

Ref. No.....

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**Minutes of the IQAC Meeting No. 01**

Proceeding and resolutions of IQAC meeting held on 24<sup>th</sup> November 2021 at 2.00 P.M. against Notice Reference No. NMSM/IQAC/01/2021-2022 Dated 18.11.2021

**Members Present**

Sl. No.	Name	Designation	Signature
01	Anup Kumar Mondal	Chairperson	Anup Kumar Mondal
02	Amit Bhowmick	Co-Ordinator	Amit Bhowmick
03	Md. Zinarul Hoque Biswas	Member	Md Zinarul Hoque Biswa
04	Abhishek Pramanik	Member	Abhishek Pramanik
05	Palash Dey	Member	Palash Dey
06	Ishani Basu	Member	Ishani Basu
07	Md. Asaduzamman	Member	Md. Asaduzamman
08	Soma Banerjee	Member	Soma Banerjee
09	Prabhat Das	Member	Prabhat Das

Chairperson Dr. Anup Kumar Mondal presided over the meeting. He welcomed all members present in the meeting and agenda wise fruitful discussions were made and resolutions were taken

**Proceedings & Resolutions**

1. Read and confirm of the last IQAC meeting dated 9<sup>th</sup> January 2021
2. The matter of preparation of Duty Roster for making of AQAR was discussed in the meeting with the following Job Distribution. Criteria Convenors are requested to follow the job distribution involving all teaching and non-teaching members of the college for the preparation of AQAR.

## Job Distribution

- a. Part A and Extended Profile- Dr. Amit Bhowmick, IQAC Coordinator
- b. Criteria 1: Md. Zinarul Hoque Biswas
- c. Criteria 2: Ishani Basu & Dr. Soma Banerjee
- d. Criteria 3: Amit Bhowmick
- e. Criteria 4: Anup Kumar Mondal
- f. Criteria 5: Palash Dey & Abhishek Pramanik
- g. Criteria 6: Anup Kumar Mondal
- h. Criteria 7: Soma Banerjee & Prabhat Das
- i. Compilation Work: Amit Bhowmick, Md. Mostak Azad & Abdul Alim

## Preparatory Work of AQAR and Duty Roster Creation

Sl. No.	Name	IQAC Designation	College/ Professional Designation	Job Distribution	Criterion Title
01	Md. Zinarul Hoque Biswas	Member	Assistant Professor	Convener and In-charge, Criterion I	Curricular Aspects
02	Ishani Basu Soma Banerjee	Member	Assistant Professor	Convener and In-charge, Criterion II	Teaching-Learning Evaluation
03	Amit Bhowmick	Co-ordinator	Associate Professor	Convener and In-charge, Criterion III	Research, Innovations & Extension
04	Anup Kumar Mondal	Chairperson	Assistant Professor	Convener and In-charge, Criterion IV	Infrastructure & Learning Resources
05	Palash Dey Abhishek Pramanik		Assistant Professor	Convener and In-charge, Criterion V	Student Support and Progression
06	Anup Kumar Mondal	Chairperson	Assistant Professor	Convener and In-charge, Criterion VI	Governance, Leadership & Management
07	Soma Banerjee Prabha Das	Member	Assistant Professor	Convener and In-charge, Criterion VII	Institutional Values & Best Practices

3. It is also resolved to approve the Green Campus Programme in the college, a proposal was made to form a committee of five members to carry out the responsibilities. The proposed members are:

**Prabhat Das (Convenor)**

**Ishani Basu**

**Md. Zinarul Hoque Biswas**

**Dr. Soma Banerjee**

**Palash Dey**

4. It is resolved that Internal Academic Audit of each department would be carried out by IQAC from 2018-19 to 2021-22
5. It is resolved that the best performance award would be considered after deciding the parameters and procedures.
6. IQAC proposed for Budget allocation for departmental seminar or conference of Rs. 50,000/ for each department in a financial year.
7. No further issue raised in Miscellaneous



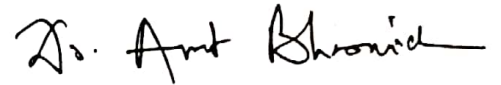
**Chairperson**

**IQAC**

**Nur Mohammad Smriti Mahavidyalaya  
Dhuliyon, Murshidabad**

**Teacher-In-Charge**

**Nur Mohammad Smriti Maha-Vidyalya  
Duck Banglow, Dhuliyon, Med.**



**Co-Ordinator**

**IQAC**

**Nur Mohammad Smriti Mahavidyalaya  
Dhuliyon, Murshidabad**

**Co-ordinator**

**IQAC**

**NMS Mahavidyalaya  
Dhuliyon, Med.**