

ASUTOSH COLLEGE
(Estd. 1916)
92, S.P. Mukherjee Road,
Kolkata – 700026



Phone: 2455-4504/2486-3912
Fax : (033)2486-3006
Mail : mail@asutoshcollege.in
Web : www.asutoshcollege.in

MINUTES OF IQAC MEETING HELD ON 9TH AUGUST 2018

1. There is mismatch in data & relevant documents need. This has to be rectified.
2. AQR format has been changed. Hence data for 2018 will have to arranged freshly. AQAR in old format can be uploaded with 2017 data. But then onwards new format has to be followed for 2018.
3. For Part B faculty members to be allotted for the seven criteria
 - 1) SRABONI ROY.
 - 2) TATHAGATA RAY CHOWDHURI.
 - 3) SOMA HALDER.
 - 4) MONORAMA CHATTERJEE.
 - 5) KEYA GHOSH
 - 6) CHANDRAMALLI SENGUPTA.
 - 7) SAYONI MUKHERJEE.
4. In new CBCS system a format for ATTENDANCE %)will be given to all Departments and on monthly basis that will be conveyed to concerned students of each department for information.
5. Student Feedback system may be included in Website .
6. A short C.V. of faculty member as well maybe included.
7. Overall website needs to be updated & modernized. A team of 4 members to be formed to explore possibilities which will include AMIT BHATTACHARYA, NANDAN GHOSH, GAUTAM MAHAPATRA, & SAURAV BHOWMIK.
8. Prospectus to be uploaded in College Website.
9. Software for maintaining / teacher wise class records in each departments, will be developed and sent to Department for entry. A hard copy backup may be maintained month wise. ABHIK KUNDU to do needful.
10. Seminar Proposal from Arts Faculty depts was discussed. Fresh Application to be submitted as advised by IQAC.
11. All Departments will be requested to give proposals for Seminars & Projects by December.

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MEMBERS PRESENT

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Dr. Abhik Kundu
Dr Manas Kabi GB Member & Bursar
Dr. Tapti Dey, GB Member
Dr. Sayani Mukhopadhyay, GB Member
Prof. Bhaskar Mridha GB Member
Sri Debasish Roy GB Member
Sri Sarthak Banerjee GB Member
Dr. Sajal Bhattacharya
Dr. Manorama Chatterjee
Prof. Siddhartha Kar
Dr. Sraboni Roy
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Special Invitee: Prof. Manas Biswas

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MINUTES OF IQAC MEETING HELD ON 11TH OCTOBER 2018

1. AQAR Status update: Criteria ,I II, III, IV,V , VI , VII → Submitted.
2. Data to be substantiate by document which is not always clearly specified in Dept. profile of some Depts. Specially identifying National/International Status. DHIMAN DUTTA, ABHIK KUNDU & TATHAGATA RAY CHOWDHURI will visit Departments to verify.
3. Online submission of data to be initiated,so that a common pattern will be followed so that there is no discrepancy across sites where these are uploaded. For the purpose one common E- mail may be created. Where all data from all sources will be submitted by people assigned such work. This will help cross verification & cross checking before uploading. This common data bank will be preserved by college in mainly soft copy format and the data bank will be managed by TATHAGATA RAY CHOWDHURI primarily.
4. All IQAC members should be updated with info. regarding sources where such data are being sent.
5. PUJA CHATTERJEE & PRABIR RUDRA are requested to keep touch of the last dates of submission of data and do the needful.
6. Printing of GE QUESTION PAPER to be organized centrally. RINA KAR DUTTA & SIDDHARTHA KAR will be in charge of the process Hons. Questions will be submitted to Vice Principal office. General questions will also be submitted to Vice Principal office. VicePrincipal will be custodian of Question Papers. (Last date for Submission : 12 NOVEMBER 2018.) 4 Sets Questions . (25×4)
7. Question papers of Hons. subjects – individual Depts. to organize – CC1 (4 Sets) ; CC2 (4 Sets).

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MINUTES OF IQAC MEETING HELD ON 1st APRIL 2019

1. Each Department to be allotted a nodal person for data collection and management.
2. Notice for Departmental Database Management for prospectus & IQAC to be made and circulated.

Department	Faculty
B.B.A.	PROF.SUDIP GHOSH
Bengali	PROF SAMRAT DUTTA
BIO-Chemistry	PROF PAROMITA ROY CHOWDHURY
Botany	PROF MITHU BISWAS
Chemistry	PROF NILADRI SEKHAR KARAN
Comm. Eng. Major	PROF TRIPURARI BAKSHI
Computer Science	PROF ARNAB KUMAR GHOSAL
Economics	PROF NANDINI MUKHERJEE
Electronics	PROF ARNAB SAMADDER
English	PROF SRABONI ROY
Environmental Science	PROF ARIJIT CHATTERJEE
Geography	PROF INDIRA HALDER
Geology	PROF DIPANJAN MAJUMDER , PROF ASHIS DAS
History	PROF SUBHASRI GHOSH
Mathematics	PROF PRABIR RUDRA
Microbiology	PROF KUNTAL GOSWAMI
Philosophy	PROF CHANDRIMA BHAR
Physics	PROF AMIT KUMAR BHATTACHARJEE
Political Science	PROF SANCHITA SANYAL
Psychology	PROF TINNI DUTTA
Sanskrit	PROF ZUBIN YASMIN
Sociology	PROF SREETAMA CHAUDHURI PROF SOUMEN DAS
Statistics	PROF SHANKHA BHATTACHARJEE
Zoology	PROF SHISHIR TAMANG
B. Voc.	PROF SANTANU MODAK
Industrial Fish & Fisheries	PROF RAHUL MONDAL
Journalism & Mass Communication	PROF NABANITA BHATTACHARJEE PROF MONALISHA CHOTTOPADHYAY

3. AQAR 2017-2018 to be finalized and submitted.

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MINUTES OF IQAC MEETING HELD ON 14th AUGUST 2019

1. Power point Presentation by the IQAC Coordinator detailing the NAAC Accreditation process undergone by the college, in 2002 (1st cycle) and in 2016 (2nd cycle).
2. Current accreditation valid till 2022 ,discussion regarding implementation of NAAC recommendations were discussed.
3. Discussion regarding AQAR submission online and SSR submission online and no scope for data modification/ correction at a later stage was also discussed.
- 4.Areas of concern regarding student and pass out student data management was discussed.. Collection of data (NET/SET/GATE/GRE, Etc)- through college website/print media/social media was proposed.
5. Reorganizing departmental activities as per previous recommendations were discussed.
6. Regarding collection of data from departments it was proposed that data to be collected under different heads which need to be identified
7. Teams to be formed for data collection and management. Responsibility to be given to specific teams – to be decided in the next IQAC meeting.

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MINUTES OF IQAC MEETING HELD ON 19th AUGUST 2019

1. Coordinator Reported the submission of AQAR 2017 – 2018 as per format.

2. Discussion regarding DATA BASE OF 2017 – 2018

- 1 MEMBER ASSIGNED PER DEPARTMENT.
- Format given in WORD format for filling up.
- Data given by most Departments with and without supporting documents.
- Data entered for most Departments but data not verified.
- Database records returned to DEPARTMENTS.
- Not resubmitted.

3. Discussion regarding AQAR 2018 – 2019

- AQAR FORMAT has been changed wef 2018 – 2019
- 1 member assigned per Department.
- Format given in EXCEL / WORD format for filling up.
- Data given by some department in EXCEL OR WORD format.
- Data entered for few Departments but data not verified.
- Departmental reports of 2017 and 2018 will be emailed if available (WORD OR EXCEL)
- Format will be sent in EXCEL.
- Pooled data as much done will be sent (in EXCEL)
- Members to prepare reports of concerned departments in EXCEL (2017 AND 2018) in one file.
- Members to sit with the departments and
 - a) Check pooled data.
 - b) Enter any data not entered for 2017 – 2018 and 2018 – 2019.
 - c) Check and collect all supportive documents.

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4. The following cluster of departments were proposed for the data pooling purpose.

CLUSTER 1 : RINA KAR DUTTA/ ADITI DAS/GAJENDRA NATH MAITY.

DEPARTMENT	2017	POOL	2018	POOL	IN CHARGE
BENGALI	NO	NO	NO	NO	SAMRAT DUTTA
SANSKRIT	YES	NO	NO	NO	JUBIN YASMIN
COM ENG.	NO	NO	NO	NO	KABI BAKSHI
PHILOSOPHY	YES	NO	YES	YES	CHANDRIMA BHAR
SOCIOLOGY	NO	NO	YES	NO	SREETAMA CHAUDHURI
B.VOC	NO	NO	YES	YES	SANTANU MODAK

CLUSTER 2 : SANCHITA SANYAL/ NANDAN GHOSH/ KUNTAL KANTI GOSWAMI.

DEPARTMENT	2017	POOL	2018	POOL	IN CHARGE
ENGLISH	YES	NO	YES	YES	SRABONI ROY
HISTORY	YES	NO	YES	NO	SUBHASHREE GHOSH
POL SC.	YES	NO	YES	NO	SANCHITA SANYAL
JOURNALISM	NO	NO	NO	NO	NABANITA BHATTACHARYA
BBA	YES	NO	NO	NO	SUDIP GHOSH
ECONOMICS	YES	NO	YES	NO	NANDINI MUKHERJEE

CLUSTER 3 : DHIMAN DUTTA/SREEJITA BASU MALLICK/SOURAV BHOWMICK.

DEPARTMENT	2017	POOL	2018	POOL	IN CHARGE
PHYSICS	YES	NO	NO	NO	AMIT KUMAR BHATTACARJYA
ELECTRONICS	YES	NO	YES	YES	ARNAB SAMADDAR
MATHS	YES	NO	YES	YES	PRABIR RUDRA
GEOLOGY	YES	NO	YES	YES	DIPANJANMAJUMDAR
GEOGRAPHY	YES	NO	NO	NO	INDIRA HALDER

CLUSTER 4 : MANAS BISWAS/RWITI BASU/KANCHAN KARMAKAR.

DEPARTMENT	2017	POOL	2018	POOL	IN CHARGE
STATS	YES	NO	NO	NO	SANKHA BHATTACHARJYA
COMP.SC.	YES	NO	YES	NO	ARNAB GHOSHAL
PSYCHOLOGY	NO	NO	YES	YES	TINNI DUTTA
CHEMISTRY	YES	NO	YES	NO	NILADRI KARAN

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BIOCHEMISTRY	YES	NO	NO	NO	PARAMITA ROY CHOWDHURY
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CLUSTER 5 : SRIPARNA DUTTA RAY/BIDISHA SEN/PARTHASARATHI BERA.

DEPARTMENT	2017	POOL	2018	POOL	IN CHARGE
MICROBIOLOGY	YES	NO	NO	NO	KUNTAL KANTI GOSWAMI
ZOOLOGY	YES	NO	NO	NO	SISIR TAMANG
ENV.SC.	YES	NO	NO	NO	ARIJIT CHATTERJEE
BOTANY	YES	YES	YES	YES	MITHU BISWAS
IFF	NO	NO	YES	NO	RAHUL MONDAL

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