

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

NOTICE

Notice No.: IQAC/01/23-24

Date: 11.07.2023

A meeting of IQAC will be held on 14.07.2023 at 4:00 P.M. at the Principal's Chamber. All respected members are requested to join the said meeting.

Agenda:

1. Discussion regarding SSR preparation.
2. Mater 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

Meeting of the IQAC

Date – 14.07.23; Time- 4 p.m.

MODE: OFFLINE

MINUTES OF THE MEETING

The meeting began on the scheduled date on the stipulated time. At the very outset of the meeting, the co-ordinator, IQAC greeted everyone present and then put forward the agenda for further discussion, seeking due permission from the Head of the Institution.

The major issue being discussed over here was in relation to the futuristic plan to be adopted and probabilities of the execution for the Academic Session 2023-24.

It was thus resolved that-

- For greater academic interest of the students and the stakeholders, all the academic pursuits such as organization of Seminars, Workshops, Add-on Courses, Certificate Courses, Value Orientation Courses, Student Seminar Presentation, Field Visits etc. must be carried on in full vigour.
- The pending renovation and maintenance works must be completed so as to restore the infrastructural rhythm of the age-old heritage institute.
- Apart from the normal academic activities, connecting with the larger community through vigorous extension and community welfare works must be continued at the inspiration of the IQAC by the two significant wings of the college, the NCC and NSS, in collaboration with the other committees and cells.
- The Incubation Centre for Innovative Ecosystem must continue conducting several workshops and training programmes thereby nurturing the entrepreneurial mindset of the students
- Uploading of updated teaching plans along with study materials for the upcoming session must be completed on time.
- The Museum which is the store house of ancient relics and artefacts must keep on gathering newer collection from different region thereby upholding the culture and royal tradition of Cooch Behar Town.
- After prolonged discussion it was resolved that commencing this academic year, an innovative student profile mapping system will be launched to identify both advanced and slow learners, taking into account various aspects of the student's background, including economic status, social background, general awareness, and aptitude. This initiative aims to provide a holistic understanding of each student, enabling tailored support and interventions to enhance their academic journey and overall development.




The meeting was ended with vote of thanks.



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

Signature Sheet

Meeting of the IQAC, Date - 14. 7. 23; Time- 4 pm

1. Nitay Nay
2. Anurag → 14/7/23
3. 
4. Anubhavy .
5. Suraj
6. 
7. Chayan Saha
8. Kunal Kaskar.
9. Anindam P. 14/7/23
10. Sata del Adhikary 14. 07. 23
11.  14/07/23
- 12.
- 13.

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

NOTICE

Notice No.: IQAC/02/23-24

Date: 12.09.2023

A meeting of IQAC will be held on 15.09.2023 at 2:00 P.M. at the Principal's Chamber. All respected members are requested to join the said meeting.

Agenda:

1. Discussion regarding SSR preparation.
2. Discussion regarding Feedbacks.
3. Mater arising.



Coordinator
IQAC, ABN Seal College

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

Meeting of the IQAC
Date – 15.09.2023; Time- 2 p.m.

MODE: OFFLINE

MINUTES OF THE MEETING

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

1. Preparation of Quantitative data of SSR is the main theme of today's meeting. It has been observed through the conversation with the Data Management Committee that a major portion of the quantitative data that is to be submitted through SSR has been already compiled. Few parts like some data for 2018-19 and 2019-20 are yet to be received from the respective departments. Some reports are pending, and some scholarship data of 2018-19 and 2019-20 are pending. Although this has been communicated with the respective stakeholders and the work would be finished soon.
2. Preparation of Qualitative data of SSR is progressing smoothly. Some work regarding the data of 2022-23 is currently pending, which is to be done presently.
3. The work on collection of Feedbacks from different stakeholders is in process. Some of the feedback forms for the current year is to be rolled out soon.



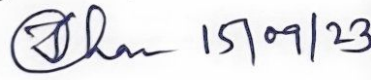
The meeting ended with a vote of thanks.



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

Signature Sheet

Meeting of the IQAC, Date - 15.09.23; Time - 2pm

1. N. Day Day
2. A. K. Saha 15.9.23
3. S. K. Saha 15/9/23
4. S. K. Saha 15/09/23
5. S. K. Saha 15/9/23
6. Chayan Saha 15/9/23
7. 
8. Anindita M. 15/9/23
9. Anindita M.
10.  15/09/23
11.  15/09/23
- 12.
- 13.

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

NOTICE

Notice No.: IQAC/03/23/24

Date: 07.08.2023

A meeting of IQAC with all external and internal members will be held on 11.08.2023 at 4:00 P.M. at the Principal's Chamber. All respected members are requested to join the said meeting.

Agenda:

1. Discussion regarding progress of AQAR 2022-23
2. Discussion regarding the NAAC process and the progress of SSR preparation.
3. 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

Meeting of the IQAC

Date – 11.08.2023; Time- 4 p.m.

MODE: OFFLINE

MINUTES OF THE MEETING

The meeting started in due time and the IQAC coordinator extended a warm and heartfelt welcome to the esteemed external members, emphasizing the significance of their presence in shaping the institution's quality enhancement efforts.

The following proceedings have been recorded.

1. Regarding the progress of AQAR 2022-23, the following has been observed –
 - Data collection from respective departments are done, with the analysis of the collected data are on track to be completed soon.
 - The majority of the qualitative part of AQAR is completed.
 - In the meantime, few supporting statements are to be collected from respective stakeholders, which has been already communicated with them.
 - The feedbacks from Students', Teachers' have already been received and the work on its analysis is progressing steadily. Only the feedback from Industry is yet to receive.
 - Written documents of AQAR would be shared among the members of IQAC for their valuable suggestions.
 - The tentative deadline fixed for the submission of AQAR 2022-23 is 31st August.
2. Regarding the progress of SSR, the following has been observed –
 - The quantitative part is on track to be completed soon, and so does the qualitative part.
 - The qualitative parts are being forwarded to IQAC from time-to-time for their necessary information and valuable suggestions.
3. Respected member Dr. Pankaj Debnath, renowned for his expertise as a NAAC assessor, graciously elucidated the entire NAAC process with remarkable clarity before the committee. With his profound understanding and firsthand experience, Dr. Debnath adeptly navigated through the intricacies of the NAAC assessment, demystifying each step with precision and insight. His lucid explanation provided the committee with a comprehensive understanding of the evaluation framework, criteria, and methodologies employed by NAAC, empowering them to approach the accreditation process with

INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

confidence and comprehension. Dr. Debnath's expertise proved invaluable, setting a strong foundation for informed deliberations and strategic planning moving forward.

4. In matters arising, following observations are made.
- Guardian representative of IQAC have expressed his reservation for proper maintenance of the Laboratories. The matter was discussed in the meeting and it was resolved that initiatives will be taken to modify the laboratory maintenance and modern instruments will be procured by the College.
 - Principal and Chairman, IQAC has expressed his suggestion for putting more focus on Alumni integration, through possible creation of Alumni groups for each departments, which would be a part of the grand Alumni Association.

N. Debnath

INTERNAL QUALITY ASSURANCE CELL





ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

Signature Sheet

Meeting of the IQAC; Date - 11.08.2023; Time - 4 p.m.

Internal Members

1.  11/8/23
2.  11/8/2023
3.  11/08/2023
4. Debojyoti Dutta. 11/08/2023
5. Writiparna Chakrabarty 11/08/2023
6. Chayan Saha 11/08/2023
7. Prajaparamita Sarker. 11/08/2023
8. Shampa Datta 11/08/2023
9.  11/08/23
10. Kunal Dasgupta. 11/08/23
11. Satadel Adhikary 11/08/23
12. Joyjit Dhan 11/08/23

External Members

1. Samrat Laskar 11/08/2023
2. Partha Pratim Poddar 11/8/23
3. Anind Moany 11/08/23
4. Pankaj Kumar Senapati 11/8/23

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

NOTICE

Notice No.: IQAC/04/23/24

Date: 01.03.2024

A meeting of IQAC will be held on 02.03.2024 at 2:00 P.M. at the Principal's Chamber. All respected members are requested to join the said meeting.

Agenda:

1. Strategy Planning for NAAC Peer Team visit.
2. Mater arising.



Coordinator
IQAC, ABN Seal College

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

Meeting of the IQAC

Date – 02.03.24; Time- 2 p.m.

MODE: OFFLINE

MINUTES OF THE MEETING

In the meeting of the IQAC held at Principal's chamber on the 2nd of March, 2024 from 2 p.m. onwards.

The meeting began at scheduled time on the notified date with the Coordinator, IQAC briefing the purpose of the meet.

1. Thereafter Respected Principal Sir outlined his expected plan of action on the day of the NAAC visit, explaining that the visit shall tentatively take place in between 9 a.m. to 5.30 p.m. whereby if asked by the Peer Team, the college shall propose of the following sites, as places of, must visit, such as the Library, Museum, Hostels, Alumni, ICIE, Parent-Teacher Association, NSS room, NCC, Clubs, and then if time permits, the departments.
2. He also pointed that, Galleries highlighting the works of Acharya B. N. Seal, Panchanan Barma and Amiya Bhusan Majumdar shall be the major attractions.
3. After this, Prof. Chandra Sekhar Pandit, Secretary Teachers' Council who has prepared a list of files to be prepared and maintained by the departments, were read out by him and discussions on these points followed thereafter.
4. A few notable points as mentioned here are:
5. Continuous Internal Evaluation is a major section which can be closely looked upon by the NAAC Peer team, therefore departments must properly maintain the internal question papers, documents supporting mechanisms of internal assessment.
6. Program Outcomes and Course Outcomes being introduced in contemporary times shall be properly under the control of the teachers and students concerned.
7. It was deliberately pointed by Respected Principal Sir along with the Coordinator, IQAC that Teachers of all departments making a comprehensive use of the smart boards while taking classes thereby orienting students towards more and more use of ICT based classes is quite an applaudable gesture.
8. With regard to the Power Point Presentation, it was mentioned by the Coordinator that, it must focus on the major leaps as taken from 2018 onwards (after the completion of the last cycle of NAAC visit). The ADD-On courses, Certificate Courses, Departmental study tours, student

INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

progression, alumni record, student and the teacher aspects all should be treated with importance while preparing the Power point presentation.

9. Lastly in the meeting, the IQAC placed before the Principal, a proposal for up gradation of the status of the UG department of Physiology to a PG one, since students of this department are mostly deprived of chances to get admitted to a PG course, after the completion of their graduation, due to absence of any other institute offering the PG course.

Thus, the meeting came to an end, with the Coordinator extending vote of thanks to all who made themselves available in the meeting.

N. K. Singh


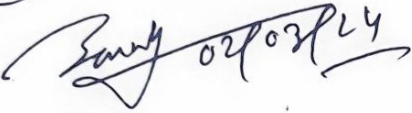

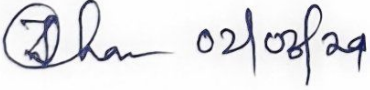

INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

Signature Sheet

Meeting of the IQAC, Date - 02.03.24; Time- 2pm

1. Nilay Nay
2. Achinty . 2/3/24
3. 
4.  02/03/24
5. Sindal 2/3/24
6. Kunal NASKAR, 2/3/24
7. Shampa Deka 2/3/24
8. Chayan Saha 2/3/24
9. Satadal Adhikary 2/3/24.
10.  02/3/24
11.  02/03/24
12. 
- 13.


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

Notice No.: IQAC/05/23-24

Date: 18.3.24

An emergency meeting of IQAC will be held on today (18.03.2024) at 3:00 P.M. at the Principal's Chamber. All respected members are requested to join the said meeting.

Agenda: Discussion regarding suggestion of dates for NAAC Peer team visit.


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

Meeting of the IQAC

Date – 18.03.2024; Time- 3 p.m.

MODE: OFFLINE

MINUTES OF THE MEETING

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

1. At the onset, keeping the parliamentary election dates in mind the present members have discussed different dates among themselves and after a thorough discussion, the following dates have been finalized to be proposed to NAAC for its Peer team visit –

- 29th and 30th April 29-30, 2024
- 15th and 16th May 15-16, 2024
- 5th and 6th June 5-6, 2024

The meeting ended with a vote of thanks.



INTERNAL QUALITY ASSURANCE CELL








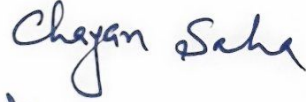


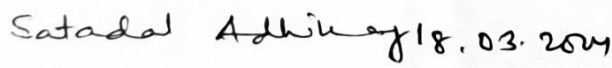
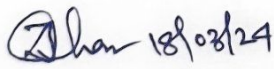
ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

Signature Sheet

Meeting of the IQAC, Date - 18.3.24;

Time- 3pm

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 
11. 
12. 
- 13.

NOTICE

Notice No. IQAC/06/23-24

Date: 15/4/24

A meeting of the IQAC at Principal's Chamber will be held on the 16/04/2024 from 2p.m. onwards to discuss on the following issues.

All members are requested to be present in the meeting.

Agenda:

1. Fixation of the schedule for NAAC Peer team visit for the two days (29th and 30th day of April, 2024).
2. Matters arising



Coordinator, IQAC

A. B. N. Seal College

I Q A C

A. B. N. Seal College

Cooch Behar

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

MODE: OFFLINE

MINUTES OF THE MEETING

The meeting started at notified time on notified date. The Coordinator, IQAC welcomed all who were present in the meeting.

In the meeting after several rounds of discussion of the members with the college authority, the tentative schedule of NAAC Peer Team visit has been fixed and reflected as attached herewith:


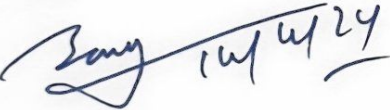
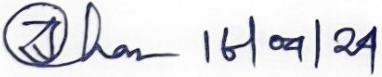
INTERNAL QUALITY ASSURANCE CELL

ACHARYA B. N. SEAL COLLEGE

COOCH BEHAR-736101

Signature Sheet

Meeting of the IQAC, Date - 16.04.24; Time- 2 pm

1. Nitangshu
2. Anurag 16.4.24
3. Salabat Adhikari 16.4.2024
4. Jhampad Das 16/4/2024
5. Chayan Saha 14/4/24
6. Sridhar 14/4/24
7. 
8.  14/4/24
9. Kunal Naskar 16/04
10. Anindita P. 16/04/24
11.  16/04/24
12. Anindita P.
- 13.