

Minutes of the Online IQAC Meeting held on 10th March, 2021

1. Students feedback to be collected on academic performance of teachers by the respective department through google form, data to be analyzed and summary to be sent over to IQAC.
2. The students feedback for the overall college infrastructural facilities is to be collected centrally by the IQAC through google form.
3. Arpita Sengupta, Swaty Mitra and Samrajnee Dutta will be in charge of generating the format for the online feedback form.
4. The form for 2020-21 should include questions on online modes of teaching and learning.
5. A record of the online classes taken by the teachers is to be submitted to the IQAC by the heads of the department, by collecting data from the concerned teachers.
6. Indranath Bhattacharyya and Prasanta Paul is to prepare a format for academic audit of the departments.
7. Aditi Bhattacharyya is to prepare the academic calendar cum holiday list for 20-21 in the given AQAR format.
8. The IQAC committee constituted in 2018-19 will function till April 2021. No new committee could be constituted due to the pandemic situation. The student members who have passed out from the institute and non-teaching member who has retired is to be replaced by a new members. Suggested names – a sem1 PG student of zoology and one more administrative staff.
9. Arpita Sengupta suggested that more frequent IQAC meetings need to be held and participation of the external members would be helpful in functioning the committee.

Members of the IQAC committee present at the meeting:

1. Samar Chattopadhyay (Principal)
2. Arun K. Ray
3. Prabir Bhattacharyya (Coordinator)
4. Arpita Sengupta
5. Indranath Bhattacharyya
6. Suparna Basu Chaki
7. Swaty Mitra
8. Aditi Bhattacharyya
9. Sk. Abdul Gani
10. Dola Chattopaddhyay
11. Samrajnee Dutta
12. Somaditya De (Joint Convenor, System management committee)
13. Prasanta Paul (Joint Convenor, Routine Committee)
14. Sudip Mukherjee (Joint Convenor, System management committee)