

MEETING NOTICE

Date: 10/08/2019

Meeting of: ISAC and the HODs
 Committee/Department

Date: 20.08.19 Time: 1:30

Venue: ISAC Room Room-No.: 201

Members of the Committee / Department are requested to attend the meeting to discuss the following agenda

AGENDA

1. To read and confirm the proceedings of the last meeting.
2. To discuss about NAAC visit
- 3.
- 4.

Sulaj Ghosh Das

Coordinator, IQAC
 Barrackpore Rastraguru
 Surendranath College

Members Present-

1. Monjit Roy
2. Sulaj Ghosh Das
3. Monmita Biswas
4. Arijit Chaudhuri 20/8/19
5. Rijadanti Majumdar 20/8/19
6. Sujata De Choudhuri 20/8/19
7. Sumita Chakraborty 20/8/19
8. Meevakshi Krishnan 20.8.19
9. Rama Das 20/8/19
10. Debatree Mukherjee 20.8.19
11. Kipika Biswas 20.08.19
12. Sunaj SK 20.08.19
13. Pijus Kanti Mondal 20/8/19
14. Satendra Panigrahy 20/8/19
15. Puspa Bairagya 20/8/19
16. Angshuman Chakrabarty 20/8/19

Principal
BARRACKPORE
 Rastraguru Surendranath College

17. Anirban Chakrabarty 20/08/2019
18. Tushar Ranjan Bhattacharya 20/08/2019
19. Mujun 20/8/19
20. Papica Ghosh 20/8/19
21. Jyosthain Ghosh 20/08/19
22. P. Raney 20/8/19
23. Sahib De 20/08/19
24. Manan Bandhu Majumdar 20/08/19
25. Ashyendu Saha 20/8/19
26. Malay Krishna Dutta 20/8/19
27. Debjyoti Saha 20/8/19
28. Sat 20/8/19

Minutes:

1. Coordinator IQAC, Dr. Sulaj Ghosh Das, gave detailed information on the schedule of NAAC visit ^{the minutes of the last meeting.} on confirming
2. Dr. Arijit Chaudhuri, Assistant Professor, Dept. of Microbiology and coordinator of Criterion-1 of the SSR, gave detailed requirement for departments, to be kept ready for the departments.
3. The requirements include departmental meeting resolution, syllabus distribution, outline, register for visiting professor and ^{the record of} books and journals in the departmental library.
4. L.M.S - list to be maintained in the dept.

- ⑤ The necessary features of classroom delivery include:
 - (a) Group discussion (b) Student - lecturer - paper presentation
 - (c) Intranet list (d) CPC - RUSA e.t.c (e) fieldwork
 - (f) Seminar and special talk (g) class test and
 - (h) Test-term exam (i) Remedial class (j) tutorial class
 - (k) Feedback analysis reports (l) review.

⑥ The attendance registers of the students for the academic year 2017 and 2018 and 2018-19 are to be kept ready at the department.

⑦ Record of classes held in the dept. is to be formally kept in the form of Weekly Approval and Academic diary. There are to be kept ready in the department.

⑧ Pattern of questions reflecting cross-cutting issues is to be highlighted.

⑨ The HODs have been provided with Pt and UG results.

⑩ The HODs are to meet the IBAC on 22.08.19 at IBAC room at 12.00 noon.

Dr. Jyoti Sankar Sankar

Coordinator, IQAC
Barrackpore, Kasraguru
S... math College