



IQAC meeting minutes and Action Taken Report (ATR) date wise : A synopsis

Date	Item No.	Minutes	ATR
07.03.2018	1.	Discussion on preparation of IIQA and SSR And distribution work load of criteria wise	Prepared.
	2.	Introduction of Popular Lecture Series	Conducted successfully
	3.	Installing Solar panel for Renewable Energy	Under processed.
	4.	Hostel Re-innovation	Initiative Taken.
	5.	Total E-counseling and Online admission Process	Successfully implemented.
	6.	MoU with other Reputed Institutions	Signed MOU with Ramakrishna Mission Sikshan Mandira, Belur Math
	7.	Introducing New Courses and Certificate Courses	Not yet introduced.
	8.	Photocopy machine for Library	Under process
	9.	Registration Of Alumni Association	Done and got Registration.
	10.	Initiative on Professional Development of Teaching and Non- Teaching Staff	Arranged Successfully.
	11.	Promotion of Sri Kaustav Bhattacharyya(Assistant Professor, Department of English) under CAS	Done.
14.07.2019	1.	Introducing Student Booklet (Information cum administrative Dairy)	Prepared and Distributed.
	2.	Introducing updated Student management Software.	Installed.
	3.	Introducing E- Feedback for Students (On teaching learning and Support System)	Executed By IT-Sub committee
	4.	More Emphasizes on ICT enable classes	Initiative taken
	5.	Re-innovation Computer Lab.	Arranged
	6.	Organising Workshop and Seminar on Career Mapping and Yoga	Organised Regular Basis
	7.	Initiative on College Publication	An ISBN volume has been published.
	8.	Preparation Service Time-table (Student Charter)	Prepared and duly displayed.
	9.	Preparation of Annual report of the HEI	Prepared and Uploaded

	10.	Introducing Student Portal for providing Score of students in Internal Assessment including Attendance.	Successfully Executed.
12.04.2019	1.	Offering Best Student Award	Preparation made.
	2.	Arranged Departmental Seminar	Arranged
	3.	Providing Cool Water for Stakeholders	Under processed
	4.	Introducing Bar-Code Tracking system	Executed
	5.	Academic and Administrative Audit	Placed before GB
	6.	Introducing Green audit	Under processed
	7.	Updated Teachers' Profile in college website	Updated and uploaded
	8.	Recruiting Guest Teacher	Initiative Taken and Recruited as per Government Norms.
	9.	Preparation Strategic Perspective Plan	Chalked out and uploaded
	10.	IIQA and SSR submission final Submission	Finalized the time on and before August 2019.
	11.	Developed E- Content	Content Developed and Uploaded.

Date	SL No.	Minutes	ATR
19.11.2019	1.	Introduction Certificate Courses	Organized by Several Departments
	2.	Departmental Seminar	Not possible to arrange
	3.	Submission of IIQA and SSR	Submitted but disqualified, sought out the Weaknesses.
	4.	Arranging more cultural and co-curricular activities	Initiative taken; department wise

	5.	Feedback from Teachers, Alumni, Guardians and Non-teaching staff	Teachers and Guardians online feedback taken and analysis.
	6.	Award to Student Secure 1 st Class in any semester of every department. Just to create a healthy academic competition.	Already a programme has been organized and Award handed over to the stakeholders.
Due to lockdown no meeting has not been organized for a long time.			

Date	SL.no.	Minutes	ATR
03.02.2021(1st online meeting)	1.	IQAC organized Webinars	Executed properly in association with departments.
	2.	Workshop on Career and Professional	Initiative taken; organized by Library in collaboration with IQAC.
	3.	Promotion of teachers under CAS	Documents verified and Proceed to CAS
	4.	Award to the Best Students	Postposed for this year. It will be resumed after starting the offline regular class mode.
	5.	Orientation for new students	Orientation programme for 1 st semester students is organized.
	6.	MOU with Ramakrishna Mission Vivekananda Centenary College, Rahara for organizing add on courses on "Value Education".	Decision made to conduct the courses after the regular classes open.
	7.	Mentor-mentee meeting of the department.	Notice served by IQAC, only few departments have taken positive initiatives.
	8.	Online certificate courses	Mathematics, Zoology and Botany jointly organised online certificate courses.
	9.	Environment Sustainable Initiatives	Offering thanks to GB for Installation of solar panel which was proposed on 07.03.2018 by IQAC.

Date	SL.no.	Minutes	ATR
26.05.2021	1.	Completion of tenure of IQAC and appeal to GB for its extension	Extension made by the authority.
	2.	Separate Departmental rooms and Browsing centre for students.	Placed before GB and Initiative taken to chalk out the draft plan and estimate.
	3.	Various extension services and Gender related programmes.	NCC and NSS have organized several programme following Covid 19 protocol. College will support financially.
	4.	Preparation of Departmental Profile for college website.	Distributed to the concern departments on a meeting of HODs and IQAC and executed the same.
	5.	Maintaining the Departmental Track record	Format approved and distributed to the concern departments.
	6.	More webinar by the departments	Properly executed.
	7.	Improvements of Digitalization of Library.	No further improvements due to Lockdown and other restrictions by the Government.