

# SANKRAIL ANIL BISWAS SMRITI MAHAVIDYALAYA

Affiliated to Vidyasagar University

Accredited by NAAC

AT & P.O- KULTIKRI, DIST- JHARGRAM, PIN-721135 (W.B.)



Memo No.....

Date: 20/11/2020

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 02.12.2019 at 1.00pm in the IQAC room. Members are requested to be present in the meeting.

Agenda:

1. Department division
2. Library improvement and automation
3. Departmental library
4. Woman cell
5. Any other matter with the permission of the chair Minutes of the Meeting held on 02.12.2019

## Members present in the meeting

- 1..Dr.HaripadaMahapatra , Teacher in Charge and Chairperson.
2. Smt. SwagataChatterjee , Head & Co-ordinator, IQAC & NAAC Coordinator
- 4.Smt. Madhumita Jana
5. Sri. Prasenjit Mukherjee
6. Sri. Mir Md. Ali
- 7.Dr. Ashis Kumar Sahu
- 8.Sri. Tapan Kumar Pattanayak
9. Sri. SarbeshwarMahapatra

## Minutes of the Meeting

Smt. Swagata Chatterjee, coordinator IQAC began the proceedings of the meeting with the permission of the chairperson/ Teacher in Charge Dr.HaripadaMahapatra.

Agenda 1 - The cell recommends and decides to apply to the governing body through proper channel regarding division of departments for the smooth functioning of all the departments and benefit of students.

Agenda 2: The cell recommends the library committee to give detailed information about the books of all the departments and take initiative for purchase of more books. The cell also recommends complete automation and digitalization of the library. The process though has begun, it initiates quickening of the process.

Agenda 3: The cell recommends the library committee to take initiative in consultation with all the departments regarding formation of departmental library

Agenda 4: The cell strongly recommends a more active functioning of Woman cell. The body recommends observation of gender sensitization program throughout the year and promote the same among students.

Agenda 5. 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.HaripadaMahapatra.