

NOTICE

Notice is hereby given to the members of IQAC, NAAC Steering Committee and the In-charge of all departments of B.A / B.Sc. / B.Com that a meeting will be held on the 12th of July, 2016 at 11 am at the Principal's Chamber to discuss the following agenda.

Agenda :-

1. Discussion on matters related to the upcoming visit of NAAC
2. Preparation of academic documents related to the visit
3. Miscellaneous

usf - 9/7/16

PRINCIPAL

Attn:
S. Prasad

S. Prasad

R. Prasad

R. Prasad

R. Prasad

R. Prasad

Prasad


S. Prasad

Prakash Singh

Agenda :-

4. Discussion on matters related to the upcoming visit of NAAC
5. Preparation of academic documents related to the visit
6. Miscellaneous

Members -

1. 
2. Paronita Manna
3. S. Das
4. Arundel
5. S. Sanyal
6. Sam
7. J. Chatterjee
8. R. Roy
9. R. Roy
10. Prityesh Singh
11. R. K. Das
12. S. Talukder
13. R. Das
- 14.
- 15.

Minutes of the meeting are as follows:-

- IQAC co-ordinator and NAAC Steering Committee Jt. coordinator were requested to visit the departments of the institution and inform them about the various aspects of NAAC visit concerning the accreditation.
- Departmental heads are directed regarding the academic documents like the preparation of admission data, attendance record, result both internal and university examination.
- Departmental heads are also instructed to prepare teachers' profile.
- Principal also informed the faculties present to inform the fresher's about the curriculum of the University in their respective department and the required percentage in attendance.

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

NOTICE

It is hereby notified to the members of IQAC and Steering Committee and all the faculty members that a meeting will be held on the 12th of September, 2016 at 11 am at the AV Room 1 to discuss the following agenda.

Agenda :-

1. Discussion regarding the progress of the preparation of NAAC related documents
2. Miscellaneous

 21/9/16

PRINCIPAL

At Mandal

N. Gupta

S. Banerjee

M. Banerjee

Theresa Mandal

Susanta Ghosh



Devi



S. Sharma

Omprakash Singh



S. Handi



A. Ghatak

A. Sarkar



S. Chakraborty,



Sunita Saha



Rendu



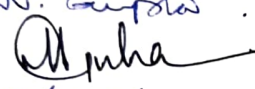
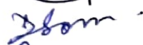




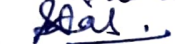



C. P. D.

A meeting of the IQAC jointly with the NAAC Steering Committee was held on the 12th of September, 2016 with all the faculty members at the AV Room 1 at 11 am to discuss the following agenda.

Agenda :-

1. Discussion regarding the progress of the preparation of NAAC related documents.
2. Miscellaneous

Members –

1. 
2. 
3. S. Das
4. S. Banerjee
5. N. Guptar
6. 
7. 
8. 
9. 
10. 
11. 
12. 
13. 
14. Paromita Manna
15. Mashurima Banerjee
16. Jhumur Mandal
17. Saptarshi Chakraborty
18. Susanta Ghosh
19. Luita Saha
20. S. Sharma
21. A. Sarkar
22. Anamika Ghatak
23. 
24. 
25. A. Mahapatra
26. S. Handi
27. C. P. J.
- 28.
- 29.
- 30.
- 31.
- 32.
- 33.
- 34.

Minutes of the meeting are as follows:-

- Steering Committee members provided a list of files to each department of the institution that are to be prepared for the upcoming visit.
- Principal and the members of the NAAC Steering Committee informed all the faculty members concerning the points that are to be incorporated in the powerpoint presentation and discussed everything in detail. The departments were given a month time for preparing the PPT and produce it before the Steering Committee.
- Many of the faculties put forth a few suggestions pertaining the preparation of the powerpoint presentation.
- A discussion was also held concerning the planning of the 3 days' visit of NAAC
- Members of the Cultural Committee were asked to prepare a cultural programme not more than 30 minutes for the Peer team members of NAAC
- NSS Programme Officer Smt. Jhumur Mondal was asked to prepare a brief powerpoint presentation constituting their various activities till date. She was also instructed to prepare the NSS volunteers for welcoming the NAAC Peer Team members

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

NOTICE

It is hereby notified to the members of IQAC and Steering Committee and all the non-teaching staff that a meeting will be held on the 7th of November, 2016 at 12.30 pm at the AV Room 1 to discuss the following agenda.

Agenda:-

1. Discussion regarding the allotment of duties and responsibilities to the non-teaching staff during the 3 days' NAAC visit
2. Miscellaneous

WSP 4/11/16

PRINCIPAL

Broukherge
 Bisnājis Chakrabarty
 Mallikar Soukhan
 a Rajan

5. W
S. W. Smith.

Jan
Firth

S. Raj
Vivekananda

Sanito Lake

Yonath Sanyal

Rayen Nishin

A. melleo

Chubb

[Handwritten signature]

Kousha Mondal

Samuel Harris

R. van der Horst

R. M. Jones

A meeting of the IQAC jointly with the NAAC Steering Committee was held on the 7th of November, 2016 with all the non-teaching staff at the AV Room 1 at 12.30 pm to discuss the following agenda.

Agenda :-

1. Communication with NAAC peer-team members
2. Discussion regarding the allotment of duties and responsibilities to the non-teaching staff during the 3 days' NAAC visit
3. Miscellaneous

Members -

1. *USP*
- 2.
3. *S. Das*
4. *S. Banerjee*
5. *QC*
6. *Debi Prasad*
7. *Biswajit Chakraborty*
8. *Sumantra Bhattacharya*
- 9.
10. *Paromita Manna*
11. *Pran*
12. *R. Ghosh*
13. *M. Banerjee*
14. *Somnath Sankar*
15. *Nirmal Biswas*
- 16.
17. *Prabir Das*
18. *Prabir Das*
- 19.
20. *S. Rai*
- 21.
22. *Rajeev Mishra*
- 23.
- 24.
- 25.
- 26.
27. *Ram Chandra*
28. *A. Chakraborty*
29. *R. Das*
30. *Kousik Mondal*

Minutes of the meeting are as follows :-

- IQAC coordinator and NAAC Jt. coordinators informed that communications to the NAAC peer team members have been made through e-mail and telephonic conversations regarding their 3-day schedule.
- Office staff – Somnath Sarkar and Rajeev Mishra were invested with the responsibilities of looking after the transportation, booking of hotels etc. of the peer team members.
- Principal provided a list to the non-teaching members where their duties and responsibilities to be carried out on those 3 days' visit are specifically mentioned.
- For technical assistance Tarak Nath Seth and Koushik Mondal were appointed.
- It was decided and informed to the non-teaching staff that few teachers will also be there to accompany them in conducting the tasks assigned to them for which small teams have been formed as well.

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

NOTICE

It is hereby notified to the members of IQAC that a meeting will be held on the 28th of January , 2017 at 11 am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Inclusion of a new member in IQAC
2. Discussion on applying for 2(F) and 12 (B)
3. Discussion on opening and Add-on courses
4. Miscellaneous

usf 20/1/17

PRINCIPAL

A handwritten signature in blue ink, appearing to be "J. J. ...". The signature is stylized with a large loop at the beginning and a long horizontal stroke extending to the right.

Surto Laha



S. D. D.
S. D. D.




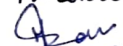

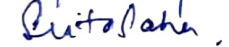


A meeting of the IQAC was held on the 28th of January, 2017 at 11am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Announcement of Grade obtained by College after NAAC assessment and accreditation.
2. Inclusion of a new member in IQAC
3. Discussion on applying for 2(f) and 12 (B)
4. Discussion on opening Add-on courses
5. Miscellaneous

Members –

1. 
- 2.
3. 
4. 
5. Paromita Manna
6. 
7. 
8. 

Minutes of the meeting are as follows :-

- Principal read out the recommendations given by the NAAC Peer Team. As per their suggestions, opening of PG courses under University of Calcutta should be considered and more seminars should be organized on a regular basis.
- Principal officially included Smt. Paromita Manna as a member of the IQAC.
- It was discussed by the Principal that the institution should immediately apply for 2 (f) which is UGC recognition and 12 (B) which is financial assistance from the central government, RUSA and other grants as well and for this purpose necessary actions are to be taken.
- Principal also asked the members to take initiatives as regard to opening add-on courses and provide her with a feedback concerning the same.
- It was discussed among the members that more teachers are to be appointed in different departments. Number of computers all over the departments of the institution and book titles in the library need to be increased.

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

Date—

MINUTE BOOK—

NOTICE

It is hereby notified to the members of IQAC that a meeting will be held on the 28th of April, 2017 at 11 am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Re-structuring of the IQAC including more members following the NAAC guideline
2. Preparation to be made for submitting AQAR for the session 2016-17
3. Miscellaneous

NSH 20/4/17

PRINCIPAL






*Opening of
F.A.S.A.
Box*

A meeting of the IQAC was held on the 28th of April, 2017 at 11am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Re-structuring of the IQAC including more members following the NAAC guideline
2. Preparation to be made for submitting AQAR for the session 2016-17
3. Miscellaneous

Members –

1. 
2. 
3. 
4. 
5. 
- 6.
- 7.

Minutes of the meeting are as follows :-

- Principal informed the members regarding the guidelines laid down by NAAC following which the IQAC needs to be restructured by including more members like-
 - a. Management- Secretary of the Governing body
 - b. Accountant – Sri Somnath Sarkar
 - c. Librarian
 - d. External expert (one more other than the existing member)
 - e. Current Student representative
 - f. Alumni member

Viewing the above requirement members were asked to suggest names of students.

- Principal informed the members that the AQAR for the session 2016-17 needs to be submitted and as such the criterion-wise distribution was made among the members.
- Keeping the NAAC recommendation in mind, Principal asked the members to find out more innovative ways in order to make the teaching-learning process more interesting one for the students.
- The members were informed that CBCS-Semester based courses will be introduced for Commerce from 2017-18 onwards. Principal and few Commerce teachers have attended several workshops in different colleges organized by UGBOS. Principal informed that a proposal has been given to organize a workshop on CBCS-commerce course, in the College in collaboration with UGBOS.

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