



Shree Agrasain College

(Affiliated to University of Calcutta)

5/2A, Height Road, Liluah, Howrah-711204, Ph. : 2655-4917, 7604084414, 7604084413

NOTICE

Date: 29.08.2020

An online meeting of the Internal Quality Assurance Cell (IQAC) of Shree Agrasain College will be held on **02.09.2020 (Wednesday) at 11AM** on Google Meet platform to discuss the following agenda

- **Orientation programme.**
- **End-semester Examinations.**
- **Submission of answer scripts.**
- **AOB**

All the members are requested to kindly attend the meeting.

T.I.C & Chairperson, IQAC

Coordinator, IQAC

Members of IQAC

- Mrs.Sovonita Datta (Teacher-in-Charge,Chairperson,IQAC)
- Shri Arijit Kanungo (Coordinator, IQAC)
- Shri Mahabir Prasad Shroff
- Shri Chandan Gopal Shroff
- Shri (Dr.) Nibir Goswami
- Shri Kumarjit Mondal
- Shri Lal Saheb Verma
- Shri Surajit Saha
- Ms. Rini Goswami
- Mrs. Maitreyee Maitra
- Shri Malay Sinha Ray
- Shri Somnath Ghosh



MINUTES OF THE IQAC MEETING **HELD ON 02.09.2020**

TIME: 11:00 AM
MODE: ONLINE (GOOGLE MEET)

The following members were present:

Mrs. Sovonita Datta (Teacher-in-Charge, Chairperson, IQAC)
Shri Arijit Kanungo (Coordinator, IQAC)
Shri Mahabir Prasad Shroff
Shri (Dr.) Nibir Goswami
Shri Kumarjit Mondal
Shri Lal Saheb Verma
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Mrs. Sovonita Datta, T.I.C. and Chairperson, IQAC presided over the meeting.
Shri Arijit Kanungo, Coordinator, IQAC welcomed all members and briefed them about the agenda.

The minutes of the last meeting (11.07.2020) were read and confirmed.

- A detailed discussion was held regarding the orientation programme to be organised for the 1st year students. It was decided that every department would arrange a virtual orientation programme for the freshers.



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- The IQAC held a detailed discussion pertaining to the method and quality initiatives to be taken by the departments for the forthcoming End semester examinations to be conducted by the University of Calcutta using a virtual platform. The IQAC proposed the immediate implementation of COVID-19 guidelines laid down by the University of Calcutta. In this regard, it was decided that question papers would be uploaded on the college website and shared on students' WhatsApp groups and Google Classroom groups as well.
- It was decided that provisions should be made for both online and offline submission of answer scripts. In this regard, departmental teachers would be responsible for creating separate email ids for collection and evaluation of answer scripts. It was also decided that teachers would have to report to their respective coordinators after receipt of all answer scripts.
- With no other business, the meeting concluded for the day. The meeting ended with a vote of thanks to the Chair.

T.I.C & Chairperson, IQAC
Teacher-in-Charge
Shree Agrasain College
5/2A, Height Road
Liluah, How-711204

Coordinator, IQAC
Coordinator
Internal Quality Assurance Cell
Shree Agrasain College
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