



Women's College

Internal Quality Assurance Cell

Action Taken Report

Resolutions taken in the IQAC meeting (26.04.2018)

Following decisions have been taken:

1. Two new teachers viz. Dr. Jayanti Bhattacharya of Economics department and Dr. Srimanta Ray of Bengali department are to be included in the IQAC of Women's College.
2. Two external members probably one from Bank Officer and other from ONGC will be recommended shortly by the Principal in the reconstructed IQAC of the Women's College.
3. A meeting is to be done with the non-teaching staff comprising Head-clerk, Sr. Librarian, Accountant, Cashier, one member each from Academic and Stipend section and three from Group D staff.
4. Date of the above meeting will be announced soon.
5. About meeting with Alumni proposed by IQAC, the Secretary, Alumni Association, Women's College will be requested to arrange a meeting with alumni.
6. Regarding the preparation of the AQAR of Women's College, it has been decided that the teacher-members of the Cell will co-operate for writing and preparing the AQAR.
7. Each and every teacher of the College will be requested to take at least two classes per year in the smart classrooms. All the HoDs will be requested to take the initiative making a common schedule for those classes in different smart classrooms. HoDs will also be requested to inform the dates to IQAC of the College at the end of the academic year (in May).

Follow up actions:

1. Dr. Jayanti Bhattacharjee of Economics Dept. & Dr. Srimanta Ray of Bengali Dept. were included in the IQAC.
2. Two external members Er. Chinmoy Debnath from PWD, Govt. of Tripura and eminent industrialist Sri Suman Bhattacharya were included in the reconstructed IQAC.
3. The meeting was held with the non teaching staff according to the resolution taken in the IQAC meeting dated 26.04.2018.
4. The meeting with Alumni was also held according to the resolution taken in the IQAC meeting dated 26.04.2018.
5. A notice was given by the Principal regarding the common schedule for the IQAC based classes in different Smart classrooms for convenience.

Countersigned

m.d. 14.12.2018

Principal,
Women's College

[Signature]
14/12/18

Coordinator
Internal Quality Assurance Cell
Women's College