

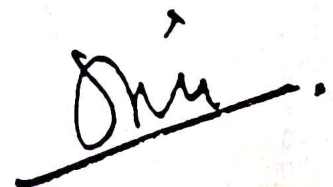
2nd meeting of 2022-2023 dtd. 09.01.2022

Agenda :

- i) Proper mentorship of students
- ii) Faculty activity
- iii) Report of Add-on courses for each department
- iv) Encourage students to participate in various inter-college and intra-college events
- v) Work distribution for AQAR submission
- vi) Initiate the process of NIRF ranking

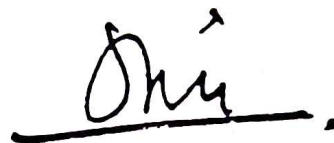
Minutes of Meeting:

- i) Each department must give more emphasis on mentoring their students in their personal and academic needs. Mentors are advised to arrange meeting with their mentees and keep their background data, and meeting documents with their mentees.
- ii) Each departmental HODs are advised to monitor the course file for their individual faculty members. They would follow a specified format in preparation of the course file which includes; lesson plan, curricular structures, detailed syllabus, Model Q/A, handouts etc.
- iii) Each department are requested to take feedback for Add-on courses from students. All departments need to be plan for certain courses helpful for future growth of the students. Related document needs to be kept in their respective departments.
- iv) Faculties are requested to encourage their respective departmental students in both inter-college and intra-college events.
- v) Responsibilities for filling up AQAR are distributed among the members of IQAC Cell. Initiation for Preparation of Annual Quality Assurance Report (AQAR) for 2018-19 & 2019-2020.



- vi) Committee was formed to look after the works related to NIRF ranking.

Since, no further points are raised the meeting resolved with vote of thanks to the chair.



Signature

Chairman, IQAC

Prof. (Dr.) Sanjib Sil, Ph.D. Engg.
Principal
Calcutta Institute of
Engineering and Management