



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## NOTICE

**A meeting of the IQAC will be held on 07/11/2023 in the Meeting Room of the College at 10:30 AM**

**The agenda of the said meeting are as follows:**

1. To read and confirm the proceedings of the previous meeting held on 16.06.2023.
2. To discuss regarding the preparation for NAAC (criteria-wise) and 'Submission of IIQA' for the NAAC-Cycle-III
3. To discuss over organizing 'Add-on / Certificate Courses' at different Departments in the current session.
4. To discuss regarding the formation of Research & Development Cell as per the UGC-guidelines
5. To discuss regarding the plan of action and action taken report for the year 2022-23
6. Miscellaneous

All respected members are requested to be present in the meeting at the scheduled time.

*Pulakesh Sen*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

*[Signature]*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## Proceedings of the meeting of IQAC held on 07-11-2023 at the Meeting Room at 10:30 AM.

Dr. Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed and following resolutions are taken:

**Agenda 1.** To read and confirm the proceedings of the previous meeting held on 16.06.2023

**Resolution 1.** The decisions taken in the previous meeting, dated 16/06/2023 are read and confirmed.

**Agenda 2.** To discuss regarding the preparation for NAAC (criteria-wise) and ‘Submission of IIQA’ for the NAAC-Cycle-III

**Resolution 2.** After the progress of work for SSR regarding the NAAC (Cycle-III) process, the IQAC has decided to submit the IIQA within the 1<sup>st</sup> week of December, 2023 and the team members are asked to complete their documentations.

**Agenda 3.** To discuss over organizing ‘Add-on / Certificate Courses’ at different Departments in this session

**Resolution 3.** The IQAC suggested all the heads of different departments to organize Add-on/Certificate courses for the students of this session in association with our collaborative institutions.

**Agenda 4.** To discuss regarding the formation of R & D Cell as per the UGC-guidelines

**Resolution 4.** The house proposed to form a Research & Development Cell as per the guidelines published by the UGC to promote the research activities in the institution under the newly implemented NEP-2020.

**Agenda 5.** To discuss regarding the plan of action and action taken report for the year 2022-23

**Resolution 5.** The plan of action and the action taken report is placed and accepted in the house

Plan of action	Action taken Report
To implement NEP-2020 credit & curriculum Framework from the next session	The University (WBSU) has taken the initiatives and the NEP-2020 has already been implemented this year from 2023-24 session.
To organize different academic and extracurricular Seminars/Webinars & Workshops and Day-observation programmes	IQAC in collaboration with academic departments organized FDP, Webinar, Day-observation program, Students’ activity program, etc through Online/Offline mode.
To organize volunteers’ Orientation programme, Health Check-up camp and social outreach programme throughout the year by NSS unit	The NSS unit of the college organized volunteers’ Orientation programme, Health Check-up camp and social outreach programme throughout the year.
To present research papers in Seminars and publish papers in several national/international Journals throughout the year	Faculty members have published eight research papers in several national/international Journals throughout the year.
To collect, analyze and to prepare the Action Taken Report for the “Online Students’	The IQAC has collected, analyzed and the ATR has been uploaded in college-website for the “Online Students’ Feedback



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

Feedback Report” in the academic session (2022-23)	Report” in the academic session (2022-23).
To organize career-oriented activities including development of Soft-skill, Communication skill, development of reasoning capability, etc	The CDC (Career Development Cell) has run several programmes regarding development of Soft-skill, Communication skills in this session under the guidance of the IQAC.
To motivate the teachers to take ICT-classes & use ICT tools in their academic activities	Teachers have taken several ICT-classes using ICT tools in their academic activities in this session.
To appoint Internal Auditors for Finance-Audit for 2021-22 & 2022-23	As the Govt. has not yet scheduled any Auditors List, the Principal has appointed internal auditors for this purpose.
To collaborate with other Institutions by signing 'MOUs' for academic exchange programme, organize socio-cultural programme, seminars/webinars, etc.	Under the supervision of IQAC, the college has signed Sixteen 'MOUs' with different institutions for academic exchange; organize socio-cultural programme, seminars/webinars, etc. throughout the year.
To initiate and complete the Environmental Audit, Gender Audit, Energy Audit in this year	The Gender Audit, Environmental Audit, and the Energy Audit have been completed in this year.
To initiate and complete the process of Academic & Administrative Audit for last five years	The IQAC has completed the process of the Academic & Administrative Audit (AAA) internally and externally for last five years.
To manage wastes & e-wastes in the campus	Two agreements have been signed with Ashoknagar Municipality and Hulladek Recycling Pvt. Ltd. for these purposes.
To prepare the 'Holiday List' for 2023-24	The 'Holiday List for 2023-24' prepared by the Academic Committee is presented and approved by the college authority.
To complete the process of the University validation of the peer-reviewed college journal 'The Impression'	The University (WBSU) has approved the college-journal 'The Impression' on 05.01.2023 and the validation has been done.
To use the empty Boys & Girls Hostels in the campus	After some reconstructions & renovations, the hostel buildings are being used for different academic purposes.
To take 'Green Initiatives' in this session 2022-23	The process of labeling the plant & trees in the campus is already completed. Also, a Vermi-Compost pit is constructed behind the main building.
To prepare for the NAAC-assessment for Cycle-III	The IQAC and the NAAC-Steering Committee are working together to collect all the documents and prepare for the NAAC assessment process as early as possible.

## Agenda 6. Miscellaneous

As no other matter is discussed, the meeting ended with a vote of thanks.

  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal  
Sree Chaitanya Mahavidyalaya



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## NOTICE

**A meeting of the IQAC including all teachers will be held on 12/03/2024 in the Smart Room of the College at 11:30 AM**

**The agenda of the said meeting are as follows:**

1. To read and confirm the proceedings of the previous meeting held on 07.11.2023.
2. To discuss regarding the activities related to “Submission of SSR” for NAAC Accreditation Process (Cycle-III)
3. To discuss regarding the preparation and up-gradation of the Institutional infrastructure for the NAAC Peer Team Visit
4. To discuss regarding the preparation and up-gradation of the departments and its activities for the NAAC Peer Team Visit
5. To discuss regarding the preparation and decoration of Library, NSS Unit, Women Cell, Career Development Cell and other cells & sub-committees
6. To discuss regarding collaborative activities with other academic institutions
7. Miscellaneous

All respected members are requested to be present in the meeting at the scheduled time.

*Pulakesh Sen*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

*[Signature]*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal  
Sree Chaitanya Mahavidyalaya



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## Proceedings of the meeting of IQAC including all teachers held on 12-03-2024 at the Smart Room at 11:30 AM.

Dr. Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed and following resolutions are taken:

**Agenda 1.** To read and confirm the proceedings of the previous meeting held on 07.11.2023

**Resolution 1.** The decisions taken in the previous meeting, dated 07/11/2023 are read and confirmed.

**Agenda 2.** To discuss regarding the activities related to “Submission of SSR” for NAAC Accreditation Process (Cycle-III)

**Resolution 2.** The house unanimously appreciated the IQAC and NAAC Steering Committee for the successful submission of the Self Study Report for Cycle-III to the NAAC-Portal on 1<sup>st</sup> March, 2024 within the stipulated time period as prescribed by the NAAC-Authority.

**Agenda 3.** To discuss regarding the preparation and up-gradation of the Institutional infrastructure for the NAAC Peer Team Visit

**Resolution 3.** The house requested the College-authority to upgrade and renovate some part of the college buildings, laboratories, gardens and college ground of the institution as early as possible.

**Agenda 4.** To discuss regarding the preparation and up-gradation of the departments and its activities for the NAAC Peer Team Visit

**Resolution 4.** The IQAC requested all teachers to update their departmental activity reports, LMS & MCQ-Portal and prepare presentations for the forthcoming NAAC Peer Team visit.

**Agenda 5.** To discuss regarding the preparation and decoration of Library, NSS Unit, Women Cell, Career Development Cell and other cells & sub-committees

**Resolution 5.** The IQAC requested all the members and coordinators of Library Unit, NSS Unit, Women Cell, Career Development Cell & all the Sub-committees to update their activity reports.

**Agenda 6.** To discuss regarding collaborative activities with other academic institutions

**Resolution 6.** The house unanimously appreciated the college-authority for signing ‘Memorandum of Understanding’ with four other academic institutions, namely, Nahata Jogendra Nath Mondal Smriti Mahavidyalaya, Panihati Mahavidyalaya, Dr. B. R.Ambedkar Satabarshiki Mahavidyalaya and Dumdum Motijhil Rabindra Mahavidyalaya. Collaborative activities regarding organizing seminars, workshops, faculty-exchange programme, research and publication may be initiated with these institutions.

**Agenda 7.** Miscellaneous

As no other matter is discussed, the meeting ended with a vote of thanks.

  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## NOTICE

A meeting of the IQAC will be held on 16/04/2024 in the Meeting Room (Ground Floor) of the College at 12:30 PM

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 12.03.2024.
2. To discuss regarding the "Issues to be raised" under the DVV-Process for NAAC Accreditation Process (Cycle-III)
3. To discuss regarding the preparation and submission of due AQAR for 2022-2023 at the earliest.
4. To discuss regarding separate fund-allotment for books for each of the departments
5. To discuss regarding the promotion under CAS for Dr. M. S. Bhadra, Asstt. Professor in Commerce and Sri Manas Saha, Librarian of the college
6. To celebrate the 60<sup>th</sup> Foundation Day of the Institution
7. Miscellaneous

All respected members are requested to be present in the meeting at the scheduled time.

  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal  
Sree Chaitanya Mahavidyalaya





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## Proceedings of the meeting of IQAC held on 16-04-2024 in the Meeting Room (Ground Floor) at 12:30 PM.

Dr. Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed and following resolutions are taken:

**Agenda 1.** To read and confirm the proceedings of the previous meeting held on 12/03/2024

**Resolution 1.** The decisions taken in the previous meeting, dated 12/03/2024 are read and confirmed.

**Agenda 2.** To discuss regarding the “Issues to be raised” under the DVV-Process for NAAC Accreditation Process (Cycle-III)

**Resolution 2.** As a part of the DVV-process conducted by the NAAC-authority, the process for DVV-clarifications has been started and it is observed that scores under some of the Criteria (Specially Criteria No. 3.4.3, 5.3.1, 5.3.2, 6.2.2, 6.3.2 and 6.3.3) are undervalued as per the records & documents provided by the HEI (Sree Chaitanya Mahavidyalaya) and may not be checked and verified correctly. Therefore, the house has decided to raise “Issues for re-checking” for the said Criteria so that the DVV-authority can re-evaluate our data correctly and proper scores can be achieved by the institution.

**Agenda 3.** To discuss regarding the preparation and submission of due AQAR for 2022-2023 at the earliest

**Resolution 3.** The house has decided to submit the due AQAR (online to the NAAC-Portal) for the session 2022-2023 at the earliest.

**Agenda 4.** To discuss regarding separate fund-allotment for books for each of the departments

**Resolution 4.** As per the requirements of different departments, the IQAC is requesting the college-authority to provide separate fund for the purchase of books for each of the departments.

**Agenda 5.** To discuss regarding the promotion under CAS for Dr. M. S. Bhadra, Asstt. Professor in Commerce and Sri Manas Saha, Librarian of the college


**Resolution 5.** Regarding this matter, the house has requested the incumbents to prepare and submit their files for promotion under CAS to the IQAC for verification so that the issues can be communicated with the higher authority at the earliest.

**Agenda 6.** To celebrate the 60<sup>th</sup> Foundation Day of the Institution

**Resolution 6.** The house has resolved that the opening ceremony of 60<sup>th</sup> Foundation of the Institution may be celebrated in a grand manner on 17<sup>th</sup> August, 2024 and the college-authority is requested to take necessary initiatives to celebrate the yearlong programmes.

**Agenda 7.** Miscellaneous

As no other matter is discussed, the meeting ended with a vote of thanks.

  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

## NOTICE

meeting of the IQAC including all teachers will be held on 07/05/2024 in the Smart Room (1<sup>st</sup> Floor) of the College at 10:30 AM

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 16.04.2024.
2. To discuss regarding the "Acceptance of SSR" and status of the Institution for NAAC Accreditation Process (Cycle-III)
3. To discuss regarding the last minute preparation for the Peer Team Visit of all sections of the institution
4. Miscellaneous

All respected members are requested to be present in the meeting at the scheduled time.

*Prakesh Sen*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

*S.P.*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal  
Sree Chaitanya Mahavidyalaya





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468

Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

**Proceedings of the meeting of IQAC including all teachers held on 07-05-2024 in the Smart Room (1<sup>st</sup> Floor) at 10:30 AM.**

Dr. Subrata Chatterjee, Principal of the college takes the chair.

The following matters are discussed and following resolutions are taken:

**Agenda 1.** To read and confirm the proceedings of the previous meeting held on 16/04/2024

**Resolution 1.** The decisions taken in the previous meeting, dated 16/04/2024 are read and confirmed.

**Agenda 2.** To discuss regarding the “Acceptance of SSR” and status of the Institution for NAAC Accreditation Process (Cycle-III)

**Resolution 2.** The IQAC informed the house that the college has completed the ‘Pre-qualification stage’ in the NAAC-assessment process on 30<sup>th</sup> April, 2024 as the DVV-process is over. To prepare for the ‘Peer Team Visit’, the HEI has to pay the requisite fees and set the visit calendar. Regarding this matter, the IQAC has proposed three periods of visit-schedule which are as follows: (i) 19<sup>th</sup> – 20<sup>th</sup> July, 2024 ; (ii) 7<sup>th</sup> – 8<sup>th</sup> August, 2024 ; and (iii) 28<sup>th</sup> – 29<sup>th</sup> August, 2024. The house has resolved to communicate with the NAAC-authority about this matter.

**Agenda 3.** To discuss regarding the last minute preparation for the Peer Team Visit of all sections of the institution

**Resolution 3.** The IQAC has requested all sections of the institution to be prepared and keep their records ready to face the respected peer team members (NAAC).

**Agenda 4.** Miscellaneous

As no other matter is discussed, the meeting ended with a vote of thanks.

*Pulakesh Sen*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

(Signature)  
Coordinator, IQAC

*[Signature]*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

(Signature)  
Principal  
Sree Chaitanya Mahavidyalaya