

MINUTES
IQAC Meeting held on 28.08.2023 at 2 pm.

At the very outset the IQAC coordinator **Dr. Madhusudan Ghosh** elaborated on the responsibilities that have been distributed among the members for the preparation of the current AQAR. On request from Pritam Bandyopadhyay he also explained the rationale behind the credit structure of each section of the AQAR and the method of its calculation.

Dr. Samrajnee Dutta raised the topic of preparing the section on Future Plans in the AQAR. The Principal mentioned the importance of participation in Faculty Development Programmes for NAAC assessment. Points can be scored through such participation. In this context he mentioned Ramakrishna Mission Rahara's course for senior faculty members and data processing courses for all. **Dr. Samrajnee Dutta** mentioned the need for a common computer centre for all departments.

Dola Chattopadhyay mentioned the importance of publication of an academic journal from the college. The coordinator requested her to study and find out the feasibility of this proposed endeavour.

The **FUTURE PLANS** for the current AQAR were proposed and discussed at length by all members and following are the resolutions in this regard:

1. A Faculty Development Programme will be held on data processing, preferably by some in-house faculty member.
2. A seminar on IPR will be hosted by the Department of Physics in the near future. Also, a seminar on NEP with its intricacies and nuances.
3. The formation of a **Book Club / Reading Club** for all students (following the model of the existing Science Club) will be initiated.
Students from adjacent schools will be invited to participate in Science Club's poster making competition. The topic will be "Science in everyday life".

The existing **Film & Drama Club** will be urged to function properly.

4. Inter-college **Debate and Extempore Speech competitions** will be organized.
5. The activities of the SWAYAM portal will be resumed as soon as possible.
6. A comprehensive policy blueprint will be formulated for Slow and Advanced learners.

Finally, it was resolved that all communication with other members of the IQAC (external, non-teaching staff and students) will be handled by Kaushiki Banerjee. The venue of the next extended IQAC meeting will be decided later.

Dr Madhusudan Ghosh (IQAC Coordinator) suggested that the **Action Taken Reports for the Academic Year: 2022-23** be prepared by IQAC as continuation of previous year reports preparation on the analysis of college infrastructural feedback from students, teachers, parents and alumni by 20th November 2023. The departmental heads will be requested to submit the action taken reports on the academic feedback (for Teacher's evaluation) by students of each department to IQAC within the 15th November 2023.

Honourable Principal Sir, Dr. Samar Chattopadhyay proposed two new names as internal members of academic audit committee in place of two existing members (on the verge of retirement) and the previous external members (three) will continue for next two academic years: 2023-24 & 2024-25. The proposed names are unanimously accepted by the members present in the meeting. The new academic audit committee for the sessions: 2023-24 & 2024-25 is furnished below:

A. Internal Members:

1. Dr. Abhijit De, Associate Professor of Physics
2. Dr. Nisith Ch. Das, Head of the Department of Mathematics
3. Dr. Narayan Chandra Karmakar, Head of the Department of Botany
4. Dr. Samrajnee Dutta, Associate Professor of Chemistry

B. External Members:

1. Dr. Partha Pratim Dasgupta, Principal, Barasat College
2. Prof. Rajat Bandopadhyay, Professor, Dept. of Biotechnology, University of Calcutta
3. Prof. Narayan Ghorai, Professor, Dept of Zoology, West Bengal State University

List of Members Present in the meeting:

1. SAMAR CHATTOPADHYAY (PRINCIPAL)
2. MADHUSUDAN GHOSH (COORDINATOR)
3. SAMRAJNEE DUTTA
4. KAUSHIKI BANERJEE
5. PRASANTA PAUL
6. JAYDIP DE
7. ABHIJIT DE
8. PRITAM BANDYOPADHYAY
9. DOLA CHATTOPADHYAY

IQAC meeting Signature Sheet

Date: 28th August, 2023

Time: 2:00 PM

Venue: IQAC Room, 3rd Floor, Annex Building

Agenda :

- (1) Criterion wise AQAR team formation for the academic year 2022-23.
- (2) Future planning for 2023-24
- (3) Policy making for communication with external members of IQAC, BGC.
- (4) Matters arising

Members Present:

	Name	Signature
1.	Shattopadhyay 28/8/23	
2.	Madhusudan Ghosh	M Ghosh.
3.	Samrajnee Datta	Samrajnee Datta.
4.	Kaushiki Banerjee	Kaushiki Banerjee
5.	PRASANTA PAUL	Prasanta Paul
6.	JAYDIP DE	Jaydip De
7.	ABHIJIT DE	Abhijit De
8.	PRITAM BANDYOPADHYAY	Pritam B
9.	Dola Chattopadhyay DOLA CHATTOPADHYAY	Dola Chattopadhyay.
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