


## NOTICE

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

Agenda :-

1. Workshop on Commerce CBCS-semester course
2. Updation of AQAR for session 2016-17 submission
3. Miscellaneous

 5/9/17



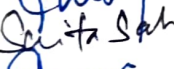



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2. Updation of AQAR for session 2016-17 submission
3. Miscellaneous

Members –

1. 
2. 
3. 
4.  *Geeta Saha*
5. 
6.  *S Banerjee*
- 7.

Minutes of the meeting are as follows:-

- Principal reported that she has already communicated with chairperson, UGBOS, Commerce to organize a workshop on Commerce CBCS course around the month of Nov, 2017. Teachers from other Colleges will be invited to attend the workshop. A separate meeting will be held with the commerce departmental teachers to allocate duties for smooth execution of the workshop.
- The members gave updates on criterion-wise document preparation of AQAR of session 2016-17. It was decided that AQAR should be finalized soon and must be submitted by Nov/Dec of 2017.

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 29 th of November , 2017 at 11 am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Discussion related to the preparation of AQAR
2. Future planning as per NAAC Peer Team report



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PRINCIPAL

A meeting of IQAC members with the undersigned ~~was~~ held on 29<sup>th</sup> November, 2017 at 12 noon in Board Room

Agenda

1. Discussion related to preparation of AQAR
2. Future planning as per NAAC Peer team report

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(Principal)

1. *USL*
2. *P. Chaudhary*
3. *Shankar*
4. *S. Samerjee*
5. *Geetika Samer*
6. *Gill Chatterjee*
7. *S. Das*
8. *Sunita Saha*
- 9.
- 10.

Minutes of the meeting are as follows :-

- Principal informed the house that as per the recommendation given by Dr. Sabuj Kumar Chowdhury, Assistant Professor, University of Calcutta and University nominee in the governing body of our institution that the application for opening B.A / B.Sc in Library Science and Information Studies has been forwarded to West Bengal State Council. Besides this, application for opening BBA has also been sent to the Council for the session 2018-19.
- Principal informed the members that Spanish Language classes have been started with 2 batches in collaboration with Cd'A Institute.
- It was also informed that regarding 2 (f) and 12 (B), indemnity bond and notarization is done but due to the pending permanent affiliation from C.U for self-financing college, no further processing has been possible.
- The NAAC Peer Team Report was read out before the external experts for inviting their suggestions. Their suggestions are as follows :-
  - ✓ More teachers are to be appointed in the first year in all departments
  - ✓ More CA / CS teachers for the commerce department viewing the professional aspect of the subject
  - ✓ A hyperlink may be created in the college website for student and guardian Feedback, apart from the existing Feedback collection mechanism
  - ✓ Initiatives may be taken for giving gratuity benefit to WT
  - ✓ College should take initiative for publishing its own Peer-reviewed journal bearing ISBN /ISSN number
  - ✓ Inter-departmental teacher exchange programmes are to be started for inter-disciplinary knowledge
  - ✓ College should facilitate instructors for sports and yogic activities.

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

# MINUTE BOOK

## NOTICE

It is hereby notified to the members of IQAC that a meeting will be held on the 12 th of February , 2018 at 11 am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Discussion on DCF submission
2. Discussion on pre-planning for the future NAAC visit



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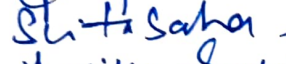


PRINCIPAL

A meeting of the IQAC was held on the 12th of February, 2018 at 11am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Discussion on DCF submission
2. Discussion on pre-planning for the future NAAC visit

Members :-

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6. 
- 7.
- 8.

Minutes of the meeting are as follows :-

- It was informed that DCF – II and TIF are being prepared and will be uploaded soon at the AISHE portal
- Principal informed the members that documents related to attendance, result, co-curricular activities and others are to be maintained regularly and updated for in the second NAAC accreditation cycle all data would be required for the preparation of SSR.
- Principal further stated that more innovative techniques need to be incorporated in the teaching-learning process to attract more students in the class.
- IQAC co-ordinator was asked by the Principal to visit all the respective departments and encourage to arrange more seminars and visiting lectures.

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 2nd of April, 2018 at 12 noon at the Principal's chamber to discuss the following agenda.

Agenda :-

1. University Inspection report on intake capacity
2. Miscellaneous



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PRINCIPAL




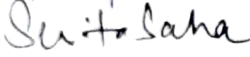




A meeting of the IQAC was held on the 2nd of April, 2018 at 12 pm at the Principal's chamber to discuss the following agenda.

Agenda :-

1. University Inspection report on intake capacity
2. Miscellaneous

Members -

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- 7.

Minutes of the meeting are as follows :-

- Principal informed the members that the intake capacity has been increased for the following departments provided all the conditions are fulfilled by the institution :-
  1. Commerce- from 600 to 720
  2. Microbiology- from 30 to 50
  3. English- from 35 to 50
- It was also informed that advertisement has been given in the newspaper for appointing new teachers in the various departments.
- Prof. Suchismita Das and Prof. Soumik Chatterjee provided a detailed report on the University Level Workshop on "Towards ICT empowerment for teaching learning process" organized by Vijaygarh Jyotish Ray College, Kolkata on 28th March, 2018.
- Principal was requested by the IQAC members that computer literate staff is required for maintaining all the data.

There being no other member 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 10<sup>th</sup> May, 2018 at 11 am at the Principal's chamber to discuss the following agenda.

### Agenda :-

1. Admission for the session 2018-19
2. Introduction of semester courses for B.A./B.Sc. from 2018-19 session
3. Miscellaneous

WSP




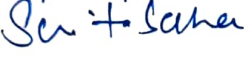
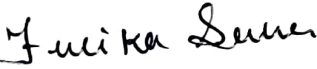
PRINCIPAL

A meeting of the IQAC was held on the 10<sup>th</sup> of May, 2018 at 11 am at the Principal's chamber to discuss the following agenda.

Agenda :-

1. Admission for the session 2018-19
2. Introduction of semester courses for B.A./B.Sc. from 2018-19 session
3. Miscellaneous

Members:

1. 
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Minutes of the meeting are as follows:-

Principal informed the members about the following points:

- Admission process from the next session (2018-2019) will start as soon as University starts the process and will be conducted through the AIMES software like the 2017-2018 session. The members were informed in detail about the admission process.
- As the semester courses of B.A./B.Sc. will be introduced from the 2018-2019 session, a detailed discussion on the Generic elective subject combinations were made and the subject combinations were read out.
- The IQAC coordinator informed that all the departmental heads must have a meeting with the teachers, so that they get acquainted with the new CBCS-based semester system. The new syllabus with the new experiments in the practical courses must be discussed thoroughly by every department with the Board of Studies well in advance.
- IQAC members informed the Principal that there will be shortage of teachers for the next session because of the CBCS system with more choices of subjects. Principal assured that more teachers will be appointed based on the requirement of the departments.

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