

Proceedings of the meeting of IQAC held on 06-03-2021 in the Google-meet platform through online mode at 2:00 PM.

Members present:

<u>SL. NO.</u>	<u>NAME OF THE MEMBER</u>	<u>DESIGNATION</u>
1	Dr Subrata Chatterjee	Principal & Chairperson
2	Dr Pulakesh Sen	Coordinator
3	Dr Chintaharan Sengupta	Member, Employers' nominee
4	Sri Probodh Sarkar	Member, Local Body nominee
5	Dr Piyali De Maitra	Member (Teaching Staff)
6	Dr Suvendu Saha	Member (Teaching Staff)
7	Dr Sanjib Talukdar	Member (Teaching Staff)
8	Dr Sukumar Pal	Member (Teaching Staff)
9	Sri Shibananda Mridha	Member (Librarian)
10	Sri Manoj Mitra	Member, Management nominee
11	Sri Manab Samaddar	Member (Office Staff)
12	Dr Amit Majumder	Member, Alumni Association

Dr Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed:

1. The decisions taken in the previous meeting are read and confirmed.
2. Convenors of different Sub-committees & Cells are requested to arrange meetings regularly.
3. The Programme Officer of the NSS unit is requested to organize more social outreach programme.
4. The authority is also requested to take initiatives to open more job-oriented courses.
5. Career Development Cell is requested to arrange for regular classes on communicating English, General Awareness and Basic Computer Knowledge.
6. The College-authority is requested to increase the infrastructural facilities regarding Class-rooms, Washrooms, ICT-enabled facilities, etc.
7. The house advises the College Authority to regularly maintain the Herbal Gardening.
8. IQAC appreciates the College Authority for the installation of a 'Solar Power Plant of 5 KWP'.

The meeting ended with a vote of thanks.

Proceedings of the meeting of IQAC held on 25-06-2021 at the Principal's chamber at 1:30 PM

Members present:

<u>SL. NO.</u>	<u>NAME OF THE MEMBER</u>	<u>SIGNATURE</u>
1	Dr Subrata Chatterjee	Principal & Chairperson
2	Dr Pulakesh Sen	Coordinator
3	Dr Chintaharan Sengupta	Member, Employers' nominee
4	Sri Probodh Sarkar	Member, Local Body nominee
5	Dr Piyali De Maitra	Member (Teaching Staff)
6	Dr Suvendu Saha	Member (Teaching Staff)
7	Dr Sanjib Talukdar	Member (Teaching Staff)
8	Dr Sukumar Pal	Member (Teaching Staff)
9	Sri Shibananda Mridha	Member (Librarian)
10	Sri Manoj Mitra	Member, Management nominee
11	Sri Manab Samaddar	Member (Office Staff)
12	Dr Amit Majumder	Member, Alumni Association

Dr Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed:

1. The decisions taken in the previous meeting are read and confirmed.
2. All the Heads of the Departments and Teachers are requested to arrange Seminar, Special Lecture, Workshop (in offline/online mode).
3. Teachers are suggested to publish more papers in journals as well as participate in Seminars, Workshop (in offline/online mode).
4. The college-authority is requested to enhance the wi-fi capacity of the college.
5. The Programme Officer (NSS unit) is requested to organize a Medical/Health Check-up Camp.
6. The college authority is requested to upgrade the College-Website.
7. The authority is also requested to take initiatives to open more job-oriented courses.
8. Career Development Cell is requested to arrange for regular classes on communicating English, General Awareness and Basic Computer Knowledge.
9. The appreciates the Teachers for taking online classes and examinations successfully in this Covid-19 pandemic period.

The meeting ended with a vote of thanks.