



# Women's College

## Internal Quality Assurance Cell

Date: 18<sup>th</sup> December 2020

A meeting of the Internal Quality Assurance Cell was held on 17.12.2020 in the Chamber of Principal at 2 pm onwards to discuss the issues as notified on 14.12.2020.

The members of the cell present in the meeting are:

1. Principal
2. Smt. K.V. Geetha, Member
3. Smt. Sarbari Nath, Member
4. Dr. Somali Saha, Member
5. Dr. Bal Krishan Choudhary, Member
6. Dr. Srimanta Roy, Member
7. Smt. Nivedita Dam, Member
8. Smt. Sima Datta, Member
9. Smt. Pushparwng Hrangkhawl, Member
10. Mr. Chinmoy Debnath, Local Society Representative
11. Sri. Niranjana Adhikari, Parent Representative
12. Smt. Aparna Debbarma, Student Representative
13. Smt. Ipsita Ghosh, Student Representative
14. Dr. Soma Banik, Coordinator

### Resolutions:

Following decisions have been taken:

1. IQAC have to submit the AQAR 2019-2020 to NAAC by 31<sup>st</sup> December positively in view of IIQA submission to NAAC. All concerned are requested to complete their respective responsibilities in due to time.
2. All concerned are requested to warm up themselves to face the upcoming NAAC visit in 3<sup>rd</sup> cycle. For collection of necessary information to fill up online IIQA and SSR format all the members will be distributed their respective responsibilities as and when required.
3. IQAC members, Dr. Bal Krishan Choudhary and Smt. Nivedita Dam will Verify the Teacher's diary 2019-2020 already submitted by teachers to IQAC and accordingly the report of verification will be submitted to the Principal by 21<sup>st</sup> December 2020.
4. IQAC members, Smt. Sima Datta and Smt. Pushparwng Hrangkhawl will check for all updates and modifications required in the college website in view of NAAC visit in 3<sup>rd</sup> cycle.
5. IQAC will conduct the Academic and Administrative Audit 2020-2021 in all the departments in the beginning of January 2021. The audit team and schedule will be notified later on.
6. IQAC-student Meet 2020-2021 will be conducted in the middle of January 2021.
7. Online feedback collection from all stakeholders will be conducted in the month January-February.
8. Student Satisfaction Survey (SSS) will be conducted by IQAC in the month of January.
9. IQAC will meet with the Non-teaching Staff of the college shortly.

Countersigned

Principal  
Women's College

Coordinator  
Internal Quality Assurance Cell  
Women's College