

MEETING NOTICE

Date 05.03.2021

Meeting of: IQAC
 Committee/Department

Date: 05.03.2021 Time: 1 PM

Venue: IQAC room Room No.: 301

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

AGENDA

- To read and confirm the proceedings of the last meeting.
- Progress towards submission of AQAR
- Upcoming Online Examination
- MISC.

Sutapa Ghosh
 Coordinator, IQAC
 Barrackpore Rastraguru Surendranath College

MJ
 Principal
 BARRACKPORE
 Rastraguru Surendranath College

- 1) Sub Roy Chowdhury 05/3/21
- 2) Manojit Ray 5/3/21
- 3) Sutapa Ghosh 05/03/21
- 4) Anirban Chakrabarty 05/03/2021
- 5) Mohdud Islam 05/03/2021 (for Criterion - 7)
- 6) Debnaha Mukhopadhyay 5/3/2021 (for Criterion - 5)
- 7) Sutapa Saha 5/3/2021
- 8) Arijit Chaudhary 5/3/21
- 9) Gross
- 10) ... 5/3/21
- 11) ... 5/3/21
- 12) Siddhanta Sin 5/3/21
- 13) ... 5/3/21

Minutes of the meeting;

The proceedings of the last meeting was read, and confirmed by the IQAC coordinator Dr. Sutapa Ghosh.

The submission date for AQAR ^{has} been fixed as 30th of April, 2021. The Criterion heads reported on the progress towards preparation of AQAR. The Criterion Heads are namely: Criterion - 1 - Arijit Choudhury, Criterion - 2 - Mohy Ghosh, Criterion - 3 - Tarisa Samajdar and Anirban Chakrabarty, Criterion - 4 - Partho Banerjee and Jaydi Chauda, Criterion - 5 - Sutapa Saha and Mannu Chaudhary, Criterion - 6 - Debapriya Das and Sunayambho Mitra and Criterion - 7 - Kallol Saha and Mohidul Islam.

Principal, Dr. Manojit Ray, proposed renewal of ISO 9001/14001 and surveillance of ISO 45001 this year.

In line with paperless initiative, online PG form fill in has been initiated and PG examination has been conducted online. In compliance with the paperless online e-magazine is an important shift from the normal paper magazine published yearly. The Magazine sub-committee has been highly active in this regard.

college has been regularly periodically. It has been reported that chemicals have been purchased for the dept. of Chemistry, lab-

computers have been purchased for computer lab, internet connection has been renewed, Mock Test software has been purchased for UG and PG students of Microbiology, Physics and Chemistry. Professional Development programme has been taken up for teaching and non-teaching staff of the college on 6th of February and the 9th and 30th January, 2021. Library has organized two webinars on Library Science. 15 teachers from the college have participated in a national seminar in Gandhinagar and have presented their papers with efficiency.

The meeting resolved on encouraging the teachers to join Refresher, Orientation and short term courses.

Joy Chandra prepared AQAR/SSR Data Collection Portal which was to be generated for decentralized data collection method. Purchase of book and CD server ^{under consideration}.

^{Dr. Hemjit Roy,}
The Principal, highlighted upon NAAAC recommendations and specified ^{that} special attention is to be attached to introduction and sustenance of Add-on and enrichment courses along with value addition and establishment of Innovation and Incubation centres to encourage students for entrepreneurship. Hence, the students

are to be motivated to participate in value addition programmes and student enrichment programmes. A nominal amount of registration fee may be charged from the students for participating in such enrichment programmes.

The committee has resolved to sit for its next meeting on the 26th of April, 2021.

Resolution:

- ① The AQAR is to be uploaded on the 30th of April, 2021.
- ② Renewal of ISO 9001 ^{and 45001} and surveillance of ISO 45001 this year.
- ③ Motivational drive towards joining of teachers in varied Refresher, Orientation and varied short term courses.
- ④ Generation of AQAR/SSR data collection portal for decentralized data collection.
- ⑤ Introduction of Add-on and enrichment courses.
- ⑥ Establishment of Innovation and Incubation centres to encourage students towards entrepreneurship.

Action taken Report:

- ① The AQAR has been submitted on 31st May, 2021.
- ② ISO 9001:2015 and 14001:2015 has been renewed.
- ③ Many teachers have participated in Refresher, Orientation and short term courses.
- ④ SSR data collection portal has been generated.
- ⑤ Enrichment Programme has been initiated for PG Students.
- ⑥ The students have been encouraged towards entrepreneurship but the pandemic has hindered the establishment of Innovation and Incubation Centres.

Santosh Kumar Das
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