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Ref. No.: NKCD/C-DIR/07/04

MINUTES OF THE MEETING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

Date: 09.12.2019

Time: 03:00 P.M

Venue: Conference Room, Administrative Building

MEMBERS PRESENT: Dr. Alok Satsangi, Mr. Francis Antony, Mr. Arnab Roy, Mr. Subir Roy , Mr. Supriyo Bhattacharya, Dr. Sudipto Sarkar, Dr. Swapan Kumar Aditya, Prof. Subhasis Maiti, Dr. Pralay Ganguly, Dr. Anand Mohan, Mr. Bijoy Kumar Mandal, Ms. Mousumi Mukherjee, Mr. Dhananjay Mandal, Mr. Aishik Sarkar, Mr. Raman Kumar Rai

MEMBERS ABSENT: Dr. (Comdt.) J.S. Sareen, Mr. Shantanu Ranjan Pal, Ms. Amrita Bhattacharya,

Dr. Alok Satsangi welcomed the IQAC committee members and the following points were discussed.

Sl No	Issues Discussed	Action Taken
1.	Student Satisfaction Survey	Online student satisfaction survey to be conducted online on teaching and learning process
2.	AISHE & AICTE data	Faculty and student data to be collected for smooth functioning in uploading on the web portal by due date
3.	University online evaluation system	Workshop on DVS on 10.12.2019 for all faculty members to understand the new evaluation process
4	Activities	IQAC to monitor and guide extra and co-curricular activities for holistic learning and development like seminars, sports, cultural activities, excursions etc.