

2023

Minutes of the IQAC (internal) meeting held on 12.06.2013

The following members were present in the meeting:

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| 1. Prof. Samir Kumar Samanta, Principal | 6. Dr. Ujjwal Sahoo |
| 2. Prof. Subhabrata Ray | 7. Dr. Avik Si |
| 3. Prof. (Ms.) Shyamsree S S Manna | 8. Mr. Shovan Bose |
| 4. Prof. Santanu Chakraborty | 9. Ms. Rituparna C Ghosh |
| 5. Mr. Sagar Sengupta, Registrar | 10. Prof. Ashoke K Ghosh, Coordinator |

The members absent were:

1. Prof. Subrata Chakraborty, Director
2. Dr. Souvik Basak

The MINUTES:

1. Prof. Ghosh first welcomed all the members and informed the house about the New Principal as ex-officio Chairperson of the Internal IQAC Committee and welcomed him specially.
2. Prof. Ghosh congratulated once more to the members for getting accreditation from NAAC by Grade B++ on 23rd August 2022 and in consequences NAAC was asked whether we need to submit AQAR by 31.12.2022. They asked no need to submit AQAR by 31st December '22, instead we are to submit the same by 31st December '23.
3. In continuation of the above point no. 2, all criteria heads were requested to collect the relevant data, documents, photos etc. of the Academic Calendar (July '22 to Jun '23) and hand over to IQAC copying in a Pen Drive (PD).
4. Prof. Ray asked to IQAC to supply SOP of AQAR Form filling to all the heads. Prof. Ghosh assured to hand over the AQAR Format along with the said SOP to the concerned Criteria Heads in time.
5. Some sort of deficiencies in time as per PCI in Weekly Class Time Table (Weekly Routine) has been pointed out by Prof. Ray and Mr. Sengupta. After a thorough discussion it was decided unanimously that extended time dependant weekly routine can help us ultimately to maintain the 5 day week as is going on.
6. The IQAC has suggested to distribute the project work of M. Pharm students just after completion of their 1st Semester examination. Prof. Samanta has assured the house that he will look after the matter in time. *result of*
7. The house has been informed that conduction of Academic Audit will be done by IQAC after the declaration of Even Semester Examination (2022-23).
8. IQAC suggested to apply for conduction of Continuing Education Program launched by PCI with a fixed grant of Rs. 5 lakh, in our college in the coming year by the month of April '24. Prof. Samanta has agreed into the matter and has given green signal to go ahead.
9. Prof. S Chakraborty pointed out that the Entrepreneurship Cell of the College is inactive for a long time and said that it should be active properly. Prof. Samanta has said that it would be looked after.
10. Prof. Samanta suggested the Criteria Heads to find out the gaps in their concerned criteria in SSR submitted last time and for which it may be assumed that if that was rectified we could get more points. We must find out the gaps.
11. Prof. Samanta furthermore informed the house about the already created 'IT Cell' with the constituent members like i) Prof. Subhabrata Ray, ii) Dr. Amit Halder, Asso. Prof., iii) Dr. Souvik Basak, Asso. Prof., iv) Dr. Falguni Patra, Asso. Prof. and v) Mr. Soumen Banerji, Asst. Prof. where Prof. Ray and Dr. Halder are Convener and Jt. Convener respectively.
12. There was no other point to be discussed and the meeting was ended with vote of thanks to the Chair.



(Prof. Ashoke K Ghosh)
Coordinator/IQAC