MINUTE BOOK

Date— 7/07/15

Time—

Place— Principal's chamber (later took place in the Library Hall)

Minutes of the meeting are as follows :—

A meeting of IQAC with all faculty members has been held at the Library Hall to discuss the following matters.

1. Preparation of Self Study Report for NAAC.
2. Reconstruction of Library Committee
3. Miscellaneous

The Principal informed the committee about the approval of the IEQA data of the college by NAAC and the instruction from the same to fill up the Self Study Report of the college. In this context a core committee has been formed by the Principal for the preparation of ~~SSR~~. NAAC related work.

The members of the core committee are as follows :—

1. Prof. Rudrarup Mukherjee, Nodal Officer, IQAC (Dept. of Commerce)
2. Prof. Sambad Banerjee, Dept. of Commerce
3. Prof. Paromita Manna, Dept. of English
4. Dr. Suchismita Das, Dept. of Microbiology
5. Prof. Tulika Saha, Dept. of Geography
6. Prof. Soumik Chatterjee, Dept. of Journalism and Mass Communication

Considering the importance of the Library as an important part of the infrastructure related to the teaching and learning process, the Principal has reconstructed the Library committee with the following members -

1. Dr. Mausumi Singh Sengupta, Principal and Chairperson
2. Ms. Sumita Nandi, Librarian and Executive Secretary
3. Prof. Rudrarup Mukherjee, Nodal officer cum Coordinator, IQAC
4. Dr. Asit Kumar Mondal, In charge, Morning Section
5. Prof. Sunayan Mukherjee
6. Prof. Sumita Saha
7. Prof. Sayan Mandal
8. Prof. Rituparna Kundu
9. Prof. Anamika Ghatak

Dr. P.K. Chowdhury, the External Expert of IQAC has given a proposal to introduce some add-on courses like Basic computer Literacy, Spoken and communicative English etc. with an objective to increase the efficiency level of the students. The committee has decided to consider the benefit of and viability of such courses.

The committee members have also proposed to introduce the system of students counseling by some professional psychologist to address their problems and help them solve these.

It was finally decided that SSR will be prepared by the following members -

1. Dr. Mausumi Singh Sengupta
2. Dr. Suchismita Das
3. Prof. Rudrarup Mukherjee
4. Prof. Paromita Manna

MINUTE BOOK—

Date—

Time— Place—

Members present :—

1. Dr. Mausumi Singh Sengupta - [signature]
2. Prof. P.K. Chowdhury - [signature]
3. Dr. Suchismita Das - Suchismita Das
4. Prof. Rudrarup Mukharjee - [signature]
5. Prof. Paromita Manna - Paromita Manna
6. ~~Prof. [illegible] Choudhary~~ -
7. Prof. Sunita Saha - Sunita Saha
8. Prof. P. K. Basu - [signature]
9. [signature]
10. Prof. Sanbad Banerjee - [signature]
11. Prof. Chaitali Pal - C Pal.
12. Prof. Ananya Kundu Dey - Ananya Kundu Dey.
13. Prof. Tulika Saha - [signature]

MINUTE BOOK—

Date— 14/8/15

Time—

Place— Principal's Chamber (later took place in the Commerce teachers' room)

Minutes of the meeting are as follows :-

A meeting of the IQAC Committee members has been held with all the faculty members of the Dept. of Commerce at the Teachers' Room of the Commerce department to discuss the following matters.

1. Preparation of Departmental Evaluative Report
2. Miscellaneous

After a discussion regarding the matter a committee with the following members has been formed —

1. Dr. A.K. Mondal (In-charge)
2. Prof. Chaitali Pal
3. Prof. Manish Guha
4. Prof. Rahul Nath
5. Prof. Susanta Ghosh

Following the recommendation of Academic Sub Committee of the Dept. of Commerce, the In-charge has given the requisition of teaching staff for both Commerce and Economics. The committee has assured to consider the matter.

Members present :

1. Dr. Mausumi Singh Sengupta — MSL
2. Dr. Suchismita Das — Suchismita Das
3. Prof. Rudrarup Mukherjee — [signature]
4. Prof. Sanbad Banerjee — S. Banerjee
5. Prof. Sunita Saha — Sunita Saha

(Contd.)

MINUTE BOOK—

Date— 14/08/15

Time—

Place— Principal's Chamber

Members present :-

6. Prof. Manish Guha	
7. Prof. Rahul Nath	Absent
8. Prof. Chaitali Pal	Chaitali Pal.
9. Prof. Paromita Manna	Paromita Manna
10. Prof. Susanta Ghosh	S. Ghosh
11. Prof. P. K. Basu	
12. Prof. Avijit Mahapatra	A. Mahapatra
13. Prof. Anandi Sarkar	A-Sarkar

Date— 25/8/15
Time—
Place— Library Hall

Minutes of the meeting are as follows :—

A meeting of the IQAC members and a section of faculty members (except those of commerce dept.) was held at the Library Hall to discuss the following agenda —

1. Preparation of SSR and department wise Evaluative Report
2. Miscellaneous

• The Principal discussed briefly the procedure of preparing the department-wise Evaluative Reports and in this context the following faculty members have been allotted the responsibilities.

1. Dept. of Microbiology — Dr. Anamika Ghatak
2. Dept. of Computer Science — Prof. Rituparna Kundu
3. Dept. of Botany — Dr. Rimi Dutta
4. Dept. of Mathematics — Dr. M.K. Jha & Prof. Abhijit Mahapatra
5. Dept. of Physics — Dr. Shikani Sharma
6. Dept. of Chemistry — Prof. Sugata Samanta
7. Dept. of Bengali — Prof. Jhumur Mondal
8. Dept. of English — Prof. Sunayan Mukherjee
9. Dept. of Geography — Prof. Sayan Mondal
10. Dept. of Pol. Science — Prof. Shilpa Shaw
11. Dept. of Economics — Prof. Neelay Gupta
12. Dept. of Hindi — Dr. Brijesh Singh
13. Dept. of Journalism & Mass Communication — Prof. Soumik Chatterjee
14. Dept. of Film Studies — Prof. Ramprasad Gain
15. NSS — Prof. Jhumur Mondal (Programme Officer) and Prof. Shilpa Shaw
16. Library — Ms. Sunita Nandi (Librarian) and Prof. Sunita Saha

MINUTE BOOK—

Date—

Time— Place—

- Prof. P.K. Chowdhury provided valuable information and guidelines regarding the preparation of Self-Study Report and Evaluative report. He also discussed the various aspects of SSR which need to be carefully examined.

- After a discussion with the faculty members, it was decided that an orientation programme would be conducted for the freshers to introduce them with the faculties, the course curriculum, college disciplinary rules, university guidelines and registration procedure. The faculty members of respective departments have been requested to do the needful in this context.

Members Present :—

1. Dr. Mausumi Singh Sengupta - [signature]
2. Prof. P.K. Chowdhury - [signature]
3. Dr. Suchismita Das - Suchismita Das.
4. Prof. Rudrarup Mukherjee - [signature]
5. Prof. Sankad Banerjee - [signature]
6. Prof. Sunita Saha - Sunita Saha
7. Prof. Tulika Saha — [signature]

Date— 14/10/15 **MINUTE BOOK—**

Time— Place— Principal's Chamber

Minutes of the meeting are as follows:-

A meeting of the members of IQAC, the members of Library Committee and the Heads of the respective departments has been held at the Principal's chamber. The meeting was attended by Dr. P. K. Chaudhuri (Formerly Director of Public Instruction, W.B., Member-Secretary, W.B., State Council of Higher Education). The following matters were discussed —

1) Progress of preparing Self Study Report
2) Strengthening of the library as a resource of learning
3) Miscellaneous

The coordinator of IQAC gave a brief report regarding the progress of preparing the SSR for accreditation.

After a long discussion, the participants of the meeting concluded that the library needs to be enriched especially with different national and international journals on different subjects. So the coordinator of IQAC requested the Heads of all departments to discuss with the faculty members of their respective subjects to recommend for some national and international journals to subscribe on in order to enrich the learning resource of the library. The Principal informed that the subscription to INFLIBNET to get a wide online access of e-books and e-journals, is in process.

Considering the growing number of students and the large size of the new building under

MINUTE BOOK—

Date—

Time— Place—

construction, more number of events and activities should be encouraged.

Members present :-

Dr. Manosuni Singh Sengupta — MSS
Prof. P. K. Chaudhury — P.K. Chaudhuri
Suchismita Das — Suchismita Das
Rudrarup Mukherjee — Mukherjee
Sambad Banerjee — S Banerjee.
Tulika Saha — [illegible]
Sunita Saha — Sunita Saha.
Soumik Chatterjee — Soumik Chatterjee

Date— 16. 11. 15 **MINUTE BOOK—**

Time— Place—

Meeting of the NAAC Steering committee held the principal's Chamber on the 16th of November, 2015.

Agenda :-

1. Submission of SSR hard copy.
2. Planning for distribution of NAAC related work.

Minutes of the meeting are as follows:-

1. Resolved that 5 hard copies of SSR along with 5 CDs will be sent to NAAC on 30th November 2015.

2. Resolved that Prof. C. Pal, Prof M. Banerjee Prof. S. Saha and Prof. Anandi Sarkar from the department of Commerce will collect all the relevant documents for NAAC paper work. Teachers from the other departments have also been given similar responsibilities to collect documents.

There beeing no others business, the meeting ended with a vote of thanks to the Chair.

Members:

[signature]

[signature]

Suchismita Das

[signature]

C. Pal

M. Banerjee

Sunita Saha

Date— 19.12.15 **MINUTE BOOK—**

Time— Place—

Meeting of the IQAC members held at the Principal's chamber on the 19th of December 2015.

Agenda :-

1. Discussion on NAAC related matters.
2. Miscellaneous.

Members present —

1. Dr. Mausumi Singh Sengupta - MSL
2. Prof. P.K. Chowdhury - [illegible]
3. Rudrarup Mukherjee - [illegible]
4. Sarbad Banerjee - S Banerjee
5. Suchismita Das - Suchismita Das
6. Tulika Saha - [illegible]
7. Sunita Saha - Sunita Saha
8. Soumik Chatterjee - Soumik Chatterjee
9. Paromita Manna (Invitee) - Paromita Manna

Minutes of the meeting are as follows:-

1. IQAC Coordinator Rudrarup Mukherjee distributed the various NAAC related work among the teaching and non-teaching staff of the institution.

2. Prof. P.K. Chowdhury, External member of IQAC, provided guidelines to the members present as to how to interact with the NAAC peer team.

3. Several areas from which the NAAC peer team may put forth questions were

MINUTE BOOK—

Date—

Time— Place—

discussed in detail.

4. Academic matters like introducing various courses and the objective behind their inclusion were discussed as well.

There being no other business the meeting ended with a vote of thanks to the chair.

Date— 4/1/16 **MINUTE BOOK—**

Time— 10·30 a.m. Place— Principal's Chamber.

~~AB~~ A meeting has been held to discuss about the following matters:-

(1) Opening B.Sc (Hons in Zoology)
(2) Miscellaneous

After a long discussion the members have agreed in favour of opening Zoology (Hons) considering the following facts.

(a) The institute offers Microbiology (Hons), Botany (Gen) and Chemistry (Gen) and it has well equipped laboratories.

(b) The new building possesses sufficient number of rooms in which laboratories can be established for opening B.Sc (Hons in Zoology)

(c) There is sufficient demand for this subject among the students and only a few number of colleges in North Calcutta offers this course under the curriculum of University of Calcutta.

The body has decided to place the proposal in the forthcoming meeting of Governing Body for its approval and further action in this regard.

Nodal Officer has informed the body about the launching of DCF-II by AISHE for the academic year 2015-16. Prof Sanbad Banerjee has taken the responsibility to arrange the data of B.A/B.Sc/B.Com Part-III result ~~and~~ (Gender and Dept wise) and Prof Sunita Saha has taken the responsibity to provide category and gender wise data for filling up DCF-II.

MINUTE BOOK—

Date—

Time— Place—

The office will be endowed with the responsibility to provide financial data.

The meeting has ended with a vote of thanks by the Principal

Members Present

(1) Dr Mausumi Singh (Sengupta) — [signature]
(2) Prof Rudrarup Mukherjee — [signature]
(3) Prof — Sunita Saha — Sunita Saha
(4) Prof Sanbad Banerjee — S Banerjee.
(5) Dr Suchismita Das — Suchismita Das
(6) Prof Tulika Saha — [signature]
(7) Prof Soumik Chatterjee — Soumik Chatterjee
(8) Prof Paromita Manna (Invitee). — Paromita Manna
(9) Sunita Saha

Date— 17/2/16 **MINUTE BOOK—**

Time— Place—

A meeting of the IQAC was held on the 17th of February, 2016 at the Principal's Chamber to discuss the following agenda

Agenda

1. Formation of Research Committee
2. Miscellaneous

Members Present

1. [signature]
2. [signature]
3. [signature]
4. Suchismita Das
5. [signature]
6. Paromita Manna

Minutes of the meeting are as follows -

1) A Research committee is formed with the following members -

- Dr. Mausumi Singh Sengupta (Principal)
- Dr. Suchismita Das
- Dr. Anamika Ghatak
- Dr. Rimi Datta
- Dr. Kiran Sipani
- Dr. Brijesh Singh
- Dr. Shibani Sharma
- Sri Sayan Mondal

2) It was discussed that in order to promote a research environment certain initiatives need to be taken by the authority and simultaneously a proper format should be also prepared.

MINUTE BOOK—

Date—

Time— Place—

3) It was also discussed that the functions of the Research Committee are to be prepared for the smooth functioning of the Committee.

There being no other business the meeting ended with a vote of thanks to the chair.

Date— 28/3/16 **MINUTE BOOK—**

Time--

Place—

A meeting of the IQAC was held on 28th March, 2016 at the Principal's Chamber to discuss the following agenda.

Agenda

1. Formation of Career Counselling and Placement Committee
2. Promotion of research
3. Formation of Women's Cell

Members Present :-

1. Mami [illegible]
2. [illegible]
3. Suchismita Das
4. Joymik Chatterjee
5. [illegible] 28/3/16
6. Sunita Saha 28/3/16
7. Paromita Manna
8. [illegible]

Minutes of the meeting are as follows:-

1. A Placement and Counselling committee has been informally formed and the following members have been given the responsibility
   1. Sambad Banerjee
   2. Sunita Saha
   3. Suchismita Das
   4. Ramprasad Gain
   5. ~~Tulika Saha~~
   5. Rituparna Kundu

The Convener of the Committee is yet to be decided.

2. Members of the Placement and Counselling Committee are asked to take initiatives

MINUTE BOOK—

Date—

Time— Place—

and contact several organisations for student counselling purpose in the college campus regarding placement.

3. In the new academic session a Women's Cell will be formed which would be functional from the new session onwards.

4. The Guidelines for the Anti-Ragging Committee need to be revised, if any, before the new academic session for the proper functioning of the committee.

5. IQAC Coordinator is asked to notify teachers to submit minor research proposal for promoting a research environment in the institution. as recommended by the Research committee.

6. It is discussed that the mode of teaching - learning needs to be improved by using ICT in order to attract more students to the classroom and make the lecture an interactive one.

7. The Principal informed about the Workshop on the use of ICT held at the University of Calcutta which she had attended.

8. IQAC Coordinator suggested that group assignments may be given to the students to encourage their participation in interactive learning.

There being no other business the meeting ended with a vote of thanks to the chair.

Date— 11/4/16 **MINUTE BOOK—**

Time— Place—

A meeting of the IQAC was held on 11th April, 2016 at the Principal's chamber to discuss the following agenda.

Agenda

1. Action taken report on agenda of the previous meeting
2. Discussion on NAAC related matters
3. Miscellaneous

1. [signature]
2. [signature]
3. Sanbad Banerjee 11/4/16
4. [signature] 11/4/16
5. [signature] 11/4/2016
6. Sunita Saha 11/4/16
7. Paromita Manna

Minutes of the meeting are as follows:

1. It is resolved that the Women's Cell of the institution would constitute a Convener, teacher members, two student members and a non-teaching staff.

2. It is suggested by Prof. P.K. Chaudhuri that the Women's Cell may arrange awareness programmes of various kinds in association with the NSS unit of the college.

3. Smt. Sunita Saha reported that she had a talk with a member of TCS

MINUTE BOOK—

Date—

Time— Place—

and she will make all the arrangements for conducting a mock test, Group discussion and personal interview in the college campus in order to facilitate campus recruitment.

4. Sri Sankad Banerjee and Sri Soumik Chatterjee suggested that screening of students is needed before giving them the scope for campus recruitment.

5. In view of the campus recruitment for the students, the Principal proposed that post-screening procedure, the selected students would be trained and groomed properly in order to prepare them for Group discussion and personal interview.

6. It is resolved that Sri Sankad Banerjee would be the Convener of the Career Counselling and Placement Committee.

7. Prof. P.K. Chaudhuri suggested that proper records should be maintained regarding the various academic activities for NAAC purpose.

8. Prof. P.K. Chaudhuri with the aid of a powerpoint presentation proposed that the Women's cell of the institution may organise campaigns against early marriage, dowry system, bride burning and it may also make women aware of their legal rights, educational and health issues as well. Training programmes for housewives and unemployed youth may also be arranged.

MINUTE BOOK—

Date—

Time— Place—

9. Prof. P.K. Chaudhuri also suggested that lectures and workshops may be arranged on areas of common interest.

*

There being no other business the meeting ended with a vote of thanks to the chair.

* Action taken report –

• A format for Minor Research Proposal has been prepared by the Research Committee and approved by the Principal. The format is based on the UGC Minor Research Project proforma.

• The Guidelines for the Anti-Ragging committee have been a bit modified.

MINUTE BOOK—

Date— 8/6/16

Time—　　　　　　　Place—

A meeting of the IQAC was held on the 8th of June 2016 at the Principal's chamber to discuss the following agenda.

Agenda

1. Action taken report
2. Update regarding the opening of B.Sc (Hons.) in Zoology
3. Miscellaneous

Members Present

1. [signature]
2. [signature] Mukherjee
3. Suchismita Das
4. [signature]
5. Sunita Saha
6. Paromita Manna

Minutes of the meeting are as follows:—

1. Action taken report

- The proposed Women's cell would consist of the following members —

i) Smt. Paromita Manna (Convener)
ii) Smt. Jhumur Mondal (NSS Programme Officer)
iii) Dr. A.K. Mondal (In-charge, Dept. of commerce)
iv) Dr. Kiran Sipani
v) Sri Pradip Kumar Basu
vi) Smt. Chaitali Pal
vii) Smt. Purnima Mukherjee (Non-teaching member)
viii) Two Student members

MINUTE BOOK—

Date—

Time— Place—

2) Following the Calcutta University Inspection Report for Zoology (Hons.), an advertisement would be published in the newspaper for the appointment of faculty.

3) The date for NAAC Peer Team Visit for Accreditation Cycle-1 has been received. The dates being November 17-19, 2016

4) As reported by the Principal, Smt. Shrutana Dutta from Human Resource Campus, TCS would visit the college in the month of July in regard to campus drive.

There being no other business the meeting ended with a vote of thanks to the Chair.