



MINUTES OF IQAC MEETING HELD ON 29TH AUGUST 2022

- The progress made on the PAC Application was reviewed and necessary recommendations given by IQAC Members were incorporated.
- Members discussed the activities performed in the college during the session January to August 2022 & guidelines were prepared for AQAR preparation.
- Members were assigned duties for the preparation of the AQAR report to be submitted.

MEMBERS PRESENT

SL. No.	NAME OF THE MEMBERS	SL. No.	NAME OF THE MEMBERS
1.	Prof Apurba Ray	8.	Dr. Priyadarshini Mallick
2.	Dr. Sriparna Datta Ray	9.	Sri Arnab Kumar Ghoshal
3.	Dr. Sayani Mukhopadhyay	10.	Dr. Dhiman Dutta
4.	Dr. Keya Ghosh	11.	Dr. Reema Roy
5.	Dr. Tathagata Ray Chaudhuri	12.	Dr. Bidisha Maitra Sen
6.	Dr. Abhik Kundu	13.	Smt. Shromona Ray Barman
7.	Dr. Rina Kar Dutta	14.	Dr. Bidisha Datta

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MINUTES OF IQAC MEETING HELD ON 7TH SEPTEMBER 2022

- As part of the preparation for PAC application, the recommendations given by the IQAC members in the last meeting were incorporated in the proposal.
- The PAC proposal including both Qualitative and Quantitative Metrics were discussed and necessary corrections were incorporated.
- As per the SOP Guidelines of PAC, checklist of supporting documents was prepared and members of the IQAC were assigned their respective duties.
- The IQAC members were also informed that the guidelines for submission of PAC application have been asked from NAAC.
- Deadline for Submission of supporting documents for PAC has been considered for 10th September, 2022.
- Preparations were also started for the next cycle of AQAR submission, 2021 - 2022.

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8.	Dr. Niladri Sekhar Karan	16.	Dr. Prabir Rudra

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MINUTES OF IQAC MEETING HELD ON 16TH SEPTEMBER 2022

- The final draft of the PAC application was placed for necessary approval in the IQAC meeting.
- The proposal was discussed and approved by the College Administration.
- Decision was taken that PAC application shall be made once we get the necessary guidelines from NAAC.
- Preparations for the next cycle of AQAR submission, 2021 - 2022 was initiated as decided in the last meeting.
- Progress report was monitored for each criterion and necessary inputs were given to the respective Co-Ordinator's of all Criteria.
- Responsibility for criterion wise final data collection was assigned to all respective Co-Ordinator's and they were advised to submit all information along with supporting documents to IQAC by 31st October, 2022.

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MINUTES OF IQAC MEETING HELD ON 26TH SEPTEMBER 2022

- Decision was taken by the College Administration that purchase of books shall be done for the academic session of 2022 - 2023 for all Undergraduate and Postgraduate Departments.
- All Heads of the Departments were requested to submit a requisition for purchase of new books required for students in the upcoming academic session.
- Proposed Grant allocation of Rs.50,000/- and Rs.30,000/- was announced for Science and Humanities Departments respectively.
- A proposal for organizing a Book Fair in the College premises (in the month of January, 2023) was given by our Librarian and this was approved by the College Authority and he was asked to take necessary measures to make the event a grand success.
- Conveners of all Library Development Committees (Central Library, Seminar Library (Humanities) , Asutosh College Training Centre Library , Bhasa Campus Library , Post Graduate Library (Centenary Building) were requested to take necessary measures for increasing footfalls in all Libraries in the post pandemic period.
- Initiative was also taken to increase the number of books in the Seminar Library; this initiative was taken as an action in response to student feedback taken by the College Authority.
- The Status of the Integrated Library Management System (ILMS) was partial since 2020 - 2021; discussion was done to make the Nature of Automation fully functional. Necessary measures have been initiated in this arena. The proposed deadline for this automation is November 2022.
- Librarian was requested to submit relevant data pertaining to daily usage of Library by both students and teachers (required for AQAR 2021-2022 data submission).

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1.	Prof. Apurba Ray	15.	Dr. Gajendra Nath Maity
2.	Dr. Manas Kabi	16.	Sri Ajit Bhattacharjee
3.	Dr. Sriparna Datta Ray	17.	Smt. Jhuma Guha
4.	Dr. Rina Kar Dutta	18.	Smt. Neha Maity
5.	Dr. Bidisha Maitra Sen	19.	Sri. Supriyo Das
6.	Dr. Manorama Chatterjee	20.	Smt. Sharmistha Saha
7.	Dr. Tapti De	21.	Smt. Soma Majumdar Saha
8.	Dr. Sraboni Roy	22.	Sri Goutam Deb Sarkar
9.	Sri. Gouranga Charan Jana	23.	Smt. Amrita Dutta
10.	Smt. Antika Sinha	24.	Sri Anjan Dey
11.	Sk Mohiuddin	25.	Smt. Jaya Chakraborty
12.	Dr. Indira Halder	26.	Smt. Pooja Ghosh
13.	Sri Santanu Modak	27.	Smt. Alpana Middy
14.	Dr. Rwiti Basu	28.	Shri. Suman Chongder

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MINUTES OF IQAC MEETING HELD ON 10th NOVEMBER 2022

- Discussion was done regarding preparation of AQAR for the Session 2021 - 2022.
- The revised AQAR proforma requiring information on Multidisciplinary / interdisciplinary, Academic bank of credits (ABC), Skill development, Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course), focus on Outcome Based Education (OBE) and Distance education/online education were discussed at length during the meeting.
- The College Administration has taken the initiative to start preparations for the upcoming 3rd cycle of NAAC reaccreditation and all members were briefed regarding the same.
- A proposal for Organizing a National Conference in 2023 was discussed.

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3.	Dr. Sayani Mukhopadhyay	11.	Dr. Dhiman Dutta
4.	Dr. Keya Ghosh	12.	Dr. Reema Roy
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MINUTES OF IQAC MEETING HELD ON 30th NOVEMBER 2022

- The full body meeting of IQAC was held with representatives from all stakeholders.
- The vision and mission of the College in the post pandemic scenario was discussed with all experts present in the meeting and road map for the upcoming 3rd cycle of NAAC reaccreditation was conversed.
- Plan of action for the next academic year 2022 - 2023 was discussed and following proposals were given:
 1. Starting more regular post-Graduate degree (M.A. and M.Sc.) courses with affiliation from the University of Calcutta.
 2. Establishment of an Autonomous Research center where Ph.D. level research work can be performed with affiliation from the University of Calcutta.
 3. Establishment of a skill development hub based on B.Voc. programmes at the second campus of the college at Bhasa, South 24 Parganas.
 4. Internship with Industries or Companies shall be started in the coming year for potential candidates.
 5. Establishment of collaboration/partnership with industry/business houses for augmentation of placement opportunities of the students.
 6. Enhancement of sports facilities and tie-ups with games and sports institutes to help capable students to prepare for state, national and international levels of games and sports.

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3.	Dr. Sriparna Datta Ray	14.	Smt. Shramana Ray Barman
4.	Dr. Sayani Mukhopadhyay	15.	Dr. Bidisha Sarkar Datta
5.	Dr. Keya Ghosh	16.	Sri. Sarthak Banerjee
6.	Dr. Tathagata Ray Chaudhuri	17.	Smt. Kajeri Banerjee
7.	Dr. Abhik Kundu	18.	Dr. Amlan Chakraborty
8.	Dr. Rina Kar Dutta	19.	Sri Uttaran Banerjee
9.	Dr. Dhiman Dutta	20.	Sri Suraj Shankar Bose
10.	Dr. Priyadarshini Mallick	21.	Sri Debajit Charttopadhyay
11.	Sri Arnab Kumar Ghoshal		

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MINUTES OF IQAC MEETING HELD ON 22nd DECEMBER 2022

- The final AQAR report for the session 2021 - 2022 was presented to the College Authority in the presence of all IQAC members.
- It is thoroughly reviewed; critically analyzed and necessary inputs were incorporated.
- After necessary corrections, the AQAR 2021 - 2022 was approved by the College authority and the date of submission of AQAR 2021 - 2022 was finalized for 26th December, 2022 at the HEI portal.
- An Induction Programme for faculty members appointed since 2014 was proposed and the date of the said event was finalized on 12th January, 2023 at our Bhasa Campus.

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4.	Dr. Keya Ghosh	13.	Smt. Shramana Ray Barman
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6.	Dr. Abhik Kundu	15.	Dr. Niladri Sekhar Karan
7.	Dr. Rina Kar Dutta	16.	Dr. Sajal Bhattacharya
8.	Dr. Priyadarshini Mallick	17.	Dr. Chandramalli Sengupta
9.	Sri Arnab Kumar Ghoshal	18.	Dr. Sraboni Roy

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MINUTES OF IQAC MEETING HELD ON 4th MAY 2023

- Activities performed related to all 7 criteria were discussed thoroughly with reference to AQAR 2022 – 2023 and the gap areas were identified.
- The plan of action was thoroughly reviewed; critically analyzed and necessary inputs were incorporated so that activities could be performed in the months of May and June 2023 respectively to fulfill all metrics of AQAR.
- Discussions on Indian Knowledge System and Outcome Based Education were held and Seminar talks shall be organized in the coming months of the academic session 2022 - 2023 to further promote the vision of National Educational Policy.
- A Research Advisory Committee (RAC) shall be constituted keeping in mind the National Educational Policy and the proposal for RAC shall be placed before the Governing Body of the College for necessary approval and implementation.
- Our meritorious students shall be felicitated as part of our Initiative “ATOM” to further encourage the students who performed exceedingly well in competitive Examinations at the National Level.
- For further enrichment of all stakeholders of the institution viz. students, faculty members and non-teaching staff members, number of MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. shall be signed in the academic session of 2022-2023.

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7.	Dr. Rina Kar Dutta	17.	Dr. Kunal Sinha
8.	Dr. Priyadarshini Mallick	18.	Dr. Sarthak Banerjee
9.	Sri Arnab Kumar Ghoshal		
10.	Dr. Dhiman Dutta		

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