

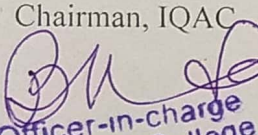
NOTICE

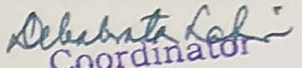
A meeting of the Internal Quality Assurance Cell will be held at the IQAC Office in the College Main Building on **12 September 2017 (Tuesday) at 3:30 pm.**

Members are requested to kindly make it convenient to attend the meeting and take part in its deliberations.

Agenda:

1. Confirmation of proceedings of the previous meeting on 11.04.2017.
2. Follow up actions.
3. Matters relating to AQAR, AISHE report, students' feedback forms, and Institutional Ranking Framework.
4. Plans and their execution for the academic year 2017-18.
5. Financial matters relating to IQAC.
6. Matters arising.

Countersigned  
Chairman, IQAC  
  
Officer-in-charge  
ABN Seal College  
Cooch Behar

  
Coordinator  
IQAC  
A. B. N. Seal College  
Cooch Behar

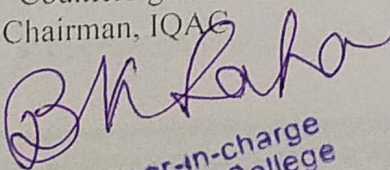
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# ACHARYA BROJENDRA NATH SEAL COLLEGE

COOCH BEHAR

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF PROCEEDINGS OF THE MEETING HELD ON 12.09.2017 AT 3:30 P.M.

**I. Confirmation of the proceedings of the previous meeting held on 11.04.2017**  
Minutes of the proceedings of the previous meeting held on 11.04.2017 were read and confirmed.

**II. Follow up actions on the resolutions of the previous meeting**

Follow up actions were discussed as follows.

- A letter to the Secretary, Teachers' Council, was sent by the Coordinator requesting a discussion on the recommendations of IQAC formulated in the above meetings regarding the teaching-learning process, students' discipline, and good practices in the broader forum of the Teachers' Council.
- Service of Jayanta Maitra, the College Cashier, has been hired for secretarial assistance.
- Following the awareness programme and administrative measures there has been marked improvement in the attendance rate of students.
- One meeting each with the students and teachers in the morning section was conducted to assess and sort out the problems related to the teaching learning process.

**III. Matters relating to AQAR, AISHE, Students' feedback form, and Institutional Ranking Framework.**

Following division of work was decided upon to assist the Coordinator.

(i) AQAR: Prabir Banerjee, Chayan Saha, Payel Banik

(ii) AISHE: Srijit Das, Irani Sil, Prem Rajak, Anindita Chakraborty

(iii) Students' feedback form: Irani Sil, Prem Rajak, Irani Sil.

It was decided that the reworked students' feedback forms would be sent to departments by 23<sup>rd</sup> November 2017.

**IV. Plans and their execution for the academic year 2017-18.**

- Endeavour would be made to enhance internal research funding.
- Endeavour would be made to establish an advanced study centre.
- A tin shade over the Chemistry building would be commissioned.



# ACHARYA BROJENDRA NATH SEAL COLLEGE

COOCH BEHAR

## INTERNAL QUALITY ASSURANCE CELL

- Approval be accorded for hiring teachers in the Sanskrit Department as a temporary measure to mitigate an urgent problem with teaching strength.
- It was decided that the IQAC would start the practice of academic audit.
- In view of recent formation of Alumni Association, the latter would be urged to send members to the IQAC when a new IQAC would be formed.

### V. Financial matters relating to IQAC

Resolved that necessary purchases would be made from the unspent part of UGC fund within the stipulated deadline of 30.09.2017 and utilization certificate be prepared and sent to the UGC.

### VI. Matters arising

Some procedural issues relating to preparation of teachers' arrear bills and service books were discussed at length. It was suggested that the Office Superintendent of the College be advised to process arrear bills in order of their dates of submission. A dedicated file may be maintained for this purpose. He may also be advised to handle teachers' service books by keeping liaison with the service book committee.

The meeting ended with a vote of thanks to the Chair.

Chairman

IQAC

&

Officer-in-Charge

A.B.N Seal College

Coordinator

IQAC

Meeting of IQAC

12/09/2017

- 1.) Bimal K. Saha 12/09/17
- 2.) Subrata Saha 12/9/17
- 3.) Samir K. Samanta 12.9.17
- 4.) Prem Royak 12.9.17
- 5.) Mani Saha 12/9/17
- 6.) Anindita Chakraborty 12/9/17
- 7.) Prachi Banerjee 12.09.17
- 8.) Sujit Das 12.09.2017
- 9.) Payel Saha 12-09-2017
- 10.) Chayan Saha 12.09.2017.