

31/10/17

Proceedings of the IQAC meeting held on 31/10/17 (Monday) with some members and advisors of IQAC at Dept of Chemistry staff room.

Members Present:

1. ~~Adh~~
2. ~~Bany~~
3. Aris Basu
4. Anindya Shuk Chowdhury 31/10/17
5. Konink Ghosh
6. ~~Adh~~
7. Kijju Chakrabarty
8. Johan Kanta Saha
9. Schatterjee

Proceedings:

- 1) Principal presided the meeting.
- 2) Minutes of previous meeting were confirmed.
- 3) It was noted that IQAC proposed rotational headship was finally implemented in all the departments of the college on and from 1st September' 2017.
- 4) Academic audit committee convenor Anindya Shuk Chowdhury was asked to prepare the Academic audit (internal) based on the data collected and findings on departmental visit.
- 5) Koushik Lahiri was requested to analyse ^{all} the feedback data and prepare presentable graphs for sending to NAAC with AQAR.
- 6) It was decided that for timely submission of AQAR data in time, the following members would be responsible for preparing the data criterion wise

- a) Criterion \rightarrow 1, 4, 6 \rightarrow Koushik Ghosh, Head clerk, Accountant
 - b) Criterion 2 \rightarrow Aris Basu & Barnali Ray Basu
 - c) Criterion 3, 5, 7 \rightarrow Nilamou Das & Koushik Lahiri
- 7) For Gender Audit, Adity Sarbanjine was made responsible for the report generation from the feedback data.
- 8) Administrative audit would be done by the academic audit committee with the ~~help~~ help of the head clerk, was decided.
- 9) It was decided that with ready AQAR formats and all audit reports, IQAC will sit ~~on~~ again on some day of mid ~~December~~ November to examine them critically and send to the next GB meeting for approval. (prior) before sending to the NAAC by 31st of December' 2017.

Schatterjee