



## **Bangabasi College**

(Estd. 1887)

Accredited by NAAC

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Ref.No.....

Date:06/02/2017

### **NOTICE**

An emergency meeting of the internal members of the will be to discuss the matter related to submission of corrected hard copies of SSR on 06.02.2017 at 4.00 p.m. in Principals’.

Coordinator  
Bangabasi College

Principal  
Bangabasi College

**An emergency meeting of the internal member of IQAC held on 06.02.2017 at 4 p.m. in the Principal's room related to the submission of corrected hard copies of SSR**

1. Principal reported on the submission of LOI to NAAC. He reported that by continuous effort new URL for revised SSR has ultimately received.
2. The soft copy of revised SSR which has uploaded in the college website is needed to check and correction carefully. Committee decided that correction should be made before submission of hard copies of SSR to NAAC.
3. Committee resolved that the members, who were previously given the responsibility for correction of the criterion, will further do the correction of soft copies now.
4. Committee proposed that Prof. Pushpita Sarkar will be responsible for check and correction of Executive Summary and Preface.
5. The caption for all photos will be done by Prof. Pushpita Sarkar and coordinator.
6. Dr. Aryya Mitra and Dr. Raju Ali will carefully check the Departmental Profiles. All Departmental Heads will also be responsible for checking the same.
7. The College Profile will be checked by Dr. Aryya MITra.
8. Head Clerk Sri Prafulla Bera has given the responsibility to check the final number of students admitted in 1<sup>st</sup> year Honours and General classes.

Head Clerk will also be responsible to check the financial matters in uploaded SSR.

9. Committee resolved the approximate dates for Peer Team Visit after discussion within numbers.

Approx dates:

Wednesday	Thursday	Friday
8	9	10
15	16	17
22	23	24

These dates will be proposed to NAAC for Peer Team Visit.

10. Committee proposed that after final correction, the hard copies will be binded by hard binding by Dhar Brothers. This will be done by the coordinator. Dr. Aryya Mitra and Dr. Gopal Chandra Mondal will assist her.
11. Committee reported that as proposed by the Principal, an institutional Id for individual teacher has already been created successfully. Committee appreciated the effort.