

## ***INTERNAL QUALITY ASSURANCE CELL (IQAC)***

### **NOTICE**

All the IQAC coordinators of various departments are informed that there will be a workshop to be conducted at 04.30 PM on 15 December, 2016 at IQAC Seminar Hall.

#### **Objectives of the workshop:**

- The workshop will cover the following areas and sub-areas.
- The workshop will provide and suggest ways and means to enhance the functioning of the department with an eye on the welfare of the students.

#### **Academic Reforms**

Teacher Performance Report:

- (I) Teaching and Contribution to Academia
  - (a) Evaluation of Teacher performance by HOD.
  - (b) Student feedback on teacher performance.
  - (c) Awards/Honors/Fellowships received by the teacher.
  - (d) Teacher Distinction
  - (e) Books Authored and Published
- (II) Research and Consultancy
  - (a) Research guidance
  - (b) Research project operated/under operation
  - (c) Research publications
  - (d) Patents
  - (e) Member on editorial boards of refereed research journals
  - (f) Seminars/conference attended
  - (g) Seminar conference organized
  - (h) Consultancy
- (III) Extension and other activities
  - (a) Extension/outreach activities involved
  - (b) Membership of professional societies etc.
  - (c) Administration assignments
  - (d) Students feedback

#### **Administrative Reforms:**

- (a) Use of e-governance.
- (b) Use of e-tendering.
- (c) Maintenance of stock register.
- (d) Transparency in purchase of equipment.

#### **Infrastructure Development:**

- (a) Maintenance and up-gradation of research labs
- (b) Maintenance and up-gradation of research library
- (c) Wifi facilities for faculty, scholars and students
- (d) Classrooms with LCD projectors

#### **Student Support:**



- (a) Wifi facilities for scholars and students
- (b) Student and alumni feedback mechanism
- (c) Organization of workshops, conferences and seminars
- (d) Lectures series on various by eminent external experts
- (e) Use of laboratory equipments and training
- (f) Counseling and Placement
- (g) Arrangement of extra classes for the weaker students
- (h) Arrangement for special classes/tutorials for the students who participate sports activities
- (i) Mentor-Mentee system is adopted

Make it convenient to attend the workshop as per the schedule.



**(Prof. S.Mukherjee)**  
Coordinator-IQAC

**Info Cc-**

- Vice Chancellor's Secretariat
- Registrar's Secretariat
- Respective Head of Departments