NOTICE for IQAC meeting on 1/5/2021 (issued through WhatsApp on 27/4/2021)

A combined meeting of the teacher members of the IQAC & members of the Technical Cells shall be held on Friday, 1.5.21 at 7 pm via Google Meet to consider the following agenda:

a) To discuss and resolve matters relating to the renovation of the college website

b) Misc.

All members are requested to join the meeting.

kchattopashy

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal Narasinha Dutt College

Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE COMBINED MEETING ON 1 / 5 / 2021

The following members were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay(co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Subrata Kumar Basu(member)
- 5. Dr. Kakali Biswas(member)
- 6. Prof. Krishna Banerjee(TCS)
- 7. Dr. Prasanta Mondal(member)
- 8. Dr. Raka Biswas(member)
- 9. Dr. Tandra Das(member)
- 10. Dr. Shampa Sarkar(member)
- 11. Dr. Pampa Chakraborty(member)
- 12. Dr. Pradip Kumar Tapaswi(member)
- 13. Dr. Sukhendu Karar(member)
- 14. Prof. Angshuman Sarkar
- 15. Prof. Shambo Saurabh Mallick
- 16. Prof. Suman Maity
- 17. Dr. Mahuya Guha
- 18. Prof. Swayamdipta Das
- 19. Prof. Santigopal Hudati

All members participate in the discussion regarding thorough renovation of the college website. It is resolved that Prof. Shambo Saurabh Mallick shall take the charge of the said renovation with the assistance of the students/alumni of Computer Science department. An estimate of the cost of the work is to be submitted to the college authority and the IQAC shall certify the work done. It is also resolved that the already functional Nibir NDC App be popularized with the students/alumni of the college for collecting required data for NAAC, NIRF & such other submissions.

The meeting ended with thanks to the Chair.

Rchattopadhyay, Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC

Principal Narasinha Dutt College Howrah-711101 Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 27/3/2021 (issued through WhatsApp on 26/3/2021)

A combined meeting of the teacher members of the IQAC & members of the Documentation & Technical Cells shall be held on Friday, 27.3.21 at 7 pm via Google Meet to consider the following agenda:

a) To discuss matters relating to the formation of the Parent-Teacher Association

b) Misc.

All members are requested to join the meeting.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal

Narasinha Dutt College Howrah-711101 Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE COMBINED MEETING ON 27 / 3/ 2021

The following members were present at the meeting:

- 20. Principal Dr. Soma Bandyopadhyay
- 21. Dr. Kuntal Chattopadhyay(co-ordinator)
- 22. Prof. Rajkumar Ganguly (member)
- 23. Prof. Subrata Kumar Basu(member)
- 24. Dr. Kakali Biswas(member)
- 25. Prof. Krishna Banerjee(TCS)
- 26. Dr. Prasanta Mondal(member)
- 27. Dr. Raka Biswas(member)
- 28. Dr. Tandra Das(member)
- 29. Dr. Shampa Sarkar(member)
- 30. Dr. Pampa Chakraborty(member)
- 31. Dr. Pradip Kumar Tapaswi(member)
- 32. Dr. Sukhendu Karar(member)
- 33. Prof. Angshuman Sarkar
- 34. Prof. Shambo Saurabh Mallick
- 35. Prof. Maumita Dhar
- 36. Dr. Mahuya Guha
- 37. Prof. Nemai Das
- 38. Prof. Swayamdipta Das
- 39. Prof. Santigopal Hudati

Principal Madam reports that the formation of the Parent-Teacher Association (PTA) is mandatory as per NAAC guidelines. All members participate in the discussion to sort out the modalities of the PTA formation. It is decided that the members of the IQAC Technical Cell shall prepare a Google form to be circulated by the HODs in their WhatsApp groups to collect the basic necessary data from the students. Once the process is sufficiently over, an off-line meeting of the parents/guardians may be held to constitute the PTA and further steps may be taken for the official registration of the Association as per rules. Principal Madam also looks forward to appropriate naming of the PTA. She would be getting in touch with the HODs for implementing the process.

The meeting ended with thanks to the Chair.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal

Narasinha Dutt College Dr. Sonna-Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 9/1/2021 (issued through WhatsApp on 5/1/2021)

A meeting of the teacher members of the IQAC shall be held on Saturday, 9.1.21 at 7 pm via Google Meet to consider the following agenda:

- a) Finalization of the guidelines for mentoring
- b) Data collection & submission for NIRF
- c) Post-Registration data collection & submission for ARIIA
- d) To consider the proposal of the Publication sub-committee
- e) Misc.

All members are requested to join the meeting.

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Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal

Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 9/1/2021

The following members and invitees were present at the meeting:

- 40. Principal Dr. Soma Bandyopadhyay
- 41. Dr. Kuntal Chattopadhyay(co-ordinator)
- 42. Prof. Rajkumar Ganguly (member)
- 43. Prof. Subrata Kumar Basu(member)
- 44. Dr. Kakali Biswas(member)
- 45. Prof. Krishna Banerjee(TCS)
- 46. Dr. Prasanta Mondal(member)
- 47. Dr. Raka Biswas(member)
- 48. Dr. Tandra Das(member)
- 49. Dr. Shampa Sarkar(member)
- 50. Dr. Pampa Chakraborty(member)
- 51. Dr. Pradip Kumar Tapaswi(member)
- 52. Dr. Sukhendu Karar(member)
- 53. Prof. Angshuman Sarkar(invitee)
- 54. Prof. Shambo Saurabh Mallick(invitee)

<u>Agenda 1:</u> Almost all the members participated in the discussion relating to modalities & guidelines for the newly introduced mentoring process. The purposes of mentoring as well as the intricacies of conducting the process were discussed and the pros and cons properly looked into. After a long and threadbare discussion the following guidelines / modalities were unanimously resolved:

- 1. Mentoring of students in UG & PG shall be commenced from Semester 1, 2020-21.
- 2. Mentoring process shall involve the UG Hons. & PG English & Applied Mathematics students.
- 3. All HODs shall divide students of their respective departments in equal numbers among the full-time teachers including SACTs.
- 4. HODs shall initiate the opening of mentoring groups in the WhatsApp mode in which the mentors & mentees shall be included.
- 5. Basic data of the mentees shall be collected through Google forms as prepared by the college authority.
- 6. Mentoring shall primarily involve issues / problems relating to academic matters of the mentees. However, mentors may entertain such other issues as found relevant and appropriate.
- 7. Mentors & mentees shall mostly communicate through the WhatsApp group. However, the discretion of allowing telephonic consultation or communication via e-mails lies with the mentors.
- 8. Mentors may invite the mentees to discuss issues through Google meet at regular intervals with prior intimation to HODs.
- 9. Mentors shall maintain appropriate records of communication with their mentees and such records will have to be authenticated by the Principal for submission to the IQAC at the end of each semester.
- 10. IQAC Advisory Cell shall monitor the mentoring programme and all issues arising out of the programme shall have to be referred to the Cell by the HODs.

Agenda 2: Regarding the data collection and submission of the same for NIRF 2021, it was unanimously resolved that Dr. Pampa Chakraborty, the NIRF nodal officer, should proceed in the matter with the assistance of Prof. Shambo Saurabh Mallick and other members of our technical team. IQAC would extend all kinds of support as and when necessary to complete the process successfully by the stipulated deadline.

Agenda 3: Dr. Shampa Sarkar, the nodal officer of the newly introduced ARIIA, reported that our college has already been registered in the ARIIA portal and now the data collection and submission process should have to be undertaken. Resolved that a data collection format would be prepared and sent to the departments for whatever inputs can be obtained. After the submission of data for the pre-qualifying round, further submission should be done as directed by the ARIIA authority. Also resolved that Dr. Sarkar would prepare a document with the suggestions of future innovations to be taken up by IQAC for implementation.

<u>Agenda 4:</u> The proposal of Principal Madam for holding an essay competition as forwarded by the Publication sub-committee to IQAC was discussed. It was resolved that the same would be conducted by the IQAC Extra-curricular & Extension Activities Cell. The matter was referred to the Cell for further discussion and early implementation.

<u>Agenda 5 (Misc.)</u>: i) IQAC co-ordinator refers to a letter from Dr. Nildari De in connection with his promotion due under CAS. Principal Madam further informs that such other promotion cases already endorsed by the GB should have to be duly prepared by the CAS sub-committee at an early date. TCS present in the meeting was urged to proceed in the matter immediately.

ii) The Science Club of the college is re-constituted as follows:

Prof. Subrata Kumar Basu (convener), Dr. Tandra Das, Prof. Arpita Mistry, Dr. Susmita Podder, Prof. Narayan Bera, Dr. Suman Kumar Maity, Prof. Tinku Ganai, Dr. Shampa Sarkar, Prof. Apurba Mahanti, Prof. Rajesh Das, Prof. Aditi Mukherjee & Sri Debabrata Bachhar.

Convener was urged to prepare a calendar of proposed activities to be ratified for implementation by the IQAC.

iii) Dr. Raka Biswas's proposal for organizing webinars on Health issues because of the online mode during the prolonged lock-down period was accepted. Science Club was urged to organize these webinars.

Dr. Pampa Chakraborty's proposal for a webinar on Intellectual Property Rights to be organized by the Research & Development sub-committee was also accepted.

The meeting ended with thanks to the Chair.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Princing Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 8/11/2020 (issued through WhatsApp on 6/11/2020)

An emergent meeting of the teacher members of the IQAC shall be held on Sunday, 8.11.20 at 7 pm via Google Meet to consider the following agendum as proposed by Principal Madam:

To consider and resolve our participation in ARIIA (Atal Ranking of Institutions on Innovation Achievements)

All members are requested to join the meeting.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 8/11/2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)

- 15. Prof. Angshuman Sarkar (invitee)
- 16. Prof. Shambo Saurabh Mallick (invitee)

Principal Dr. Soma Bandyopadhyay presided over the meeting.

After detailed discussion of the proposal, all members agreed that our college may participate in the Atal Ranking of Institutions on Innovation Achievements (ARIIA), an initiative of Ministry of Education Govt. of India. Dr. Shampa Sarkar, a member of the IQAC was unanimously nominated to function as the Nodal Officer for the ARIIA process. It was also decided that after Registration in the portal and having gone through the Pre-Qualifier round, data-collection and submission would be duly taken up by the Nodal Officer with the support of other members.

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay, Co-ordinator, IQAC



Principal

Narasinha Dutt College Howrah-711101 Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 2/9/2020 (issued through WhatsApp on 31/8/2020)

A meeting of the teacher members of the IQAC shall be held on Wednesday, 2.9.20 at 7 pm via Google Meet to consider the following agenda:

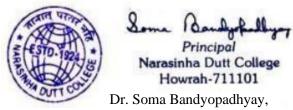
a) To discuss and sort out the preparatory work for submission of the AQAR of 2019-20 to NAAC by 31/12/2020

b) Miscellaneous.

All members are requested to join the meeting.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 2/9/2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)
- 15. Prof. Angshuman Sarkar (invitee)

All relevant issues relating to Part A and the 7 criteria of Part B of the AQAR format to be submitted are discussed. The following distribution of work is unanimously decided to complete the preparatory job by the end of November, 2020:

Part A-Dr. Kuntal Chattopadhyay (co-ordinator)

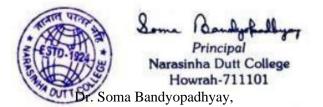
- Criterion 1— Dr. Kakali Biswas (member) & Prof. Krishna Banerjee (TCS)
- Criterion 2- Dr. Prasanta Mondal (member) & Dr. Shampa Sarkar (member)
- Criterion 3— Dr. Pampa Chakraborty (member) & Dr. Pradip Kumar Tapaswi (member)
- Criterion 4- Dr. Raka Biswas (member) & Dr. Sukhendu Karar (member)
- Criterion 5— Prof. Gautam Ray (member) & Dr. Tandra Das (member)
- Criterion 6— Principal Dr. Soma Bandyopadhyay & Dr. Kuntal Chattopadhyay (co-ordinator)

Criterion 7—Prof. Rajkumar Ganguly (member) & Prof. Subrata Kumar Basu (member)

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay, Co-ordinator, IQAC



Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 1/8/2020 (issued through WhatsApp on 28/7/2020)

A meeting of the teacher members of the IQAC shall be held on Wednesday, 1.8.20 at 6.30 pm via Google Meet to consider the following agenda:

a) To discuss and sort out the SSS questionnaire for Students' Feedback

b) Miscellaneous.

All members are requested to join the meeting.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal Narasinha Dutt College

Howrah-711101 Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 1 /8 / 2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)
- 15. Prof. Angshuman Sarkar (invitee)

The SSS questionnaire for Students' Feedback as suggested by the NAAC is discussed and accepted. Some additional questions are also sorted out for departmental feedback to be collected from the outgoing students. Dr. Sukhendu Karar is entrusted with the preparation of the whole feedback format accordingly to be circulated among the members for finalization of the process at an early date. It is further decided that Principal madam would hand over the individual teacher's feedback confidentially and the departmental feedback shall be sent to the respective HOD.

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 18 / 7 / 2020 (issued through WhatsApp on 16 / 7 / 2020)

A meeting of the teacher members of the IQAC shall be held on Saturday, 18.7.20 at 6.30 pm via Google Meet to consider the following agenda:

a) To discuss some issues relating to the webinars being singly hosted by IQAC

b) To discuss a new proposal of Principal Madam in connection with the ongoing webinar series

c) Miscellaneous.

All members are requested to join the meeting.

Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 18 / 7 / 2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)
- 15. Prof. Angshuman Sarkar (invitee)

Principal Dr. Soma Bandyopadhyay presided over the meeting.

Some glitches in the preparation and mailing of participation certificates of the webinars are sorted out and resolved.

Principal Madam proposes that IQAC may host webinars where members of the extended NDC family be invited. The proposal is unanimously accepted by the members and it is decided that a list of probable speakers be prepared at an early date to implement the new proposal.

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay, Co-ordinator, IQAC



Principal Narasinha Dutt College Howrah-711101

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 4 / 7 / 2020 (issued through WhatsApp on 29 / 6 / 2020)

A meeting of the teacher members of the IQAC shall be held on Saturday, 4.7.20 at 7 pm via Google Meet to consider the following agenda:

a) To discuss the preparations of the upcoming webinars to be singly hosted by IQAC

b) To discuss the other proposals of webinars

c) Miscellaneous.

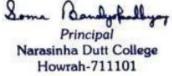
All members are requested to join the meeting.

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Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC





Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 4 /7 / 2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)
- 15. Prof. Angshuman Sarkar (invitee)

Details of holding the upcoming webinars to be singly hosted by the IQAC on July 12 & 17 are discussed. Organizational responsibilities are sorted out and distributed among the members. Audience feedback form is also discussed and finalized.

Pending proposals of webinars from other departments are also discussed and approved. HODs of the respective departments shall share the job of preparing and circulating the webinar posters with the technical team members in consultation with Principal Madam and IQAC Coordinator.

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay, Co-ordinator, IQAC

Principal Narasinha Dutt College Howrah-711101

Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

NOTICE for IQAC meeting on 21/6/2020 (issued through WhatsApp on 18/6/2020)

A meeting of the teacher members of the IQAC shall be held on Sunday, 21.6.20 at 7 pm via Google Meet to consider the following agenda: a) To discuss and resolve the proposal of a collaborative International Webinar as forwarded by Principal Madam

b) Miscellaneous.

All members are requested to join the meeting.

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Dr. Kuntal Chattopadhyay,

Co-ordinator, IQAC



Principal

Narasinha Dutt College Howrah-711101 Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC

MINUTES & RESOLUTIONS OF THE IQAC MEETING ON 21/6/2020

The following members and invitees were present at the meeting:

- 1. Principal Dr. Soma Bandyopadhyay
- 2. Dr. Kuntal Chattopadhyay (co-ordinator)
- 3. Prof. Rajkumar Ganguly (member)
- 4. Prof. Gautam Ray (member)
- 5. Prof. Subrata Kumar Basu (member)
- 6. Dr. Kakali Biswas (member)
- 7. Prof. Krishna Banerjee (TCS)
- 8. Dr. Prasanta Mondal (member)
- 9. Dr. Raka Biswas (member)
- 10. Dr. Tandra Das (member)
- 11. Dr. Shampa Sarkar (member)
- 12. Dr. Pampa Chakraborty (member)
- 13. Dr. Pradip Kumar Tapaswi (member)
- 14. Dr. Sukhendu Karar (member)

15. Prof. Angshuman Sarkar (invitee)

Principal Dr. Soma Bandyopadhyay presided over the meeting.

IQAC Coordinator reports on the proposal of a collaborative International Webinar forwarded by Principal Madam to IQAC. Principal of Naba Ballygunge Mahavidyalaya has sent a proposal of holding an International Webinar in collaboration with Narasinha Dutt College on "Pedagogy through the Looking Glass: Challenges & Opportunities". The proposal is discussed in all its aspects and IQAC resolves to accept the same. The one-day webinar will be held on July 4/5 and all kinds of logistic support shall be extended for the successful holding of the event.

Principal Madam, IQAC Coordinator & Dr. Swapan Khan (Librarian, NDC) are authorized to finalize the programme in consultation with the Principal and other representatives of Naba Ballygunge Mahavidyalaya.

The meeting ended with thanks to the Chair.

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Dr. Kuntal Chattopadhyay, Co-ordinator, IQAC

Principal Narasinha Dutt College Dr. Soma Bandyopadhyay,

Principal & Chairperson, IQAC