

Minutes of IQAC Meeting dated 29 January 2019

Members Present:

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| 1. Dr. Runa Biswas, | Principal and Chairperson |
| 2. Dipankar Bhattacharyya, | Bursar |
| 3. Jayanti Datta, | IQAC Coordinator |
| 4. Jayanta Chowdhury, | Head Clerk |
| 5. Sriparna Bose | |
| 6. Seema Banerjee | |
| 7. Dola Chattopadhyay | |
| 8. Bhaswati Ray | |
| 9. Ratan Sen | |
| 10. Sipra Ray | |
| 11. Mousumi Bandopadhyay | |
| 12. Sukhendu Sarkar | |
| 13. Sreetama Ghosh | |
| 14. Student Union Representative | |

Agenda

1. Confirmation of the proceedings of IQAC meeting dated October 1, 2018 and matters arising thereof..
2. Introduction of new IQAC Coordinator and discussion on reconstitution of the IQAC as per NAAC guidelines
3. Heads on which RUSA funds are to be spent
4. Long Term vision of the college
5. Discussion on ideal practices in Teaching Learning.

Agenda 1: Confirmation of the proceedings of IQAC meeting dated October 1, 2018 and matters arising thereof..

The proceedings of the IQAC meeting dated October 1, 2018 were confirmed

Agenda 2: Introduction of new IQAC Coordinator and discussion on reconstitution of the IQAC as per NAAC guidelines

The Principal informed the members present that the Governing Body had approved the appointment of Jayanti Datta as IQAC Coordinator. There followed a discussion on the reconstitution of the IQAC, strictly following NAAC rules. It was decided that apart from the Principal and The IQAC Coordinator, three teachers should be chosen to represent the Honours Department, the General Departments, and the Commerce Department. The IQAC should also include the NAAC Coordinator, the preceding IQAC Coordinator, the Bursar, The Teachers' Council Secretary, the Academic Committee Convener, the Office Head Clerk, two members

of the Alumni, two External Members who held positions of respect in the Community or Industry. The members present resolved that the Principal and the IQAC Coordinator should take the responsibility of reconstituting the Cell.

Agenda 3: Heads on which RUSA funds are to be spent

The Principal informed the meeting that the college had received a procurement grant of Rupees 40 lakhs under RUSA 2.0. The heads under which the grant was to be utilized are as follows:

1. Laboratory	Rs. 2000000
2. Library	
a. renovation	Rs. 800000
b. books	Rs. 500000
3. Computer lab	Rs. 500000
4. Sports equipment	Rs. 200000

Having identified the areas where the RUSA funds were to be spent, the next step would be to consult the concerned departments and prepare a detailed list of the items required, and to start the Tendering Process.

Agenda 4: Long Term vision of the college

The Principal said that as part of the long term vision of the college, it was essential to buy land for a Second Campus, so that the college could expand and open new Departments. The members present wholeheartedly approved this proposal. The Principal reported that she was actively pursuing this idea. She also reported that she aspires to open a study centre in collaboration with any neighbourhood college to inculcate research temper among the students.

Agenda 5: Discussion on ideal practices in Teaching Learning.

Some of the Practices in Teaching Learning which could easily be strictly implemented were discussed. These included:

- a. The regular use of the ICT classrooms, and Power Point Presentations
- b. Academically weak students are to be identified and remedial classes are to be taken for them.
- c. Student Initiatives should continue to be encouraged in every manner possible

Sd/- Dr. Runa Biswas
Chairperson
IQAC

Sd/- Jayanti Datta
Co-ordinator
IQAC