5th Meeting, IQAC on 11.01.18

Agenda of meeting dated 11.01.18

1. Discussion about NAAC Peer Team recommendations for quality enhancement of the institution.

2. Initiation of NAAC Peer Team observation on IQAC.

3. Analysis of feedback forms and Sub IQAC reports.

4. Initiation for submission of Annual Quality Assurance Report (AQAR).

5. Future plans of IQAC.

6. Any other matter permitted by the Chair.

Venue: Ground Floor Seminar Room, Main Building

Time: 2:00 PM

Minutes of the meeting

1. Following actions have been taken regarding NAAC Peer Team recommendations for quality enhancement of the institution. Recommendation are listed in **Annexure-I.**

   (i)   We have advertised in November, 17 regarding recruitment of senior faculty members. Further processing is going on. Our management is taking initiative for recruitment of professors. All out efforts are made to meet the NAAC recommendation.

   (ii)   Our R&D cell will contact university authority to have a tie-up for research projects.

   (iii) Efforts are made for consultancy & collaboration for which AICH group has taken interest and a MOM has been signed. SINTEX also wanted to take our help for some of their projects, but the final call from SINTEX is yet to come.

   (iv)   Since NAAC visit, we have further developed the infrastructure and ground condition for various outdoor games facilities.

(v)   For skill development NSIC workshop is organized on 19.01.18. AICH group has proposed a detailed skill development program. Management is going to take appropriate action.

(vi)   The coordinator alumni association will take immediate action for registration of Alumni association. They may contact principal for any advice.

(vii)   Entrepreneur Development Cell and IIIC are quite functional. We have just completed our booklet for "Proposal for Consultancy Illustrating Our capabilities, Manpower Strength, Facilities etc".

(viii)   For proper policies and guidelines an instruction from the management showing the basic outline for further development of academic and administrative system is required. A governing body meeting concerning the basic policies to be implemented, is immediately required.

2. According to NAAC peer team observation on IQAC, "**Feedback mechanism exists; but it should be analyzed and acted upon**".

We have collected feedback on various courses offered by us from students. We may allot 10 for A, 8 for B, 6 for C and 4 for D. Accordingly each course (teacher) will get a total number. It may be divided by (number of students X 10). The quotient will be the evaluation index for each course (teacher). This evaluation index for each teacher for all the courses can be summed up. Again that is divided by number of courses. Ultimately one quotient will come against each teacher. After getting this figure we can talk to each teacher regarding his or her performance. We need dedicated and sincere clerical manpower for this purpose. Form A need to be modified as per discussions highlighted. Form B may not be functional right now.

3. As per Sub IQAC report regarding canteen, canteen need to improve. However we have enhanced per capita food allotment for hostellers effective from 16th January, 2018 and tripartite committee consisting of student members, canteen authority and college authority held on 26th December, 2017 and menu was discussed in detail and unanimously accepted by all.

4. AQAR activity will start soon; the job is distributed as illustrated in **Annexure II**.

Coordinator, IQAC

Annexure –I

NAAC Peer Team Recommendation for Quality Enhancement of the Institution

- Efforts to be made for recruitment of well qualified senior faculty in the positions of Associate professor and Professor.

- Faculty to be motivated to do Research and Research facilities have to be provided.

- Special interest to be taken for consultancy and collaboration.

- Better playground to be prepared and facilities for sports and games to be improved.

- Campus neatness and working ambience to be improved.

- Provide better communication and skill development programmes so as to make students more employable.

- Alumni association has to be registered and better relationship to be established.

- IPR, entrepreneurship development and industry-institution partnership cells are to be created.

- Institution has to implement the outcome based teaching, learning and practices.

- Proper policies and procedures are to be established for various academic and administrative systems.

Annexure –II

Responsible for filling up AQAR

Part-A	Dr. Prosenjit Sen	Prof. Sudeshna Seal
Part-B Criterion-I	Prof. Swarupa Ojha	Prof. Poulomi Das
Part-B Criterion-II	Prof. Goutam Bandopadhyay	Prof. Srijan Mukherjee
Part-B Criterion-III	Dr. Sandip Dey	Dr. Dhrubajyoti Ghosh
Part-B Criterion-IV	Prof. Supriya Adak	Prof. Sharanya Ghosh
Part-B Criterion-V	Dr. Sukanya Das Chandra	Prof Sangita Mete
Part-B Criterion-VI	Prof. Sudeshna Seal	Prof. Dipankar Hazra
Part-B Criterion-VII	Prof. Debajyoti Lahari	Prof. Arnab Jana.