



Meeting of the IQAC with Members of the Teaching Staff

Date: 21.09.2023

AGENDUM: Preparation of AQAR for the Session 2022-2023

MEMBERS PRESENT

MEMBERS PRESENT (EXTERNAL)

Sl. No.	NAME	DESIGNATION
1.	DR. INDRILA GUHA	Principal, Basanti Devi College & Member of the Governing Body, Asutosh College
2.	DR. AMLAN CHAKRABORTY	Professor & Director, A. K. Choudhury School of Information Technology, University of Calcutta & Head, IT & Technology Innovation cell, Department of Higher Education, Govt. of West Bengal
3.	DR. JAYDEEP SARANGI	Principal, New Alipore College
4.	SRI DEBAJIT CHATTAPADHYAY	Assistant Commissioner of Police, Kolkata Police
5.	SRI SURAJ SHANKAR BOSE	Gladiatech Consultancy Services Private Limited

MEMBERS PRESENT (INTERNAL)

Sl. No.	NAME	Sl. No.	NAME
1.	DR. MANAS KABI, PRINCIPAL	7.	DR. RINA KAR (DUTTA)
2.	DR. SRABONI ROY	8.	DR. SRIPARNA DATTA RAY
3.	DR. SAYANI MUKHOPADHYAY	9.	DR. SUBHASRI GHOSH
4.	DR. SUPRIYO DAS	10.	DR. NILADRI SEKHAR KARAN
5.	DR. TATHAGATA RAYCHAUDHURI	11.	DR. KUNAL SINHA
6.	DR. ABHIK KUNDU	12.	DR. BIDISHA MAITRA SEN

MINUTES& RESOLUTIONS

The agendum was introduced in the house by the coordinator with the Principal, Dr. Manas Kabi initiating the discussion.

- Work on compiling the AQAR to begin immediately.
- It was proposed that separate teams under the supervision of senior teachers be formed for data management and compilation of the seven (7) criteria of the AQAR.

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- It was further proposed that a supervisory team would verify the data for the different criteria and upload the same in the college and NAAC portals.
- The teams be formed and access rights to the college portal for uploading/ viewing/ editing of the different criteria be given to the members of the respective teams.

Dr. Manas Kabi, Principal

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Dr. Sraboni Roy, IQAC Coordinator

CO ORDINATOR
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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Date: 11.01.2024

AGENDA

1. Institutional SSR Preparation
2. Progress Report for the Academic Session 2023-24
3. Miscellaneous

MEMBERS PRESENT

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1.	DR. INDRILA GUHA	Principal, Basanti Devi College & Member of the Governing Body, Asutosh College
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SPECIAL INVITEE: DR. DHIMAN DUTTA

MINUTES & RESOLUTIONS

1. Discussion on preparation and submission of IIQA to NAAC prior to uploading of SSR (within 45 days of IIQA submission) was initiated after the coordinator informed the house that the AQAR for 2022-23 had been successfully uploaded within the stipulated date. It was proposed that two teams be formed for documentation:
 - Data collection and management team
 - Report writing team

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2. A core committee be formed to supervise and coordinate the work of the two teams in charge of data collection and management and report generation respectively;
3. The said data to be uploaded in the website after approval of the core committee;
4. A datasheet of activities like seminars, workshops, extension and outreach activities, academic events conducted by the departments to be generated through a Google form. A list of pending activities to be made and departments to be given a deadline to complete the same.
5. Maintenance of the college website, updating of information, and modifications required in the different pages and tabs to be expedited.

Dr. Manas Kabi
Principal

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IQAC MEETING WITH HEADS OF ALL DEPARTMENTS

Date: 27.01.2024

Agenda:

1. Preparation of Institutional IQA for Subsequent NAAC Assessment
2. Miscellaneous

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- IQAC

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1.	DR. INDRILA GUHA	Principal, Basanti Devi College & Member of the Governing Body, Asutosh College
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- Heads/ Representatives of all Departments

MINUTES & RESOLUTIONS:

- Every Day is Seminar Day to be resumed in the first week of February.
- Academic calendars of UG departments to incorporate approximate timelines for LMS examinations, Alumni talk, remedial sessions.
- Complete PO and CO under CBCS and as per availability under CCF to be prepared by the departments and uploaded in their respective pages in the website.
- Seminars on Research Methodology/ Intellectual Property Rights/ Artificial Intelligence to be conducted by individual departments within 15.03.2024.

- Seminar library data management to be undertaken without delay by the teachers in charge of departmental seminar libraries.
- Extension activities to be undertaken and completed by 15.03.2024.
- Departments to circulate Google forms for compiling departmental alumni database.
- Data compilation and preparation to be done according to SOP guidelines of NAAC.
- Every Thursday, HoDs to meet the IQAC for follow-up.

Manas Kabi

Dr. Manas Kabi, Principal

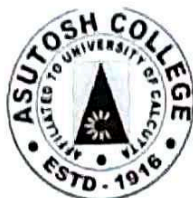
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Sraboni Roy, 27/01/2024

Dr. Sraboni Roy, IQAC Coordinator

**CO ORDINATOR
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MEETING OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 16 May 2024

Agenda:

1. Review of IQAC-coordinated activities in the institution
2. Institutional assessment and accreditation
3. Proposal of the Research and Development Cell to introduce Research Seed Grant for faculty
4. Designing an internship curriculum for Semester 2 students of the 3-Year MDC programme utilising the facilities of the Bhasa campus by the newly-formed Committee for Implementation of Summer Internship for Semesters 2/4/6

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MINUTES

1. A brief report on the major activities organised/coordinated by the IQAC were presented. Events that were highlighted in the discussion:
 - Students' Week celebrations (02 – 08 January 2024);



- The strategy planning meet entitled 'Synergising for the Future', with the college's collaborating institutions (both educational institutions and industry) and 'spoke' colleges within the Asutosh College Hub centre, on 6th of January 2024;
 - Launching of online skill development courses for students, faculty, and support staff in February 2024.
2. Regarding the pending NAAC assessment and accreditation of the college, it was proposed by the Principal, Dr. Manas Kabi, that Asutosh College would opt for the soon-to-be introduced 'binary system' of assessment and accreditation of HEIs by NAAC. Members discussed the potential viability of the 'binary system' vis-à-vis the current system under RAF. It was decided unanimously that opting for the binary system would benefit the institution in the long run.
 3. The proposal by the Research and Development Cell of the college to introduce Research Seed Grant to members of faculty was taken up for discussion and duly approved.
 4. It was proposed that a curriculum comprising sustainable practices with employment-generating potential be designed, for which purpose the facilities of the B. Voc. Programmes in the Bhasa campus could be utilised.

Dr. Manas Kabi, Principal

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