

Year- 2018-19

Date	Minutes of the meeting	Action taken
02.08.2018	<ol style="list-style-type: none"> 1. Resolved that attendance of the 1st semester students will be monitored 2. Resolved that like every year admission process should be transparent and in online mode 3. Training programmes for Non-teaching staff will be organised to facilitate the admission process which in turn will be beneficial for both students and staff 4. Resolved that code of conduct will be prepared for both teachers and students 5. Resolved that class tests will be taken regularly for academic uplift of the students 6. Resolved that efforts will be made for collaborative works and MoU with other institutions 	<ol style="list-style-type: none"> 1. All the HODs are given the responsibility to monitor the attendance of the students with the help of NTS and departmental teachers. 2. The code of conduct of the students are mentioned in the prospectus 3. Unitisation of syllabus is uploaded 4. On the basis of class test remedial classes for the slow learners are arranged. 5. Teachers are provided with the promise of partial financial support if they are selected as a resource person/paper presenter in a seminar
07.12.2018	<ol style="list-style-type: none"> 1. Resolved that academic support will be provided to the teachers so that they can be released for FDP, orientation and refresher course. 2. Resolved that the departments will be asked to conduct project work, field work educational tours consistent with the curriculum of their course. Resolved that code of conduct will be prepared for both teachers and students 3. Resolved that proper measures should be adopted for making the second campus of the college at Padmanath lane free from litigation 4. Resolved that as per the recommendations of the NAAC peer team a structured mentoring system should be introduced. 	<ol style="list-style-type: none"> 6. A reputed lawyer is contacted for legal advice regarding the second campus 7. A structured mentoring system is initiated for department of Arts 8. Feedback forms and SSS are circulated among students 9. The results of SSS are analysed and proper measures are adopted to deal with the problems 10. The teachers are given the responsibility of mentoring the students and maintain records 11. The coordination
23.04.2019	<ol style="list-style-type: none"> 1. Resolved that a feedback system will be re-introduced in order to understand the problem and views of the stakeholders 	<ol style="list-style-type: none"> committee of the college is approached for hiring a private company for cleaning of the o

	<p>2. Resolved that Prof Avijit Chakraborty will prepare the formats for students satisfaction survey and the college will circulate this</p> <p>3. Resolved that physical infrastructure of the college should be strengthened- classrooms and corridors and wash-rooms should be cleaned regularly.</p> <p>4. Resolved that when the students will come to receive their certificates, the concerned staff will record his/her present status (higher study/job/ preparation for competitive examination)</p> <p>5. Resolved that Prof Debasree De will act as UGC officer who will inform the updates from UGC website.</p>	<p>the college campus in a monthly basis.</p> <p>12. The teachers deliver lectures with PPT and provide e-resources to the students</p> <p>13. The departments are advised to arrange for the parent-teacher meeting if necessary</p>
14.05.2019	<p>1. Resolved that Continuous internal examination should be monitored by the examination cell</p> <p>2. Resolved the teachers are advised to take the classes which is ICT-based</p> <p>3. Resolved that along with the administrative and financial audit, academic audit should be conducted for uplift of the academic environment of the college</p> <p>4. Resolved that AQAR preparation for 2018-19 should be started in the month of June</p> <p>5. Resolved that term-end examination should be conducted properly in the coming session.</p> <p>6. Resolved that the central library will continue their value-added course and NSS and NCC are also advised to introduce the same and increase their outreach activities</p>	