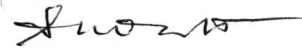


Notice

DAC/IQAC/14

Dated: 09-09-2016 ..

A meeting of the IQAC of Dinabandhu Andrews College will be held on 16-09-2016 (Friday) in Room No. 2 at 1:00 p.m. to discuss the following agenda. All members are requested to make it convenient to attend the meeting.



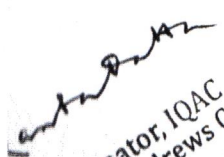
Coordinator

Internal Quality Assurance Cell
Dinabandhu Andrews College

Coordinator, IQAC
Dinabandhu Andrews College









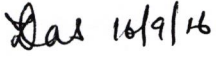


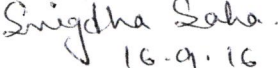
Agenda


1. Confirmation of the proceedings of the last meeting.
2. Preparation for the ensuing NAAC Peer Team visit.
3. Preparation and submission of Departmental profile and PPT presentation
4. Discussion of different problems faced during the course of preparation for NAAC Peer Team visit.



Coordinator, IQAC
Dinabandhu Andrews College

Members Present (16-09-2016)

1. Prof. Somnath Mukhopadhyay, Principal & Chairperson of IQAC 
2. Prof. Suvrakanta Dutta, Senior Teacher & Coordinator of IQAC 
3. Sri Arup Chakrabarty, KMC Councillor & Software Professional
4. Prof. Amitabha Roy, Senior Teacher & Member of IQAC 
5. Prof. Arun Mukherjee, Senior Teacher & Member of IQAC 
6. Prof. Mrinal Chakrabarty, Senior Teacher & Member of IQAC 
7. Prof. Anutam Paul, Senior Teacher & Member of IQAC 
16/9/16.
8. Prof. Ipsit Chakrabarty, Senior Teacher & Member of IQAC 
9. Prof. Subhabrata Dutta, Senior Teacher & Member of IQAC 
10. Prof. Tanya Das, Senior Teacher & Member of IQAC 
Das 16/9/16
11. Prof. Sharmistha Sarkar, Senior Teacher & Member of IQAC 
12. Prof. Mithun Maji, Senior Teacher & Member of IQAC 
16.9.16.
13. Prof. Debashis Chattopadhyay, Member from Local Society
14. Prof. Maitrayee Bhattacharya, Member from Local Society
15. Smt. Snigdha Saha, General Secretary, Students' Union 
16.9.16


Coordinator, IQAC
Dinabandhu Andrews College

Minutes of the meeting of IQAC dated 16-09-2016

Agendum-1:

IQAC coordinator Dr S.K.Datta read the proceedings of the previous meeting and members approved that without any modification.

Agendum -2:

Dr. Datta stated that data regarding AQAR are to be submitted to him at the earliest. He requested Anutam Paul to prepare a list of information required for the purpose from the teachers/Office/Library/NCC/Students' Union. Other members also agreed to the proposal.

Agendum -3:

Dr. Ipsit Chakraborty proposed that Departmental Profile be made ready before the Puja Vacation and if required, the departmental heads may consult the IQAC members.

Principal proposed that four copies of the final profile be printed.

Dr. Tanya Das and Dr. Sarmistha Sarkar are requested to convey the decision to the departmental heads of Science and Arts subjects. Anutam Paul took the responsibility of conveying the matter to the Head, Department of Commerce.

Agendum -4:

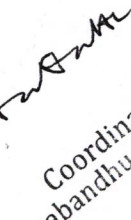
Coordinator, IQAC informed the members some of the problems relating to collection and processing of information and data for submission to various bodies.

Anutam Paul explained the problems in detail and pointed out the reasons thereof. He proposed that the College should go for full computerization of all data relating to students.

Principal stressed upon to increase the interaction between IQAC and the different Laboratory based departments as well as Office.

Dr. Amitava Roy, TCS, pointed out the need of separate rooms for non-lab based advance subjects with requisite facilities for the teachers' interaction with students outside the classroom.

Principal also stated that the action will be taken regarding those after the completion of NAAC Peer Team Visit in a phased manner.


Coordinator, IQAC
Dinabandhu Andrews College

Resolved that –

1. Proceedings of the previous meeting approved unanimously.
2. List of information required for the purpose be prepared by Anutam Paul and the same be circulated to the teachers/Office/Library/NCC/Students' Union
3. a) Departmental Profile be made ready before the Puja Vacation and if required, the IQAC members be consulted by the departmental heads.
b) Four copies of the final profile be printed
4. a) **Software to be procured to maintain data related to:** Enrollment, Registration, Progression, Attendance, Results, and Issuance of Certificates of students.
b) Frequent Interactions with different departments for identifying their needs to be made.
c) Separate rooms for teachers of Non-lab Based Advance courses for their interaction with the students outside classrooms to be arranged.
d) Frequent Interactions with different stakeholders to apprise them of their role in college development to be made.