

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 01/2020-21	
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: Google Meet/Online	
		Date: 8 June 2020	
		Start Time: 11:00 a.m.	
		End Time: 12.20 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. Mournita 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 for all departments, clubs and forums
2. NAAC Accreditation process
3. Analyzing NAAC accreditation works
4. Introduction of new staff
5. Discussion on conducting additional Certificate Courses in the campus
6. Strategic Plan for NAAC accreditation
7. Discussion on Virtual Classes and Online teaching methods and techniques
8. Review of the curriculum feedback
9. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	All concerned departments, clubs and forums were directed to submit the one-year action plan to ensure the regular and systematic functioning of the activities in the college. The Meeting discussed the draft current year action plans of departments, clubs and forums in detail. The Principal directed all HoDs and coordinators of clubs and forums to submit the final plan to ensure the regular and systematic functioning of various activities.
2	IQAC Coordinator Dr. Sanghamitra Roy elucidated the NAAC accreditation works. A blueprint was drawn up of how each faculty member should work for the accreditation and its further procedures were also discussed.
3	In the meeting IQAC suggested all HoD's to prepare to conduct more efficient works for students and the responsibilities were assigned to different teachers.
4	IQAC decided to submit the AQAR for NAAC accreditation. All HoD's and coordinators directed to complete the documentation works for accreditation.
5	The meeting suggested to the principal to give the provision to take the online classes in different LMS mode, such as Google Classroom, Teach Mint, Google Meet, Zoom etc. All faculties are advised to attend the workshops on Online Teaching.
6	The meeting agreed to move forward with the proposal of applying for new courses in the campus. Discussions were made on the need for new courses and its inevitability for the growth of our college. Many teachers put forward their own suggestions and supported the decision wholeheartedly.

7	The meeting suggested to conduct a session for the newly appointed faculties on Code of conduct of the college. Meeting was successful in introducing new faculty members in the college and provided the guidelines they need to follow while working here.
8	Discussed the strategic plan for NAAC accreditation and directed the principal to ensure the proper operation of the plan. Discussions were made on the continuous process with a specific focus on accomplishing institutional goals. Many agreed that strategic plans should be based on the analysis of current obstacles and future opportunities and envisages the direction towards which the organization should move to achieve its goals and objectives.
9	All departments were advocated to extend the academic activities for the betterment of students. Teachers were asked to empower the learners by providing best technical education coupled with leadership and professional skills, thus enabling them for deep learning, rational thinking.

New Action Items			
#	Item	Responsible	Closing Date
1	Action Plan	HoDs & Coordinators	30-06-2020
2	Webinar/e-workshop	Coordinators	15-12-2020
3	Proposal for New Courses	Principal	30-07-2020
4	Online Teaching	Principal	30-07-2020
5	Code of Conduct awareness for faculties	Principal	15-08-2020
6	NAAC Accreditation Works	Dr. Sanghamitra Roy	31-10-2020

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 02/2020-21	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stake-holders 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: IQAC Conference Hall	
		Date: 10 July 2020	
		Start Time: 3.00 p.m.	
		End Time: 4.00 p.m.	
Attendees:			
Name	Designation	Name	Designation
Dr. Saratana 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. Organizing NET – TET Coaching Camp for students
3. Discussion on courses
4. Criteria wise discussion on NAAC Accreditation
5. Disaster Management by Students
6. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
2	IQAC appreciated TET qualified students and advised the Career Guidance cell and Placement Cell to conduct more coaching for new students. It also helped in framing quality among the students.
3	Discussed the scope of all courses and appreciated all coordinators. It emphasized on the vision and their articulation in every key position to enable students more effective in their career advancement.
4	IQAC suggested to make Criteria wise leaders to coordinate the works of NAAC. Duties were assigned to the following faculties in framing and implementing the criteria <ol style="list-style-type: none">a. Curricular Aspects – Mr. Apu Royb. Teaching Learning and Evaluation – Dr. Sanatana Tripathyc. Research Innovation and Extension – Dr. Sanghamitra Royd. Infrastructure Facilities – Mr. Guna Shekhar Naidue. Student Support and Progression – Mr. Subhasish Sarkarf. Leadership, Governance and Management – Mrs. Moumita Banarjeeg. Institutional Values and Best Practices – Mr. Pabitra Basak
5	The meeting discussed the progress of NAAC works in detail and suggested its submission process. The progress of strategy shall be measured from time to time. It was said that the principal along with academic council and the other team members will be the custodians for strategic plan and its deployment.
6	The meeting suggested to start a center for Research and Publication for the flexible delivery of contents.
6	As a preparation for the coming monsoon, IQAC instructed students need to take up the task for development perspective in some areas.

New Action Items			
#	Item	Responsible	Closing Date
1	Coaching Camps	Dr. Sanatana Tripathy	30-11-2020
2	Criteria wise activities	Coordinators	31-01-2021
3	Rescue Teams	Mr. Tanmoy Karjee	30-11-2020

A collection of approximately 12 handwritten signatures and initials in black ink, scattered across the lower half of the page. Some are clearly legible, such as 'Sanatana' and 'Kot', while others are more stylized or scribbled.

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 03/2020-21	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stake-holders 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: IQAC Conference Hall	
		Date: 7 September 2020	
		Start Time: 11.00 a.m.	
		End Time: 12.00 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. Reviewing the minutes of the last IQAC Meeting and subsequent action taken
2. Scrutinization of Strategic plan for NAAC Accreditation
3. Extension Programs for NAAC accreditation
4. Discussion on National and International Seminars
5. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
2	All criteria leaders presented the documentation works for NAAC accreditation. IQAC reviewed the documents and appreciated the works. Being the first step towards accreditation, the enthusiastic faculty members brought out the possible detailed strategies and plans.
4	Implementation of the Strategic plan for NAAC accreditation was discussed in detail. The meeting discussed the progress of NAAC works in detail. The progress of strategy shall be measured from time to time. It was said that the principal along with academic council and the other team members will be the custodians for strategic plan and its deployment.

New Action Items

#	Item	Responsible	Closing Date
2	Strategic Plan	Dr. Sanatana Tripathy	15-12-2020
4	NAAC Documentation Analyzing	Coordinators	30-12-2020

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Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 04/2020-21	
Objectives:		Mtg. Leader: Principal	
1. Instill a sense of quality consciousness in all stakeholders		Mtg. Facilitator: IQAC Coordinator	
2. Formulate strategies for all-round development of the college		Mtg. Recorder: IQAC Coordinator	
3. Develop and prescribe the quality standards in the delivery of the academic and non-academic programmes		Where: Principal's Chamber	
4. Promote the innovative methods of teaching and learning		Date: 7 October 2020	
5. Formulate internal mechanism for quality checks		Start Time: 10.00 a.m.	
6. Incorporate stake-holders' input in governance		End Time: 11.00 a.m.	
7. Inculcate value system in students			
8. Suggest measures for improvement			
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. Reviewing the minutes of the last IQAC Meeting and subsequent action taken
2. Submission of IQA for Accreditation
3. Extension Programs for NAAC accreditation
4. Discussion on National and International Seminars
5. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
2	All criteria leaders presented the documentation works for NAAC accreditation. IQAC reviewed the documents and appreciated the works. Being the first step towards accreditation, the meeting directed to submit IQA.
3	IQAC reviewed all activities and suggested improving participation of students beyond the syllabus curriculum to make them ready for the present global scenario. IQAC analyzed the various club activities for innovation and all-round development and extracurricular activities. Academic achievements of the students in university examinations and other platforms were also observed
4	IQAC suggested to conduct National and International Webinars in various departments. It emphasized on the enrollment of students in maximum numbers of seminars, thus establishing a continuous internal assurance in them. It also noticed that the need of attending such seminars would encourage the students in research and development work.

New Action Items

#	Item	Responsible	Closing Date
1	International and National Webinars	HoDs	31-03-2021
2	Academic Monitoring	All HODs	15-01-2021
3	IQA Submission	Dr. Sanghamitra Roy	30-11-2020

Handwritten signatures and initials in blue ink, including 'Sanghamitra', 'Dr. Sanghamitra Roy', and various initials like 'S', 'A', 'B', 'D', 'R', 'P', 'K', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z'.

Minutes of the Meeting

Title: IQAC Meeting		Meeting No: 05/2020-21	
Objectives: <ol style="list-style-type: none"> 1. Instill a sense of quality consciousness in all stake-holders 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: 24 November 2020	
		Start Time: 3.00 p.m.	
		End Time: 4.00 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. Reviewing the minutes of the last IQAC Meeting and subsequent action taken
2. Submission of IIQA for NAAC Accreditation
3. National Webinars of MED
4. Any other point with the permission of the chair

Decisions Made/ Information Given:

1	IQAC Coordinator Dr. Sanghamitra Roy read the minutes that were approved by IQAC. It included the decisions and the actions made. It followed a transparent and fair feedback system analyzing the evaluation parameters and implementation of best practice system.
2	IQAC appreciated the Webinars/Seminars conducted by the departments of MED, and suggested continuing the academic activities in the upcoming academic year. It also ensured the maximum participation of students.
3	IQAC directed the coordinator Dr. Sanghamitra Roy to take further step to Submit the IIQA (Institutional Information for Quality Assurance), first step for NAAC accreditation.

New Action Items		Responsible	Closing Date
#	Item	Coordinators	30-11-2020
1	NAAC Criteria finalizing	Dr. Sanatana Tripathy	30-11-2020
2	IIQA		

Sanatana
Dr.
[Other illegible signatures and initials]