

Netaji Nagar Day College
Minutes of IQAC Meeting held on 15.03.2024

1. The minutes of the last meeting held on 11.10.2023 were read and confirmed, with the following additions/modifications under business arising :

- a) As per recommendation of the NAAC peer team, a Research & Innovation sub-committee has been formed in the Teacher's Council meeting held on 16.01.2024
Resolved that this sub-committee will prepare the guidelines to encourage the research activities among the faculty of this College and initiate measures to implement them on urgent basis with the co-operation of the IQAC Coordinator.
- b) In continuation of the resolution taken on 11.10.2023, it is resolved that the following members will prepare the guidelines for preparatory classes for Competitive examinations as per recommendation of NAAC,
 - i) Coordinator, IQAC
 - ii) Dr Sucharita Mitra Sarkar
 - iii) Dr Barnali Dutta
 - iv) One NTS member
 - v) Sri Sukhen Purkait , Students' Representative

Resolved that these classes will be held every Saturday (except holiday) from 2.45 pm to 4.45 pm (2 hours' duration), and that the course should be started with at least 10 sincere students with course fees Rs 100/- for a course duration of 30 hours.

- c) Resolved to recommend for the purchase of a smart phone to capture the Geo-tagged photographs of ICT classes and all other co-curricular/extra-curricular activities of the institution for documentation purpose.
- d) Noted that work order has been issued to for construction of false ceiling of Room nos A1 & A2 as a part of infrastructure upgradation.

2. Resolved to recommend the following members for re-constitution of Grievance Redressal Cell:

- a) Principal as Chairperson,
- b) Smt. Malabi Chakraborty , seniormost teacher,
- c) Dr. Dibyendu Panigrahi, Co-ordinator, IQAC,
- d) Sri Suman Patra, Secretary, Teacher's Council

3. Resolved to recommend the following members for formation of Entrepreneurship Development & Incubation Cell :

- a) Principal as Chairperson
- b) Dr. Dibyendu Panigrahi, Coordinator, IQAC
- c) Dr Sucharita Mitra Sarkar
- d) Dr Satabdee Banerjee
- e) Dr Sujay Kumar Nayek
- f) Dr. Aloka Roy
- g) Smt. Mitra Tithi Dey
- h) Sri Armitava Das, external member,
- i) Sri Pallab Kanjilal, external member.

4. Resolved that henceforth IQAC will conduct Academic and Administrative audit of the institution every year and an appropriate format for Academic and Administrative audit will be prepared.
5. The Academic, Co-curricular & Extra-Curricular activities of the institution during the period July 2023 to Feb.2024 were discussed in detail (as per Annexure). The Principal reported that 535 candidates have been registered under University of Calcutta as UG students of Netaji Nagar Day College under the newly introduced CCF for the academic session 2023-24. Also reported that 26 students have been admitted in the M. Com course offered by this College in the session 2023-24.

Table Agenda:

- T1. Resolved that Monthly self-appraisal report is to be maintained by the teachers.
- T2. Resolved that the following members of IQAC will do the needful for maintaining proper documentation of all institutional activities henceforth:
 - a) Dr Barnali Dutta
 - b) Dr Bhumika Pradhan
 - c) Dr Satabdee Banerjee
 - d) Dr Mitra Tithi Dey
 - e) Smt Kajal Kiran Karmakar
- T3. Resolved that the Central Stock register will be maintained on regular basis by Sri Kartik Chandra Kundu, Librarian, with the assistance of Sri Sibram Sinha Roy, Library Clerk.

The meeting ended with vote of thanks to the Chair.

Confirmed

30.08.24

Sonali Banerjee Jash

Dr Sonali Banerjee Jash
Principal & Chairperson, IQAC
Netaji Nagar Day College

PRINCIPAL
NETAJI NAGAR DAY COLLEGE
KOLKATA-92

Dr Dibyendu Panigrahi

Dr Dibyendu Panigrahi
Co-ordinator, IQAC
Netaji Nagar Day College

Coordinator, IQAC
Netaji Nagar Day College
Kolkata - 700092

Minutes of IQAC Meeting held on 11.10.2023

1. The minutes of the last meeting held on 18.04.2023 were read and confirmed.
2. Noted that the NAAC Assessment & Accreditation (3rd cycle) was completed with Peer Team visit to the College on 30th and 31st May 2023.
Noted also the NAAC certificate of accreditation dated 24.06.2023 declaring Netaji Nagar Day College as accredited with CGPA of 2.55 on four point scale at B+ grade valid upto June 23, 2028.
Noted further that the criterion wise score for the seven criteria were reviewed in detail to assess the performance of the College under the seven criteria, in comparison to the criterion wise score of the 2nd cycle NAAC Assessment & Accreditation of the College in 2017.
The members unanimously expressed deep concern regarding the deterioration from B++ to B+ grade in the 3rd Cycle NAAC A&A of the College.
Resolved that all efforts be made through well planned and coordinated efforts for improving the performance of the College under all criteria, with special emphasis on Criterion III.
Resolved further that the research activities of the faculty members should be enhanced further through effective functioning of the Research & Development Cell.
3. Noted the recommendations of NAAC Peer Team as given in Annexure 1.
Resolved that the recommendations of the NAAC Peer Team be taken up for effective implementation through proper planning and coordination.
Resolved further that the following measures be adopted, in the first phase of implementation of NAAC Peer Team recommendations:
 - i) Preparing students for competitive examinations,
 - ii) Establishing Innovation & Incubation centre to encourage students to acquire entrepreneurial abilities,
 - iii) Increasing the use of ICT in teaching, learning and evaluation process,
 - iv) Constructing False ceiling for Room nos. A1 and A2 as a part of infrastructure upgradation,
 - v) Establishing effective linkages with industry and with other HEIs, and enhancing the collaborative activities with other institutions with which MoU already signed. The proposal to establish linkage with the Institute of Astronomy Space and Earth Science for the Departments of Physics, Chemistry & Mathematics was also accepted.
4. Noted that Dr. Santanu Pan, Assistant Prof. of Physics, has applied for promotion under CAS from Assistant Professor Stage 1 to Stage 2.
Noted also that Dr. Pitambar Das, Assistant Prof. of Mathematics, has applied for promotion under CAS from Assistant Professor Stage 3 to Stage 4 (Associate Professor).
Resolved that the necessary documents submitted for promotion under CAS by Dr. Santanu Pan and Dr. Pitambar Das, be scrutinized by the Coordinator, IQAC, and if found in order, letters be issued by the Principal, to Inspector of Colleges, CU, requesting for the recommendation of subject experts, and to the DPI, WB, Education Directorate, GoWB, for the recommendation of DPI nominee, in the Screening/Selection Committee for CAS.

The meeting ended with thanks to the Chair.

Confirmed

Dr. Sonali Banerjee Jash
Principal & Chairperson, IQAC

PRINCIPAL
NETAJI NAGAR DAY COLLEGE
KOLKATA-92

15-03-24

Dr. Dibyendu Panigrahi
Coordinator, IQAC

Coordinator, IQAC
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