

## IQAC Plan of action 2023-24:

<p>Revival of Alumni Association and Committee formation for the said purpose.</p>	<ul style="list-style-type: none"><li>• The college Administrator is keen that the above be initiated as soon as possible.</li><li>• An Alumni Revival Sub-Committee with the following members were proposed by the Principal: Ms. Soha Hossain, Ms. Deblina Talukdar, Ms. Jayita Bose, Dr. Angana Sanyal, Ms. Pampa Chatterjee and Ms. Sushmita Das.</li><li>• Ms. Soha Hosasin recommended the names of 3 ex-students of Geography department, Vanshika Yadav, Fatima Khan, Husn-E-Ara.</li><li>• Ms. Pampa Chatterjee suggested the name of Priyanka Sarkar, an ex-student of Department of Education.</li><li>• Principal will issue a notification in this respect.</li></ul>
<p>Revival of NSS</p>	<ul style="list-style-type: none"><li>• Activities of the NSS after 2010-11 came to a halt.</li><li>• The Principal proposed the name of Dr. Keya Dutta as new Program Officer of NSS and recommended that she revives NSS once again within next three months. The IQAC coordinator seconded this proposal.</li><li>• Dr. Keya Dutta reported that she has already done a primary survey and found that whatever is left as balance in the bank savings account (approximately Rs.11,291 as on 08.02.2023), is needed to be submitted back to Calcutta University (along with Bank statement and a letter requesting for a new unit for the college). The C.U. has also asked for an utilization certificate of the fund received for activities already completed by the college unit.</li></ul>
<p>Academic Audit:</p>	<ul style="list-style-type: none"><li>• Principal reported that Academic Audit will be conducted in the month of August 2023.</li></ul>

MOU:	<ul style="list-style-type: none"> <li>The Principal reported the necessity of 21 number of MOUs. She further reported that at the moment there is only one MOU with Netaji Nagar Day College. She proposed that every department, each teacher needs to work toward MOU/Academic Linkage with other colleges, so that we can score 4 marks under Criteria 3.</li> </ul>
Departmental Seminars and Invited Lectures:	<ul style="list-style-type: none"> <li>Principal reported that every department must do at least one seminar or workshop.</li> </ul>
Departmental Journal/ E Magazine:	<ul style="list-style-type: none"> <li>All Departments are required to publish a Newsletter/ Journal/ E Journal/ E Magazine to enhance college NAAC score – one per Year with at least 30 pages if possible.</li> </ul>
Add On and Enrichment Courses:	<ul style="list-style-type: none"> <li>Mrs. Anjali Pramanik proposed the name of Mr. Apalak Das and Siddhartha Sarkar as coordinator of Add On and Enrichment Courses to monitor the progress of all existing courses. The IQAC coordinator seconded this proposal.</li> <li>Earlier Principal had requested Mr. Manab Mandal to be the coordinator but he declined the request.</li> </ul>
Maintenance of Stock Registers by departments having practical papers:	<ul style="list-style-type: none"> <li>The department of Geography, B.F.A.D, Journalism, CMEV and the library must update their stock registers by 30<sup>th</sup> August 2023 and submit a declaration.</li> </ul>
Numbering of Furniture:	<ul style="list-style-type: none"> <li>The Principal asked the IQAC coordinator to look into the matter and asked the Infrastructure subcommittee conveners Dr. Priti Ghatani and Ms. Namrata Subba to initiate this task.</li> </ul>
Placement Fair:	<ul style="list-style-type: none"> <li>The convener of the Career and Placement Cell, Dr. Sarmila Paul proposed to such organize a program in January 2024. Sufia Jamal, student representative of IQAC was instructed to inform and motivate students about compassing and career counselling programs.</li> </ul>

<p>Intra-college Talent Competition:</p>	<ul style="list-style-type: none"> <li>• It was proposed that the Cultural Sub-committee and Rhythmscape Club organize a talent hunt in the month of September 2023. It was also proposed that the Social Service Sub-committee in collaboration with IQAC organize a fete/ carnival.</li> </ul>
<p>Intellectual Property Right Workshop:</p>	<ul style="list-style-type: none"> <li>• Intellectual Property Right Workshop (Criteria 3.2.2) has to be organized with ICCR funding if possible.</li> </ul>
<p>Research and Development Cell:</p>	<ul style="list-style-type: none"> <li>• It has been recommended by the UGC to create a Research and Development Cell which needs to be uploaded in their portal. The Principal proposed that all Ph.D holders along with a professor at the university level (as suggested by the Administrator) be a part of the formation of such cell.</li> <li>• Principal suggested that the composition of the cell should have internal members and advisory members and such should be reported to the IQAC coordinator by 18<sup>th</sup> July 2023.</li> <li>• Dr, Sarmila Paul recommended that similar composition of formation of board/ Advisory committee should also be made for college journals.</li> </ul>
<p>Book Fair:</p>	<ul style="list-style-type: none"> <li>• The librarian proposed that Book Fair could be organized through MOU with at least three other colleges. This will help to increase footfall yet reduce expenditure involved.</li> </ul>
<p>E-Waste Disposal:</p>	<ul style="list-style-type: none"> <li>• Principal reported that E Waste disposal is to be done through government approved companies like 'Huladeck'. Principal asked the IT Infrastructure Sub-committee to make a list of e-waste and proceed accordingly to get a certificate.</li> </ul>
<p>Administrative Training Series:</p>	<ul style="list-style-type: none"> <li>• Microsoft Training</li> <li>• E Tendering</li> <li>• PF Training (to done by PF sub-committee)</li> <li>• Leave Rules</li> <li>• CAS training</li> <li>• Green Audit</li> </ul>

	<ul style="list-style-type: none"><li>• Orientation Program for SEM 1 students on New Curriculum and Credit Framework 2023-24. IQAC coordinator with NAAC Steering Committee is to plan and execute this program.</li><li>• As a part of Best Practices, programs can be organized keeping in mind physical and mental wellbeing of the students. Principal suggested that an insurance scheme (Nation Insurance) be implemented for the students.</li></ul>
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