

## NOTICE

Notice No. IQAC/01/22-23

Date: 10.09.2022

A meeting of the IQAC is likely to be held on 15<sup>th</sup> September, 2022 at 3.30 P.M. at Principal's Chamber to discuss on the following issues. All members are requested to join.

### Agenda:

1. Fixation of tentative date of submission of SSR after uploading the AQAR for the last academic season.
2. Strengthening of the Alumni Association and suggesting for the refinement of its functions.
3. Matters arising



Coordinator, IQAC

A. B. N. Seal College, Cooch Behar

IQAC  
A. B. N. Seal College  
Cooch Behar

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

## Signature Sheet

Meeting of the IQAC; Date: 15.09.2022 Time: 3.30 p.m.

1. Nilanghar, 15/9/22
2. Achintya 15/9/2022
3. @han 15/09/2022
4. Anindrasand 15/09/2022
5. Shampa Saha 15/9/2022
6. Kunal Naskar. 15/09/22
7. Chayan Saha 15/09/22
8. Primal Kanti Saha 15/09/22
9. Satadeb Achary 15/09/22
10. Rajnaramita Saha. 15/9/22
11. Chandan Saha 15/09/2022
12. Debajyoti Dutta. 15/09/2022

# **INTERNAL QUALITY ASSURANCE CELL**

**ACHARYA B. N. SEAL COLLEGE**

**COOCH BEHAR-736101**

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## **Meeting of the IQAC**

Date – 15.09.2022; Time- 3.30 p.m.

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MODE: OFFLINE

### **MINUTES OF THE MEETING**

The IQAC members of A B N Seal College present in the meeting held on 15.09.2022 unanimously have taken the following schedules:-

1. It is resolved that SSR should be uploaded in the first week of October, 2023 for the expected NAAC Team visit in February/March, 2024. For this matter the last five academic years i.e. from academic year 2018-2019 to 2022-2023 data should be taken for uploading the SSR and uploading of AQAR, 2020-21, 21-22 and 22-23 will be taken under consideration with in stipulated time frame.
2. As the last date of uploading the AQAR of 2020-21 is 15<sup>th</sup> October, 2022 so the documentation should be prepared as soon as possible with the help from the all wings of college.
3. Alumni Association of this college should be more powerful and strengthened. Shri Chandra Sekhar Pandit (Vice President of ABNSCAA) and Smt. Prajna Paramita Sarkar (Secretary of ABNSCAA) were given the responsibility to see the matter positively.

## Notice

No. IQAC/02/22-23

Date: 16.11.2022

This is notified that a meeting of the Internal Quality Assurance Cell (IQAC) will be held on 18.11.2022 at 3:30 PM at IQAC Room . All esteemed members of IQAC are requested to attend the meeting.

### **Agenda:**

1. Demonstration of new website
2. Matters arising

Principal  
ABN Seal College  
Principal  
A.B.N. Seal College  
Cooch Behar

Co-ordinator  
IQAC  
Co-ordinator  
ABN Seal College  
IQAC  
A. B. N. Seal Colle  
Cooch Behar

# INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

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## Signature Sheet

Meeting of the IQAC; Date: 18.11.2022 Time: 3:30 pm

1. N. Singh 18/11/22
2. A. Choudhary 18/11/22
3. Dhan 18/11/22
4. Prajnaparamita Sarkar. 18/11/22
5. Primal Kanti Banal 18/11/22
6. Kumar Naskar. 18/11/22
7. Anindya. 18/11/22
8. Satadal Achary 18/11/22
9. Chayan Saha 18/11/2022
10. Shampa Dutta 18/11/2022
11. Charan Sekhar Prasad 18/11/2022
12. Debajyoti. Dutta. 18/11/2022

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

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**Meeting of the IQAC**  
Date – 18.11.2022; Time- 3.30 p.m.

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MODE: OFFLINE

**MINUTES OF THE MEETING**

The meeting started in due time and the following proceedings recorded were as follows:

1. At the very beginning, the Coordinator of IQAC welcomed all and briefed the agenda for the days' meeting. Then he invited the website designers for the demonstration of the prospective website of the college.
2. The proposed designs of the website got demonstrated in front of the attending members, which was followed by the exchange of constructive opinions in order to propose modifications to the demonstrated version of website.
3. A few modifications were suggested, some of which included: Constriction of size of photograph in the home page, alternation in the font style of college name on the home page, repositioning of a few tabs and floating panes etc. The website designers were informed about the changes and they agreed to work on it.
4. In the second phase of the meeting the Co-Ordinator, IQAC distributed different works of IQAC to the IQAC members; which included as follows:
  - a. AQAR for 2021-2022 – Dr. Prajna Paramita Sarkar, Dr. Sankar Mondal, Dr. Joyjit Dhar & Smt. Shampa Dutta. Dr. Dhar & Smt. Dutta were also vested with the responsibility of the preparation of write-up for the same.
  - b. Data & Document Collection: Dr. Debojyoti Dutta, Sri Mrinal Kanti Basak, Sri Kunal Naskar, Dr. Aninda Mandal, Sri Satadal Adhikary
  - c. Feedback – Sri Satadal Adhikary
  - d. Photograph Collection & Website Upload – Sri Chayan Saha, Dr. Aninda Mandal

At about the ending hours of the meet, IQAC in due consultation with the authority of the college, proposed of undertaking initiatives to launch Internship and Apprenticeship measures, as a breakthrough to motivate the creation of further avenues of opening opportunities of employment and skill enhancement of the student community.

The meeting ended with a vote of thanks.

## NOTICE

Notice No. IQAC/03/22-23

Date: 02.01.2023

A meeting of the IQAC is likely to be held on 4<sup>th</sup> of January, 2023 at 4 P.M. at Principal's Chamber to discuss on the following issues. All members are requested to join.

Agenda:

1. Distribution of tasks in relation to the preparation of AQAR for the academic session 2021-2022.
2. Matters arising.



Coordinator,  
IQAC

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

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## Signature Sheet

Meeting of the IQAC; Date: 04.01.2023 Time: 4 p.m

1. Nityanjan 4/1/23
2. Ananta 4/1/2023
3. Ananta 04/01/2023
4. Ananta 04/01/2023
5. Ananta 04/04/23
6. Ananta 4/1/2023
7. Chayan Saha 4/1/2023
8. Satadal Aewing 4/10/2023
9. Prajnaparamita Sarker. 4/1/2023
10. Chandan Sarker 04/01/2023
11. Debojyoti Datta 04/01/2022



# INTERNAL QUALITY ASSURANCE CELL

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## Meeting of the IQAC

Date – 04.01.2023; Time- 4 p.m.

MODE: OFFLINE

### MINUTES OF THE MEETING

The meeting started in due time and the following proceedings have got recorded.

At the very outset of the meeting, the Coordinator, IQAC welcomed all the members present and briefed them the agenda for today's meeting. Then he explained the requirements of necessary documents and data for the preparation of AQAR for the year 2021-2022.

The Co-Ordinator, IQAC distributed different tasks for the same among the IQAC members, which include

- a. Prof. Sankar Mandal and Prof. Kunal Naskar are entrusted with collection of data and required representation of the same in different formats. Prof. Aninda Mandal and Prof. Satadal Adhikary would assist them in this regard.
- b. Prof. Joyjit Dhar and Prof. Shampa Dutta are entrusted with different write-ups required for filling up the AQAR 2021-2022.
- c. Collection and analysis of feedback of different stakeholders would be done by Prof. Satadal Adhikary.
- d. Reports of different colleges and departmental programmes like Add-On courses, Field trips are to be compiled by Prof. Chandra Sekhar Pandit for achieving the same and OBE reports to be compiled by Prof. Writuparna Chakraborty.
- e. Prof. Chayan Saha along with Prof. Mrinal Kantri Basak and Prof. Debojyoti Dutta are entrusted with keeping records of different documents and photographs and uploading of the same on college website as required by AQAR 2021-2022.
- f. Overall supervision of the entire task would be done by Prof. Prajna paramita Sarkar.

In matters arising, Principal Sir explained the requirements of names of stakeholders from different parts of the society to be included into the IQAC.

The meeting thus ended with vote of thanks being conveyed by the Coordinator, IQAC.

## NOTICE

Notice No. IQAC/04/22-23

Date: 28.04.2023

A meeting of the IQAC is arranged on 2<sup>nd</sup> May, 2023 at 4 p.m. at the Principal's Chamber. All esteemed members are requested to be present.

Agenda:

1. Organization of a seminar on World Environment Day
2. Training programme on Python
3. Matters arising.

*Almity 28/4/23*

Coordinator, IQAC

A. B. N. Seal College, Cooch Behar

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

# INTERNAL QUALITY ASSURANCE CELL

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## Signature Sheet

Meeting of the IQAC; Date: 02.05.2023 Time: 4 pm

1. Niharika 2/5/23
2. Anurag 2/5/23
3. Smita 2/5/23
4. Dhara 02/05/23
5. Anindya 02/05/23
6. Writuparna Chalmabarty 02/05/2023
7. Kunal Naskar. 02/05/23
8. Chayan Saha 02/05/23
9. Shampa Datta 02/05/2023
10. Torina Kundu Banerjee 02/05/23
11. Satadal Adhikary. 02/05/2023.
12. Prajnaparamita Sarker. 2.5.2023
13. Chandra Sekhar Pal-1- 02-05. 2023
14. Debojyoti Datta. 02.05.2023

# INTERNAL QUALITY ASSURANCE CELL

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## Meeting of the IQAC

Date – 02.05.2023; Time- 4 p.m.

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MODE: OFFLINE

### MINUTES OF THE MEETING

The meeting started at notified time on notified date.

1. In the meeting IQAC coordinator proposed the agenda for organization of a seminar on World Environment Day and requested all members to propose names of resource persons who can be invited for this purpose.

In this regard Principal Sir proposed that the name of renowned environmentalist must come up this time to make the celebration lecture a memorable one.

Thus, after much discussion the Name of Dr. Kalyan Rudra who is renowned figure in this sector, attached with the State Govt. came up, and since Dr. Writuparna Chakraborty knows the contact details of Prof. Rudra, she was requested to make all possible contacts with him. This is followed by the discussion regarding the formalities to be adopted for the seminar, that includes –

- A formal letter of invitation to be issued to Dr. Kalyan Rudra.
- The proposed date for the seminar was fixed as 17<sup>th</sup> June, 2023.
- A poster competition will be arranged in this regard for 2<sup>nd</sup> and 4<sup>th</sup> semester students.
- A committee has been formed for the conduct of the seminar with Dr. Writuparna Chakraborty as Convener and Dr. Prajna Paramita Sarkar, Dr. Debojyoti Dutta, Mr. Mrinal Kanti Basak, Mrs. Suchismita Maity, Mr. Chayan Saha, and Mr. Satadal Adhikary as members.

2. Thereafter, in the next point it was proposed that Dr. Arup Ray, Assistant Professor of Physics, A.B.N. Seal College who have recently undertaken a training on Python software will be requested to conduct a training program for the faculty of this college in this regard on online mode, on 20<sup>th</sup> of May, 2023 at 6 P.M. onwards, so that all teachers of the college can get acquainted with this software, to which all members agreed.

In matters arising, the Annual Report on e-Governance was placed before the House and after a thorough round of discussion got ratified. Along with that Annual Reports of the IQAC for the academic sessions 2018-2019, 2019-2020, 2020-2021 and 2021-2022 got placed and received the full consent of the house.

Thereafter meeting ended with a vote of thanks being extended by the Coordinator, IQAC at 5.30 P.M.

## NOTICE

Notice No. IQAC/05/22-23

Date: 20.06.2023

A meeting of the IQAC is likely to be held on 27<sup>th</sup> June, 2023 at 4 P.M. at Principal's Chamber to discuss on the following issues. All members are requested to join.

Agenda:

1. Finalization of teachers' profile.
2. Finalization of other formats for data collection.
3. Fixation of tentative date for uploading the AQAR for the Academic session 2022-2023
4. Matters arising



Coordinator, IQAC

A. B. N. Seal College, Cooch Behar

Coordinator

IQAC

A. B. N. Seal College

Cooch Behar

# INTERNAL QUALITY ASSURANCE CELL

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## Signature Sheet

Meeting of the IQAC; Date: 27.06.2023 Time: 4 pm.

1. Nityanand 27/6/23
2. Aekamty 27/6/23
3. Aninda Mondal, 27/06/2023
4. Sudal 27/6/23
5. Dhan 27/06/23
6. Writoparna Chakraborty 27.06.2023
7. Shampa Datta 27/6/2023
8. Chayon Saha 27/6/2023
9. Kunal Naskar. 27/06/23
10. Primal Kanti Baral 27/06/23
11. Satadel Adhikary 27/06/2023
12. Prajaparamita Saha. 27/6/2023
13. Charla Sekhar Das 27/06/2023
14. Debojyoti Datta. 27/06/2023

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## Meeting of the IQAC

Date – 27.06.2023; Time- 4 p.m.

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MODE: OFFLINE

### MINUTES OF THE MEETING

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

1. The Coordinator, IQAC expressed his concern regarding the importance as well as the pending data collection for the academic session 2022-2023. Then the Coordinator requested Dr. Amit Pramanik (Convener, Data Processing Committee) to display the draft prepared by him showing the incompleteness in data.
2. The draft format after the submission of teacher's data is thoroughly scrutinized by all members and it is then modified according to the important suggestions given by the members. Ultimately the teacher's profile which have not been submitted yet were brought to the fore so that these teachers can be requested again.
3. Other data formats for the AQAR are verified by the IQAC team and they are also finalized.
4. It got decided that the AQAR needs to be submitted at the earliest, latest by August, 2023, only then the SSR preparation can be initiated.
5. In matters arising, no new issues got raised up, so the meeting ended with a vote of thanks being extended by the Coordinator, IQAC at 5.40 P.M.

**Report on action taken on the resolution adopted in the meetings of IQAC (Academic Session 2022-23)**

- As per resolution taken in the meeting of the IQAC on the 15<sup>th</sup> of September, 2022, every effort is being taken with full amount of dedication on the part of the entire college in uploading the SSR for Third Cycle of NAA visit by the end of October-November, 2023. In this regard AQAR for 2020-2021 and 2021-2022 have already been uploaded.
- As per the third resolution of the same meeting, Alumni Association have expanded the span of their activities, and has also organized an alumni meet 15<sup>th</sup> June, 2023.
- As per resolutions taken in the meeting of the IQAC as held on 18.11.2022, the redesigning of the College website is on steady progress, incorporating the suggestions of modifications as suggested in the meeting.
- As per the recommendation of IQAC, different departments have organized add-on courses, memorial lectures, field trips, webinar, workshops. In the meeting of IQAC on 04.01.2023, through a resolution all departments were asked to submit reports on the events organized.
- In compliance with the resolution taken in the meeting of 02.05.2023, all arrangements have been undertaken to invite and welcome Dr. Kalyan Rudra, on the occasion of observation of Environment Day. Teacners entrusted with the responsibility have carried out their works accordingly.
- As per the recommendation of IQAC, a professional development hands on training program was organized in which Dr. Arup Ray delivered a lecture on Python software as per the resolution.

*N. Singh* 20/9/23  
Principal  
A B N Seal College  
Cooch Behar

*Chinty* 20/9/2023  
Coorinator  
IQAC  
A. B. N. Seal College  
Cooch Behar