

Minutes of meetings and Action-taken report (2018-19)

Date of meeting: 06.07.18

1. Resolution was adopted to open Bengali P.G as per the consent letter from HE Department , Govt. Of WB.
2. Academic plan of action for the ongoing academic year was discussed.
3. The discussion regarding the annual memorial lecture was held and names of speakers were finalized.
4. CAS application of teachers was considered.
5. The different MOU with the industries and business houses were discussed

Date of meeting: 09.10.18

1. The new regulations of NAAC were considered in this regard for the ongoing activities of IQAC of our college.
2. The different seminar proposal were considered and they were asked to proceed for the same.
3. The enhancement of fund for in house seminar were proposed and to be implemented subject to the approval from GB.

Date of meeting: 01.02.19

1. The name of the speakers of the NAAC funded seminar were discussed.
2. The different academic activities of the college were discussed.
3. The examination of both the Internal and the external was discussed and the faculty members were directed to consider all the matters related to the guidelines of the affiliating university

Date of meeting: 09.04.19

1. The names of the speakers of the annual memorial lecture was considered.
2. The Publication of the proceedings of the NAAC funded seminar was discussed.
3. The issue of the proposal of P.G in Geography was discussed and the Principal was requested to the needful in this regard.
4. The proposal of the reunion of the alumni association of the college was discussed.
5. The different academic issues related to academic year was discussed and action plan report to be proposed in this regard in consultation with the senior faculty members.
6. Plan of action chalked out for the academic year towards quality enhancement, and the outcome achieved at the end of the Academic year :

The following plan of action was taken before the beginning of the ongoing academic session, as follows –

- a) The different issues of the CBCS system were discussed and the academic plan for the year was prepared.
- b) All the internal examinations to be taken as per the regulations of the university.
- c) Different extension activities to be encouraged.
- d) Different quality-related issues were discussed and each department was asked to place a report in this regard.
- e) As the CBCS systems directs cumulative assessment, all the departments are directed to do the needful in this regard.
- f) Mentors and mentee lists to be prepared by the department to address different issues of the students as a part of the quality enhancement of the students.

- g) The teachers are requested to extend the research and promotional activities for the quality enhancement of academic upgradation.
- h) The issues of opening more PG courses were considered.
- i) Different add-on courses were conceptualized as per the rule of the UGC.
- j) Different ongoing projects in general and RUSA in particular were assessed for the all-round academic and infrastructural development of the college.