

## Notice

Notice No.: IQAC/01/2019-20

Date: 22.08.2019

This is to inform all concerned that a meeting of IQAC will be held on 29.08.2019 at 4 pm to discuss the following agenda.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Modalities for Parent feedback collection.
3. Scope for the organization of seminar and/or workshop by the college in the academic year 2019-2020.
4. Matters arising.

*Almity* 22/8/19

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

✓ Co-ordinator  
IQAC  
ABN Seal College  
✓ Cooch Behar

ACHARYA B. N. SEAL COLLEGE, COOCH BEHAR  
INTERNAL QUALITY ASSURANCE CELL

**Meeting of the IQAC**  
**Date –29.08.2019; Time – 4 pm**

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**Members Present**

1. Sri. Arijit Chakraborty (Coordinator/Director)
2. Sri. Debashis Mallick (Member)
3. Sri. Samir Kumar Samanta (Member)
4. Sri. Joyjit Dhar (Member)
5. Sri Debojyoti Dutta (Member)
6. Sri. Dibyatanu Dasgupta (Member)
7. Smt. PayelBanik (Member)
8. Sri. Aninda Mandal (Member)
9. Sri. SatadalAdhikary (Member)
10. Sri. Kunal Naskar (Member)

**MEETING MINUTES**

Meeting started in due time after the quorum was met. The proceedings of the meeting are as follows:

1. Proceedings of the previous meeting dated 09.01.2019 were read out by the Co-ordinator of the IQAC which were unanimously confirmed by the house.
2. Proforma feedback from for Parents was finalised with minor modifications. Bengali version of the form has been prepared by Prof. Debasis Mallik. It was resolved unanimously that the form will be placed to the President/ General Secretary of ABNSCPTA for distribution and collection among the parents at the AGM of the said body.
3. It was unanimously decided that IQAC will suggest the College authority to arrange seminars (national or international level), memorial lectures and at least one workshop or seminar on Intellectual Property Right (IPR) in the current academic year 2019-20.
4. The Impact Factor citation and H-Index of the journals/articles mentioned in the Teachers' Profile will be assessed and tabulated by Prof. Joyjit Dhar.
5. It was resolved by the house that the co-ordinator of the IQAC will enquire earnestly the possibilities for setting up of Geo-Spatial Science Laboratory at the Dept. Of Geography (estimates for the laboratory was yet to be done by P.W.D.).
6. It was also resolved at the meeting that the IQAC will request the College authority for setting up a full- filled computer laboratory at the Dept of Economics to keep pace with the progress of new syllabus of the said subject.

Meeting ended with vote of thanks by the Co-ordinator.

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Signature Sheet

Meeting of the IQAC; Date - 29.08.2019; Time - 4 pm

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1. *Ashmita*
2. *Zallil*
3. *Jyoti Shor*
4. *Anindrananda P.*
5. *Payel Sanik*
6. *Debojyoti Dutta*
7. *Samir Kr. Samanta*
8. *Kunal Naskar*
9. *Satadal Adhikary*
10. *Abhyanu Dasgupta*

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Meeting of the IQAC; Date - 29.08.2019; Time - 4 pm  
Signature Sheet

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## Notice

Memo No.: IQAC/02/2019-20

Date: 01.05.2020

This is to inform all concerned that a meeting will be held on 06.05.2020 at 4 pm on Google Meet Platform to discuss the following agenda.

### Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. AQAR data collection.
3. Mode of student feedback collection during the Covid-19 pandemic.
4. Discussions on renewal of specific data on college website.
5. Modalities for the Online Class in the pandemic situation.
6. Matters arising.

*Alhanty* 1/5/2020

Coordinator, IQAC

A. B. N. Seal College, Cooch Behar

**Co-ordinator  
IQAC  
ABN Seal College  
Cooch Behar**

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INTERNAL QUALITY ASSURANCE CELL

**Online Meeting of the IQAC**  
**Date - 06.05.2020; Time – 4 pm**

**Members Present**

1. Sri. Arijit Chakraborty (Coordinator)
2. Sri. Debashis Mallick (Member)
3. Sri. Joyjit Dhar (Member)
4. Sri Debojyoti Dutta (Member)
5. Sri. Dibyanu Dasgupta (Member)
6. Smt. Payel Banik (Member)
7. Sri. Aninda Mandal (Member)
8. Sri. Satadal Adhikary (Member)
9. Sri. Kunal Naskar (Member)

**Meeting Minutes**

Meeting started in due time through *Google meet* android app after the quorum was met. The proceedings of the meeting are as follows:

1. Previous works of IQAC were briefed by the coordinator of IQAC:
  - a. AQAR for the session 2017-18 and 2018-19 has been submitted and uploaded.
  - b. AISHE & NIRF for the year of 2018-19 had been completed in due time.
2. Members unanimously decided that, on behalf of IQAC Prof. Joyjit Dhar and Prof. Kunal Naskar will collect and compile admission related necessary data in consultation with competent sub-committees under the Teachers' Council.
3. Regarding Students' Feedback from this year onwards:
  - a. Seeking online feedback from the students was found to be most suitable way by all the IQAC members.
  - b. To manage the circulation and collection of students' feedback form, the prospects of outsourcing may be considered.
  - c. Mr. Kunal Naskar and Mr. Satadal Adhikary will devise the feedback form in Google form format.
4. It was agreed by all the attending members that the college website needs to be updated. Since this comes under the purview of Computer and Website Monitoring subcommittee, it was resolved that the IQAC will communicate with the Computer and Website Monitoring subcommittee with a recommendation to take required actions.
5. Regarding online classes during the lockdown period, members shared their teaching experiences of using various online platforms and it was agreed that the Google Meet platform is the most suitable one. It also come out from discussions that accessing required internet connectivity has been a major

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constrain for a certain percentage of students. Nothing further at present can be recommended by the IQAC and the present initiative of the college by uploading resources in college website should be continued as of now.

6. Regarding the modalities of Internal Marks of students (under the CBCS) it was agreed by the members that nothing can be suggested at present from the part of IQAC due to uncertainty of the present situation in the wake of COVID-19 pandemic.

Meeting ended with vote of thanks by coordinator.

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Signature Sheet

Meeting of the IQAC; Date – 06.05.2020; Time – 4 pm

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1. Achinty
2. Khalil
3. Sibyataru Dasgupta
4. Anindananda P.
5. Satish Adhikary.
6. Payel Sanik
7. Joyjit Ghos
8. Kumar Naskar.
9. Debopriya Dutta
- 10.

**Notice**

Memo No.: IQAC/03/2019-20

Date: 13.06.2020

This is to inform all concerned that a meeting will be held on 20.06.2020 at 3pm on Google Meet Platform to discuss the following agenda.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Devising the plan of action for the forthcoming academic session 2020-21.
3. Matters arising.

*Acharya* 13.6.2020

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

✓ Co-ordinator  
IQAC  
ABN Seal College  
Cooch Behar



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**Online meeting of IQAC**  
**Date: 20.06.2020 Time: 3P.M.**

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**Members Present:**

1. Dr. Arijit Chakraborty (Co-ordinator)
2. Dr. Debasis Mallik (Member)
3. Dr. Joyjit Dhar (Member)
4. ShriDebojyoti Dutta (Member)
5. Dr. Dibyatanu Dasgupta (Member)
6. Smt. PayelBanik (Member)
7. Shri Satadal Adhikari (Member)
8. Dr. Aninda Mandal (Member)
9. Shri Kunal Naskar (Member)

**Minutes of the meeting:**

A meeting of Internal Quality Assurance cell (IQAC) of the college has been convened through Google meet platform following notified schedule. At the outset, prior devising the outlines of future plan of actions for the forthcoming academic year, the coordinator briefed preciously on some emergent issues pertaining to the covid-19 pandemic. After considerable deliberations the house unanimously resolved that-

1. The proceedings of the previous meeting dated 06.05.2020 are confirmed.
2. Central Data Management System to be made fully functional.
3. Workshop on professional training of non-teaching staff of the college to be arranged as a top priority.
4. Collaborative Research initiatives to be encouraged amongst the faculties.
5. Measures to be taken for fruitful realization of Industry-Institute collaboration.
6. A green initiative including a green audit to be taken care of by the IQAC in order to inculcate green habits within the stakeholders of the institution.
7. Assistance and guidance to be extended to the seminar and research committee of the college to organized different level of Seminar/ Conference/ Symposium in order to enrich the intellectual ambience of the college.
8. A report to be communicated to the college authority for effective implementation of sanitization process within the college premises.

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9. A blueprint for commencement of online classes be prepared after discussions with competent stakeholders.
10. The Career Advancement of faculty members under process to be completed in due time.

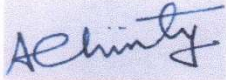
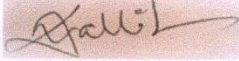
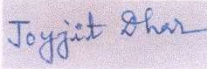
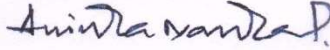
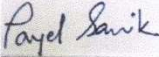
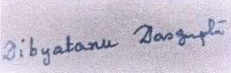
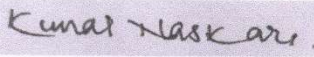
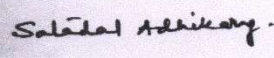
Meeting ended with vote of thanks by the coordinator.

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**Signature Sheet**

**Meeting of the IQAC; Date – 20.06.2020; Time – 3 pm**

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