

Minutes of the meeting (Date: 16.01.2018)

Convenor: For smooth running IQAC needs an almirah, computer & printer. A room is also necessary for IQAC. For the time being Room No. 11-B (Eng) may be shared by IQAC.

Asit Biswas: Academic Calendar may be prepared finally after publication of CBCS, by the W.B.S.U. But for Semester Jan - to June an Academic Calendar may be prepared.

OIC: In Pujā vacation attendance is compulsory.

Convenor: All are requested again to submit the departmental profile.

A. Biswas

OIC: Students' enrolment details must be computerized, preferably in excel file.

Tuhin S. Sarker: The details of all the students enrolled since 2013 must be recorded on computer. The format will be made by IQAC. The scholarship data must also be recorded.

Convenor: Distribution of works.

Admission & Students' profile: Tuhin S. Sarker

Scholarship: Asit Biswas

Building Dev & New Practices: Mala Neogi & Tuhin S. Sarker.

Asit Biswas proposed to introduce NCC. But OIC appreciated the proposal but expressed his unwillingness to introduce at present.

Convenor: Students Profile (in depts.) must be recorded (both hard copy & soft copy) in concerned departments. Teachers' profile also must also be kept.

All papers (since July-2015) must be kept.

Departments will be visited by Moushumi Chakrabarty & Rina Mukhopadhyay.

Convenor: An Alumni Association (after passing out of the 3rd yr) will be formed. M. Chakrabarty & S.K. Srijeta K. will be in charge of Alumni Association.

B. Chakrabarty: For Students' profile a common format is necessary.

Asit Biswas: IQAC & TCS should be given laptop

Convenor: talked of students' and Guardians' feedback. Ultimately it was decided that 3rd yr. feedback will be taken.

This year third years students' guardians feedback will be taken. The feedback form will be reviewed.

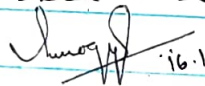
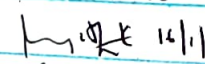
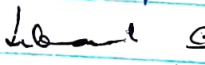
Tulin S. Sarkar: All the teachers must see the website of the college and express their views on enrichment of the site.

Convenor: If after exam we don't take classes (apt) number of classes will be reduced.

Students seminars are necessary for CAS of teachers. Cultural programmes are also necessary for it.

Asit Biswas proposed to open introduce a yoga centre.

Signatures of the members

1. Asit Biswas, 16.01.2018.
2.  16.1.2018
3. Moushumi Chakraborti 16.01.18
4.  16/1/18
5. Bedarmiti Chakraborty 16.1.18.
6. Tulin Subhra Sarkar 16/01/18.
7. Rina Mukhopadhyay 16.01.18
8.  16/1/18