

MINUTE BOOK - 20.21...

Date - 11/1/24

Time - 3.p.m

Place - Milli-Al-Ameen College (For
(Board Room)

G.B. meeting was held:-

① Agenda:-

- IQAC cell has been reformed by Principal ma'am.
- Dr. Ruipa Ghosh was appointed as the new Convener

Members (Teachers)

9. Trina Maitra.

1. Dr. Suanda Haldar
2. Jemina Nassrin
3. Dr. Kalapi Banerjee
4. Shaheda Tabassum
5. Dr. Naghma Nigam
6. Parveen Kaur
7. Dr. Tasnina Yasmin
8. Zareen Sattar.

Committee (G. B.)

9. Shahad Shibli Sir
10. G. Sarwar Sir
11. Mahmood Alam
12. Dr. Farhat Band (new member)
13. Manzoor Jameel
14. Mubarak Ali
15. Badruddin Sir.

Requirement - One separate room for IQAC with
almira, computer, printer.

MINUTE BOOK - 20.....

Date - 15/1/24

Time -

Place - Milli - Al-Ameen College (For girls)

Agenda:- IQAC meeting for student feedback forum.

i) The first meeting was held with the senior teachers who gave valuable suggestions for student feedback forum.

Agenda ii) Meeting was held with IQAC members.

Agenda iii) Permission sought from Principal Ma'am to form a core committee.

Agenda i) Brief - The senior members gave valuable information regarding the student feedback forum and gave questions like 'if classes are held regularly', 'if the students take part in extra-curricular activities?'

Members:

1. Zarvin Sattar
2. Parveen Kaur
3. Naghma Ahmed
4. Anshika Kaur
5. Dr. Rupa Ghosh

Signature - Zarvin Sattar 15/1/24.

Named 15/1/24
Dr. Rupa Ghosh

MINUTE BOOK - 20.....

Date - 15/1/24

Time -

Place - Mith - Al-Ameen College (for girls)
Room No-06

Agenda (ii) Brief - The IQAC members met, Teena Maitra joined the meeting online and gave her valuable information.

The next meeting was held by the IQAC members.

Agenda (i) They discussed about formation of the student feedback form.

Agenda (ii) Teachers were interested with the responsibility of finding a suitable questionnaire.

Members

1. Jemima Nasrin
2. Karlapi Banerjee
3. Naghna Nigam
4. Shaheda Tabassum
5. Alisha Saifdar
6. Teena Maitra (online)

Signature - Shaheda Tabassum 15/1/24
Dr Rupa Ghosh 16/1/24
Jemima Nasrin 15.1.24

MINUTE BOOK - 20²⁴.....

ROOM NO. 6

Date - 16/01/24

Time - 1:00 pm

Place - MILLI AL-AMEEN COLLEGE (FOR GIRLS)

The members of the IQAC core committee met to discuss -
Agenda:

- i) To form a new email id of IQAC.
- ii) To form a google student questionnaire
- iii) To make a grievance redressal cell as well as to create provision for a drop-box.

Minutes:

Teachers were entrusted with their respective duties.
Students were asked to create their personal email id.
Suggestion was also put forth to keep a drop-box in the library.

Members:

- i) Dr. Rimpa Ghosh
- ii) Dr. Naghma Nigam
- iii) Trina Maitra
- iv) Shaheda Tabassum

Signature:

Trina Maitra 16/1/2024

Shaheda Tabassum 16/1/2024

Dr. Rimpa Ghosh 16/1/2024