

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, W.B. 736101


Notice No. IQAC/01/21-22

Date: 07.07.2021

An emergency online meeting will be held today (07.07.2021) at 11.30 a.m. All the members are requested to join the meeting.

Link: <https://meet.google.com/wxg-wbzx-ywc>

Agenda: Workshop on O.B.E.

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

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –07.07.2021; Time – 11.30 a.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: wvg-wbzx-ywc)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Samir Kr. Samanta (Member, IQAC)
4. Dr. Debashis Mallik (Member, IQAC)
5. Dr. Joyjit Dhar (Member, IQAC)
6. Mr. Kunal Naskar (Member, IQAC)
7. Mr. Debojyoti Dutta (Member, IQAC)
8. Dr. Dibyatanu Dasgupta (Member, IQAC)
9. Mrs. Payel Banik (Member, IQAC)
10. Dr. Aninda Mandal (Member, IQAC)
11. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. Outcome Based Education in higher education is the talk of the day. The UGC aims to impart education to its learners with targets fixed and parameters set, in order to assess the outcomes of teaching-learning. Thus, to make those who are associated with this sector, acquainted about the OBE perspectives, the IQAC at the direction of the Head of the Institution, felt the need of arranging for a workshop on an emergent basis.

2. In this meeting, date of the proposed workshop has been fixed to be 14-15 July, 2022 from 10a.m.

3. It was further resolved that, due to pandemic, the workshop will be held on online mode via google platform.

4. The speakers/resource persons have been fixed as follows:

Dr. S. K. Das Mandal from IIT Kharagpur & Dr. B.K. Sarkar from National Institute of Technology Meghalaya

Thus, after the discussion of all these essential issues the meet ended with the Convener conveying vote of thanks to all who have been virtually present.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE


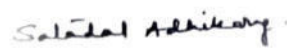
COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -07.07.2021; Time - 11.30 a.m.

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3. Samir Kr. Samanta
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5. Debojyoti Dutta
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8. Kumar Naskar.
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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, W.B. 736101

Notice No. IQAC/02/21-22

Date: 09.07.2021

An emergency online meeting will be held today (09.07.2021) at 7:30 p.m. All the members are requested to join the meeting. The members of the Admission committee are also requested to be present.

Link: <https://meet.google.com/gix-idnz-oqv>

Agenda: Response to the query from the Cooch Behar Panchanan Barma University regarding vacant seats for last 3 years and our proposal on it.

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

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date – 09.07.2021; Time – 7.30 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: gix-idnz-oqv)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Mr. Mrinal Kanti Basak (Secretary, Teachers' Council, A.B.N.S.C)
4. Mr. Chayan Saha (Convenor, UG Admission Subcommittee, 2018-19)
5. Dr. Srijit Das (Convenor, UG Admission Subcommittee, 2019-20)
6. Mr. Ratul Ghosh (Convenor, UG Admission Subcommittee, 2020-21)
7. Dr. Samir Kr. Samanta (Member, IQAC)
8. Dr. Debashis Mallik (Member, IQAC)
9. Dr. Joyjit Dhar (Member, IQAC)
10. Mr. Debojyoti Dutta (Member, IQAC)
11. Mr. Kunal Naskar (Member, IQAC)
12. Dr. Dibyatanu Dasgupta (Member, IQAC)
13. Mrs. Payel Banik (Member, IQAC)
14. Dr. Aninda Mandal (Member, IQAC)
15. Mr. Satadal Adhikary (Member, IQAC)

The meeting began online at notified time on scheduled date.

1. At the very beginning Hon'ble Principal, A.B.N. Seal College, expressed his concern regarding the trend of having vacant seats in different undergraduate courses. In this regard, he requested the Coordinator, IQAC to have the deliberation of the members present in the meeting, so that they can express their views and suggest some possible solutions to the problem.
2. The Coordinator, IQAC also expressed his concern regarding the problem and welcomed the opinions from the members present in the house.  
After a lot of discussion over the issue, it was resolved as under:
  - a. **RESOLUTION I:** Since most of the seats that lie vacant belongs to the B.A. and B.Sc. Programme courses, therefore it was felt that an earnest appeal will be put before the affiliating University(C.B.P.B.U.) to relook the matter and if possible take necessary actions to convert the seats to Honours.
3. The Coordinator of the IQAC requested the members to express their views on miscellaneous topics if any. Since no one raised any pertinent issue, so, the meeting ended with a vote of thanks at 8.03 P.M.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -09.07.2021; Time - 7.30 p.m.

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1. 
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3. Chayan Saha
4. Samir Kr. Samanta
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6. Debogoyoti Dutta
7. Dibyataru Dasgupta
8. Payel Sank
9. Ananta Nanda P.
10. 
11. 

12. 

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14. 

15. Kumar Naskar.

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB-736101


Notice No. IQAC/03/21-22

Date: 10.07.2021

An online meeting will be held on the 13.07.2021 at 7.00 p.m. All the members of OBE organizing committee are requested to join the meeting.

Link: <https://meet.google.com/asa-puqi-rus>

Agenda: Organisation of the Upcoming O.B.E. workshop.

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



# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –13.07.2021; Time – 7.00 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: asa-puqi-rus)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Dr. Dibyatana Dasgupta (Member, IQAC)
7. Mrs. Payel Banik (Member, IQAC)
8. Dr. Aninda Mandal (Member, IQAC)
9. Mr. Satadal Adhikary (Member, IQAC)

The meeting began online at notified time on scheduled date.

In the meeting, the work load for the upcoming OBE workshop got distributed amongst the members of the committee.

The major works got divided in the following ways:

1. Preparation of the Brochure
2. Circulation of the Brochure online. In this connection, the brochure will be uploaded to the college website.
3. Anchoring the Workshop and conducting the question-answer session online.
4. Linking audience with the feedback
5. Delivering certificates to the participants online.
6. Acting as a Rapporteur of the entire duration of the programme and submission of report based on that.

After the works got distributed, the meeting ended with vote of thanks.




**INTERNAL QUALITY ASSURANCE CELL**  
**ACHARYA B. N. SEAL COLLEGE**  
COOCH BEHAR-736101

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**Signature Sheet**

Meeting of the IQAC; Date -13.07.2021; Time - 7.00 p.m.

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1. 
2. 
3. 
4. Debojyoti Dutta
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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, W.B. 736101

Notice No. IQAC/04/21-22

Date: 03.08.2021

A meeting will be held on 06.08.2021 at 2:30 pm in blended mode (both online and offline). All the members are requested to join the meeting.

Online Link: <https://meet.google.com/oipi-btip-oib>

Offline Venue: IQAC Room, A.B.N. Seal College

Agenda:

1. Finalization of AQAR data.
2. Implementation of Outcome Based Education in our College.
3. Implementation of learning management system in our College.
4. Matters arising.



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

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date -06.08.2021; Time - 2.30 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: oipi-btip-oib)  
OFFLINE at Principal's chamber.

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Dr. Dibyatanu Dasgupta (Member, IQAC)
7. Mrs. Payel Banik (Member, IQAC)
8. Mr. Kunal Naskar (Member, IQAC)
9. Dr. Aninda Mandal (Member, IQAC)
10. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

- 1) It was reported from various sources in charge of collection and assimilation of raw data required for the AQAR, that the pace of collection of information from the College Office, subcommittees, and different departments must get accelerated to start the uploading.  
Further it was resolved that the reports of the various events carried out within the college will be asked for, from teachers in charge of conduct of such events very soon.
- 2) The College has decided to undertake initiatives to finalize the mapping of Program Outcomes (PO) and Course Outcomes (CO) for all courses, as well as to assess the attainment of POs/COs.
- 3) Following a thorough discussion on the implementation of a Learning Management System, it was decided that the College will create and implement a comprehensive Learning Management System. If necessary, the College may seek the expertise of an experienced system software developer for assistance.
- 4) Since no matters were raised further, the meeting ended with vote of thanks.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -06.08.2021; Time - 2.30 p.m.

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Members who joined offline:

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Members who joined online:

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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101

Notice No. IQAC/05/21-22

Date: 03.08.2021

An online meeting will be held on 16.09.2021 at 7:30 pm to discuss the following agenda. All the members are requested to join the meeting.

Online Link: <https://meet.google.com/csn-rnih-xse>

Agenda: 1. Preparation of AQAR for the academic session 2020-2021 (modalities w.r.t. new format given by NAAC).

2. Future plan of action.
3. Matters arising.



Coordinator  
IQAC, ABN Seal College

Coordinator

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A. B. N. Seal College  
Cooch Behar



# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

Cooch Behar-736101

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## Meeting of the IQAC

**Date** –16.09.2021; **Time** – 7.30 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: csn-rnih-xse)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Dr. Dibyatanu Dasgupta (Member, IQAC)
8. Mrs. Payel Banik (Member, IQAC)
9. Dr. Aninda Mandal (Member, IQAC)
10. Mr. Satadal Adhikary (Member, IQAC)

The meeting started at scheduled time on stipulated date and the following proceedings have been recorded:

1. In the meeting it was resolved that to prepare the AQAR for the academic session 2020-2021, the work load will be distributed in the following manner:  
Two teacher members will be in charge of collection of data, three teachers will be given the charge of verifying the data, three teachers will be in charge of writing the text, two teachers in charge of taking photographs, one teacher for tackling overall student feedback, two teachers are responsible for looking after the student's feedback related to the syllabi as framed by the University, two teachers in charge of uploading the data in college website, two teachers have been entrusted with the charge of uploading data at UGC, NAAC site .
2. It has been further decided that since the AQAR model is to be followed as per the latest NAAC Manual, therefore one has to extra caution while tallying the data with AISHE portal and NIRF, all anomalies are to be corrected before uploading. All supporting documents are to be cautiously and prudently handled.
3. Recognizing the evolving landscape of education and the need for continuous skill development, it is proposed that departments within the institution initiate more than 30-hour add-on courses from the current academic year 2021-22. These courses aim to complement the existing curriculum, providing students with additional knowledge and skills that are relevant to their field of study.

Since no additional matters were raised, so the meeting ended with a vote of thanks.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -16.09.2021; Time - 7.30 p.m.

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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, W.B. 736101

Notice No. IQAC/06/21-22

Date: 18.10.21

An online meeting will be held on 23.10.2021 at 7:30 p.m. to discuss the following agenda. All the members are requested to join the meeting.

Online Link: <https://meet.google.com/zxi-qmcr-xvs>

Agenda:       1. Vision, mission and opportunities regarding the proposed incubation centre in our college.  
                  2. Matters arising.

  
Coordinator  
IQAC, ABN Seal College

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –23.10.2021; Time – 7.30 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: zxi-qmcr-xvs )

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.B.N.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Dr. Dibyatanu Dasgupta (Member, IQAC)
8. Mrs. Payel Banik (Member, IQAC)
9. Dr. Aninda Mandal (Member, IQAC)
10. Mr. Satadal Adhikary (Member, IQAC)
11. Mr. Kunal Naskar (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. The Incubation centre connects students of an institution with solid entrepreneurial skills and helps them to get exposed to an array of networking, contacts, mentorship, workshops, skill development, seminars, and competitions and so on. With this aim in front, A.B.N. Seal College proposed to open such a centre.

(a) The vision was clearly depicted as:

The Incubation Centre is designed to accelerate the growth and success of budding entrepreneurs through an array of business support resources and services that could include physical space, capital, coaching, common services, and networking connections. It shall be designed to serve as a unique and highly flexible combination of business development processes, infrastructure, and people, framed to nurture new and small businesses by helping them to survive and grow through the difficult and vulnerable early stages of development.

(b) The mission was to build and maintain a synergistic relationship with the ecology and environment.

(c) The opportunities are tabled as below:

(i) Students and the locality will be encouraged to take part in entrepreneurship development through the different awareness programmes.

(ii) Workshops, lectures, industrial visits etc., for improving entrepreneurial skills of students and concerned local people will be conducted.

(iii) To provide information for acquiring loans and financial assistance from government and non-government agencies.

After discussion of all such matters, the meeting ended.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE









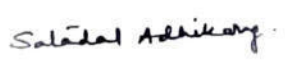


COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -23.10.2021; Time - 7.30 p.m.

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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101


Notice No. IQAC/07/21-22

Date: 01.11.2021

An online meeting will be held on 02.11.2021 at 3:30 pm to discuss the following matter. All the members are requested to join the meeting.

Online Link: <https://meet.google.com/vmr-jeze-bcj>

Agenda:           1. SOP for the offline classes to be initiated sooner.  
                      2. Matters arising.

  
Coordinator  
IQAC, ABN Seal College

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date -02.11.2021; Time - 3.30 p.m.

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: vmr-jeze-bcj)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Dr. Dibyatanu Dasgupta (Member, IQAC)
8. Mrs. Payel Banik (Member, IQAC)
9. Dr. Aninda Mandal (Member, IQAC)
10. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. Classes have to be resumed on offline basis. For that cleaning of rooms, the entire campus, hostels, are to be done on an emergent basis.
2. Proper sanitisation is to be undertaken. Classes will resume following proper COVID protocols and Govt. issued directives.

No issues were raised further. The meeting thus ended with vote of thanks.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE








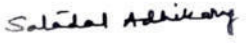

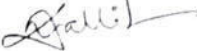
COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -02.11.2021; Time - 3.30 p.m.

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Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101


Notice No. IQAC/08/21-22

Date: 12.12.2021

A meeting will be held on 13.12.2021 at 4:00 pm at the Principal's Chamber to discuss the following agenda. All the members are requested to join the meeting.

Venue: Principals chamber.

Agenda:       1. AQAR submission and NAAC (3<sup>rd</sup> Cycle).  
                  2. Matters arising.

  
Coordinator  
IQAC, ABN Seal College



# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –13.12.2021 Time-at 4:00 pm

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**MODE: OFFLINE**

### **MEMBERS PRESENT:**

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Joyjit Dhar (Member, IQAC)
4. Mr. Debojyoti Dutta (Member, IQAC)
5. Smt. Shampa Dutta (Member, IQAC)
6. Mrs. Payel Banik (Member, IQAC)
7. Dr. Aninda Mandal (Member, IQAC)
8. Mr. Satadal Adhikary (Member, IQAC)
9. Mr. Kunal Naskar (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. This meeting have been called up to know about the progress in data collection. It has been reported that data collection is progressing fast.
2. The collected data needs to verified and tallied and doubtful spaces are to be corrected.
3. Since NAAC cycle III will require the last updatation of data for the academic session 2022-2023, so the earlier session data are to be collected soon to complete the uploading of 2020-21 and 2021-2022 AQARs.

Thus, the meeting ended with no further discussion and with a vote of thanks from the Coordinator, IQAC.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -13.12.2021 Time-at 4:00 pm.

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1. Nilamphung
2. Alimty:
3. Debojyoti Dutta.
4. Anindranandini T.
5. Joyjit Dhan
6. Payel Sainik
7. Shampa Datta
8. Satadal Adhikary.
9. Kumar Naskar.
- 10.

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101


Notice No. IQAC/09/21-22

Date: 21.01.2022

An online meeting will be held on 27.01.2022 at 6:00 pm to discuss the following agenda. All the members of IQAC, Nodal Officers of NIRF and AISHE, respectively are requested to join the meeting.

Online Link: <https://meet.google.com/vxcc-dwwb-lqz>

Agenda: 1. Assessing preparedness for submission of data in AISHE and NIRF Portals for 2020-2021.  
2. Matters arising.

  
Coordinator  
IQAC, ABN Seal College

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –27.01.2022 Time: at 6:00 pm

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**MODE:** ONLINE THROUGH GOOGLE MEET (Meeting Code: vxec-dwwb-fqz)

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Debashis Mallik (Member, IQAC)
4. Dr. Joyjit Dhar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Dr. Dibyatanu Dasgupta (Member, IQAC)
8. Mr. Kunal Naskar (Member, IQAC)
9. Mrs. Payel Banik (Member, IQAC)
10. Dr. Aninda Mandal (Member, IQAC)
11. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. In the meeting it was declared that the work on NIRF is ready and is to be submitted very soon.

However, AISHE work is going on fast and almost ready to be submitted.

2. It was also decided that a meeting with all members in presence of Respected Principal Sir will be conducted before submission.

Thereafter the meeting ended.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -27.01.2022 Time: at 6:00 pm.

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1. Nilay Das
2. Anurag
3. Dhan
4. Debojyoti Dutta
5. Dipankar Dasgupta
6. Pooja Das
7. Anindita Dasgupta
8. Satabdi Dasgupta
9. Kumar Dasgupta
10. Shampa Dasgupta
11. Palli

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101

Notice No. IQAC/10/21-22

Date: 10.03.2022

A meeting of IQAC will be held on 15.03.2022 at 4 P.M. at the Principal's Chamber to discuss the following agenda.

Agenda:

1. Discussion on the result of feedback obtained.
2. Discussion on further document collection.



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

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –15.03.2022; Time: at 4 P.M.

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**MODE: OFFLINE**

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.B.N.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Joyjit Dhar (Member, IQAC)
4. Mr. Kunal Naskar (Member, IQAC)
5. Mr. Debojyoti Dutta (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Mrs. Payel Banik (Member, IQAC)
8. Dr. Aninda Mandal (Member, IQAC)
9. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. It is unanimously decided that the result, after analysing the feedbacks obtained, will be delivered to the college administration for necessary action.
2. It is unanimously decided that the data collection in the Pandemic situation can only be possible in online format and the data format will be supplied by the IQAC for better results.
3. Teacher's data will be collected by Google-form. Thus, preparation of suitable Google-form format will be initiated by IQAC.

In the second half of the meeting the following issues are resolved-

1. Coordinator, IQAC briefed the process of NAAC and clarified certain queries regarding the process. Some of the salient features that has been pointed out is that a third party will verify the data provided by the college, for NAAC, which has 2 parts, one of which is the student satisfaction survey (SSS) whose weight age would be 60%. The third party will match the data given in the SSS by the college, on the basis of surveys conducted from their end.
2. It was also clarified that photographic proof of any event without geo tagging is not acceptable as a valid document to NAAC.
3. It is decided that a continuous updating of all the data related to NAAC and maintaining an updated website, showcasing those data, needs to be maintained regularly.



4. It is decided that the college authority will be approached to provide certificates or official documents for excursions.
5. The ICT sub-committee is requested to update the college website as soon as possible by making possible additions and alterations..
6. In addition, the ICT sub-committee is requested to create and maintain a databank for the college.
7. A review meeting may be held after few days to review the progress of ICT sub-committee's works.

The meeting ended with a vote of thanks at about 5:15 P.M.



# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -15.03.2022 Time: at 4 P.M.

1. N. Nayak
2. H. Choudhury
3. Debajyoti Dutta
4. Payel Sarik
5. Shampa Dutta
6. Joyjit Dhan
7. Kunal Dasgupta
8. Salim Adhikary
9. Aninda Mondal
- 10.

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101

Notice No. IQAC/11/21-22

Date: 14.06.2022

A meeting of IQAC is arranged at 4 p.m. on 17<sup>th</sup> June 2022 at the Principal's Chamber. All members are requested to be present.

Agenda:

1. Continuation of different courses like that of skill development related short term courses (Modalities and implementation).
2. Measures to be taken for signing of MOUs with an industry-academia orientation for expansion of collaborative along with transfer of knowledge.
3. Matters arising.



Coordinator  
IQAC, ABN Seal College

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –17.06.2022 Time: at 4 P.M.

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**MODE: OFFLINE**

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.B.N.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Joyjit Dhar (Member, IQAC)
4. Mr. Debojyoti Dutta (Member, IQAC)
5. Smt. Shampa Dutta (Member, IQAC)
6. Mrs. Payel Banik (Member, IQAC)
7. Dr. Aninda Mandal (Member, IQAC)
8. Mr. Kunal Naskar (Member, IQAC)
9. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

1. In the presence of Respected Principal of the college, it has been resolved that two certificate courses which got introduced last year to upgrade skills of students were successful in drawing student attendance, and therefore should be continued for this academic session.

(a) Since it is an age of technology and digitalisation, so students got benefitted with a course on Information and Communication Technology (ICT) and this course needs further continuation.

(b) Secondly for greater access to job markets cracking interviews, students must be given a basic knowledge on Spoken or Functional English. Thus, a Certificate course in this Functional English may be introduced.

2. Further resolved that, for implementation and fixing up of modalities for ICT course, the Department of Mathematics have been given the charge and for fixing up the modalities of Functional English course, the Department of English will be again given the responsibility.

3. Crossing the boundaries of stipulated curriculum, Add-On courses which are found to be excessively attractive and helpful, should be continued with full vigour.

4. IQAC proposed for signing of MoUs with industries, academic institutions with an objective of expanding the research-based knowledge along with a healthy transmission of the same for the best utilisation for skill development and enhancement of employment opportunities.

As an important matter, it was resolved that, Attainment of student's in respect of COs and POs should be done on an emergent basis.

Thus, after the discussion of all such issues the meeting got over with vote of thanks.

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -17.06.2022 Time: at 4 P.M.

1. N. Danyang
2. Achinty
3. Debojyoti Dutta.
4. Joyjit Dhan
5. Payel Sainik
6. Anindranandan.
7. Kunal Naskar.
8. Satadel Adhikary .
9. Shampa Datta
- 10.

Internal Quality Assurance Cell (IQAC)  
Acharya B. N. Seal College  
Cooch Behar, WB 736101

Notice No. IQAC/12/21-22

Date: **20.06.2022**

A meeting of IQAC is arranged at 4 p.m. on 28<sup>th</sup> June 2022 at the Principal's Chamber. All members are requested to be present.

Agenda:

1. Measures to be implemented for undertaking Green Audit and Academic Audit of the college.
2. Matters arising.



Coordinator  
IQAC, ABN Seal College

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

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Meeting of the IQAC

Date –28.06.2022 Time: at 4 P.M.

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**MODE: OFFLINE**

### MEMBERS PRESENT:

1. Dr. Nilay Ray (Chairman, IQAC & Principal, A.BN.S.C)
2. Dr. Arijit Chakraborty (Coordinator, IQAC)
3. Dr. Joyjit Dhar (Member, IQAC)
4. Mr. Debojyoti Dutta (Member, IQAC)
5. Mr. Kunal Naskar (Member, IQAC)
6. Smt. Shampa Dutta (Member, IQAC)
7. Mrs. Payel Banik (Member, IQAC)
8. Dr. Aninda Mandal (Member, IQAC)
9. Mr. Satadal Adhikary (Member, IQAC)

The meeting started in due time on due date and the following proceedings have been recorded.

To conduct green audit and Academic audit in college, the IQAC resolved to form two committees composed of college faculties.

Thus, the composition for Green & Environmental Audit stands as follows:

1. Dr. Writuparna Chakraborty, Dept of Geography
2. Dr. Aninda Mandal, Dept of Botany
3. Sri Partha Das, Dept of Geography
4. Sri Sahidul Karim, Dept of Geography
5. Sri Subrata Mandal, Dept of Geography
6. Sri Hemen Biswas, PG Dept of Zoology
7. Sri Satadal Adhikary, PG Dept of Zoology

Thus the composition for Academic Audit stands as follows:

1. Dr. Debojyoti Dutta, PG Dept of Zoology
2. Sri Mrinal Kanti Basak, Dept of Philosophy
3. Sri Kaustav Kundu, PG Dept of Zoology
4. Sri Anirban Saha, PG Dept of Bengali
5. Sri Durbadal Mandal, PG Dept of Sanskrit

After the committees were formed, the meeting was ended with a vote of thanks by the Coordinator, IQAC.



# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

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## Signature Sheet

Meeting of the IQAC; Date -28.06..2022 Time: at 4 P.M..

1. *N. Danyang*
2. *Alimty*
3. *Joyjit Dhan*
4. *Debjyoti Dutta*
5. *Savitri*
6. *Anindya Dandya*
7. *Shampa Datta*
8. *Satadal Adhikary*
9. *Kunal Dasgupta*
- 10.