



# ACHARYA BROJENDRA NATH SEAL COLLEGE

COOCH BEHAR  
INTERNAL QUALITY ASSURANCE CELL

NOTICE No. IQAC/03/18-19

03.01.19

## NOTICE

A meeting of the Internal Quality Assurance Cell will be held at the IQAC Office in the College Main Building on **9 January 2019 (Wednesday)** at **3:30 pm**.

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

**Secretary, Teachers' Council, and members of Computer & Website Monitoring Sub-Committee,** are also requested to be kindly present in the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting held on 29.08.2018.
2. Discussion on follow up actions.
3. Finalising Students' Feedback Form for 2018-19.
4. Planning of Academic Audit.
5. ICT related matters.
6. Matters arising.

*OK Saha 03/01/19*

Countersigned  
Chairman, IQAC

*Debabrata Saha*  
3/1/19

Coordinator  
IQAC  
Coordinator  
IQAC  
A. B. N. Seal College  
Cooch Behar



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### MINUTES OF PROCEEDINGS OF THE MEETING HELD ON 9.1.2019 AT 3:30 P.M.

#### **I. Confirmation of the proceedings of the previous meeting held on 29.08.2018.**

Proceedings of the previous meeting held on 29.08.2018 were read and confirmed.

#### **II. Follow up actions**

- NIRF registration followed by successful uploading of data on NIRF portal has been completed.

#### **III. Finalising Students' Feedback Form**

Coordinator placed a draft revision of the existing Students' Feedback Form. The revision was finalised after some modifications.

Resolution-I: That the modified Students' Feedback Form be used for the academic year 2018-19. Concerned Departments be requested to collect feedbacks from outgoing UG students before their final internal examination. Care should be taken to ensure that feedbacks are collected only from students who have at least 75% attendance.

#### **IV. Academic Audit**

Following resolution was taken unanimously.

Resolution-II: That work would start to undertake academic audit from the current year.

During the discussion that followed it was suggested that variables relating to students' and teachers' academic contributions and outcome be identified and collated to form a multi-dimensional performance index for each Department. Suggested variables were:

- students' classroom participation, results, co-curricular activities like seminar participation, journal publications
- Teachers' classroom participation, additional academic support to students rendered, seminar/conference/workshop participation as participants and resource persons, publications.

Coordinator suggested that existing Performance Based Appraisal System may be tapped to gather some relevant information relating to teachers. Chairman suggested Teachers' Monthly Performance Registers may also be used.

#### **V. ICT Related Matters**

It was felt that ICT activities need some strengthening. After some discussion in which Alokemoy Basu, a member from Computer & Website Monitoring Sub-committee, also participated, the following two resolutions were taken unanimously.

Resolution-III: Debojyoti Dutta and Satadal Adhikary from IQAC will coordinate with Computer & Website Monitoring Sub-committee relating to uploading of documents of IQAC on the College website. Convenor, Publication Sub-committee be requested to coordinate with Computer &



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Website Monitoring Sub-committee for uploading of publication related documents on the College website.

Resolution-IV: That Computer & Website Monitoring Sub-committee should take initiative to prepare a cost estimation of digital data integration and other digital services.

#### VI. Matters arising

Resolution-V: Unanimously resolved that Debojyoti Dutta be entrusted the duty of uploading AISHE data.

Resolution-VI: A proposal be forwarded to the Teachers' Council to initiate a move to introduce Psychology as an Undergraduate Core and Generic subject in the College.

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

*BK Laksh*  
Chairman  
IQAC  
&  
Officer-in-charge  
ABN Seal College  
Cooch Behar  
12/7/19

*Achintya*  
Coordinator  
IIQAACC  
A.A.B.N. Seal College  
Cooch Behar  
12/7/19



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Signatures of members present in the IQAC meeting on 9.1.2019 at 3:30 P.M.

1. *BN Saha 09/01/19*
2. *Debabrata Lal 9/1/19*
3. *Ashok Ranjan Paul 09/1/2019*
4. *Rajarshi Chatterjee 9/1/19*
5. *Arijit Chakraborty 9/1/19*
6. *Alokemay Borah 9.1.19*
7. *Mithu Sinha Ray 9.1.19*
8. *Dibyataru Dasgupta 09.01.2019*
9. *Debanis Malik 9.1.19*
10. *Samir Sr. Samanta 9.1.19*
11. *Salâdel Adhikary 09-01-2019*

Signature-sheet for the IQAC Meeting on 9.1.2019 at 3:30 P.M.