

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 01/2018-19	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stakeholders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders' input in governance 7. Inculcate value system in students 8. Suggest measures for improvement 		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Principal's Chamber	
		Date: 18 January 2018	
		Start Time: 12.00 p.m.	
		End Time: 01.15 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. Sanatana Tripathy	Principal	Mr. Pabitra Basak	IQAC Member
Dr. Sanghamitra Roy	IQAC Coordinator	Mr. Shubhasish sarkar	IQAC Member
Mr. Uttam Kumar Das	Secretary, Staff Council	Mr. Prasenjit Debnath	M.Ed. Representative
Mr. Shib Shankar Roy	HoD, B.Ed. Department	Mr. Tanmoy Karjee	IQAC Member
Mr. Bimal Roy	Secretary, Management Council	Mr. Satish Prasad	IQAC Member
Mrs. Moumita Banarjee	HoD, D.EL.Ed. Department	Mr. Guna Shekhar Naidu	Administrative Staff
Mr. Apu Roy	IQAC Member	Mrs. Joyita Roy	Student Representative

Agenda:

1. Action Plan and Year Plan
2. Making of New agenda
3. Decision to conduct seminar/webinar
4. Strategic Plan for NAAC accreditation
5. Introduction of Skill based Course
6. Evaluation of practicum
7. Purchase of New Magazines
8. code of conduct-induction programmes
9. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy reviewed the previous minutes and that was approved without exception.
2	IQAC suggested making new agendas to opportunities for global experience for our students.
3	All departments, clubs, and forums were Directed to submit the Action Taken Report and Annual report to IQAC.
4	The meeting discussed various aspects of quality parameters to be included in the strategic plan for the overall development of the college with a special focus on academic quality, Student support, and infrastructure facilities.
5	The meeting acknowledged all academic activities organized by various departments and clubs.
6	The meeting decided to purchase new journals for the Library
7	Brief notes were given by HoDs on Induction programs and the Principal suggested including the Student Code of Conduct as one of the special themes in the program.
8	IQAC decided to conduct more courses
9	Entrusted the HoDs of each Dept to conduct the bridge course to provide our students a breather, to prepare themselves before the onset of courses for first-year degree programmes.

New Action Items			
#	Item	Responsible	Closing Date
1	Strategic Plan	Dr. Sanghamitra Roy	30-09-2018
2	Action Plans	HoDs and Coordinators	30-06-2018
3	Induction Programs – Code of Conduct	HoDs	30-09-2018
4	Journals	Mr. Biren	31-10-2018
5	Certificate Courses	Concerned Faculties	31-12-2018

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 02/2018-19	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stakeholders 2. Formulate strategies for the all-round development of the college 3. Develop and prescribe quality standards in the delivery of the academic and non-academic programs 4. Promote innovative methods of teaching and learning 5. Formulate internal mechanisms for quality checks 6. Incorporate stakeholders' input in governance 7. Inculcate value system in students 8. Suggest measures for improvement 		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Seminar Hall	
		Date: August 08, 2018	
		Start Time: 3:00 p.m.	
		End Time: 4.10 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. Sanatana Tripathy	Principal	Mr. Pabitra Basak	IQAC Member
Dr. Sanghamitra Roy	IQAC Coordinator	Mr. Shubhasish sarkar	IQAC Member
Mr. Uttam Kumar Das	Secretary, Staff Council	Mr. Prasenjit Debnath	M.Ed. Representative
Mr. Shib Shankar Roy	HoD, B.Ed. Department	Mr. Tanmoy Karjee	IQAC Member
Mr. Bimal Roy	Secretary, Management Council	Mr. Satish Prasad	IQAC Member
Mrs. Moumita Banarjee	HoD, D.El.Ed. Department	Mr. Guna Shekhar Naidu	Administrative Staff
Mr. Apu Roy	IQAC Member	Mrs. Joyita Roy	Student Representative

Agenda:

1. Minutes reading
2. Collection of Feedback form from all stakeholders
3. Analysing NAAC accreditation works
4. Disaster Management course
5. Evaluating Certificate Courses
6. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator presented the minutes of the last meeting and it was unanimously approved.
2	The meeting decided to collect Feedback form of all stakeholders to understand their expectations.
3	Entrusted the HoDs of each Dept to conduct a bridge course to provide our students a breather, to prepare themselves before the onset of courses for first year degree programmes.
4	The meeting analysed NAAC Accreditation works and decided to carry out a strategy plan for ensuring that the process of accreditation be carried forward in a time bound programme.
5	The certificate courses were analyzed by IQAC and appreciated its coordinators for their generous efforts.
6	IQAC directed the principal to constitute an IPR Cell to aware the students on Intellectual Property Right.
7	IQAC suggested the programme officers of the Students on Alert to equip the volunteers for disaster management.

New Action Items			
#	Item	Responsible	Closing Date
1	Vocational Courses	Principal	30-09-2018
3	IPR Cell	Principal	15-10-2018
4	Disaster Management	Mr. Pabitra Basak	15-08-2018
5	Feedback	Principal	30-11-2018

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- Middle right: *[Signature]*
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- Bottom center: *[Signature]*
- Bottom right: *[Signature]*

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 03/2018-19	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stakeholders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders' input in governance 7. Inculcate value system in students 8. Suggest measures for improvement 		Mtg. Leader: Principal	
		Mtg. Facilitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Principal's Chamber	
		Date: 02 November 2018	
		Start Time: 03.00 p.m.	
		End Time: 04.15 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. Sanatana Tripathy	Principal	Mr. Pabitra Basak	IQAC Member
Dr. Sanghamitra Roy	IQAC Coordinator	Mr. Shubhasish sarkar	IQAC Member
Mr. Uttam Kumar Das	Secretary, Staff Council	Mr. Prasenjit Debnath	M.Ed. Representative
Mr. Shib Shankar Roy	HoD, B.Ed. Department	Mr. Tanmoy Karjee	IQAC Member
Mr. Bimal Roy	Secretary, Management Council	Mr. Satish Prasad	IQAC Member
Mrs. Moumita Banarjee	HoD, D.EL.Ed. Department	Mr. Guna Shekhar Naidu	Administrative Staff
Mr. Apu Roy	IQAC Member	Mrs. Joyita Roy	Student Representative

Agenda:

1. Review of the minutes of the last IQAC Meeting and subsequent action taken
2. NET – TET Coaching Camp for students
3. Discussion on reducing Heat in the classroom
4. Installation of Waterpurifier in the campus
5. Strategic Plan for NAAC accreditation
6. Conducting International Seminars
7. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy read the minutes and that was approved unanimously.
2	The meeting appreciated the Students on Alert volunteers for their exemplary service during disaster.
3	The Career Guidance and Placement Cell was entrusted to conduct a systematic coaching camp for NET – TET aspirants to enlighten the meritorious performance of our students.
4	Installation of wall fans to reduce heat in the classroom was sanctioned in the meeting.
5	As per the request of the students, IQAC suggested installing a waterpurifier in the campus.
6	The meeting analyzed NAAC Accreditation works and decided to carry out a strategy plan for ensuring that the process of accreditation be carried forward in a time bound programme
7	All activities of the departments, clubs and forums were appreciated.
8	IQAC advised the Arabic Department to organize an International Seminar in Collaboration with University of Calicut to assist students in their academic and social development.

New Action Items

#	Item	Responsible	Closing Date
1	NET/ TET Coaching	Dr. Sanatana Tripathy	30-12-2018
2	Wall Fans	management	15-12-2018
3	Water Purifier	"	30-11-2018
4	International Seminar	Dr. Sanghamitra Roy	31-03-2019
4	NAAC accreditation works	Co-ordinator	31-03-2019

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 04/2018-19	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stakeholders 2. Formulate strategies for all-round development of the college 3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes 4. Promote the innovative methods of teaching and learning 5. Formulate internal mechanism for quality checks 6. Incorporate stake-holders' input in governance 7. Inculcate value system in students 8. Suggest measures for improvement 		Mtg. Leader: Principal	
		Mtg. Facillitator: IQAC Coordinator	
		Mtg. Recorder: IQAC Coordinator	
		Where: Seminar Hall	
		Date: January 01, 2019	
		Start Time: 4:00 p.m.	
		End Time: 5.10 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. Sanatana Tripathy	Principal	Mr. Pabitra Basak	IQAC Member
Dr. Sanghamitra Roy	IQAC Coordinator	Mr. Shubhasish sarkar	IQAC Member
Mr. Uttam Kumar Das	Secretary, StaffCouncil	Mr. Prasenjit Debnath	M.Ed. Representative
Mr. Shib Shankar Roy	HoD, B.Ed. Department	Mr. Tanmoy Karjee	IQAC Member
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Mrs. Moumita Banarjee	HoD, D.EL.Ed. Department	Mr. Guna Shekhar Naidu	Administrative Staff
Mr. Apu Roy	IQAC Member	Mrs. Joyita Roy	Student Representative

Agenda:

1. Review of the minutes of the last IQAC Meeting and subsequent action taken
2. Criteria wise presentation of NAAC works
3. Update Syllabus contents
4. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. S.Roy read the minutes and that was approved without exception.
2	The meeting suggested the Board of Studies members of the Calicut University from the college, to update the syllabus by adding more content on gender, environmental and human values.
3	Principal elucidated the works of NAAC, the IQAC committee recommended the criteria wise analysis of the programme.
4	All certificate courses were appreciated, and as per the feedback of the students, IQAC decided to conduct more courses in the upcoming academic year.

New Action Items

#	Item	Responsible	Closing Date
1	Criteria Wise NAAC Analysis	Principal	31-03-2019

A collection of approximately 15 handwritten signatures in blue ink, scattered across the lower half of the page. The signatures vary in style and legibility, with some appearing to be initials or names. One signature in the center-right is more prominent and appears to be the Principal's signature, corresponding to the 'Responsible' field in the 'New Action Items' table above.