

## COMPLIANCE TO THE DECISIONS OF THE IQAC

Vide Meeting dt. 05/10/2016

### 1) Unit Test (Already Held)

#### For Honours Courses :-

Class	Time Schedule
1 <sup>st</sup> year	1 <sup>st</sup> week of Nov'2016
2 <sup>nd</sup> year	2 <sup>nd</sup> week of Dec'2016

### 2) General Test Exam. [Notice Served in due time]

#### For Pass Courses :-

Class	Time Schedule
3 <sup>rd</sup> year (Hons. + Gen.)	2 <sup>nd</sup> week of Jan'2017
1 <sup>st</sup> year & 2 <sup>nd</sup> year (Hons.)	3 <sup>rd</sup> week of February'2017
1 <sup>st</sup> year & 2 <sup>nd</sup> year (Gen)	Last week of February'2017

### 3) Academic Audit :- (Already done & some decisions are in process of execution)

i) Inspection of different department made in view of making discussions on the Unit Test Results.

ii) Remedial classes were started for those students who have scored below 30% in Honours and 25% in General Subjects.

iii) Tutorial classes already started for other students also.

iv) Discussions in the Teachers' Council already made regarding the above.

### 4) Library Committee Meeting :-

i) Meetings of the Library Committee are being held on regular basis.

ii) Proposal for the recruitment of Library Contingency Staff after retirement of Md. Nurul Huda on 30/11/2016.

iii) Proposal for increasing the library space.

iv) Proposal of full digitization of the college library.

### **5) Office Confidential Works :-**

Principal had convened meeting with the office staff and Non-teaching Staff representatives of the college **Governing Body** and a decision has been taken that confidential office works will be limited among the trustful office staff only.

### **6) Different Committee Formation :-**

Committees already formed previously be and are kept valid except some committees as formed by the college GB like Finance Committee, Development Committee, Purchase Committee, Building Committee etc.

The meetings are held on regular basis.

### **7) Purchase of Departmental Equipments :-**

i) Meeting of the Principal with all Heads of the Departments held earlier. It is resolved that quotations be invited and their selection be made department wise.

ii) The decision of selection of quotation be informed to the Central Purchase Committee.

### **8) Students' Attendance in the classes :-**

i) Guardians call was made for those students who are absent in the classes for most of the time (i.e. % of attendance below 20%)

ii) To make the classes more attractive for students following measures were taken:-

a) **Virtual Classroom** set up as sponsored by the **Govt. of West Bengal**.

b) Use of **LCD projector** in the classes while delivering lectures.

c) Holding of **Unit Tests at regular basis**.

d) Proposal of introduction of **CBCS (Choice based Credit System)** on uniform basis.

e) **Departmental exhibitions** are held annually

f) **Departmental meetings** with the students are held for different programme schedules of the departments.

### **9) College Annual Exhibition '2016 :-**

The dates for the above have been fixed as 23<sup>rd</sup> and 24<sup>th</sup> Nov. 2016 in the Teachers' Council meeting and held accordingly with students' participation with their innovative models.

### **10) Faculty Development Programme :-**

a) Two teachers like **Smt. Sangeeta Chattopadhyay, Assistant Prof. in Philosophy** and **Shri Avijit Mishra , GL in Economics** had joined the **TCS training programme from 21<sup>st</sup> Nov to 25<sup>th</sup> Nov 2017.**

b) Attending **Refreshers Courses** by **Shri Rajendra Prasad Mondal , Assistant Prof in Zoology** from **11/01/2017 to 31/01/2017** and **Dr. Shantanu Hazra , Assistant Prof. in Chemistry** from **02/02/2017 to 20/02/2017.**