



BASANTI DEVI COLLEGE

Established in 1959
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26.11.2014

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 03.12.2014 at 3.00pm in the Principal's chamber. All internal members are requested to be present in the meeting.

Agenda:

1. Confirmation of the minutes of the previous Meeting dated 13.08.2014
2. Mentoring System.
3. Meeting with the Students
4. Parent-teacher Meeting
5. Feedback Process
6. Miscellaneous

Dr.Aditi Sarkar

Coordinator, IQAC



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Minutes of the Meeting held on 03.12.2014

Members present in the Meeting

- Dr. Srabani Jha , Teacher-in-charge and Chairperson.
- Dr. Aditi Sarkar , Co-ordinator..
- Dr. Amrita Mondal, Internal Member.
- Dr. Sanchita Roy, Internal Member
- Smt. Chandraboli Dutta, Internal Member
- Sri Samik Chowdhury, Internal Member

The Coordinator IQAC proposed the name of Dr.Srabani Jha, Teacher-in-charge& Chairperson IQAC, to preside over the meeting.

Dr.Srabani Jha took the chair.

Agenda No.1. Confirmation of the minutes of the previous Meeting dated 13.08.2014

Minutes were read and confirmed.

Agenda No.2: Mentoring System for Students

The Chair informed that from meeting with Heads, she came to know that many students of different departments of our college are benefitted through personal counselling of the faculty members. Mentoring System not only controlled dropout rate but also helped to improve regular class attendance of students& examinations results. After personal Counselling more students actively participated in class-room & Co-curricular activities. She requested the coordinator to inform the benefits of mentoring system in the Teachers Council meeting.



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Agenda No.-3. . Meeting with the Students

The Chair informed that today at 4.00 P.M the Coordinator, IQAC called a meeting for 3rd year students to discuss about teaching – learning process, Library, Canteen & Students Washrooms. She further informed that similar meeting will be conducted for 1st year & 2nd year students very soon. Students are our very important stakeholder. Their suggestions will help us to chalk out future plan of action for our college.

Agenda No.4. Parent-teacher Meeting

The Chair informed that regular exchange of views and feedback are obtained through departmental parent- teacher meetings. Parents are well informed about the performance & attendance of their ward in the departmental meetings. She further told that Parents should be encouraged to associate themselves with the development & social activities of the college

Agenda No.5. Feedback Process

The Chair informed that the questionnaire of students' feedback was prepared on the basis of NAAC Guidelines & it will be collected from the outgoing students. Parent feedback should be collected by all departmental Heads during Parent- Teacher meeting & necessary steps will be taken for improvement. Feedback will also be collected from our ex-students regarding curriculum, teaching-learning process, internal evaluation system, learning resources, basic facilities of the college. After analysis of the feedback the findings will help us to



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take necessary action which will help in overall quality enhancement of the college.

Agenda No.6 Miscellaneous

As there was no other matter to discuss all the members appreciated the effort of the institution and the meeting ended with a vote of thanks to the chair.

Dr. Aditi Sarkar

Coordinator, IQAC

Dr. Sraboni Jha

Chairperson, IQAC