

SIVANATH SASTRI COLLEGE
23/49 Gariahat Road, Kolkata 700029

Proceedings of the meeting of the Internal Quality Assurance Cell (IQAC) held on Thursday, the 29th June, 2017 at 9-30 a.m. in the Rector's Room of the college premises.

Members present

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|-----------------------------------|------------------------|
| 1. Dr. Runa Biswas | Principal: Chairperson |
| 2. Sm. Kumkum Banerjee | G.B. Chairperson |
| 3. Dr. Sudakshina Kundu Mukherjee | G.B. Member |
| 4. Sri. Dipankar Bhattacharyya | Bursar |
| 5. Dr. Sriparna Bose | Coordinator |
| 6. Sm. Jayanti Datta | |
| 7. Dr. Seema Banerjee | |
| 8. Dr. Sonali Chakraborty | |
| 9. Dr. Dola Chattopadhyay | |
| 10. Dr. Bhaswati Ray | |
| 11. Sri. Ratan Sen | |
| 12. Dr. Samata Biswas | |
| 13. Sri Jayanta Chowdhury | Head-clerk |
| 14. Student representative | |

By Invitation

15. Dr. Sipra Roy
16. Dr. Usha Keshan
17. Dr. Mousumi Bandyopadhyay
18. Sri Sukhendu Sarkar
19. Dr. Sudipta De

Agenda 1. Confirmation of the proceedings of the IQAC Meeting dated 11.05.2017 and matters arising thereof.

The proceedings of the IQAC meeting held on 11.05.2017 were read and confirmed.

Agenda 2. GB resolution regarding reconstitution of the IQAC

The meeting was informed that the Governing Body in its meeting dated resolved unanimously that Heads of all Honours Departments would be members of the IQAC during their tenure while all heads of the General Departments would be invitee members. The GB also approved the inclusion of two external members including Mr. Arunabha Ghosh of Blue Copper Technologies. The name of the other external member possibly from TCS was pending approval from TCS management and not yet finalised. Further it was discussed that if the invitation was not accepted by TCS, alternative arrangements may be thought of.

Agenda 3. AQAR 2016-17

The Co-ordinator informed the meeting about the information required for submission of the AQAR 2016-17. The information needed included the following:

- Report on the online student feedback response
- Parent and alumni feedback report
- Summary of the Results of the B.A./B.Sc./B.Com Examinations, 2017 conducted by the university of Calcutta
- List of the new appointments in the different departments.
- Data on seminars attended, publications, research activities, participation in workshops, summer school, Orientation Programmes, Refresher courses by the faculty to be submitted by the Departments.
- Short report on the UGC sponsored national seminars organised by the different departments
- NSS report
- Report on extension activities
- Report on cultural and extra-curricular activities
- Report from the Sports Committee

The meeting resolved that the required information required would be submitted by the concerned departments and committees without further delay.

Agenda 4 Miscellaneous

The coordinator suggested that a demonstration of the recently set up virtual class room should be arranged for the faculty during the next academic session.

The meeting proposed that workshops on various subjects would be organised by the IQAC.

There being no other matter to discuss the meeting was concluded.

Authenticated

Sd/- Dr. Runa Biswas
Chairperson
IQAC

Sd/- Dr. Sriparna Bose
Co-ordinator
IQAC

Confirmed on

Chairperson
IQAC
Memo No..... /SNSC/2015- 2016

Co-ordinator
IQAC
dated :

Draft proceedings forwarded to members, inaccuracies, if any are to be reported within a week.

Co-ordinator
Internal Quality Assurance Cell (IQAC)