

Minutes of IQAC Meeting dated 21st August 2020.

Sl. No	Minutes of Discussion	Suggestion/Action Taken	Status
1.	Confirmation of Minutes of the meeting dated 16 th March, 2020	Confirmed.	-----
2.	AQAR 2018-19	Successfully uploaded on 11 th August 2020.	-----
3.	Website Updating	Done& faculties & staff are to check the status	Continuous process
4.	Workshop on Preparation of Lesson Plan	Could not be organized due to COVID 19 situation. IQAC will coordinate with Department of Education and hold meeting on 2 nd September 2020.	Action to be taken
5.	Preparation of AQAR 2019-20	Departmental IQAC Coordinators will coordinate with IQAC & send all relevant information latest by end of September, 2020.	Continuous process
6.	<p>Measures for Quality Assurance & Sustenance:</p> <p>a. Documentation</p> <p>b. Mentoring</p> <p>c. Student's Progression</p> <p>d. Strengthening</p>	<p>a. Departments should maintain all relevant records of academic and non-academic activities.</p> <p>b. Departments are to maintained the mentor-mentee list for all semesters and the report should be submitted to IQAC.</p> <p>c. Systematic record of student's progression to be maintained by departments enhancing their active participation in the Alumni Association.</p> <p>d. IQAC to coordinate with</p>	Continuous process

	<p>Feedback Mechanisms</p> <p>e. Student Satisfaction Survey (SSS),</p> <p>f. Enhancing ICT enabled mechanisms</p> <p>g. Incentives for teachers receiving awards.</p> <p>h. Providing financial support to teachers for attending conference/worksh ops etc.</p>	<p>departments and conduct feedbacks (online/offline) for compilation and analysis. Also, feedback forms for all stakeholders have been uploaded on the college website for better accessibility.</p> <p>e. IQAC will provide inputs on this item for departments to conduct the survey, maintain records&to send their report about SSS to IQAC.</p> <p>f. This matter be urgently taken up by IQAC and the Website & ICT Cell of the college. Inspection should be carried out and suggestions to be given & implemented.</p> <p>g. To place this matter to the management.</p> <p>h. To place this matter to the management.</p>	
--	---	---	--

7.	<p>Any other matters:</p> <p>a. Students' club such as Botanic Club, Management Club etc.</p> <p>b. S.C. Dutta Memorial Lecture</p>	<p>a. Departments to check and send an update on their students' club for the website such as Botanic Club, ManagementClub etc. and to conduct activities.</p> <p>b. Departments of Chemistry and Economics to organized in online/blended mode.</p>	Action to be taken
----	---	--	--------------------

Kallol Dutta Roy

Shri K. D. Roy
Principal In-Charge

E. Kharkongor

Dr (Mrs.) E. Kharkongor
IQAC Coordinator