

Notice

DAC/IQAC/13

Dated: 23-05-2016

A meeting of the IQAC of Dinabandhu Andrews College will be held on 30-05-2016 (Monday) 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 previous meeting.
2. Consideration of admission process for the session 2016-17
3. Consideration of matters related to conducting the University Examinations at the college Centre.



Coordinator, IQAC  
Dinabandhu Andrews College

**Members Present** (30-05-2016)

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
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
11. Prof. Sharmistha Sarkar, Senior Teacher & Member of IQAC
12. Prof. Mithun Maji, Senior Teacher & Member of IQAC
13. Prof. Debashis Chattopadhyay, Member from Local Society
14. Prof. Maitrayee Bhattacharya, Member from Local Society
15. Smt. Snigdha Saha, General Secretary, Students' Union

*Somnath*

*Suvrakanta*  
30/05/16

*A. Roy*

*Arun Mukherjee*

*Mrinal*  
21/11/16

*Anutam Paul*  
30/5/16

*Ipsit*

*S*

*Das* 30/5/16

*Sharmistha*

*Mithun* 30.5.16.

*Snigdha Saha*  
30.5.16

*Suvrakanta*  
Coordinator, IQAC  
Dinabandhu Andrews College

Minutes of the meeting of IQAC dated 30-05-2016

Agenda-1:

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

Agenda-2:

Anutam Paul pointed out the criticality of the admission process for the current year in view of simultaneous running of admission as well as University Examination at the College. He also said that no major changes are required to be made in the existing process of admission that we are following. However, he also stated that all requisite forms, viz., Admission Form, Registration Form and also the Form for I.Card will be pre-printed and that the students are only required to sign the form after checking. But, on the day of admission all testimonials are to be checked and for that a considerable number of teachers are to be involved in the process.

Dr. Sarmistha Sarkar stated that it is better to discuss the matter of admission process along with the Examination process.

Agenda -3:

Mithun Majhi stated the dates of examination of C.U. with special mention of the days on which it will not be possible to conduct both admission and examination.

After deliberations by different members on the matter, all members unanimously resolved the following:

## Resolution:

### Agenda-2

- As far as possible, admission should be avoided on the days of examinations.
- Anutam Paul along with the Principal will finally decide on the dates of admission considering the examination dates.
- The new types of forms and the process of verification on the date of admission to be decided by Anutam Paul in consultation with the Principal and the Office.

### Agenda-3

- Examination Duties are to be allotted by the Examination Sub-Committee and the same be conveyed to the Admission Sub-Committee. If possible, Examination Committee will also allot the duties of teachers for the purpose of admission.

*S.K. Datta*  
Coordinator, IQAC  
Dinabandhu Andrews College