

## **MINUTES OF THE MEETING HELD ON 26.02.2019**

The first meeting of IQAC with all the faculty members of this college was held on 26.02.2019 at the office of the Officer-in-Charge at 2.00 p.m.

1. Dr. Raj Kumar Singh, Officer-in-Charge chaired the meeting.
2. Dr. Pradipta Kumar Basu, Coordinator, IQAC placed the following proposals on table for discussion.
  - I. Plan of action for the preparation of AQAR for various years
  - II. Preparation of academic calendars
  - III. Discussion regarding feedback from students (Student satisfaction Survey)
  - IV. Discussion about maintaining various office records for each department

### **I) Plan of action for the preparation of AQAR for various years**

At first the Coordinator, IQAC informed the members about the urgency of submitting an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. *The AQAR period would be the Academic Year. (For example, July 1, 2017 to June 30, 2018).*

The Coordinator, IQAC informed the members that for our institution we need to prepare AQAR for the following periods:

#### **2015-16, 2016-17, 2017-18, 2018-19**

It was decided that the initial work plan of AQAR for the abovementioned academic years would be prepared by the faculty members. The first draft copy of the AQAR for the Academic Years 2015-16 and 2016-17 must be submitted to the Coordinator, IQAC and Convener, NAAC on or before **30<sup>th</sup> March, 2019**. The first draft copy of the AQAR for the Academic Years 2017-18 and 2018-19 must be submitted within **30<sup>th</sup> April, 2019**.

Softcopy of format and AQAR guidelines would be provided by E.mail to all the Faculty members within 28.02.2019.

Coordinator, IQAC requested the members to follow AISHE (The All India Survey on Higher Education) data (already uploaded) and AQAR data must match with AISHE data.

### **Preparation of academic calendar**

It was decided that the Academic Calendars would be prepared by the Head of the Departments and draft copy of the same must be submitted to the Coordinator, IQAC and Convener, NAAC on or before **30<sup>th</sup> March, 2019**.

### **II) Feedback from students (Student satisfaction Survey)**

It was proposed that SSS format would be provided by E.mail to the respective HOD within 28.02.2019. They were requested to submit SSS reports to IQAC within **30<sup>th</sup> April, 2019**.

### **III) Discussion about maintaining various office records for each department**

The Coordinator, IQAC discussed about maintaining various office records for each department so that they can keep their updated departmental files with proper documents. IQAC would verify the status of such files of each department any time after 30<sup>th</sup> March, 2019.

It was also decided that the Convener, NAAC would compile all the results as received from respective team and submit the same to the Coordinator, IQAC within 15<sup>th</sup> April, 2019 (AQAR for the Academic Years 2015-16 and 2016-17) and 15<sup>th</sup> May (AQAR for the Academic Years 2017-18 and 2018-19).

3. The meeting ended with the vote of thanks to the Chair.