



HIJLI COLLEGE
Kharagpur- 721306
NOTICE

Date: 30.11.2018

A meeting of the IQAC will be held on 07.12.2018 at 12 noon to discuss the following agenda items:

1. Preparation of Road Map for IIQA/AQAR, SSR & other matters in relation to NAAC assessment
2. Misc.

All the members are requested to attend the meeting.

Members:

Asis Kumar Dandapat 30/11/18
(Dr. Asis Kumar Dandapat)
Principal
Hijli College

PRINCIPAL
HIJLI COLLEGE
KHARAGPUR-721306

1. ~~Sri~~ S. K. Das *S.K.*

2. Sri T. K. Maity *T.K.*

3. Dr. D. Parui *D. Parui* 30/11/18

4. Dr. N.K. Barman *N.K. Barman* 30/11/18

5. Dr. S. Kabi *S.K.*

6. Sri S. Pattanayak *S.P. Pattanayak* 30/11/18

7. Sri S. Pal *Srijit Pal* 30.11.18

8. Sk. Amiruddin *Sk. Amiruddin*

9. Dr. S.P. Basu

10. Dr. D. N. Khanra *D. N. Khanra*

Meeting of IQAC held on 07/12/18

Members present :

1. ~~and~~ 7/12/18
2. Khanna
3. S.S.
4. ~~and~~
- 5.
6. ~~and~~
7. Sx. Aniruddha
8. S. Pattanayak
9. S.K.
10. ~~and~~
11. Srijit Patra

Dr. A.K. Sandapat, Chairperson of IQAC, presided over the meeting.

Resolutions :

1. The Co-ordinator of IQAC and the Joint Co-ordinator of IQAC informed the members about the proceedings of the NAAC awareness programme conducted by the Education Directorate, Govt. of W.B., on 27/11/18 at Salt Lake Campus of Calcutta University.

After deliberations on the matter, it was resolved to apply online after 01/01/2019 for NAAC assessment. For this purpose the following works were marked and jobs were assigned :

- (A) E-Cell (Woman - Registration process, Website development, Typing & formatting data, following up NAAC intimation through internet & consequent classification submission)

- D.K. Patra (Convener), S. Sarker, D. Dey, G. Roychoudhury, ^{S. Mishra} & N. Mandal

(B) SSR Preparation :

i) Departmental inputs including Library would be prepared by different HODs/ICs in consonance with their departmental colleagues. In this connection, Dr. M. Jais & A. Barman would co-ordinate between the departments and the Co-ordinators. P. Mukherjee (Phil.) would assist T. K. Maity in his work.

ii) Different components of SSR would be prepared in the following way :-

a) Curricular Aspects - Dr. H. K. Barman (Convener)

b) Teaching-Learning & Evaluation - Dr. S. Parui (Convener)

E. Saha
A. K. San
P. K. Saha

c) Research, Innovations & Extension - Dr. S. Kabi (Convener)

d) Infrastructure & Learning Resources - P. Mukherjee (Meth.)
M. Nandi (Convener)

e) Student Support & Progression - M. Mitra
R. Sarker (Convener)

f) Governance, Leadership & Management - J. Dey
Dr. S. K. Saha (Convener),
J. Dey
R. Patra

g) Institutional Values & Best Practices - T.K. Meity
(Convener)
B.N. Khatkhatia
P. Mukherjee
(Meth.)

c) Other Activities :-

i) Building / Departmental Work
Including Boundary Wall -

The Principal
S. Ghosh
S.K. Mandal
H.R. Khan
J. Mallick

ii) College Campus including
Garden

S. Pal
(Convener)

iii) College Sports Ground & Hostel -

R. Guha (Joint-Convener)
N. Khatun
T.K. Meity
(Convener)
L. Ali

iv) Electric Wiring, Generator
& Pump

B.N.K. Basu
(Convener)
S. Rana

v) Women's amenities

P. Mukherjee (Phil)
(Convener)
S. Panja
M. Pal

vi) Office Data

S. Pattanayak
(Convener)
A.K. Ghosh
T.K. Das
Sh. Anisuddin
N. Mandal

vii) Backlog clearing
Especially UGC funds

T.K. Das (Joint-Convener)
S. Pattanayak (Joint-Convener)
S. Bhattacharya
Dr. D.N. Khan
(Special assistance)

viii) Students' Feedback, Alumni Association
& Parent-Teacher Assembly - A.K. San
(Center)
M.R. Mellick

① The following persons would be considered as part of Assistance Group to help the Co-ordinators, when required:

- ~~A.K. San~~ M. Nandi
- ~~S. Mukherjee (Ph.D.)~~
- S. Sarker
- Dr. M. Tan
- A. Barman
- R. Sarker
- ~~S. H. R. Khan~~
- G. Roychowdhury

2. The following applications are recorded:

i) Dr. S. Pan's application for CAS (for Stage II to Stage III)

ii) The applications of Sri S. Sarker & Sri A.K. San for joining ^{at} Vidyanagar School at Vidyasagar University for 05/02/19 to 25/02/19

There was no other item for discussion.
So, the meeting ended with a vote of thanks to all from the chair.

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