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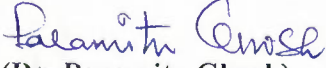
MINUTES OF IQAC MEETING HELD ON 15.07.2018

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge Maynaguri College presided over the meeting. The following resolutions are being taken:

1. It was decided that all Notices were to be preserved in Binder Clip Files for future references. In this connection, it was unanimously decided that the TCS would undertake this responsibility in coordination with the Head Clerk. The TCS would instruct the Head Clerk to submit a copy of all important official notices (including those of the important Clubs/Committees which concern the students) to the TCS for record keep.
2. AAAC Convenor Mr. Sonam Sherpa informed the members that the process of feedback collection from students and parents have been completed. However, the feedbacks from Teaching Staffs, Non-teaching staffs, Alumni were still pending and will be completed shortly.
3. It was decided that an Event Register will be maintained to keep record of all the events that are being held or organised by the College during an academic session. Subsequently, such a list of events should also be uploaded in the college website so that it could be accessed by students/alumni and other stakeholders.
4. A format for Annual Report with regard to the working of the Clubs/Committees/Cells was to be prepared keeping in view the UGC and NAAC prescribed guidelines. For the previous academic session i.e., 2017-2018 the respective Convenors of various Clubs/Committee/Cells were required to submit their Annual Reports by 31st July 2018.
5. It was decided that the formation of new Clubs/Committees/Cells for the current academic session 2018-2019 was to be done by the TIC based on the feedback given by the incumbent Convenors for the academic session 2017-2018.
6. In consonance with the feedback given by the NAAC Peer Team in 2016, 'Engage in English' classes were introduced for the Teaching as well as the Non-teaching staffs in 2017-2018 academic session. The objective was to make the Teachers proficient in English speaking. The initial response that these classes received was quite encouraging. As a result of which it was decided that 'Engage in English' classes were to be resumed from January 2018 when the workload of the Teachers would be relatively less. It was also decided that a Committee would be formed to decide which Teachers were to be deputed for teaching in those classes.
7. Exam result analysis for both Honours and General Courses for the academic session 2017-2018 was decided to be deferred till the re-assessment of marks was completed.
8. The Convenor of the Maintenance Committee requested for a clear mandate from the TIC with regard to the functions and responsibilities of the Maintenance Committee. After

much deliberation, it was decided that the Convenor was to coordinate with the TIC on a regular basis to oversee the functioning of the Maintenance Committee.

9. It was also decided that the Complaint Registers for the various Sub-committees within the Maintenance Committee were to be kept in the IQAC Room so that proper monitoring of the complaints and action taken thereof can be done.
10. A copy of all important documents was to be submitted to the IQAC Coordinator for record. The Head Clerk would undertake the responsibility to submit all such documents to the Coordinator.
11. It was decided that the Academic and Administrative Audit by an External Agency could be undertaken by the College by January 2019.
12. Since the College has serious space crunch, it was decided that a separate space would be reserved in the Library for conducting all formal meetings of the College apart from those which cannot be conducted in the Principal's Room.
13. Language Lab was to be renewed. A Teacher was to be assigned to oversee this task.
14. Cells/Clubs/Committees Coordination Team was decided to be disbanded from the current academic session.
15. As a part of the Green initiative to save paper, it was decided that henceforth all printing would be done on both sides of the paper. A special award was to be instituted for this initiative to encourage all the Departments to save paper.


(Dr. Paramita Ghosh)
Coordinator, IQAC
Maynaguri College

Coordinator
IQAC
Maynaguri College



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MINUTES OF IQAC MEETING HELD ON 08/12/2018

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. The format for AAA was finalised after a thorough discussion and it was also decided to conduct the AAA by an external agency.
3. It was agreed that more and more teaching staff should be encouraged to use ICT facilities while delivering their lectures. And the number of ICT enabled classrooms should be should be increased.
4. The members agreed that the college should apply for funds in order to build an Indoor stadium in the coming session. The Chairperson asked the Coordinator to start the process immediately.
5. Feedback from the Hons. Students was analysed and it was agreed to put the suggestions received in to the revised Plan of Action for the upcoming session.
6. It was decided that a journal for students would be published which shall have the articles contributed by the students of the college.
7. The Coordinator asked the members to expedite the process of submission of the AQAR based on the new format.

Paramita Ghosh

(Dr. Paramita Ghosh)
Coordinator, IQAC
Maynaguri College

Coordinator
IQAC
Maynaguri College



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MINUTES OF IQAC MEETING HELD ON 07/02/2019

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. It was decided that the faculty should be regularly motivated to publish their research works in UGC-listed journals.
3. It was also agreed that students and faculty should be encouraged to adapt eco-friendly practices within the campus. It was decided that the local teaching and the non-teaching staff should be motivated to use bicycle for commuting to work instead of petrol or diesel driven vehicles.
4. It was agreed that 'Each one Plant One' project will be introduced from the 2019-2020 session where all the students of the college will plant one sapling within the campus or in their own homes.
5. Feedback obtained from the Hons. Students were analysed in details.
6. Feedback obtained from the various Clubs/Committees/Cells were analysed in details.
7. The Coordinator and the members agreed unanimously that AAA would be conducted in June 2019. The format for AAA was finalised after a thorough discussion.
8. All the members agreed that feedback should be obtained from the all the stakeholders like parents, Alumni, Teaching and non-teaching staff and also the outgoing batch of students in the coming months.

Paramita Ghosh
(Dr. Paramita Ghosh)
Coordinator, IQAC
Maynaguri College

Coordinator
IQAC
Maynaguri Col



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MINUTES OF IQAC MEETING HELD ON 13/06/2019

The Chairperson, Prof. Susmita Pandit, Teacher-in-Charge, Maynaguri College presided over the meeting. The following resolutions are being taken:

1. All the resolutions taken in the last meeting are confirmed.
2. The meeting began with the Coordinator reviewing the activities of IQAC for the session 2017-2019.
3. It was agreed that the number of value education classes for the students would be increased in the upcoming academic session.
4. Feedback obtained from the parents, Teaching and Non-Teaching staff and the alumni were discussed in details.
5. An assessment was made of the CBCS system that was introduced in the 2018-2019 session. The members gave their observations on how the students and the teaching staff have adapted to the new system and the improvements that could be made in the next academic session.
6. The feedback obtained from the outgoing students' batch was analysed in details in the meeting.
7. After a thorough discussion, based on the feedback received from the Convenors and members of last year's Cells/Clubs/Committees new Convenors and members for various Clubs/Cells/Committees for the session 2019-20 were appointed.
8. In order to save paper, it was unanimously decided that from the upcoming academic session all assignments for Internal Evaluation would be submitted online.
9. It was agreed that Biometric attendance would be introduced for the students from the upcoming academic session. Hence, it was decided that the work for creating a database for students should commence at the earliest.
10. Since the Bridge Courses were found to be very useful for the students and have generated a positive response from the students, it was decided that the number of such courses should be increased from the upcoming academic session.
11. The Coordinator proposed to introduce 'Each one Adopt One' project for the teaching staff where each teaching staff would bear the cost of education of one economically poor student in our college. All the members unanimously agreed to the Coordinator's proposal.

Paramita Ghosh

(Dr. Paramita Ghosh)
Coordinator, IQAC
Maynaguri College

Coordinator
IQAC
Maynaguri College

Annual Action Taken Report (2018-19) : IQAC

Resolutions Adopted	Action Taken Report
<ol style="list-style-type: none"> 1. To apply for new Degree Courses & Honours Courses. 2. To introduce Electoral Literacy Club for students. 3. To update the College website. 4. To arrange for a smooth transition from the Annual system to the Choice Based Credit System. IQAC will hold meetings/workshops etc for students and staff to facilitate this transition. 5. To assist in the successful mobilization of the RUSA Fund. 6. To extend the Parking Stand for staff and faculty. 7. To proceed for TS and NTS post creation. 8. To increase the number of Value Education classes. 9. To increase the number of MoUs with other institutions to facilitate more academic and Student exchanges. 10. To make more teachers ICT trained. 11. To increase the number of Departmental Bridge Courses. 12. To collect, analyze and prepare a report on the feedbacks from students, TS, NTS, Alumni and Parents, and also to act upon that. 13. To collect feedbacks and annual reports from the convenors of various Clubs/Cells/Committees and act upon that. 14. To continue with the Engage in English Sessions. 15. AQARs to be submitted regularly. 16. A journal for the students will be published from college. 17. To conduct the Academic and Administrative Audit to be conducted by an outside agency. 18. Preparations to adopt Each One Plant One Project for the academic session 2019-20 to be initiated. 19. Preparations to adopt Each One Adopt One Project for the academic session 2019-20 to be initiated. 20. Preparations to initiate Online Project submission for the students of the academic session 2019-20 to be undertaken to save paper. 	<ol style="list-style-type: none"> 1. New degree courses already applied for and one new course sanctioned in the 2018-2019 session. 2. Electoral Literacy Club for students introduced. 3. College website updated. 4. CBCS system successfully implemented. IQAC hold a number of meetings and workshops to facilitate that. 5. RUSA fund is successfully being utilised for infrastructural development and augmentation. 6. Parking stand extended with Govt. fund. 7. Prayer for the creation of TS and NTS post creation made in requisite process. 8. Number of value education classes increased. 9. MoU with another institution established. 10. More teachers have been trained to use ICT for delivering class lectures. 11. Departmental Bridge Courses for 04 (Four) more subjects introduced. 12. Feedbacks from students, TS, NTS, Alumni and Parents collected, analyzed and acted upon based on the reports prepared on the feedback analysis. 13. Feedbacks and annual reports from the convenors of various Clubs/Cells/Committees collected and acted upon. 14. Engage in English Sessions are continued with. 15. AQARs are being submitted regularly. 16. The process to publish a journal for the students from college has been undertaken. 17. The process to conduct the Academic and Administrative Audit by an outside agency has been undertaken. 18. Preparations to adopt Each One Plant One Project for the academic session 2019-20 have been initiated. 19. Preparations to adopt Each One Adopt One Project for the academic session 2019-20 have been initiated. 20. Preparations have been initiated for Online Project submission for the students of the academic session 2019-20 to save paper.