



BASANTI DEVI COLLEGE

Established in 1959
(Government Sponsored)

INTERNAL QUALITY ASSURANCE CELL

Date : 18.02.2016

NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 25.02.2016 at 1.00pm in the Principal's chamber. All members are requested to be present in the meeting.

Agenda:

1. Discussion on NAAC Peer Team Committee recommendations (2nd Cycle) for Quality Enhancement (22.02.2012)
2. Presentation of Achievements of 2015-2016 & AQAR 2014-2015
3. Solar Power Generator
4. Departmental Seminar & Workshops
5. Internal Academic Audit 2015-2016
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 25.02.2016

Members present in the Meeting

- ❖ Dr. Indrila Guha , Principal and Chairperson.
- ❖ Dr. Aditi Sarkar , Co-ordinator.
- ❖ Prof.Nabanita Chottopadhyay-External Expert
- ❖ Dr. Debasish Chottopadhyay- G.B Representative
- ❖ Sri Debasish Kumar-Community Representative
- ❖ Dr. Sujata Mitra, Bursar.
- ❖ 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 Discussion on NAAC Peer Team Committee recommendations (2nd Cycle) for Quality

- **Regarding need for broadening the range of programmes**, our respected chair informed that from the next academic session i.e.2017-2018 we are going to introduce some add-on course like-
 - One Year Certificate course in **Spoken English** will be introduced in collaboration with The School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata.
 - One Year Certificate course in **French Language** will be introduced in collaboration with The School of Languages, Ramakrishna Mission Institute of Culture, Golpark, Kolkata
 - One(1) year Certificate course in **Functional Sanskrit** will be introduced in collaboration with Rastriya Sanskrit Sangsthan, New Delhi.

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Agenda.II. Presentation of Achievements of 2015-2016 & AQAR2014-2015

The coordinator presented the achievements of 2015-2016 through PowerPoint & showed the Annual Quality Assurance Report of 2014-2015. The External Members are very happy with the overall performance of our college & certain valuable suggestions are given by them for quality improvement like

Prof. Nabonita Chottopadhyay suggested i) to celebrate International Women's Day in the college & ii) to constitute Nari Samsad in the college

Our Respected Chair thanks both of them for giving such a valuable suggestions.

Agenda.III. Solar Power Generator

The chair told the members regarding the plan of installation of Solar Power Generator on the roof of the college. All the members supported the plan. The External members suggested her to place the proposal in the Governing Body Meeting.

Agenda.IV. Departmental Seminar/Workshop

The Coordinator informed that our Respected Chair announced in the Teachers Council meeting dated 14.10.15 that all the departments must will organise Seminar/ workshop/ paper presentation by students & Departmental Quiz/Special Lecture with in the financial year 2015-2016.

Dr. Amrita Mondal, convener, Finance Committee told that Rs. 2,000 was allotted for each department to organise **Seminar/ Workshop/ Special Lecture & Departmental Quiz**. The coordinator requested the chair if the amount can be increased.

The members thank the chair for the initiative.

Agenda.V. Internal Academic Audit of the Honours Departments(2015-2016)

The chair informed the members that Regular internal Academic Audit is necessary to know the strength and weaknesses of the departments and accordingly the Heads along with the other faculty members of the Department will chalk out the future plans of the department. Academic Audit will be conducted in the beginning of the next academic session.

She requested the coordinator to call a meeting with all Heads and request them to update the documents of the department.

All the members appreciated the plan.



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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

Dr.Aditi Sarkar

Coordinator, IQAC

Dr.Indrila Guha

Principal & Chairperson, IQAC