



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

Date: 11.01.2024

AGENDA

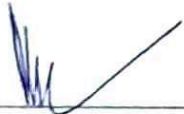
1. Institutional SSR Preparation
2. Progress Report for the Academic Session 2023-24
3. Miscellaneous

MEMBERS PRESENT

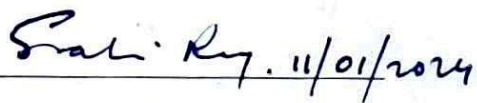
Sl. No.	NAME	Sl. No.	NAME
1.	DR. MANAS KABI, PRINCIPAL	7.	DR. SRIPARNA DATTA RAY
2.	DR. SRABONI ROY	8.	DR. SUBHASRI GHOSH
3.	DR. SAYANI MUKHOPADHYAY	9.	DR. NILADRI SEKHAR KARAN
4.	DR. SUPRIYO DAS	10.	DR. KUNAL SINHA
5.	DR. ABHIK KUNDU	11.	DR. BIDISHA MAITRA SEN
6.	DR. RINA KAR (DUTTA)	12.	DR. DHIMAN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

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
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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