**ASUTOSH COLLEGE**
(Estd. 1916)
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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**

**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 |

**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 |

**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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Dr. Sraboni Roy
IQAC Coordinator
CO ORDINATOR
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