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1st March, 2017

NOTICE

A meeting of IQAC members will be held on 7th March, 2017 at 11:30 am in the Principal's Cabin. All the committee members are required to attend the meeting.


Dr. Chitra Munshi
IQAC Coordinator





Dr. Debajit N. Sarkar
Principal

AGENDA FOR IQAC MEETING 7th MARCH, 2017

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 and decide the Annual prize distribution ceremony.
4. To discuss the feedback mechanism from students.
5. To conduct professional development programme for teaching staff.
6. To discuss any other matter with the permission of the chair.


Dr. Chitra Munshi
IQAC Coordinator


Dr. Debajit Sarkar
Principal




MINUTES OF THE IQAC MEETING HELD ON 7th MARCH, 2017

1. The minutes of the previous IQAC meeting were read, approved and adapted by the committee
2. Principal Dr. Debajit N. Sarkar approved that the annual prize distribution to be held on 17th march, 2017 in the college auditorium in 2 shifts – morning Aided section and afternoon - unaided section.
3. Dr Chitra Munshi suggested to create a new feedback mechanism whereby feedback will be taken from existing students in the hard copy feedback form and alumina feedback to be collected by online feedback form.
4. Dr Debajit N. Sarkar highlighted student's achievements of winning various intercollegiate events and festivals. All committee members appreciated the student efforts. It was then decided that cultural committee should keep separate budget to reimburse students winning intercollegiate festivals to encourage students.
5. It was agreed that IQAC will organise a professional development programme for teaching staff.
5. Principal gave a vote of thanks to all the members for attending the meeting.

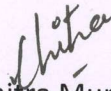

Dr. Chitra Munshi
IQAC Coordinator





Dr. Debajit Sarkar
Principal

ACTION TAKEN REPORT OF 07/03/17

1. The annual Prize distribution ceremony was conducted smoothly in 2 shifts for Aided and Unaided Section on 17th March, 2017.
2. Feedback forms were designed and collected from students both via Online and offline mode.
3. The cultural Committee decided to keep a sum of Rs 4000/- to be given to each department of SFC section to reimburse participation fees for intercollegiate festivals.
4. A professional Development programme for teaching staff was organised on 'New CAS Guidelines'. The resource person was Dr. Debajit Sarkar.


Dr. Chitra Munshi
IQAC Coordinator




Dr. Debajit Sarkar
Principal