



IQAC MEETING WITH HEADS OF ALL DEPARTMENTS

Date: 27.01.2024

Agenda:

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

MEMBERS PRESENT

- IQAC

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

- 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

**PRINCIPAL
ASUTOSH COLLEGE
92, S. P. MUKHERJEE ROAD
KOLKATA-700 026**

Sraboni Roy, 27/01/2024

Dr. Sraboni Roy, IQAC Coordinator

**CO ORDINATOR
IQAC
ASUTOSH COLLEGE
92, S. P. MUKHERJEE ROAD
KOLKATA- 700 026**

