the fees have been successfully paid. . It was resolved that the fees for transport and logistics will be paid on 16-03-23 using Naim Mondal's credit card, which has the requisite credit limit to allow the payment transaction.
2. The tentative dates for the PTV were discussed.
3. Resolved that Shreedhara Gupta and Ananya Shankar Debabhuti are to arrange the 45 minute Cultural Programme during the PTV. Cultural Programme to be multilingual.
4. Resolved that preparations for the PTV including professional deep cleaning of the two college buildings, provision of rooms equipped with IT facilities for the Peer Team members, campus beautification, etc. to start as soon as possible.
5. Resolved that all Peer Team- Stakeholder meetings will be held in Nivedita Hall, which is to be refurbished accordingly.
6. Resolved that the IQAC members will hold meetings with all stakeholders prior to the PTV in order to apprise them of the details of the PTV.
7. A Refreshment Committee with Dr. Paramita Bandyopadhyay as convener will be formed to arrange refreshments for all stakeholders during the PTV.

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

Action taken report from 28-02-23 to 12-05-23 ( to be read out on 12-05-23)

- Meetings of the IQAC members with all stakeholders were held to apprise them of the details of the forthcoming PTV, check documentation and review infrastructure.
- Indoor games competitions were held.
- Intra- and Inter-college cultural competitions were held.
- Annual function and prize giving ceremony and Jogamaya Devi College fest 'Élan'were held on 04-05-23and 06-05-23.
- Earth Day was celebrated
- Building cleaning and renovation work has begun.
- Subject related Add-on courses are ongoing.

