

## Minutes of Meeting held on 20.10.2022

Minutes of IQAC Meeting on Wednesday 20.10.2022.

The following decisions were taken in the meeting:

- The current IQAC meeting was convened to discuss the agendas of the meetings with the staff members of JRCGW, after two consecutive meetings held on 23rd September, 2022 and 27th September, 2022 at Bidhannagar and Assanna Building. The purpose of the gathering was to provide members with a forum to discuss strategies for complying with any forthcoming NAAC regulations.
- Educators were urged to consult the NAAC's official webpage ([www.naac.gov.in](http://www.naac.gov.in)). Every member of staff is responsible for watching and learning from the site instructional videos.
- The next IQAC meeting will be held on November 9th, 2022, to report on the committees' progress in implementing the Standard Operating Procedure (SOP) that was decided upon at the previous meeting and to assign further tasks.
- The committee determined that Professors Ayanti Mondal, Madhumita Biswas, and Deblina Mukherjee would replace Professor Suvasish Acharya as the faculty members responsible for creating the academic calendar.
- The NAAC model for the Governing Body must be followed. The OIC has already made contact with the members. After getting their go-ahead, the OIC will draft a cover letter with their names on it and send it to Bikash Bhaban for final clearance. The formation of the JRCGW Governing Body is contingent upon receiving permission from Bikash Bhaban.
- After this IQAC meeting, the first round of student feedback forms will be gathered. The National Assessment and Accreditation Council (NAAC) will do a DVV (Data Validation and Verification) based on the report of student satisfaction produced by the institution, therefore students will need to be taught to check their Email ID on a regular basis. Members of the NAAC committee will conduct their own survey and send out forms to students in order to collect the necessary data under DVV. College staff will routinely monitor HEI websites for updates on DVV scheduling from NAAC committees.