



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

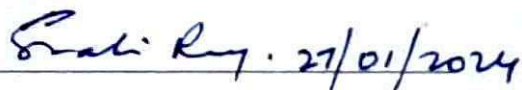
Sl. No.	NAME	Sl. No.	NAME
1.	DR. MANAS KABI, PRINCIPAL	7.	DR. SRIPARNA DATTA RAY
2.	DR. SRABONI ROY	8.	DR. SUBHASRI GHOSH
3.	DR. SAYANI MUKHOPADHYAY	9.	DR. NILADRI SEKHAR KARAN
4.	DR. SUPRIYO DAS	10.	DR. KUNAL SINHA
5.	DR. ABHIK KUNDU	11.	DR. BIDISHA MAITRA SEN
6.	DR. RINA KAR (DUTTA)		

- 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.


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