

MEETING HELD ON 14.05.2019 AT 11.00 AM IN  
THE OFFICE OF THE IQAC.

NOTICE


Dated : 11.05.2019

A meeting of the IQAC will be held on 14.5.2019 at 11.00 a.m. in the office of the IQAC. All members are requested to attend the meeting.

Agenda

1. CAS of faculty members.
2. Completion of AQAR for 2017-2018.
3. Miscellaneous.

Padmaja Parkayastha (Pal)  
Coordinator, IQAC  
11/5/19  
Co-ordinator  
I.Q.A.C.  
T.D.B. College, Raniganj

  
Principal  
Triveni Devi Bhalotia College  
Raniganj, Paschim Bardhaman

Members present

1. A.K. Jy
- 2.
3. Padmaja Parkayastha (Pal) 14/05/19
4. Sandip sen
5. Parimal Kumar 14/05/19
6. Mahendra Prasad Kishinaha 14/05/19
7. Milar Debbarajee 14/05/19
8. Subrata Chakraborty 14/05/19
9. Rubina Mukherjee 14/05/19
10. Arunabha Bandyopadhyay 14/05/19
11. Arunima Karbhatkar 14/5/19
12. Sharbani Banerjee 14/05/19

Minutes of the meeting held on 14.05.2019

1.A committee comprising the following teachers is formed to supervise the promotion process:

Dr. Sandip Sen

Dr. Parimal Das

Dr. Subrata Chakraborty

Prof Arunabha Bandyopadhyay

The forms for CAS to be sent to each applicant via email, so that they can proceed with calculations of contact hours. Each applicant is to be provided with a file. The applicants should submit the file with filled up forms to the IQAC by 31<sup>st</sup> July, 2019. A format is to be designed for recording of contact hours. In this regard, an extended meeting of the IQAC with convenors of different committees is to be held. Contact hours to include invigilation duties, paper setting and answer script evaluation.

2. Dr. Sharbani Banerjee is to help Dr. Padmaja Pal to complete the AQAR for 2017- 2018.

3. More seminars to be conducted in the College. NSOU to be requested to conduct a two-day National Seminar in T. D. B. College on Translation Theory. Departments of Physics and Chemistry to organise a seminar on " Nano Science and Technology ".

3. The following purchases are to be made:

1. Clip file - 100
2. Cover file - 50
3. Cartridges for printer - 2
4. A4 size Bond Paper - 20 reams
5. Large paper clips - 50
6. Small paper clips - 50
7. Large stapler - 2
8. Ballpoint pens - 5 packets
9. Punching machine - 1
10. Clip boards - 5
11. Paperweights - 10
12. Register (No 4) - 2 dozen
13. Cups and saucers - 2 dozen
14. Arhimmo - 3 in one

4. World Environment Day to be celebrated on 5<sup>th</sup> June, 2019, through seminars and various

environmental awareness programmes.  
Padmaja Parkayastha (Pal)  
Co-ordinator, IQAC  
Triveni Devi Bhalotia College  
Raniganj, W.B.

  
Principal  
Triveni Devi Bhalotia College  
Raniganj, Paschim Bardhaman