

Proceedings of the Meeting of the Internal Quality Assurance Cell held on July 04, 2016 at 4 pm in the Rector's Room of the College

Dr Amit Dasgupta, IQAC, Coordinator proposed name of Dr Nabanita Chakrabarti, to preside over the meeting.

Dr Nabanita Chakrabarti took the chair.

The meeting starts with a short prayer offered by Mrs Sunanda Roychowdhury.

Item Number 1: To confirm the proceedings of the last meeting and matters arising thereof.

Proceedings were read and confirmed.

Item Number 2 To Finalise Academic Calendar

Dr Amit Dasgupta placed a draft academic calendar before the meeting. He told that because of Assembly elections all examinations were deferred. Classes were impacted. Teaching in recess and during university examinations had become almost a necessity.

The academic calendar was accepted by all the members.

Item No. 3 Online Teaching Learning Support

Dr Amit Dasgupta reported that preparation of online question-answering module is in the process. Already questions in the question bank uploaded last year. He told that a question answering module is being developed, where questions might be uploaded by teachers and students might upload their answers. Teachers in turn might check the answers and comment.

It is decided that Dr Raktim Sur would look after the matter and its implementation.

Item No. 4 AQAR for the Year 2015-16

Dr Amit Dasgupta said that as the academic year had come to an end AQAR needed to be prepared. He told that AQAR would be ready by another month.

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Item Number 5. College Management Software

Dr Nabanita Chakrabarti reported that Accounts and Employees modules are ready but fine tuning and snag must be rectified.

Item Number 6 Green Audit-Review

Ms Sharmistha Dasgupta said that the College had improved a lot upon the suggestions given during the Green Audit. A review audit would help us improving the environment friendliness of the College.

Item Number 7 Proposal for Science Faculty and Girls' Hostel

Dr. Nabanita Chakrabarti said that for all round development of the college science discipline needed to be introduced. The new campus would accommodate science departments as well as a Girls' Hostel.

The members decided that Physics, Chemistry, Mathematics, Microbiology, Botany and Zoology might be introduced and capacity should be built for such subjects.

Item Number 13 **Miscellaneous**

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair.

Chairperson of the Meeting

IQAC Co-ordinator