

NOTICE

**Internal Quality Assurance Cell**

Bethune College

A meeting of the **Internal Quality Assurance Cell** will be held on 2.1.2019, Wednesday at 2.30 pm at the Principal's antechamber. All members are requested to be present.

**Agenda:**

1. Fixing up modalities of Feedback 2019
2. Matters arising

*Rom*  
2.1.19  
Coordinator, IQAC

Bethune College  
CO-ORDINATOR  
IQAC  
Bethune College, Kolkata  
Govt of West Bengal

Meeting held on 02/1/19.

(Internal Committee)

### Agenda.

1. Feedback 2019 - modalities
1. Individual teacher feedback forms → 2000 copies required -
2. General forms about college → 300 copies required.
3. The departments are to be notified that the feedback forms will be available from 3.1.19 either from Dr. Sudeshna Mishra or Dr. Anilakshi.
4. Dr. Kamal Das proposes that if an online feedback facility is introduced it can reduce paper work.
5. A meeting with the teachers for modalities of feedback can be organised if possible.
6. A only notice to be issued aprior mentioning the names of teachers and time / venue for reporting.
7. Members of IQAC will report at 11.45 AM at the anti-chamber.
8. Departmentwise feedback for the last two years needs to be collated. IQAC members can be given the responsibility for the same.
9. Qualitative analysis of feedback to be done by Mr. Bagchi, S. Mishra, A. Kar and M. Mishra. Statistics department is to be given the data for a quantitative analysis.

## Members Present:

- (1) Kamal Kant Som 2.1.19
- (2) Sudeshna Mishra 2/1/19
- (3) Amit Kumar 2.1.19.
- (4) Anjali Maisal 2-1-19
- (5) Maiti Anon 2/1/19
- (6) Nilanjana Bagchi 2/1/2019.