

# 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: 24/01/2020

## NOTICE

A Meeting of the Internal Quality Assurance Cell (IQAC) of the College will be held on 02.02.2020 at 1.00pm in the IQAC room. Members are requested to be present in the meeting.

Agenda:

1. Student Seminar
2. CAS for teachers
3. Faculty development
- 4 Digitalization of teaching process
5. Internal academic audit
6. AQAR submission
7. Any other matter with the permission of the chair Minutes of the Meeting held on 02.02.20

## 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 unanimously to promote seminar among students and also to collaborate with other institutions if required. The process shall be continuous and Seminar Committee is requested to create an annual planning in anticipation and present before IQAC for approval and also present a report of the execution.

Agenda 2: The cell recommends unanimously to conduct workshop on CAS for the teachers. The teachers are requested to submit their data to IQAC for proceedings.

Agenda 3: The cell recommends all the teachers to complete their OP/RC as required for qualitative promotion of the teachers as well as the institution. The teachers also must undergo faculty development programs for quality enhancement.

Agenda 4: The cell recommends a build-up of a monitoring committee for teachers to promote further use of ICT and smart classes for students.

Agenda 5: The body for the first time unanimously initiates academic audit of the Honors departments and decides the audit date be June 25,2020. It decides to form an audit team comprising of both external and internal members who shall visit the departments and analyze the progress of each dept.

Agenda 6: The institution has successfully faced NAAC in 2019 August. Therefore, it has to submit its first AQAR report. IQAC takes up the task with the help of the members and non-teaching staff and college computer staff

Agenda 7: 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.