


18/8/16

Proceedings of the IQAC Meeting held on 18/08/16
(Thursday) at 3.30 P.M. in the IQAC Office

Members Present.

1. 
2. Ishar Kanti Saha
3. Nilamun Das
4. Aris Ban.
5. Gautam Saha
6. Aditya Sarbajna.
7. Mira Sil Ghosh.
8. Manish Lahiri
9. Biswas Ch. Mandal (Invited)
10. Asok Kumar Das [Physicist]
11. Purnendu Prakash Pal (do)
12. Iromita Ghosh.
13. Sebanita Banerjee
14. Sushmita Chakrabarty.
15. M. L. Hazra - (President, G.B.)
16. Chinmay Sekhar Sarkar External

The meeting was presided over by Dr. Indranil Kar, Principal & chairman, IQAC.

Agenda 1 :- Confirmation of minutes of previous meeting held on 28.7.2016 :-

The minutes of the last meeting was read-out and confirmed by the members present in the meeting.

Agenda 2:- Preparation for NAAE Peer Team Visit

- Bibhas Chandra Mondal was unanimously selected as a permanent invitee of IGAC.
- Principal said that departmental profile for all departments to be submitted to the principal by next week.
- Three teams are formed to assist & accompany the three Peer Team Members as follows:
 - 1) Prof. S. Chandrashekar, Chairperson, will be assisted by Nilansu Das, Aris Basu & Kausik Lahiri
 - 2) Prof. M. Vijayalakshmi, Member, Co-ordinator, will be assisted by Mira Sil Ghosh, Aditya
 - 3) Dr. L. Balakrishnan, Member, will be assisted by Sulehabrata Bhattacharyya, Biva Samaddar and Raju Mondal.
- Bibhas Ch. Mondal will be as an additional backup to all the three teams.
- Hotel to be booked for 6, 7, 8 & 9 November. Additional Room to be booked for three days (7-9th) for college representatives, in a different floor. Room for the Chairperson to be a Suite Room.

- Typographic facilities at hotel during NAAC Peer Team Visit to be provided by Epaathrsala as per contract.
- A leather bound / well packed copy of "A Nation in Making" to be gifted to peer team members.
- Peerless Inn is decided as host hotel for peer team members during the NAAC Visit.
- Total 4/5 cars to be booked for five days (6-10th).
- Flight tickets for the peer team members are to be booked as soon as possible.
- Hotel, Car and Flight booking responsibility will be with the Principal.
- Adity Sarbajna & Subhojyoti Bhattacharyya will be responsible for pick up and drop off from the hotel of the peer team members for visiting the college on days of visit.
- Tentative Visit Schedule to be rescheduled by IQAC & NAAC Committee.
On day 1 ~~1st~~ and 30 minutes time slot for "checking documentary evidences" be moved to 5.00 - 5.30 instead of 6.00 - 6.30 P.M.
- On day 2, "visit to Departments and facilities" to start from 10.00 am instead of

9.00 am. From 9.00 - 10.00 will be "visit to support services".

On 7th Nov, 2016, 2 slots 1- 10.30 am to 1:00 PM and 2.00 PM to 3.30 PM will be the time for Science Departments. Next day (8th) 3 hrs. (time slot not known) - for commerce & humanities.

Day 1 - 7th November - 10.30 AM - 1.00 PM :-

- 1) Microbiology & Molecular Biology.
- 2) Mathematics & Statistics.
- 3) Economics.
- 4) Psychology.
- 5) Journalism & Mass Communication.
- 6) Botany.
- 7) Physiology.
- 8) Zoology.
- 9) Library.

2.00 - 3.30 PM.

- 10) Chemistry.
- 11) Physics.
- 12) Computer Science.
- 13) Geography.

Day 2 - 8th November - 9.00 AM - 12.00 PM.

- 14) Commerce.
- 15) Bengali.
- 16) English.
- 17) History.

- 18) Philosophy.
- 19) Political Science.
- 20) Sociology.
- 21) Sanskrit.
- 22) Urdu.
- 23) Hindi.

Average time of visit per department is 15 minutes. The time has been calculated by dividing the total time of Departmental visit with the number of Department.

- Confusion about ~~faci~~ facilities and support system was addressed by the President of GB.

Under facilities we have the following:-

- 1) Library.
- 2) Canteen.
- 3) Common Room.
- 4) Gymnasium.
- 5) Net Browsing Centre.
- 6) IT
- 7) Infrastructure development.
- 8) Staff Room.
- 9) Laboratories.

Under Support system we have the following:-

- | | |
|----------------------|------------------------------|
| 1) Students Welfare. | 5) Medical Unit. |
| 2) Eco Club. | 6) Grievance redressal cell. |
| 3) NSS. | 7) Anti ragging cell. |
| 4) NCC. | 8) Women cell. |
| | 9) Minority cell. |

10) Placement & Counseling Cell.

11) Students Union.

12) Add-on courses.

Other Schedules of Day 1:-

3.30 PM - 4.30 PM - Visit to Support Services.

4.30 PM - 5.00 PM Office.

5.00 PM - 5.30 PM Interaction with Students.

5.30 PM - 6.00 PM Interaction with Alumni & Parents.

6.00 PM - 6.30 PM checking the documentary evidence.

6.30 PM - 7.30 PM Cultural Program.

Other Schedules of Day 2:-

12.00 ~~PM~~ Noon - 1.00 PM - Visit to Support Services.

2.00 - 3.00 PM - Visit to Administrative & Finance section.

3.00 PM - 4.00 PM Interaction with non-teaching staff.

4.00 PM - 5.00 PM Discussion with Principal on outstanding issues.

Teachers listed below have been given the responsibilities to look after the following issues.

- * Documentary evidence of support services and facilities to be made ready. Barnali Roy Basu & Kausik Lahiri.
 - * Office Visit - Principal, Gautam Banerjee, Kausik Ghosh and Mandab Prata Brahma.
 - * Finance and Administration - Burar, Purnendu Pal, Gautam Banerjee, Nilay Kundu & Tanmoy Mukherjee.
 - * Documents of SSR, AQAR, MHRD & other documents to be kept at IQAC office room - Tushar Kanti Saha, Barnali Roy Basu, Kausik Lahiri, Gautam Banerjee and Anis Basu will be in charge. Asok Das to be in charge of collecting the documents.
 - * Contact with Alumni & Parent - Kausik Ghosh & Gautam Banerjee.
 - * Grooming of nonteaching staff dividing into 3 parts - office, Lab attendant and Housekeeping - Principal.
 - * 23/8/16 IQAC to meet all faculty members. Presence of all teaching faculties is mandatory. No study leaves. Honorable President of GB will be present.
- Agenda - 3:- Any other matter with permission of chair. As no other matter was there to be discussed the meeting ended with thanks to the chair.

Chairman, IQAC