

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

**Meeting of Internal Quality Assurance Cell (IQAC) on 29/7/22**

**Agenda:**

- 1) Academic plan
- 2) Activity of the faculty
- 3) Preparation to face NAAC Accreditation
- 4) Misc.

Members Present-

1. Dr. Amal KantaHati
2. Md Shahnawaz
3. Arundhati Moulik (Ray)
4. Aparna Pandey
5. Pintu Shee
6. Sulata Hembrem
7. Zargis Hossain
8. Soumya Mallick
9. Sanjib Bera

The meeting was Presided over by the chairman principal Dr. Amal kanta Hati. At First Resolutions of previous meeting were read and confirmed.

In the meeting following resolutions were taken -

1. IQAC will prepare an academic Calendar of the college for the session 2022-23 and departments will prepare their own academic & other curriculum plan for this academic session in accordance with the college academic calendar.
2. IQAC will organize seminar, Workshop on different issues.
3. Faculty of different stream should apply for research projects, Seminars, workshops to the funding agencies.
4. Faculty members will be encouraged to publish papers in care listed journals.

In the meeting Principal and IQAC coordinator discussed about the necessity of NAAC Accreditation and it was decided that College website will be redesigned to reflect college activity properly.

Computers will be purchased as the funds permits.

Library will take initiatives to subscribe e-journals and e-books.

In the meeting Head of the Geography department said that their laboratory needed some renovation and it was decided that geography lab should be refurbished.

It was decided that feedback will be taken on either offline or online mode, whichever possible, from 6<sup>th</sup> Sem students at the time of final form fill up. Feedback from parents will be taken by the departments . BBA and Commerce Departments will try to collect employers feedback.

Feedback will be analyzed and suggestions received will be referred to the proper authority for action.

## Minutes of the IQAC Meeting Held on 29/9/22

A meeting of IQAC was held on 29/9/22 at 11.30 am at the seminar room with Teaching and Non-teaching staff of the college.

Following teaching & non-teaching staff were present in the meeting

Dr. Amal Kanta Hati  
Arundhati Moulik Ray  
Manik Mondal  
Ananda Khamrui  
Sk Nasiruddin  
Abhik Singha Roy  
Sk Abidar Rahaman  
Sudip Banerjee  
Anish Chatterjee  
Umesh Biswas  
Tanmoy Ghosh  
Pritam Das  
Tuhin Pal  
Sunil Mukherjee  
Ramkrishna Dey  
Nabin Laga  
Jayashree Mondal  
Ishita Kundu  
Swati Rakshit  
Priyanka Das  
Krishna Bera  
Nita Bandyopadhyay  
Sutanuka Ghosh Roy  
Mahua Biswas  
Sulata Hembrem  
Paramita Chatterjee Banerjee  
Kaustab Bagchi  
Vedatrayee Banerjee  
Srabani Sen  
Bidyuddipto Chakroborty  
Chandan Kumar Maity

Sanjib Bera  
Soumya Mallick  
Haradhan Kundu  
Sikha Ghorui  
Khokan Halder  
Arnab Samanta

The meeting was chaired by the principal Dr Amal Kanta Hati.  
At First IQAC Coordinator reported that Academic Calendar for the session 2022-23 was prepared by the IQAC and the departments had prepared their own calendar accordingly.

Coordinator also reported that renovation of Geography lab will be started soon.

In the meeting discussion was mainly about NAAC preparation & submission of AQAR. The purpose was to involve all teaching, non-teaching staff in the NAAC Process.

To prepare AQAR report IQAC coordinator requested all teaching staff to submit their teacher's profile. Besides that coordinator asked for Departmental Activity report, Report from NSS & NCC units. Criteria Proforma for AQAR was distributed among the Criteria convenors.

Coordinator asked SACT Teachers to give their name in which criteria they want to work so that sub groups can be created to help the NAAC Process.

IQAC reviewed the result of final Examination. Departments reported about their academic performances. Departments are keeping record of higher education Progression.

## Minutes of the IQAC Meeting Held on 8/12/22

A meeting of IQAC was held on 8/12/22 at 1.30 pm at the IQAC room  
Following members were present in the meeting.

Amal Kanta Hati

Arundhati Moulik Ray

Sulata Hembram

Pintu Shee

Zargis Hossain

Aparna Panday

Sanjib Bera

Somya Mallick

1. Infrastructural development of indoor sports complex will be initiated.
2. Add on course on GIS will continue this year also & certificate Course on basic computer will be conducted by Brainweb.
3. College will go for ISO audit for quality management and Energy Audit.

## Minutes of the IQAC Meeting Held on 22/5/23

A meeting of IQAC was held on 22/5/23 at 11.30 am at the seminar room with Teaching and Non-teaching staff of the college.

Following teaching & non-teaching staff were present in the meeting

Amal Kanta Hati  
Arundhati Moulik Ray

Animesh Haldar

Chandramallika Biswas

Kamalika Mitra

Dibakar Manna

Suvro Sarkar  
Zargis Hossain

Sk Nasiruddin

Arpan Manna

Mohua Mandal

Paramita Chatterjee Banerjee

Mohua Biswas

Nita Bandyapadhyay

Kaustab Bagchi  
Pintu Shee

Sahidujjaman Khan

Srimanta Sinha Roy

Tuhin Pal

Jagonnath Koley

Umesh Biswas

Tanmoy Ghosh

Soumya Mallik

Sumanta Patra

Soumen Ghosh

Abhik Sinha Roy

Abhinandan Roy

Sanjib Bera

Kaushik Maji

Sasanka Sekhar Bera

Khokan Halder

Arnab Samanta

Akshaya Jana

Sikha Ghorui

Nilesh Chatterjee

Sandip Tigga

The meeting was chaired by the principal Dr Amal Kanta Hati.

Principal reported that ISO Audit team will visit college on 16th June.

Department of Geography & Haradhan Kundu will be in charge of Energy audit.

In the meeting it was decided that -

Records of ICT classes will be maintained properly.

Office Staff Rahul Dalui will be in charge of keeping records of result.

College Canteen facility for the students will have to be improved. Canteen committee will supervise this.

Faculty members are encouraged to undertake NPTLA courses for faculty development.