













## AGENDA

1. Expansion of college building
2. Introduction of Add-on courses
3. Quality initiatives to be taken in administrative aspects
4. Initiatives to be taken to accelerate the process of digitization
5. Quality assurance initiatives in student support and progression
6. Status of financial accounts and audit
7. Matters related to multigym
8. Misc

## Members:

1. Dr. Sunil Kr. Biswas - 
2. Sri Swapan Kr. Giri - 
3. Dr. Angana Deb - 
4. Dr. Aparna Mandal - 
5. Dr. Samik Sen - 
6. Dr. Malay Das - 
7. Dr. Sanjit Pal - 
8. Dr. Touhid Hossain - 
9. Dr. Indrani Ghosh - 
10. Smt Jhumur Bhunia - 
11. Dr. Pratip Chowdhury - 
13. Sri Bidhan Chandra Mandal - 

Meeting Minutes:

The following resolutions have been taken in the IQAC meeting held on 07/09/2017.....

1. Principal Dr. Sunil Kumar Biswas informed the house that expansion work of the college is going on successfully. construction work of the ground floor and first floor of the new building has been completed.
2. It has been resolved that departments will conduct add-on courses on various topics under the supervision of the Academic Committee. Classes of these courses will be conducted beyond the scheduled class hours so that normal classes are not hampered and students can attend these additional classes conveniently after/before their scheduled classes. Topics of the courses will be interdisciplinary so that students from any discipline may join any of these courses. Each student may join only one add-on course. Students do not have to pay any fees for these courses. Departments may invite teachers/experts from other institutions for this purpose.
3. As a part of the digitization process in the administration process of the college, it has been resolved that initiatives would be taken to equip office staff with a new

- system. Initiatives will be taken to digitize all office files. All office files will be scanned and properly filed on the google drive.
4. To digitalize the library, KOHA software would be introduced. Initiatives would be taken to provide access to the students to NLIST.
  5. Accountant Sri Tamal Kumar Mazumder has informed that accounts for the financial year 2015-16 and 2016-17 are not yet ready for audit. He has been requested to take the necessary steps to conduct the audit as soon as possible.
  6. The IQAC Coordinator informed the house that a well-equipped gymnasium for the college has been ready. It has been resolved that initiatives would be taken for proper maintenance of the gymnasium and to conduct training programme for the students for use of the gym equipments by the Sports Committee.
  7. It has been resolved that Special lectures and students' seminars are to be arranged by each department. All the departments have to prepare lesson plans in the specified format and submit it to the Academic Committee. Initiatives will be taken to introduce the process of continuous assessment and participative learning for the students.

*SKD*  
*07/09/2017*

Principal  
NABA BARRACKPUR PRAFULLA CHANDRA  
MAHAVIDYALAYA  
New Barrackpur