

**INTERNAL QUALITY ASSURANCE CELL**

**KURSEONG COLLEGE**

**NOTICE**

**Date: 24<sup>th</sup> February 2014**

This is to notify all concerned that a meeting of the IQAC, Kurseong College shall be held on **28<sup>th</sup> February 2014**, in the COP room at 12.30 PM. All the respected members are requested to make it convenient to attend the meeting.

**Agendas:**

- 1. Preparation of AQAR for the 2013-14 sessions.**
- 2. Preparation of academic calendar for the upcoming academic session.**
- 3. Organising career guidance programme**
- 4. AOB.**

**Co-ordinator**

**IQAC, Kurseong  
College**

**Copy to:**

- 1. Principal, Kurseong College**
- 2. Notice Board**
- 3. IQAC file**

A meeting of the IQAC, Kurseong College was held on **28<sup>th</sup> February 2014**, in the COP room at 12.30 P.M. to transact the notified agendas. The following members attended and participated in the meeting.

1. Dr. Prabhat Pradhan, Principal
2. Dr. Upendra Adhikari, Co-ordinator, IQAC
3. Mr. Udai Rai, External member
4. Mr. Surendra Poddar, External Member
5. Mr. Yogesh Khati
6. Mr. Sumanta bhattacharjee
7. Dr. Shera Pandi Molommu
8. Mrs. Srijana Rai

#### Minutes of the Meeting;

1. The meeting of the house began with the permission of the chair and with a welcome note by the Co-ordinator, IQAC.
2. The house tabled the resolution of the last IQAC meeting held on 3<sup>rd</sup> of December 2013 and approved the resolutions.
3. The house tabled the issue of preparation of AQAR for 2013-14 and unanimously agreed that it may be prepared and submitted to the college authority for necessary actions. The data collection and compilation is to be initiated for the same.
4. The house unanimously resolved to work for the design of College website. The matter may be placed to the college authority for the necessary release of fund to hire the 3<sup>rd</sup> party for designing the college website.
5. The house also resolved to incorporate two new members in the IQAC and suggestions may be sought from the Teachers' Council for the same.
6. The house tabled and unanimously resolved to prepare an academic calendar for the academic session 2014-15. The house requested Mrs. Srijana Rai to prepare a draft of the same and place it in the Next IQAC meeting.

The meeting ended with thanks to and from the chair.