

NAAE / IQAC

Date: 24/01/2018
Time: 1.00 p.m.

Venue: Principal's Chamber

A meeting of the NAAE/IQAC has been convened under the Chairmanship of the Principal on 24/01/2018 at 1.00 p.m. to discuss the following issues —

- ① Preparing a PPT for each Department.
- ② Result assessment (4th Sem.) 2015-2018.
- ③ Installing Fire Extinguishers.
- ④ Preparation of Departmental Budgets.
- ⑤ Decoration of Computer Lab.
- ⑥ Online payment through SBI Collect.
- ⑦ UGC files - Current Status
- ⑧ Awareness posters in the Girls' Common Room.
- ⑨ ALSHE - current status
- ⑩ feedback form & its report.
- ⑪ Using uniform logo in library card/ID & other official papers.
- ⑫ Current Status - Library (Tender for Digitalization)

The decisions taken are as follows —

- ① The initiative for preparation of the Departmental PPT will be taken by the Department of English and it will be shown to all the others in a meeting, on the screen, with a projector.
- ② Dr. Umesh Kumar, Dept. of History & Deputy Examination Controller has been assigned the responsibility

of result assessment of 4th semester (2015-2018). Once the report is made available it will be handed over to the concerned departments for further use.

- ③ It has been decided that a total of two fire extinguishers will be purchased and installed at various strategic points. In course of time 3 more will be purchased and installed.

Members present were -

- 1) Dr. B. Kumar, Principal & Chairman — B. Kumar
24-01-2018
- 2) Dr. Sayam Chatterjee — Chatterjee 24/01/18
- 3) Dr. R.G. Mondal — Mondal 24/01/18
- 4) Dr. R.M. Singh — Singh
- 5) Dr. P. Rebecca — Rebecca 24/1/18
- 6) Dr. Devendra Prasad — Prasad 24/01/18
- 7) Dr. Kaushal Kumar (Prof-in-charge) — Kaushal
Day shift 24/1/18