

NOTICE

A meeting of the Internal Quality Assurance Cell will be held at 1:45pm on 01/10/2019 (Tuesday) in the Principal's room to discuss on following agenda:

1. Confirmation of minutes of the last meeting.
2. Reporting of attending IQAC seminars.
3. Proposal to conduct NAAC sponsored seminar.
4. Difficulties in organizing program by IQAC in college.
5. To discuss over the letter of IQAC coordinator to Principal and placed in TC.
6. Future Planning of IQAC.
7. Miscellaneous.

Bishan Sanyal 27/09/19
Coordinator of IQAC

V. S. Debbarth 27/9/19
Principal
Principal
Sovarani Memorial College
Jagatballavpur, Howrah

A meeting of the IQAC is held today on 01.10.2019 (Tuesday) at 2:45 pm in the Principal's Chamber. Members present are -

1. Anup Kr. Routh 01.10.2019
2. Bishan Sanyal 1/10/19
3. Suresh Mandal 01.10.2019.
4. Anup Routh 1/10/19
5. Paromita Sarker 1/10/19
6. Soubhik Chattopadhyay 1/10/19
7. ~~S. S. S.~~ 1

Agenda 1 : Confirmation of the proceedings

Dr. Soubhik Chattopadhyay reports that he contacted Dr. Shibmoy Dasgupta for the workshop and he was ready for co-operation but no further steps have been taken in this regard to promote the workshop on PO and CO. He also reports that quantitative data to be provided in the future.

Dr. Bishan Sanyal proposes that PO and CO cannot be achieved if admission rate of students declines. We have to find out the reason behind this. He says that lack of awareness, job orientation, and alumni association could possibly be the reasons.

Dr. Anup Kr. Routh proposes to continue roping in the schools as initiated by the IQAC earlier.

Dr. Soubhik Chattopadhyay proposes some points regarding admission. He proposes to activate placement cell in collaboration with the IQAC.

Agenda 2: Report of the IQAC seminar

Paromita Sarkar reports that NIRF is a robust data reporting system that requires data of three previous years that is to be uploaded regularly on the website. A staff is to be appointed for this work. She also reports that best practices need not to be altered every year, improvement on the existing ones is necessary.

The team discussed possible best practices for the coming years.

1. Departmental seminars are to be organized.
2. Rain water harvesting.
3. Solar Power
4. Facilities for the differently abled students – ramps, toilets, lifts, Braille software, skill enhancement courses etc.
5. Up to date website; events like seminar, wall magazine publication etc. The IQAC demands a dedicated person for this duty. The team requests the Principal to discuss this matter in the GB, TC and RUSA. Shailendra Choudhary is requested to take up this responsibility and he agrees.
6. Alumni association: Dr. Bishan Sanyal proposes that caution money kept against the library cards and laboratories can be partially deducted at the time of awarding the degrees in order to mandatorily induct the students in the Alumni association. This matter is to be discussed in the GB.
7. 360 degree feedback
8. Green Audit – agencies could be involved to evaluate the greeneries in the campus.
9. Chemical and e-waste management
10. Data of the outgoing students needs to be tracked. Vertical mobility of the students has to be traced and honoured.
11. Inclusion of an industrialist in the IQAC team.

Agenda 3: Proposal to conduct NAAC sponsored seminar

NAAC sponsored seminars will have to be organized. Paromita Sarkar and Dr. Soubhik Chattopadhyay are given the responsibilities.

Agenda 4: Difficulties in organizing IQAC programmes in the college

From the NTS, Sourav Ghosh, KL Adak, Abdul Rashid, Soyel Gayen, Raju Bagui and Shailendra Choudhary are assigned to help the IQAC to organize seminars. The Principal promises to assign them at the earliest.

Agenda 5: To discuss the letter of IQAC coordinator to the principal and placed in TC

The Principal reports that this agenda will be discussed in the upcoming TC and be reported in the next IQAC meeting.


01.10.2019

Members present :

1. K. K. M. 5/11/2019
2. B. K. M. 5/11/19
3. S. K. M. 5/11/19
4. Suresh Mondal. 05.11.19.
5. Paragita Sarker 05.11.19
6. S. K. M. 05/11/19
7. J. K. M. 05/11/19

A meeting of the IQAC is held in the Principal's chamber on 5th November, 2019

Duties assigned for the Financial Literacy Camp

1. Decoration will be handled by Kanailal Adak and Raju Bagui.
2. Sitting arrangement and guiding the participants in Room 9 will be managed by Sailendra Chowdhury, NCC cadets and Sushanta Chakraborty.
3. The NCC will provide 10 of their cadets who will be managed by Abdul Rashid.
4. The participants will have to be signed in at the entrance. Two registration desks will be situated right outside Room 9. Two NCC cadets along with four office staff will handle the registration.
5. The Principal appoints Ronita Chakraborty, Minajuddin Ahmed, Chandranath Sen and Sadhana Banerjee for the registration desks.
6. Coupons and feedback forms are to be handed over during the program. Soubhik Patra, Bipin Chandra Bag and Sanjib Soren will be in charge of collecting the feedbacks.
7. Refreshment:
Money allotted for refreshments

Speakers	3 People	100 rupees each
Students	100 approx	30 rupees each
Office staff	15 people	30 rupees each
NCC Cadets	10 people	30 rupees each

The meeting ends with vote of thanks to the Chair

K. K. M.
5/11/2019

A meeting with 'Prudential Infotech Limited' is held with Principal, TCS, TR present and IQAC members of the college regarding a diploma course about Cyber Crime held on 9/11/19 at 12 noon.

Members present are:

1. K. K. M. 9.11.19
2. Principal
3. TCS
4. TR
5. Dr.
6. Koushik Banerjee
7. Anil K. 9/11/19

Principal presides over the meeting.

Dr. B. Saral, IQAC Co-ordinator, introduced

Mr. Koushik Banerjee of 'Prudential Infotech Ltd'

to the Principal and others present in the meeting.

Mr. K. Banerjee has given his proposal in brief. He ^{has} intimated us about the scheme of 'West Bengal Schedule Caste, Schedule Tribe & Other Backward Class Development & Finance Corporation'

He has told that this scheme is targeted to SC & OBC students of B.Sc. & B.Com.

Principal, N. Mediya, S. Chatterjee & B. Sayal

asked questions to clarify about the course.

Dr. N. Mediya asked about clarification about the students who may quit job after being appointed.

Dr. S. Chatterjee asked about the cyber crime

B. Sayal has requested to extend Principal asked about few examples of cyber crime, a concessional rate to General students of

B.Sc. & B.Com.

Mr. K. Banerjee has clarified all the queries.

Resolved that company be allowed to conduct a seminar involving ex-students and senior students of B.Sc. & B.Com.

Principal ~~has~~ assured to give a date of seminar regarding this in the month of November (2019) or, January (2020)

Meeting ends with vote of thanks to the chair.

✓ gm
9.11.19