List of regular meetings of IQAC: 2022-23

Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	08.09.2022	**Academic Issues, Write-up regarding objectives and functions of different sub-committees**	IQAC and Teachers' Council Members	**2022-23**
2	06.02.2023	**Holiday List 2023, Academic Issues, Review of activities of different TC Sub-committees**	IQAC and Teachers' Council Members	**2022-23**
3	24.04.2023	**Review meeting regarding the "Teachers' Week Celebration", from 17.4.2023 to 23.4.2023**	IQAC and Faculty members	**2022-23**
4	15.5.2023	**Meeting regarding Admission 2023-24**	IQAC and Admission Sub-committee members	**2022-23**
5	17.5.2023	**Academic and administrative matters, Value-added/Certificate courses etc.**	IQAC, Faculty members, Co-ordinators, and Non-Teaching staff	**2022-23**
6	24.2.2023 to 16.3.2023	**Departmental visits, Office visits and review of different activities**	IQAC and the departmental faculties	**2022-23**
7	29.09.2022	**1. Academic and administrative matters for the quality improvement.** **2. Data collection for AQAR and Re-accreditation of NAAC (Cycle 3)** **3. Feedback collection and Analysis**	IQAC Team	**2022-23**
8	27.02.2023	**1. To review activities of different sub-committees.** **2. To discuss data upload for the ranking of NIRF-2023.** **3. To discuss submission of AQAR and IIQA for NAAC (Cycle 3).** **4. To discuss about formation of ELC and a Research Sub-Committee.**	IQAC Team	**2022-23**
9	28.06.2023	**1. Implementation of NEP 2020 and Online Admission 2023-24.** **2. Revisions of different policy documents in the context of outcome-based education.** **3. ATR 2022-23 and Action Plan 2023-24.** **4. Submission of AQAR 2022-23 and IIQA to NAAC.**	IQAC Team	**2022-23**

List of regular meetings of IQAC: 2021-22

Sl. No.	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	16.07.2021	**Meeting regarding Admission (2022-23)**	IQAC and Admission Sub-committee	**2021-22**
2	24.09.2021	**Adoption of Lodha Village**	IQAC and adopted village People	**2021-22**
3	05.10.2021	**TS & NTS Meeting: Discussion regarding Golden Jubilee Celebration Meeting**	IQAC, Faculty members and Non-Teaching Staff	**2021-22**
4	07.10.2021	**Regarding Garments Distribution among village people**	IQAC and adopted village People	**2021-22**
5	18.10.2021	**TS & NTS Meeting: Discussion regarding Golden Jubilee Celebration Meeting**	IQAC, Faculty members and Non-Teaching Staff	**2021-22**
6	01.11.2021	**Sanitisation Programme for Covid-19 with all TS & NTS**	IQAC, Faculty members and Non-Teaching Staff	**2021-22**
7	08.11.2021	**TS & NTS Meeting: Discussion regarding Academic and administrative matters**	IQAC, Faculty members and Non-Teaching Staff	**2021-22**
8	07.12.2021	**Meeting for E-contents and uploading e-resources.**	IQAC and Faculty members	**2021-22**
9	19.02.2022	**Regarding the time frame for preparation of SSR for NAAC 3rd Cycle**	IQAC and NAAC Sub-Committee members	**2021-22**
10	12.03.2022	**Regarding preparation of different Criteria of SSR for NAAC 3rd Cycle**	IQAC and NAAC Sub-Committee members	**2021-22**
11	09.04.2022	**Regarding preparation and progress of different Criteria of SSR for NAAC 3rd Cycle.**	IQAC and NAAC Sub-Committee members	**2021-22**
12	30.04.2022	**Criteria-wise presentation regarding preparation of SSR for NAAC 3rd Cycle.**	IQAC and NAAC Sub-Committee members	**2021-22**
13	22.10.2021	**1. Action Plan 2021-22, 2. Online Submission of AQARs to NAAC, 3. NAAC (cycle 3) preparation and Golden Jubilee celebration, 4. Re-organisation of IQAC Team as per Revised Guidelines**	IQAC Team	**2021-22**

| 14 | 16.02.2022 | 1. Review of Action Plan and previous AQARs,
2. Feedback analysis of different stakeholders,
3. Re-acreditation of NAAC (Cycle3) | IQAC Team | **2021-22** |
| 15 | 20.06.2022 | 1.Action taken report (2021-22) and Action Plan 2022-23
2.Data collection for AQARs and Re-accreditation of NAAC (Cycle 3)
3. Feedback Analysis of different stakeholders. | IQAC Team | **2021-22** |

List of regular meetings of IQAC: 2020-21

Year	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	02.11.2020	**TS & NTS Meeting: Discussion regarding academic and administrative matters**	IQAC, Faculty members and Non-Teaching Staff	**2020-21**
2	16.05.2021	**online Meeting regarding Covid**	IQAC and COVID-19 Committee	**2020-21**
3	19.05.2021	**online Meeting regarding Covid**	IQAC and COVID-19 Committee	**2020-21**
4	25.07.2020	**1. Action Plan 20-21,** **2. Action Taken Report 2019-20,** **3. Regarding online classes during COVID-19 pandemic situation, online Admission, College App to promote digital education etc.** **4.Regarding use of G-Suite and other web-platforms, e-resources and to conduct Webinars.**	IQAC Team	**2020-21**

List of regular meetings of IQAC: 2019-20

Year	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	25.09.2019	**Book Exhibition**	IQAC and Students	**2019-20**
2	26.09.2019	**Book Exhibition**	IQAC and Students	**2019-20**
3	30.09.2019	**Prize Distribution**	IQAC and Students	**2019-20**
4	03.12.2019	**Thalasemia Detection Camp**	IQAC and Students	**2019-20**
5	12.12.2019	**Holiday list, Internal exam under CBCS, Welfare schemes**	IQAC and Teachers' Council Members	**2019-20**
6	14.12.2019	**Computer Training Chakdaha College Computer Centre**	IQAC, Faculty members and Non-Teaching Staff	**2019-20**
7	03.01.2020	**Departmental Meeting**	IQAC and department-wise Faculty members	**2019-20**
8	06.01.2020	**Departmental Meeting**	IQAC and department-wise Faculty members	**2019-20**
9	07.01.2020	**Departmental Meeting**	IQAC and department-wise Faculty members	**2019-20**
10	08.01.2020	**Departmental Meeting**	IQAC and department-wise Faculty members	**2019-20**
11	04.02.2020	**Meeting with guest teachers regarding academic and financial matter**	IQAC and Guest Teachers	**2019-20**
12	26.02.2020	**TS & NTS Meeting: Resource Person - Srikanta Basak. Discussion and workshop for online examination, marks submission etc**	IQAC, Faculty members and Non-Teaching Staff	**2019-20**

13	30.09.2019	**1. To discuss revised gudelines of NAAC and composition of IQAC Team** **2. To discuss Action Plan 2019-20** **3. To discuss data and information regarding AQAR 2018-19**	IQAC Team	**2019-20**
14	04.02.2020	**1. Action taken report, department-wise internal academic audit,** **2. Online submission of AQARs** **3. Regarding financial audit, Online Exam,Field visits, Feedback collection, Computer training to staff, revised class routine (Library class) and intensive use of ICT, College App etc.**	IQAC Team	**2019-20**

List of regular meetings of IQAC: 2018-19

Sl. No	Date of Meeting	Main Agenda	Members of Meeting	Academic Year
1	21.08.2018	**TS & NTS Meeting: Discussion regarding Library orientation**	IQAC, Faculty members and Non-Teaching Staff	**2018-19**
2	28.08.2018	**Eye & Blood Pressure Checkup Camp**	IQAC and Students	**2018-19**
3	19.09.2018	**Consumer Affairs Including Green and Digital Consumer**	IQAC and Students	**2018-19**
4	27.09.2018 to 03.10.2018	**Departmental meeting regarding academic matters of the department.(dt. 27/9, 28/9, 2/10, 3/10)**	IQAC and department-wise Faculty members	**2018-19**
5	11.10.2018	**Prize Distribution**	IQAC and Students	**2018-19**
6	20.11.2018 to 30.11.2018	**Parent Teacher Meeting Department wise (dates: 20/11, 24/11, 27/11, 28/11, 29/11. 30/11)**	IQAC and Department-wise PTM	**2018-19**
7	15.11.2018	**TS & NTS Meeting: Discussion regarding Academic matters**	IQAC, Faculty members and Non-Teaching Staff	**2018-19**
8	04.12.2018	**CBCS External Exam., Internal Exam, Holiday List, MRP/Seminar/Workshop etc.**	IQAC and Teachers' Council Members	**2018-19**
9	02.01.2019	**NTS Meeting: Discussion regarding workload of Morning Section**	IQAC, Faculty members and Non-Teaching Staff	**2018-19**
10	14.05.2019	**NAAC new process of reaccreditation, Submission of Self Appraisal (API) to IQAC, Golden jubilee celebration, Govt. Health scheme to faculty etc.**	IQAC and Teachers' Council Members	**2018-19**
11	02.08.2018	**1. Action Taken Report of the Action Plan 2017-18.** **2. Action Plan 2018-19**	IQAC Team	**2018-19**
12	16.03.2019	**1. Regarding submission of AQAR 2017-18 to NAAC.** **2. Academic & Administrative Performance Judgments** **3. Proposal of AAA audit by external agency**	IQAC Team	**2018-19**