



## Women's college

### Internal Quality Assurance Cell

Date: 19<sup>th</sup> November, 2016

Fourth meeting of the Internal Quality Assurance Cell was held in the smart classroom at 1.30 pm on 19<sup>th</sup> November, 2016 to discuss the issues as notified on 15<sup>th</sup> November, 2016.

The members of the cell present in the meeting are:

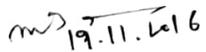
1. Dr. Narayan Bhattacharjee, Member
2. Dr. Rita Nayek, Member
3. Smt. Nivedita Dam, Member
4. Smt. Soma Banik, Member
5. Sri Balkrishna Choudhury, Member
6. Dr. Bhupal Sinha, Member
7. Sri Ashish Saha, Member
8. Smt. Srija Pal, Member
9. Dr. Gautam Chel, Coordinator

#### Resolutions:

Following decisions were taken:

1. The resolutions of the previous meeting held on 24<sup>th</sup> September, 2016 were approved.
2. Teachers' feedback form was finalized and to be distributed.
3. Ten feedback forms of the parents will be distributed to each department.
4. Reporting forms for the HoDs' will be given to the HoDs of the respective departments. Academic performance of the students of the respective department may be included in the form.
5. Website of the College should be improved (If necessary we should go for the outsourcing).
6. A photocopying machine (preferably SHARP) may be bought for IQAC from its ICT and contingencies heads of the fund.
7. A computer with printer for teaching staff to be purchased along with accessories (computer table, anti virus, cartridge)

Countersigned

  
Principal,  
Women's College

  
Coordinator  
Internal Quality Assurance Cell  
Women's College