Minutes of the Joint Meeting of the internal members of the IQAC and the HoDs and the Conveners of the Sub-Committees dated 11 January, 2023

The Principal takes the Chair. The Coordinator of the IQAC says that since the activities of the college in the present academic year will be crucial in the next NAAC accreditation a thorough planning is required.

Review of the Activities of the Sub-Committees

It is resolved that all the sub-committees or cell will prepare a text titled 'About the Cell/ Sub-committee' by 16 January 2023 which will be updated on the college website. Simultaneously, the respective pages will be redesigned with the following heading: 'About the Cell', 'Members', 'Contact' 'Past Activities', 'Notices and Resolutions' and 'Picture Gallery'.

It is also resolved that each Sub-committee, cell and department is to observe a day in a calendar year. Such observation may also be held online if it is a public holiday, except such days like Independence Day and Republic Day.

Academic Calendar for session January to June 2023

It is reported that Academic Calendar is ready and will be put up on the website shortly.

Planning for the Next NAAC accreditation

It is proposed by the IQAC and simultaneously resolved unanimously that each department will update and upload data on their own in the departmental page on the website: 'Activities of the Department', CU question papers, workload and allotment of individual teachers, Students' List and Notices.

The HoD may also disable the Header which is non-functional on their page.

The Coordinator informs the house that the Feedback Form for Students – already functioning in the college website – has been revised according to the Student Satisfaction Report guidelines of the NAAC. The teachers are to ask **all** the students to fill up the Feedback Form. The Principal suggested that teachers should ensure that every student submit the Feedback. Dr Auddy informs that the header 'Feedback

Form for Students' needs to be properly displayed on the website.

The members debated on the role of the Seminar Committee after Dr Auddy and Dr Sur proposed that logistical support such as Reception, food etc may be provided by Seminar Committee. However, Dr Mandal and some more members argued that Seminar Committee is not necessary at all as it is best to leave the matter of organisation to Conveners. However, Principal said seminar proposals be informed and be organised in association with IQAC. Finally, the house proposed to dissolve Seminar Committee.

The Coordinator informs the house that the college needs to finalize Best practices of the college. It has been decided after prolonged discussion that the Best Practice of the college will be social extension programmes, such as giving medicine to needy people of Old Age Homes, giving books and pens to needy children and arranging Anna Yojana for needy students of the college. To this end, a Charitable Fund be created where willing teachers and the college will donate money to carry out the aforesaid social extension programmes.

Miscellaneous

It is discussed that St John's Ambulance unit of the college needs student volunteers and hence teachers and college authority must initiate measures to enrol volunteers. Dr Raktim Sur proposes that the Governing Body be requested to finance the training fees of the students who will enrol as volunteers of St John Ambulance.

Dr Sur also proposes that Header of NSS on college website be disabled. It is further discussed that all non-functional Header should be disabled.

Dr Achintya Mandal requests the IQAC and the Principal to expedite the CAS due to him.

Dr Jayanta Ghosh brings to notice of the house that teachers need to be trained about the operation of the Smart Board and the White Board.