

NOTICE

Internal Quality Assurance Cell

Bethune College

A meeting of the **Internal Quality Assurance Cell** will be held on **21.5.2019**, Tuesday at 2.30 pm at the Principal's antechamber. All members are requested to be present.

Agenda:

1. Fixing up dates of Academic Audit for the Session 2018-19
2. Preparing an IQAC Calendar for the next session
3. Proposed date for a seminar on Quality Assurance
4. Quantitative Analysis of Students' feedback
5. Matters arising

Rom
16.5.19
Coordinator, IQAC

Bethune College

CO-ORDINATE
IQAC
Bethune College, Kalyan
Govt of West Bengal

IQAC Meeting dated 21/5/19
(Int. Comm.)

Agenda:

1. Dates of Academic Audit for the session 2018-19.
2. Preparing an IQAC Calendar for the next session
3. Proposed date for an IQAC Seminar
4. Quantitative Analysis of Feedback (Students)
5. Matters Arising.

Members Present:

- 1) ~~Tom~~ 21.5.19
- 2) Pratyaksh 21/5/19
- 3) ~~Shruti~~ 21/5/19
- 4) Nilanjana Begechi 21.5.2019.
- 5) Manjita Ghosh 21/5/19
- 6) Anjali Kar 21/5/19.
- 7) Anjali Maisal 21/5/19

1) Proposed time period for internal academic audit (2018-2019):
8th July 2019 to 13th July 2019

2) Proposed dates for IQAC Seminar. →
16th / 23rd July 2019.

Principal will be informed regarding the proposed dates to confirm the date ^{of seminar} and speaker.

3) Activities of the IQAC
(i) Academic audit 2) Seminar 3) Meeting of the IQAC members

Internal meetings held on 1st and 3rd Tuesday of every month. In case of a holiday, the meeting will be held on the next day.

4. Meeting of the internal and external committee members to be held on:
July, 2019, October, 2019, Jan, 2020, April, 2020
5. Last week of July 2019: Distribution of student's profile format to departments.
6. Student's feedback of 3rd year students: December 2019 (on the day of ENVS exam)
7. Parent feedback after each sem result on the PTM day.
8. Feedback analysis: ~~Feedback analysis~~
December, 2019.
9. Alumnac feedback → To generate a questionnaire

It is proposed that quantitative analysis of feedback is to be done, Statistics department is to be involved. Next date of meeting of the internal (IPAC) members (preparatory with the principal) → 14.06.2019 tentatively.