



# SYAMAPRASAD COLLEGE

Affiliated to University of Calcutta, NAAC Accredited "B"

Address: 92, S P Mukherjee Road (Main) & 5/B R Das Gupta Road, Kolkata-700026 (Annex)

Contact: (033) - 2455-7671, (033) - 2486-3914, Telefax: (033) - 2455-1738

Email: [syamaprasadcollege@gmail.com](mailto:syamaprasadcollege@gmail.com), Official Website: [www.syamaprasadcollege.in](http://www.syamaprasadcollege.in)

## Internal Quality Assurance Cell

### MINUTES OF IQAC MEETING HELD ON 12-09-2016

1. New IQAC committee will comprise of

- Dr. Nivedita Bhattacharya – (Convenor)
- Dr. Joydip Jana
- Prrof. Soumya Chakraborty
- Dr. Santanu Bisai
- Dr. Selim Reza
- Prof. Tilottama Mukherjee
- Dr. Chandrabali Dutta
- Dr. Susmita Mukherjee

2. New proposals have been put forth

- AQAR HAS TO BE UPLOADED.
- Academic Calendar to be submitted
- Faculty participation in symposium, seminars, conferences etc
- Database for MRPs, OPs, RCs to be maintained.
- MPHIL, PhD data base required
- Extracurricular activities to be undertaken (excursions, exhibitions, lectures, special classes etc)
- All other committee members to plan their activities and submit it to IQAC

3. Mid-term test to be conducted in November and within class hours, Papers to be set for 25 marks.

4. For NAAC, it is important for teachers to be engaged in activities, apart from teaching-learning as well. How to utilise the available resources in the best available way for different activities should be contemplated upon.

5. Kanyashree – All HODs to submit the attendance reports of students.

6. Promotion follows up to be done in all seriousness and earnestness.

7. Each department every year will receive 5000/- for seminars conducted

8. Students feedback must

9. Clubbing extra-curricular activities with students' benefits.

### Follow up action:

- Academic calendar was prepared by each department
- Students' feedback questionnaire preparation was started.



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## MINUTES OF IQAC MEETING HELD ON 17/02/2017

1. Confirmation of the proceedings of the last meeting.
2. Academic calendars (not all have been submitted)
3. Mid-term test held in November
4. Promotion follow ups have been done.
5. Departments are yet to organise seminars (only Hindi department has organised)
6. A new member to be inducted in the IQAC

## FOLLOW-UP ACTION

1. All HODs submitted their academic calendar
2. Dr. Sreenivas Yadava was inducted as a new member