



# Mankar College

MANKAR, PURBA BARDHAMAN  
WEST BENGAL-713144

ESTD : 1987

NAAC Accredited at 'B+'

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Ref. No. ....

Date 31.3.2023



## NOTICE

A meeting of IQAC will be held on 04.4.2023 at 11 a.m. at the Principal's chamber to discuss the following agenda. All members of IQAC are requested to attend the meeting.

Agenda:

1. To confirm proceedings of the last meeting.
2. Preparation of departmental documents for forthcoming NAAC visit
3. Preparation of departmental profile including power point presentation
4. To review progress of preparation of academic documents of the departments for the current session
5. To recommend purchase of few equipment for the studio for E Content development studio
6. To consider the proposal of departmental reunion of Bengali department
7. To consider the proposal of celebration of 25<sup>th</sup> year of Computer Science department
8. Preparation and arrangement of administrative documents for coming NAAC visit
9. Miscellaneous, if any

Srabanti Ghosh 31.3.23  
Signature of IQAC Coordinator

Coordinator  
I.Q.A.C.  
Mankar College

Shanmug 31.3.23  
Signature of Principal

Principal  
Mankar College

## Meeting NO. 3 / 2022-23

A meeting of IQAC is held today at Principal's Chamber to discuss the scheduled agenda.

Members present in the meeting:

1. Shalini 4.4.23
2. Anshu Bangar
3. Nirmala Prasad 4/4/23
4. Anurag Prasad 4/4/23
5. Sumit Rakesh 04.04.23
6. Anil Chatterjee 04/04/2023.
7. Anil 4/4/23
8. Kunal Kumar Mandal 4/4/23
9. Sreba Ghosh 4.4.23
10. Pallab Das 4.4.23
11. Malay Kr. Saha 4.4.23
12. Bilal De

The Principal, Chairperson of IQAC takes the chair and the meeting starts. Following resolutions are taken after a detailed discussion on the scheduled agenda.

1. The proceedings of the last meeting are read out and approved.
2. Resolved to request all departments to prepare departmental documents for the forthcoming NAAC.
3. Resolved to request all departments to prepare departmental profile including power point presentation for NAAC.
4. All HODs are requested to prepare academic documents of the department including mentor mentee meeting register, advance slow learner register, student centric activity register, admission and result data of the students for the current academic session. IQAC Co-ordinator is entrusted to monitor the progress of the work.

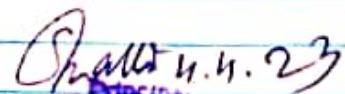


5. Resolved to purchase few equipment required for the studio of E Content development so that the infrastructure can be fully utilized by the faculties.
6. Resolved to arrange a departmental reunion as proposed by the Bengali department on 30th April, 2023.
7. Resolved to celebrate 25th year completion of Computer Science department by December, 2023 as proposed by the department.
8. Resolved to prepare and arrange all administrative documents for the forthcoming NAAC. The Principal is entrusted to guide the work and IQAC Co-ordinator to monitor the same.
9. Resolved to sanction duty leave of Dr. Arindam Adhikari, Assistant Professor of Bengali for attending FIP at Dr. Hari Singh Gowri Vishwavidyalaya, Sagari, M.P. from 14.2.23 to 14.3.23.

### Action Taken Report:

1. Certificate Course in Yoga affiliated by the University of Burdwan has been introduced in the college from 02.01.23.
2. Annual Sports of the college has been organized on 17.11.22 & 18.11.22.
3. Four solar lights have been installed in the college campus to encourage use of non conventional energy as per earlier resolution.
4. IQA for NAAC has been submitted on 16.12.22.
5. AQAR for 2021-22 has been submitted on 04.2.23.
6. SSR for NAAC has been submitted on 12.2.23.
7. DVV has been submitted on 14.3.23.

The meeting ended with vote of thanks to the chair.

  
Principal  
Burdwan College