

**Tarakeswar Degree College**  
**Tarakeswar, Hooghly**

**Minutes of IQAC Meeting held on 23/7/19 at 1pm at IQAC office**

Agenda:

Plan for the academic session 2019-20

Members Present in the Meeting:

1. Dr. Amal Kanta Hati
2. Dr. Tapan Kumar Ghosh
3. Md Shanawaz
4. Harendranath Koley
5. Dr Rama Nag (De)
6. Dr. Arundhati Moulik (Ray)
7. Aparna Pandey
8. Zargis Hossain
9. Sulata Hembram
10. Taraknath Chattopadhyay
11. Golok Chandra Mete
12. Sanjib Bera

The meeting was presided over by the chairman principal Dr. Amal kanta Hati. The meeting began with the chairman welcoming all the members present in the meeting. In the meeting a sketch of plan of action for both academic and administrative area was prepared for the session 2019-20.

It was decided that:

Academic

1. Academic plan for this academic session will be prepared by the departments in line with the academic calendar of the college.
2. Student mentoring system will be strengthened & made systematic.
3. New add on courses will be introduced.
4. Honours departments will organise departmental seminars, students seminar & excursion etc.

5. Career Counseling Programmes will be organised for the benefit of the students.
6. New classrooms to be added for smooth running of the CBCS system.
7. IQAC will organise monthly seminar on different topics.
8. To fill up vacant teaching and non-teaching Posts.
9. Soft Skill training will be given to the 6<sup>th</sup> semester students.

#### Administrative

1. Steps to be taken to make the campus more eco friendly.
2. Installation of Biometrics for recording staff attendance.
3. AQAR of 18-19 will be prepared and submitted to NAAC.
4. Steps towards infrastructural development will be taken.

*A Mondik (Ray)*

IQAC Coordinator

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Chairman, IQAC

**Tarakeswar Degree College**  
**Tarakeswar, Hooghly**

**Minutes of the Meeting of IQAC held on 21/12/19 at 11 am at IQAC room.**

**Members present in the meeting:**

1. Dr. Amal kanta Hati
2. Pratip Chowdhury
3. Dr. Tapan Kumar Ghosh
4. Md Sahnawaz
5. Harendra Nath Koley
6. Dr. Arundhati Moulik (Ray)
7. Sulata Hembram
8. Dr. Debashree Mandal
9. Dr. Aparna Panday
10. Dr. Rama Nag
11. Sanjib Bera
12. Taraknath Bhattacharya
13. Golak Chandra Mete

The meeting was presided over by the Principal Dr Amal Kanta Hati.  
At the beginning, proceedings of previous IQAC meeting were read and confirmed.

**Actions taken:**

1. Solar power system, as renewable energy sources is going to be installed at the main building roof as a step towards energy conservation.
2. Bio metric system of attendance started.
3. Four new class rooms in the 3<sup>rd</sup> floor of library building were made ready for taking classes.
4. IQAC Monthly seminar Programme will start from January 2020.
5. On Add on course Principal reported that Brainware agreed to open a computer training centre with minimum fees for the students.
6. In the meeting Principal Dr Hati reported that AG Bengal choose our college for Performance audit on higher education. Audit conducted for three days from 22/11/19. Higher education Department also visited the college.

Resolutions taken:

1. After discussion it was decided in the meeting that,
2. Departmental Alumni association will be created. Teacher's Council will take initiative to arrange an alumni meet & encourage them to take some initiatives for the college.
3. More job awareness Programmes will be organised for 6<sup>th</sup> sem students. Soft skill training will also be given to them.
4. Library will conduct Physical verification and report will be submitted on the next meeting. Journal section will be improved. Dr. Rama Nag advocated for a larger space for the reading room for teachers.
5. Community service should be given importance.
6. IQAC reviewed the result published in 2019.

*AMonix (Ray)*

IQAC Coordinator



Chairman, IQAC

**Tarakeswar Degree College  
Tarakeswar, Hooghly**

**Minutes of the IQAC meeting held on 6/3/2020 at 1pm at IQAC room**

Members present in the meeting:

1. Dr. Amal Kanta Hati
2. Dr. Tapan Kumar Ghosh
3. Harendra Nath Koley
4. Md Shanawaz
5. Dr. Arundhati Moulik (Ray)
6. Dr. Pintu Shee
7. Dr. Aparna Pandey
8. Zargis Hossain
9. Golak Chandra Mete
10. Sanjib Bera.

The meeting was presided over by the Principal Dr. Amal Kanta Hati.

At the beginning proceedings of previous IQAC meeting were read and confirmed.

Action Taken on previous meeting's decisions:

1. Principal reported that college has purchased land for further infrastructural development .
2. Construction of cycle shed has started.
3. This year also IQAC with the help of NSS distributed winter cloths to the needy people in nearby area as a part of community service.
4. Creation of departmental Alumni Association initiated by some departments.
5. NSS, NCC initiated Swachh Bharat mission.
6. Verification of Library books done.

In the meeting it was discussed that:

1. A NAAC steering Committee will be formed to manage NAAC re-accreditation Process & separate teams with one coordinator for each criteria will be formed for addressing the 7 criteria designed by NAAC to help the process. Teacher's council will take initiatives.

2. Principal advocated that more faculties should use the ICT facility for teaching.
3. Seminar on human Values and ethics will be organised.
4. IQAC coordinator reported completion of CAS process for Dr. Debashree Mandal, from stage I to stage II and Dr. Srabani Sen, from stage II to III.
5. A code of conduct handbook will be prepared.

*V Mondik (Ray)*

IQAC Coordinator

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Chairman, IQAC