

Minutes of the First Internal Meeting of IQAC held on 28.02.2019 in the meeting room of the University at 1:30 p.m.

Members Present

- 1) Prof. Bibhuti Bhusan Paira *B B Paira 28/2/19*
- 2) Dr. Somdatta Chakravorty *Dr. Chakravorty 28/2/2019*
- 3) Dr. Pradyut Sarkar *Pradyut Sarkar 5/3/2019*
- 4) Dr. Suparna Biswas *S. Biswas, 28/2/2019*
- 5) Dr. Amiya Karmakar
- 6) Mr. Bikash Mallick *Bikash Mallick 28/2/2019*
- 7) Dr. Md. Aftabuddin *Dr. Aftabuddin 5/3/2019*
- 8) Dr. Santanu Phadikar *S. Phadikar 05-03-2019*
- 9) Dr. Debasis Giri *Dr. Debasis Giri*
- 10) Dr. Raja Banerjee *Dr. Raja Banerjee*
- 11) Dr. Atri Bhowmik *Dr. Atri Bhowmik 5/3/19*

The first internal meeting of IQAC was held and the following discussion took place:

- 1) It was decided that students have to fill-up feedback forms online and a provision for the same has to be made in the University Website. There is a necessity of the existing format to be revised and the format will be finalised in the next meeting to be held on 7th March, 2019.
- 2) It was felt that University should have an Integrated Information System (ERP) for smooth conduction of activities of the University.
- 3) It was resolved that the University should recruit a System Administrator for Proper maintenance of the information system of the University.
- 4) The members who have been entrusted with the responsibility of executing activities under Criteria I to Criteria VII of AQAR have been asked to form sub-committees and submit the names by 07.03.2019.
- 5) It was resolved that a Centralised Data facility should be created that will be responsible for collecting data of various activities of the University.
- 6) It was decided that all members of faculty and staff will submit their Self-Appraisal Form by 31st of July and 31st December each year.
- 7) It was decided to introduce a Project Diary to monitor the Project work of B.Tech. and M.Tech. students of the University. The format of the Diary will be decided later on.

Attendance in the First internal meeting of the IQAC held on 28.02.2019 in the meeting room of the University at 1:30 pm

Serial No.	Name, Mobile No. And Email id.	Signature
1.	Bibhuti Bhusan Tania 9830050665 / 7003266675 bbpaura@rediffmail.com	B. A. Tania 28/2
2.	Sandatta Chakravorty 9433897685 csomdatta@rediffmail.com	Chakravorty 28/2/2019
3.	Pradyut Sarkar, 9231686260 pradyut_sarkar77 @yahoo.com	Sarkar
4.	Suparna Biswas, 9433171785, mailto:suparna@gmail.com	S. Biswas
5.	Amiya Karanakar, 9831850090, amiya.karanakar@gmail.com	A. Karanakar
6.	Bivash Mallick, 9432673621 bivash.mallick@gmail.com	Bivash Mallick 28/2/2019
7.	Dr. Md. Aftabuddin isawbut.ac.in	Md Aftabuddin 28/2/19
8.	Santanu Phadliar 9434185367, sphadliar@yahoo.com	Santanu 28/02/2019
9.	Debasis Giri 9434148565 debasis-giri@hotmail.com	Debasis 28.2.19
10.	Raja Banerjee 8902497775 ban_raja@yahoo.com	Raja Banerjee 28.2.19
11.	Dr. Attri Bhoomik - 9830056145	Dr. Attri 28/2/19