



## Women's college

### Internal Quality Assurance Cell

Date: 26<sup>th</sup> April, 2018

Fifth meeting of the Internal Quality Assurance Cell was held in the smart classroom at 3.00 pm on 24<sup>th</sup> April, 2018 to discuss the issues as notified on 18<sup>th</sup> April, 2018.

The members of the cell present in the meeting are:

1. Principal
2. Dr. Rita Nayek, Member
3. Smt. Nivedita Dam, Member
4. Smt. Soma Banik, Member
5. Dr. Balkrishna Choudhury, Member
6. Dr. Gautam Chel, Coordinator

#### Resolutions:

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).

Countersigned

*m* 26.4.2018

Principal,  
Women's College

*[Signature]* 26/04/18

Coordinator  
Internal Quality Assurance Cell  
Women's College