

# NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held with on 16.02.2022 at 1.00 pm in the IQAC room. All members are requested to be present in the meeting.

Agenda:

1. To discuss on NAAC 2<sup>nd</sup> Cycle preparation
2. Departmental Seminar & Workshops
3. To form committee to assist the IQAC for NAAC process
4. Any other matter with the permission of the chair.

Sanat Kumar Adhikary  
Coordinator ,

## **IQAC, Shree Agasen Mahavidyalaya Minutes of the Meeting held on 16.02.2022**

Members present in the Meeting

1. Dr. Jayeeta Basu Principal and Chairperson.
2. Sri Sanat Kumar Adhikary, Co-ordinator.
3. Dr. Tapas Kumar Chatterjee (Ex-Registrar, NBU) - External Expert
4. Dr. Asit Biswas (Bursar) - Administrative Representative
5. Smt. Joysree Das - Internal Member
6. Sri Ramkishore Barman - Internal Member
7. Sri Sanjib Chakraborty, Cashier - Internal Member
8. Smt. Beauty Dutta - Alumni Representative

Shri Sanat Kumar Adhikary, Coordinator IQAC proposed the name of Dr. Jayeeta Basu, Principal & Chairperson IQAC, to preside over the meeting.

Agenda: 1. The coordinator informed that the 2<sup>nd</sup> Cycle NAAC has been due from November 2021. Due to pandemic situation we are unable to complete our 2<sup>nd</sup> Cycle. Now it is high time to initiate the process immediately. All are requested to prepare their departmental papers and individual academic record and submit to the Coordinators. Prof. Tapas Kumar Chatterjee appreciate the ongoing process of Library automation under COHA.

Agenda 2. The Coordinator informed that our Respected Chair announced in the Teachers Council meeting that all the departments must organise Seminar/ workshop/ paper presentation by students. Dr. Asit Biswas, Bursar told that Rs. 5,000 is allotted for each department to organise Seminar/ Workshop/ Special Lecture. The coordinator requested the chair if the amount can be increased. The members thank the chair for the initiative.

Agenda -3. The Coordinator brought to the notice that there an urgent need to form committees for proper development of NAAC process. After thorough discussion various committees were formed. Each committee will provide the feedback of their work every month to the NAAC coordinator. The list of committees along the name of the members will be hanged on Teachers' Notice Board very soon.

Agenda -4. 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. Sanat Kumar Adhikary

Coordinator , IQAC

Shree Agasen Mahavidyalaya

Dr. Jayeeta Basu

Principal

Shree Agrasen Mahavidyalay