



**GOVERNMENT OF TRIPURA
MAHARAJA BIR BIKRAM COLLEGE
AGARTALA : TRIPURA**

File No. F.9(85)/IQAC/MBBC/2018/

Dated, Agartala, the 25th October 2019

**Minutes of the meeting of the IQAC, M.B.B. College held on
22nd October 2019 at 3:00 pm in the Statistics Department**

A meeting of Internal Quality Assurance Cell (IQAC) is held today, the 22nd October 2019, in the Department of Statistics at 2:30 pm to discuss the following items of agenda.

Agenda:

1. Decision regarding Students Feedback
2. Miscellaneous

Members present:

1. Dr. Asish Mitra
2. Dr. Sudhan Debnath
3. Dr. Sandip Chakraborty
4. Dr. Gourab Roy
5. Dr. Abhijit Sarkar

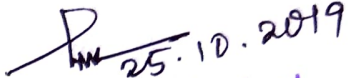
Action taken Report:

1. Format for Feedback from students prepared & finalised.
2. Process of collection of email id of students is going on.
3. Internet connectivity is partially restored.

Resolutions:

1. Format for feedback from students is prepared and finalized.
2. It is decided that a sample of 20 percent of the total fifth semester Honours students of each department will be selected subject to a minimum of 10 students. The sample will be strictly on the basis of attendance of the students in the class throughout the semester, since feedback from students with low attendance may lead to misleading outcomes.
3. In case the number of students in any department is less than 10, the HOD/HOD *ic* may adopt students from General course to make it 10.
4. A Team is constituted with the following esteemed members to successfully complete the process by this month of October. The Team will perform with the IQAC. The members are requested to cooperate with members of IQAC.
 - a) Sri Goutam Bhattacharjee, Department of Commerce
 - b) Dr. Ashis Bhattacharjee, Department of Mathematics
 - c) Dr. Goutam Ghoshal, Department of Human Physiology
 - d) Smt Sanchita Bhattacharjee, Department of Botany

- e) Smt Tracy Darlong, Department of Sociology
 - f) Sri Bikash Debbarma, Department of Physical Education
 - g) Sri Nani Gopal Nandi, Department of Economics
 - h) Sri Paresh Debnath, Department of History
 - i) Smt Shipra Mallik, Department of Political Science
5. HOD/HOD *ic* of all departments may be requested to select and make a list of students of Fifth Semester as per the criteria mentioned in Sl. No. 2 & 3. The HOD/HOD *ic* may also be requested to inform those students to remain present in their respective classes on the date & time (to be updated by IQAC team within one or two days).
6. It is informed in the meeting that IQAC has already taken initiative to collect email ids of all the students of the college as a mandatory requirement of NAAC. Necessary format (both in hard & soft) for collecting the same has already been sent to the HOD/HOD *ic*. The HODs has been requested to send it to the Coordinator, IQAC in soft copy either through email or pen drive by 28th October 2019.


25.10.2019
Principal, Principal,
M.B.B. College, M.B.B. College,
Agartala, Tripura Agartala, Tripura (W).

Copy to:

1. PS to the Principal, M.B.B. College, Agartala for records.
2. Dr. Dipankar Pal, Secretary, Teachers' Council, M.B.B. College, Agartala for information.
3. Dr. Abhijit Sarkar, Coordinator, IQAC, M.B.B. College, Agartala for information and necessary action.
4. All members of IQAC for information & necessary action.
5. Dr. Ratul Chakraborty, Convener, Academic Committee, with a request to upload the minutes in the website.