

**Tarakeswar Degree College**  
**Minutes of The Meeting of IQAC**

**Meeting of Internal Quality Assurance Cell (IQAC) on 22/07/2020**

**Agenda:**

- 1) Academic Plan
- 2) Online Class
- 3) Webinars
- 4) Covid Awareness Programme
- 5) Online Examination
- 6) Misc.

**Members Present:**

1. Dr. Amal Kanta Hati
2. Dr. Arundhati Moulik Ray
3. Dr. Tapan Kumar Ghosh
4. Md Shanawaz
5. Horendranath Kole
6. Pintu Shee
7. Aparna Pandey
8. Golok Chandra Mete
9. Sanjib Bera

The meeting was chaired by the chairman principal Dr. Amal kanta Hati. In the meeting following resolutions were taken:

1. In this Pandemic situation, as Government has closed down the educational institutions, classes will be held on online mode. Classes of 4<sup>th</sup> & 6<sup>th</sup> sem will be continued.
2. Departments will prepare their academic plan & online class routine.
3. It was decided in the meeting that the institution would take initiatives to create awareness among the local people and students about the Covid-19. NSS & NCC will take initiatives.
4. IQAC will organise Webinars on different issues.
5. Training Programme on ICT will be organised by computer cell.
6. College Website will be developed for online class & examination.

*A Moulik (Ray)*

**IQAC Coordinator**

*Amal Kanta Hati*

**Chairman, IQAC**

## Meeting of Internal Quality Assurance Cell (IQAC) on 9/10/20

### Agenda:

1. Online Examination
2. CAS

### Members Present:

1. Dr. Amal Kanta Hati
2. Dr. Arundhati Moulik Ray
3. Dr. Tapan Kumar Ghosh
4. Md Shanawaz
5. Horendranath Koley
6. Pintu Shee
7. Dr. Debashree Mandal
8. Zargis Hossain
9. Aparna Pandey
10. Sulata Hembram
11. Golok Chandra Mete
12. Sanjib Bera

A meeting of the IQAC of the college was held on 9/10/20 through google meet. The meeting was presided over by the chairman Principal Dr. Amal kanta Hati. At the beginning of the meeting minutes of last IQAC meeting were read and confirmed.

### Action Taken Report

1. Departments conducted online classes.
2. NSS & NCC took initiatives by distributing mask. NSS organised a seminar on covid.
3. ICT cell organised a training programme on ICT Tools for teaching learning.
4. Workshop on CBCS was organised for faculty and newly admitted students.

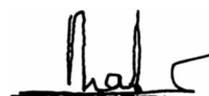
### Resolution Taken:

In the meeting it was decided that ICT Cell and examination cell will take initiatives and prepare policy for online examination in accordance with the guideline of the university.

IQAC checked the CAS documents of Dr Sutanuka Ghosh Roy and found it satisfactory. IQAC coordinator asked Principal to take necessary action for her Promotion.



IQAC Coordinator



Chairman, IQAC

## Meeting of Internal Quality Assurance Cell (IQAC) on 14/04/21

A meeting of the IQAC of the college was held on 14/04/ 21 through Google meet.

### Agenda:

1. Submission of Pending AQAR
2. Seminar & workshop
3. Purchase of books in the library for new semester
4. Steps for Infrastructural development

### Members Present:

1. Dr. Amal Kanta Hati
2. Dr. Arundhati Moulik Ray
3. Dr. Tapan Kumar Ghosh
4. Harendra Nath Koley
5. Md Shanawaz
6. Aparna Pandey
7. Zargis Hossain
8. Sulata Hembram
9. Golok Chandra Mete
10. Sanjib Bera

The meeting was presided over by the chairman Principal Dr. Amal kanta Hati. At the beginning of the meeting minutes of last IQAC meeting were read and confirmed.

### Action Taken Report:

6<sup>th</sup> sem examination conducted successfully through online . Exam cell and ICT cell made arrangements for emails and college Portal for submitting & examining the scripts.

Department of Physical Education and department of Physics with IQAC organised two subject related webinars.

### Resolution Taken:

In the meeting IQAC co-ordinator requested all the departments to keep proper records of departmental activities.

It was decided that SACT teachers will also fill up Teachers Profile and submit it to IQAC at the end of the session.

IQAC coordinator expressed her concern about the lack of research papers published in UGC notified Journals.

Commerce department was requested to arrange for a workshop/ Seminar on IPR.

Library will ask the departments to provide list of books necessary for the new semester and purchase new books as the grant permits.



IQAC Coordinator



Chairman, IQAC