

**Resolutions taken in the meeting held on 08/02/2024 (Thursday) at 2.30 p. m in the IQAC room in the presence of the HOI**

**Agendum 1:** Minutes of the meeting held on 20/12/2023 are read and confirmed by the members present.

**Agendum 2:** Resolved unanimously, the AQAR for the session 22-23 would be prepared if and when needed as the college is undergoing through the 3<sup>rd</sup> cycle of NAAC A&A system.

**Agendum 3:** Resolved unanimously, that the college will try to submit the IIQA as early as possible following the directives of HED, Govt. of West Bengal.

**Agendum 4:** Resolved unanimously, all criteria managers will take initiative along with the Coordinator and the Principal to distribute the criteria wise to- do list and will also take note of the action taken by the departments and different sub-committee.

**Agendum 5:** Resolved unanimously, all teachers should use ICT teaching -learning mechanisms as much as it is needed for. The Academic convenors be entrusted to supervise the matter.

**Agendum 6:** Resolved unanimously, the internal audit must have to be done before submission of SSR as it is mandatory for SSR criteria IV. The office management committee be entrusted to supervise in this regard.

**Agendum 7:** Resolved unanimously, a collaborative calendar be framed so that the activities get a shape and the same has to be uploaded on the college website.

**Agendum 8:** Resolved unanimously, that a Management Development Programme (MDP) specially for the non-teaching staff of the college be arranged with the collaboration with PIBM (Pune Institute of Business Management).

**Misc.**

- Resolved that, the College will proceed regarding summer internship as per directives received from the Affiliating University. Further, a team will be constituted for the smooth conduction of the course.
- Coordinator stated that the CAS file of Dr. Sudeshna Basu and Dr. Parthasarathi Bhattacharya has been scrutinized by the scrutineer committee and the same has been made ready for further process.
- Coordinator, IQAC proposed before the house of a technical help / assistant for the upcoming NAAC / SSR related technical work. The house unanimously accepted the proposal and consented to hire skilled ex- students temporarily as per the requirement.
- Resolved unanimously that Yearly feedback report be communicated with the Affiliated University as a part of action taken.
- All the academic departments are instructed to prepare year wise activities under Mou.

As there were no other issues to be discussed, the meeting ended giving vote of thanks to the chair and to all other members.