



# ACHARYA BROJENDRA NATH SEAL COLLEGE

COOCH BEHAR

## INTERNAL QUALITY ASSURANCE CELL

NOTICE No. IQAC/01/18-19

12.07.18

### NOTICE

A meeting of the Internal Quality Assurance Cell will be held at the IQAC Office in the College Main Building on **19 July 2018 (Thursday)** at **2:30 pm**.

Members are requested to kindly make it convenient to attend the meeting and take part in its deliberations.

Heads of all the Departments are also invited to participate in the meeting.

#### Agenda:

1. Introduction of members of the newly formed IQAC.
2. Consideration of proceedings of the previous meeting on ~~12.09~~ 2017. and Follow up actions.
3. Academic Calendar for the session 2018-2019.
4. Plan of actions for the academic session 2018-2019 including NIRF and academic audit.
5. Matters arising.

*BN Saha*  
12/07/18

Countersigned

Chairman, IQAC

Officer-in-charge  
ABN Seal College  
Cooch Behar

*Debabrata Saha*

Coordinator

IQAC

Coordinator

IQAC

A. B. N. Seal College

Cooch Behar



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### MINUTES OF PROCEEDINGS OF THE MEETING HELD ON 19.07.2018 AT 3:30 P.M.

#### I. Introduction of members of the newly formed IQAC.

IQAC Coordinator introduced the members of the newly formed IQAC for the academic sessions 2018-19 and 2019-20.

#### II. Consideration of proceedings of the previous meeting on 12.09.2017. and Follow up actions

As per the resolutions taken at the last meeting of the previous IQAC on 12.09.2017, the following actions have so far been taken'

1. Nine Teaching –Learning Assistants have been employed to take care of the need of programme courses as well as Honours course in the newly opened Department of Education. One Library Project Assistant has also been hired to expedite the ongoing data entry process. In absence of any government grant, fund was mobilised from Acharya Brojendra Nath Seal Parent-Teacher Association. The employment details are as follows.
  - Education: 2 ,
  - English, Philosophy, Geography, Sanskrit, History, Mathematics, Chemistry: 1 each
  - Library: 1
2. The plan of building a tin-shaded structure on the roof of Chemistry building has been partly materialised. For the rest of the work proposal has been placed with the PWD.
3. Internal research funding of Rs 40000/- per annum was extended to four faculty members @ of Rs 10000/- each. Recipients were Arijit Chakraborty (Chemistry), Debojyoti Dutta (Zoology), Anindita Chakraborty (Physiology), and Parths Das (Geography). However, the proposed rise in the amount of funding has not been effected in the 2018-2019 budget as it was decided that further rise in the amount would be made after demand and impact assessment.
4. The proposed plan to establish an advanced study centre is awaiting the government decision to fill up the vacant posts of Professors.
5. As per decision of the previous meeting one member of Alumni Association has been nominated as a member of the newly formed IQAC.

It was also noted that as per Resolution H of the the IQAC meeting held on 11.04.2017 the College had been successful in getting approval of the Higher Authority to start Honours and Programme courses in Education with effect from 2018-2019 academic session.

#### III. Academic Calendar for the session 2018-2019.

A draft Academic Calendar was placed for discussion. After some deliberation in which Heads of different Departments also took part a few modifications were suggested. They include (1) postponing summer vacation to 13 May 2019 in view of the CBCS requirements, (2) incorporation of



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puja vacation, (3) 9 July 2018 as the commencement date of Part-III classes, (4) mentioning of Field excursion/institute visits to be organized as per Departmental requirements. The suggested modifications were unanimously accepted.

#### IV. Plan of actions for the academic session 2018-2019 including NIRF and academic audit.

The following resolutions were taken.

- A committee be formed comprising the following members to chalk out a plan to bring the College under National Institutional Ranking Framework, and in the process instituting a process of internal academic audit.
  1. Samir Kumar Samanta
  2. Debasis Mallik
  3. Jibanananda Jana
  4. Mithu Sinha Ray
  5. Satadal Adhikary
  6. Bimal Kumar Saha (Ex-officio)
  7. Debabrata Lahiri (Ex-officio)
- Officer-in-Charge be urged to approach the Higher Authorities to fill up the vacant posts of two PG Departments - History and Sanskrit, in view of the acute shortage of teaching staff being faced by the two Departments.
- To integrate the admission software and library software currently in use within a wider network of a database relating to Teaching-Learning, Research-Consultancy-Extension, Students' Support & Progression, Infrastructure-Learning Resources, and Governance
- To strengthen the system of students' mentoring in the Departments in a more structured way.

#### V. Matters arising

The Coordinator briefed the house about the changes in the content of AQAR and mode of its submission that would come into effect from the academic year 2018-2019. He also informed the house about the new requirement of uploading some additional documents on the College website, e.g., academic calendar, certificate from NAAC, Peer Team Report, Minutes of IQAC Meetings, Students' satisfaction Report etc.

The meeting ended with a vote of thanks to the Chair.

*BK Saha 29/08/18*  
Chairman  
IQAC  
&  
Officer-in-charge  
ABN Seal College  
Cooch Behar

*Debabrata Saha*  
29/8/2018  
Coordinator  
IQAC  
A. B. N. Seal College  
Cooch Behar

IQAC Meeting at 2:30 P.M. on 19.07.2018  
Signature Sheet

1. BK Lata 19/07/18
2. Debadatta Lak-
3. Ashok Ranjan Paul
4. Debaris Malik
5. Satad Adhikary; 19/07/2018
6. Amiya Biswas; 19/07/2018
7. Mithu Sinha Ray. 19.7.18
8. Dibyatanu Dasgupta 19/7/18
9. Samir K. Samanta 19/7/18
10. Swapan Kumar Chaudhuri
11. Primal Kanti Barik 19/7/18
12. Payel Barik 19-7-18 (For Head, Physiology Dept.)
13. Arjit Chakraborty 19/7/18.
14. Amrita Ghosh 19/7/18
15. Prayaparamita Sarkar. 19/7/18.
16. Debapratim Chakraborty 19/7/18
17. Anmol Adhikary, 19.7.18
18. Shampa Jalla 19/7/2018
19. Penu T. Lepcha 19/7/18
20. Prabin Banerjee 19.07.18