



18<sup>th</sup> October, 2018

## NOTICE

A meeting of IQAC members will be held on 22<sup>nd</sup> October, 2018 at 11:00 am in the Principal's Cabin. All the committee members are required to attend the meeting.

### AGENDA OF THE MEETING:

1. To read and to adopt the minutes of the previous meeting.
2. To review the Action taken Report of the last minutes.
3. To discuss the process of Academic Audit and Gender Audit
4. To review all the activities undertaken till date.
5. To discuss the various, add on courses by departments
6. To discuss the proposal of CAS due for some staff
7. To discuss the proposal of workshop for the teaching staff on New Career advancement scheme
8. To discuss any other matter with the permission of the chair.

*Chitra*  
Dr. Chitra Munshi  
IQAC Coordinator




*Dr. Debajit N. Sarkar*  
Dr. Debajit N. Sarkar  
Principal

## MINUTES OF THE IQAC MEETING HELD ON 22<sup>nd</sup> October, 2018

1. The minutes of the previous IQAC meeting were read, approved and adapted by the committee
2. The Action taken Report was reviewed and the Principal suggested adding more events where students can be motivated to take interest in research work.
3. Dr. Sarkar informed the committee the process of Academic Audit and Gender Audit has already begun
4. It was decided that the SFC section should organise workshops for third year students to give them clarity on career options after graduation.
5. CAS application form was received from Dr Devnani and Dr Neelam Yadav.
6. It was decided to apply for the Best College Award, evaluated and get published by India Today.
7. It was discussed to motivate teachers for research activities under the able guideship of Dr. M.Z . Farooqui.
8. The Principal gave a vote of thanks.

  
**Dr. Chitra Munshi**  
IQAC Coordinator



  
**Dr. Debajit Sarkar**  
Principal

## ACTION TAKEN REPORT OF 22/10/18

1. The Listening Skills add-on course was started and completed by the Department of Psychology.
2. Various departments of the Aided and Unaided section held a Parent- teacher meeting.
3. Special Guest Lectures were organised for Third Year Students.
4. Workshop was organised for the Staff on New Career advancement scheme.

*Chitra*  
Dr. Chitra Munshi

IQAC Coordinator



*D.S.*  
Dr. Debajit Sarkar

Principal