





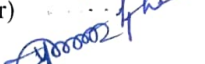


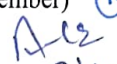



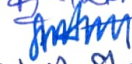




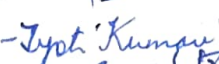
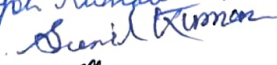
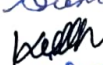
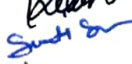





पत्रांक : IQAC/03/26

**Minutes of Meeting-03**

दिनांक : 16.05.2026

NAAC & IQAC related

|                          |   |  |
|--------------------------|---|--|
| <b>Meeting Title:</b>    | Training of faculty members for data entry in Microsoft excel related to AQAR documentation conducted by IQAC |  |
| <b>Date:</b>             | 16-05-2026  |  |
| <b>Time:</b>             | 3 PM – 4: 30 PM   |  |
| <b>Venue:</b>            | Arts Block room number 02   |  |
| <b>Attendee List</b>     | <b>Name</b>   | <b>Signature</b>   |
| <b>Chairperson:</b>      | Prof. (Dr.) Bijendra Kumar  |   |
| <b>Members present:</b>  | 1. Dr. Suraj Konar (IQAC Coordinator)   |    |
|                          | 2. Dr. Debashis Ghosh (NAAC Coordinator)  |    |
|                          | 3. Sri Priya Ranjan Tiwari (member)   |     |
|                          | 4. Dr. Vishvajeet Kumar (member)  |     |
|                          | 5. Dr. Saurabh Yashaswee (member)   |    |
|                          | 6. Dr. Prabhakar Poddar (member)  |    |
|                          | 7. Dr. Avanish Chandra Pandey (member)  |   |
|                          | 8. Dr. Suvankar Chakraborty (member)  |   |
|                          | 9. Dr. Anamika Jain (member)  |   |
|                          | 10. Dr. Bhasker Mishra (member)   |   |
|                          | 11. Dr. Shubham Kumar (member)  |   |
| <b>Special Invitees:</b> | 1. Dr. Kripa Shankar Panday   |   |
|                          | 2. Dr. Syeed Mohd Aqil  |   |
|                          | 3. Dr. Rakesh Sharma  |   |
|                          | 4. Dr. Balkrishna Singh   |   |
|                          | 5. Sri Atanu Kr Paul  |   |
|                          | 6. Dr. Ravin Kumar  |   |
|                          | 7. Dr. Jyoti Kumari   |   |
|                          | 8. Dr. Sunil Kumar  |  |
|                          | 9. Dr. Kailash Kr Yadav   |   |
|                          | 10. Dr. Sweeti Suman  |   |
|                          | 11. Dr. Nitesh Narayan  |   |
|                          | 12. Sri. Ritikesh Ranjan  |   |
|                          | 13. Sri. Anunay Kumar Ghosh   |  |

पत्रांक : IQAC/03/26

दिनांक : 16.05.2026

|   |  |
|---|--|
| <p><b>Proceedings</b></p> <p><b>Agenda 1:</b></p> <p><b>Agenda 2:</b></p> <p><b>Agenda 3:</b></p> | <p><b>Training on Microsoft Excel for Academic and Administrative Data Management</b><br/>Discussion and hands-on training regarding internal examination marks entry, creation of multiple Excel sheets, data filtering, formatting of cells, and preparation of graphs for academic data representation.</p> <p><b>Capacity Building on Excel Data Handling and Documentation Techniques</b><br/>Training on hiding/unhiding rows and columns, copying data between MS Word and Excel, adding serial numbers in large datasets, and use of hyperlinks for efficient documentation and NAAC-related data management.</p> <p><b>Excel-Based Report Preparation and Printing Techniques for NAAC Documentation</b><br/>Demonstration on page setup, print preview, margin settings, repeated headings on each page, and preparation of properly formatted Excel documents for IQAC/NAAC record maintenance.</p> |
| <p><b>Resolutions / Decisions Taken</b></p>   | <p>Hands-on Microsoft Excel training programme for faculty members and staff on academic data entry, documentation, formatting, filtering, graphical representation, and report preparation for NAAC/AQAR purposes was successfully conducted by IQAC and completed on the same day (16-05-2026), and all departments were advised to adopt standardized Excel-based documentation practices.</p>  |
| <p><b>Adjournment</b></p>   | <p>The meeting concluded at 4:30 PM with a vote of thanks to the Chair</p>   |
| <p><b>Prepared by:</b></p>  | <p>Dr. Debashis Ghosh</p>  |
| <p><b>Reviewed/Approved by:</b></p>   | <p>Prof. (Dr.) Bijendra Kumar</p>  |