

**INTERNAL QUALITY ASSURANCE CELL**

**KURSEONG COLLEGE**

**NOTICE**

**Date: 5<sup>th</sup> March. '2015**

This is to notify all concerned that a meeting of the IQAC, Kurseong College shall be held on **12<sup>th</sup> March '2015**, in the IQAC room at 12.30 PM. All the respected members are requested to make it convenient to attend the meeting.

**Agendas:**

1. **Confirmations of the resolutions of the last meeting held on 11<sup>th</sup> Dec. 2014.**
2. **Student satisfaction Survey.**
3. **Preparing Academic calendar for 2015-16**
4. **AOB.**

**Co-ordinator**

**IQAC, Kurseong College**

**Copy to:**

1. **Teacher-in-Charge, Kurseong College**
2. **Notice Board**
3. **IQAC file**

A meeting of the IQAC, Kurseong College was held on 12<sup>th</sup> **March** 2015, in the IQAC room at 12.30 P.M. to transact the notified agendas. The following members attended and participated in the meeting.

1. Mrs. Tara Lohar, Teacher-in-Charge
2. Dr. Upendra Adhikari, Co-ordinator, IQAC
3. Dr. Shera Pandi Molommu
4. Mrs. Srijana Rai
5. Mr. Yogesh Khati
6. Udai Rai, External member
7. Mr. Subhasis Das,
8. Mr. Sumanta bhattacharjee
9. Mr. Biplov Dewan

Minutes of the Meeting;

1. The house tabled the resolutions of the last IQAC meeting held on 11<sup>th</sup> **December** 2014 and approved the resolutions.
2. The house tabled the draft of format for conducting student satisfaction survey. The house resolved to approve the format and engage examination sub-committee for conducting the student satisfaction survey on the last day of the University Examination.
3. The house also tabled the preparation of academic calendar for the upcoming session. The house unanimously resolved to request Mrs. Srijana Rai, member IQAC to prepare a draft calendar and place in the next meeting.

There being no other agenda to discuss the meeting ended with thanks to and from the chair.