

Members present in the meeting.

1. Shalita 12.2.19
2. Sathish 12/02/19
3. Srabanti Ghosh 12.2.19
4. Tarun Kumar Roy 12/02/2019
5. Abhik Dasgupta 12/2/19

The Chairman of IQAC took the Chair and the meeting started. Following resolutions were adopted after discussion on the scheduled agenda.

1. The proceedings of the last meeting was confirmed.
2. Resolved to approach competent authority to authenticate the post of non teaching staff as per 100 point roster.
3. Resolved to form a selection committee for recruitment of non teaching staff as per government order. The members will be Dr. Sukanta Bhattacharyya, Principal; Dr. Swapan Pan, Expert from WBCSC; Dr. Paramartha Ghosh, University Nominee; Shri. Swapan Kumar Ghosh, Governing Body's Representative; S. D. O. Purba Bardhaman Sadar North, Govt. Nominee.
4. Resolved to organize a training for teaching and non teaching staff on PEMS.
5. Resolved to give advertisement for the posts of clerk, laboratory attendant for Physical Education and Computer Science and for the post of karmacharya. The Principal was entrusted to take proper action.
6. Requested the authority to appoint Guest Faculty for Physics, Mathematics and Bengali.
7. Resolved to start value added course on art and craft - basic and advance course

namely "Artist in Me" in collaboration with Pidilite Industries Ltd. organized by NSS Unit I and II very shortly.

8. The Principal encouraged all the faculty members to do quality research and focus on publishing in reputed journals.

Following actions have been taken:

Certificate course on Web Page Design organized by Computer Science Department has started from 09.12.18. Value added course on spoken English has started from 02.01.19.

The meeting ended with vote of thanks to the Chair.

- *Shalini* 14.2.19  
Principal  
Mankar College