

20.8.19

Proceedings of the IQAC meeting (with all the faculty members) held on 20.8.19 (Tuesday) at 2:30 pm at the Chemistry Gallery.

Members (IAAC) present:

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|----------------------|---------------------|
| 1) Indranil Kar | 6) Barnali Ray Basu |
| 2) Schatterjees | 7) Achintya Biswas. |
| 3) Anis Basu | 8) Grantam Sinha |
| 4) Komal Ghosh | 9) Kanishk Dahiri |
| 5) Tushar Kanti Saha | 10) Nilamoni Das. |

Members (Faculty) present: (Name & Dept.) Signature

NAME	Dept	Signature
1) Asok Kr Das	Physics	Asok
2) Purvendraprasad Pal	do	Pal
3) Ranjit Maity	"	Ranjit
4) Prasanna Kr. Mondal	"	Prasanna
5) Hari Shankar Biswas	Chemistry	Hari
6) Herisacharan Acharya	Chemistry	Herisacharan
7) Jayanta Sikdar	Botany	Jayanta
8) Apurba Biswas	Chemistry	Apurba
9) Lalita Das.	Chemistry	Lalita Das
10) Nilofi Khatoun	Botany	Nilofi Khatoun
11) Dipanee Roychowdhury	Botany	Dipanee Roychowdhury
12) Suranjana Sarmar	Botany	Suranjana Sarmar
13) Sonali Ray.	Botany	Sonali Ray
14) Pritha Mondal.	Zoology	Pritha Mondal
15) Baishali Pandit	Botany	Baishali Pandit
16) Mira Ghosh	Physiology	Mira Ghosh
17) Sukti Chakraborty	Physiology	Sukti Chakraborty
18) Supriya Palchoudhury	Philosophy	Supriya Palchoudhury
19) Shanta Chatterji	Political Science	Shanta Chatterji

- 20) Bulbul Sen
- 21) Banali Roy Bara 20/08/19
- 22) Shiman Karmakar 20/08/19
- 23) Aparajita Kundu 20/08/19
- 24) Subrajit Banerjee 20/8/19
- 25) Champa Chatterbari 20/8/19
- 26) Bari Mukherjee 20/8/19
- 27) Chaitali Bhattacharyya 20/8/19
- 28) Anurita Nandal 20/8/19
- 29) Priya Pal 20/08/19
- 30) Madhulina Kauri 20/8/19
- 31) Koyana Ghosh 20/8/19
- 32) Dehalina Basu 20/8/19
- 33) Bipasa Kundu (Bar) 20.8.19.
- 34) Abanti (Bar) 20/8/19
- 35) Ishani Naitan 20/08/19.
- 36) Tanika Hossain 20/08/19
- 37) Shreyani Dutta 20/8/19
- 35) Sushra Barua 20/8/19
- 36) Tarikul Islam golbar 20/8/19 (200)
- 37) Suman Tamang (200) 20/08/19
- 38) Amar Ch. Das Ghosh
- 39) Malanul Pul 20/8/19
- 40) Debjani Ghosal 20/8/19
- 41) Abhijit Kumar Ghosh 20.8.19
- 42) Swapan Majhi 20/8/19
- 43) Ujjal Biswas 20.08.19.
- 44) Amit Saha, 20/8/19.
- 45) Goutam Dutta, 20/08/19.
- 46) Parvati Chakraborty 20/8/19
- 47) Malanul Pul 20/8/19
- 48) Tanya Chatterjee 20.8.19
- 49) Firdous Ahmed 20.8.19
- 50) Susanti Kumar Barua 20/08/19

51. Koushik Lahiri 20/08/2019
52. Komik Ghosh 20/08/2019
53. Pooja Kumar Bhaduri 20/08/19
54. Goutam Sinha (Hist) 20/08/19
55. Dipen Saha.
56. Dipankar Bera.
57. Rohindranath Bera.
58. Rubina Datta. 20.08.19
59. Samir K. Biswas.
60. Jhar Kanti Saha
61. Aditya Sarbajna 20/08/19

Proceedings:

Excerpts of Meeting (20.8.2019) and Plan of Action (2019-2020):

- All the HODs should start implementation of Mentoring process immediately and must submit the name of the students along with the name of their respective mentors to the IQAC Coordinator within 31st August'2019. (For Departments with full time faculty, CWTT and PTTs will also be considered and for all the CWTT-run Departments, Guest Teachers may also be considered depending on their specific requirement).
- All the HODs must assign one teacher of their Department for updating the Stock and Asset registers whichever is/are applicable.
- All the HODs must ensure submission of Online Feedback both for Self and Peer as well as the Curriculum, Institutional and Library feedback within 31st of August' 2019 by all the faculty members.
- All the HODs should initiate Student's seminar, E-magazine, Wall magazine etc. in their Departments. For this purpose, budget will be allocated departmentally.
- AQAR: All the HODs should fill up the AQAR data format properly (that would be distributed shortly) and submit the same to the AQAR Data Processing Team [Koushik Ghosh (Coordinator), Dipasree Roy Chowdhury, Prasanna Kumar Mondal, Sourav Mitra and Apurba Biswas] by 16th of September. For Arts and Commerce Departments, data collection will be done by Zahira Hossain and Bilquis Begum.

- **Audit:** Tushar Kanti Saha is the Coordinator of the Audit Team. NSS will do the Green Audit. ICC (Internal Compliant Cell) will perform the Gender Audit. Academic Sub Committee conveners will do the Academic and Administrative Audit. For Administrative Audit, Netai Gayen will assist them as a GB member. Adity Sarbajna and Abanti Goswami will help the team in the whole Audit process as and when required.
- All the Conveners of different Sub Committees should submit a Plan of Action for 2019-20 with reasonable budget requirement for the required budget allocation.
- All the new faculty members who have joined after 2016 should complete (update) the profile files previously given to them with all the required documents and submit to the IQAC Coordinator within 30th of September'2019.
- All other faculty members may get their Profile files from IQAC, update them with the required information and documents and resubmit to the IQAC.
- All the departmental heads were also requested to ensure that all the faculty members complete the submission process of their online feedbacks both for self and peer as well as for curriculum, institutional and library feedback within 31st August '2019. This was stated as mandatory for submission of AQAR 2018-19 to NAAC within 31st December' 2019. It was also stated that login id and password ~~are not~~ although are already with the faculty, they can contact Koushik Ghosh (member, IQAC) or the IQAC Coordinator regarding this issue for any further query.
- The proposals of an awareness ~~talk~~ talk on New Education Policy and a seminar by Sanskrit & Philosophy dept with IQAC Schettarjes were approved.

IQAC Co-ordinator
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Kolkata - 700 009