

IQAC
Uluberia College
Uluberia, Howrah.

31.08.2018

A meeting of IQAC will be held on 04/09/2018 (Tuesday) at 3 pm in IQAC room. All the internal members are requested to be present in the meeting to discuss the following issues:

- i) Future plan of action regarding preparation for Assessment by NAAC
- ii) Academic and Administrative Audit
- iii) Felicitation of the students of the academic year 2017-18.
- iv) Miscellaneous.

Aditi Bhattacharya
Dr. Aditi Bhattacharya, 31/8/18
Coordinator, IQAC.

The following resolutions are taken in the meeting held on 04.09.2018.

- i) It is resolved that a Questionnaire should be prepared by IQAC for an online Student Satisfaction Survey as a necessary part for the preparation of NAAC assessment.
- ii) This year also Student Counseling sheet should be filled in by the Honours students to be assessed by the Departmental teachers.
- iii) It is also proposed that proper publicity should be done regarding Student Counseling and Placement Cell and its activities.
- iv) It is resolved that an Electronic Display Board will be introduced for displaying different notices on the activities of different committees.
- v) It is decided that all cultural programmes organized by the students should be properly documented.
- vi) It is decided that the function of "SUKRITI SAMMAN" will be held on 29th September, 2018. This year the students who have performed well in Karate and sports will also be felicitated. Sri Dipak Nath proposed to felicitate one or two student who, in spite of all odds has excelled in his/her academic performance. House accepted his proposal and decides to take action accordingly. It is also decided that on that day we will also felicitate one of our retired teachers, Dr. Sruhid BhoumiK, for his excellence in academic sphere and also one of our alumni (student), Rohima, Khatun, for her contribution as a social worker.
- vii) Proposal has been given by IQAC Coordinator for Academic and administrative audit as it is necessary for NAAC assessment. Everybody agree but decision will be taken later in this regard.
- viii) Participatory learning method is frequently applied by the faculty members but proper documentation has not been done so far. Hence it is decided that documentation through video recording should be done.

Aditi Bhattacharya 6/9/18
Dr. Aditi Bhattacharya,

Coordinator, IQAC.

Action taken report of the meeting held on 04/09/2018

As per resolutions taken in the IQAC meeting held on 04/09/2018 IQAC started preparing a Questionnaire following NAAC Format for Online Student Satisfaction Survey.

Preparation for the counseling of newly admitted students for the session 2019-20 has been started so that we can start the process after their joining the classes.

Preparation for '*Sukriti Samman*', the felicitation of academically outstanding students has been started.

We have not yet started the process of Academic Audit by external agency but IQAC is trying to organize this as early as possible.

Aditi Bhattacharya
Dr. Aditi Bhattacharya, 21/9/18
Coordinator, IQAC.