



# BASANTI DEVI COLLEGE

Established in 1959  
(Government Sponsored)

**INTERNAL QUALITY ASSURANCE CELL**

21.04.2016

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 28.04.2016 at 1.00pm in the Principal's chamber. All members are requested to be present in the meeting.

### **Agenda:**

1. Preparation of Academic Calendar 2016-2017
2. Plan of Action for the year 2016-2017
3. Formation of various Committees & their Convener
4. Discussion on NAAC Peer Team Committee recommendations (2<sup>nd</sup> Cycle) for Quality Enhancement ( 22.02.2012)
5. Feedback process
6. Any other matter with the permission of the chair.

Aditi Sarkar

Coordinator , IQAC

Basanti Devi College



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**Minutes of the Meeting held on 28.04.2016**

### **Members present in the Meeting**

- ❖ Dr. Indrila Guha , Principal and Chairperson.
- ❖ Dr. Aditi Sarkar , Co-ordinator.
- ❖ Dr. Sujata Mitra,( Bursar.)-Administrative Officer
- ❖ Smt. Durga Rani Das, Internal Member.
- ❖ Dr. Amrita Mondal, Internal Member.
- ❖ Dr. Sanchita Roy, Internal Member
- ❖ Smt.Ankhi Sen Sanyal ,Internal Member
- ❖ Dr. Gour Chandra Mondal, Internal Member
- ❖ Dr. Ganesh Dutta, Internal Member
- ❖ Sri Mihir Naskar, Internal Member
- ❖ Sri Samik Chowdhury, Internal Member

Dr. Aditi Sarkar,coordinator IQAC proposed the name of Dr. Indrila Guha, Principal& Chairperson IQAC, to preside over the meeting.

Dr. Indrila Guha took the chair.

### **Agenda-I. Preparation of Academic Calendar 2016-2017**

The chair requested the coordinator to prepare the Academic Calendar with consultation with Prof. Rusati Sen ,convener, Academic Sub- committee for the session2016-2017and submit the draft copy to the Principal by May 10<sup>th</sup>,2016.

### **Agenda –II . Plan of Action for the year2016-2017**

The chair requests the coordinator to call a meeting with all the conveners & Heads in the Meeting Room and prepare a rough draft of Plan of Action for the year2016-2017 and submit it to the Principal for approval .

### **Agenda-III. Formation of various Committees & their Convener**

The Chair informed the members that various sub- committees & their Convener have been already formed in the Teachers Council Meeting dated 27.04. 2016 for the next academic session i.e.2016-2017 to monitor different activities and programmes in the institution for effective implementation of the plan and to achieve excellence. The list will be put up in the Professors Notice Board & will be placed in Notice Book of Professors Room after it is signed by the Respected Principal of the College.

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### Agenda-IV. Discussion on NAAC Peer Team Committee recommendations (2<sup>nd</sup> Cycle) for Quality

Enhancement ( 22.02.2012)

Regarding Augmentation of the infrastructure the chair informed that from the RUSA grant (1<sup>st</sup> instalment) the following Laboratories have been equipped with modern instruments.

- Physics
- Chemistry
- Numerical Lab (Comp. Sc. , Maths & Stat)
- Psychology

Creation of one virtual class room & two audio-visual classrooms are in process.

### Agenda-V. Feedback process

The Chair mentioned that the IQAC has brought several changes in the Students feedback process from last academic session like

- No faculty members will be involved in the feedback process.
- Only students having attendance above 75% will be allowed to give feedback.
- Minimum 60% students of each department will be present at the time of feedback.
- Feedback & Suggestions will be taken from Alumni & Parents regarding teaching-learning & Evaluation Process, Learning Resources & Basic facilities of the college.
- Special visitors Book will be introduced from this academic session. Remarks & Suggestions of the Resource persons will help us to improve our overall quality of the institution.

The Chair further said that Students feedback significantly showcases the actual quality of teaching learning process.

### Agenda- VI. Any other matter with the permission of the chair.

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.

Sd/-

Dr. Aditi Sarkar  
Coordinator, IQAC

Sd/-

Dr. Indrila Guha  
Principal & Chairperson, IQAC

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