

# **IQAC-MEETINGS**

**2019 – 2020**



# Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. ....

Date : 02-07-2019

## NOTICE

A meeting of the IQAC will be held on 05-07-2019 in the <sup>Principal's</sup> Meeting Room of the College at 12:30PM

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 21.01.2019.
2. To increase the intake capacity for admission in B.A.-General course
3. To organize a seminar in the dept. of Physical education
4. To discuss over taking initiatives to conduct Financial Audit, Academic Audit, Green Audit, etc. for due sessions.
5. Opening of study-centers for distance education under Burdwan University and ICSI
6. To discuss the promotion under CAS of Dr Pulakesh Sen
7. To apply for fixation & pay-protection for Sri Dipak Dey and Sri Banshi De
8. Miscellaneous

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

*Pulakesh Sen*  
(Signature)

Coordinator (IQAC)

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

*(Signature)*

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)



# 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)

A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 05/07/2019 in the Principal's Room at 12:30 PM.

Members present:

1. BY 05/07/19
2. Pulakul Lu
3. Sse
4. Sukumar Pal
5. A
6. Mte
7. Chintoharan Sengupta
8. Monoj Mitra
9. P. Sarkar





# 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 05-07-2019 at the Principal's Room at 12:30 PM.

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

The matters are discussed with the following decisions:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 21.01.2019.

Resolution 1. The decisions taken in the previous meeting, dated 21/01/2019 are read and confirmed.

Agenda: 2. To increase the intake capacity for admission in B.A.-General course

Resolution 2. Considering the demand ratio of the students in the BA-General course, the Principal is requested to apply to the higher authority (WBSU) to increase the no. of seats in B.A General to facilitate the students.

Agenda: 3. To organize a seminar in the dept. of Physical education

Resolution 3. The Dept. of Physical Education is going to organize an International Seminar in the next month and the Principal is requested to monitor the progress of the preparation.

Agenda: 4. To discuss over taking initiatives to conduct Financial Audit, Academic Audit, Green Audit, etc. for due sessions.

Resolution 4. The IQAC has requested the Principal to take initiatives for conducting the due Financial Audit, Academic Audit, Green Audit, etc. in the current academic session.



# 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)

Agenda: 5. Opening of study-centers for distance education under Burdwan University and ICSI

Resolution 5. Regarding the issue of Opening of study-centers for distance education under Burdwan University and ICSI, Prof. S. Mandal is requested to conduct a feasibility study about it and submit the report to the IQAC.

Agenda: 6. To discuss the promotion under CAS of Dr Pulakesh Sen

Resolution 6. The application regarding the promotion under CAS of Dr. P. Sen, Assistant Professor in Mathematics is accepted and the Principal is requested to communicate with the competent authorities for the same.

Agenda: 7. To apply for fixation & pay-protection for Sri Dipak Dey and Sri Banshi De

Resolution 7. The Principal is requested to communicate with the higher authorities (DPI, WB)

regarding the fixation & pay-protection for Sri Dipak Dey, Library Clerk and Sri Banshi De, Accountant.

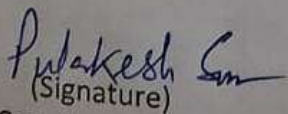
Agenda: 8. Miscellaneous

Resolution 8.

(a) It is decided that Dr. P. Chattopadhyay, Associate Professor in English, may be included in the IQAC team of members henceforth.

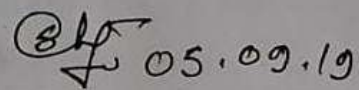
(b) The Principal is requested to discuss with the Finance Committee to purchase a 25KV- Digital Generator for the college to combat with the acute 'Power Cut' in this area.

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

  
(Signature)

Coordinator (IQAC)

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

  
05.09.19

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)





# 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)

Dated: 02/09/2019

## NOTICE

A meeting of the IQAC will be held on 05-09-2019 in the Principal's Chamber at 11:30AM

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 05.07.2019.
2. To organize the DPI-Sports Meet in the session 2019-20
3. To take 'Feedback' from all stakeholders (online/offline).
4. To prepare an agreement (MoU) with 'Avlon Siksha Niketan' for opening up BBA-course
5. To consider the promotion under CAS of Sri Shibananda Mridha
6. To organize 'Health check-up camp' by the NSS unit
7. To review the plan of action and place the action taken report for 2018-19
8. Miscellaneous

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

*Pulakesh Sen*

(Dr. P. Sen)

Coordinator (IQAC)

*Co-ordinator, IQAC*

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*(Signature)*

(Dr. S. Chatterjee)

Principal, Sree Chaitanya Mahavidyalaya

*Principal*

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



# 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)

A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 05/09/2019 in the Principal's Chamber at 11:30 AM.

## Members present:

- 1.
2. Pulakrish Sen
- 3.
- 4.
5. Sukumar Pal
- 6.
- 7.
- 8.
9. J. Sarkar





# 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 05-09-2019 at the Principal's chamber at 11:30 AM.**

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

The matters are discussed and following decisions are taken:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 05.07.2019.

Resolution 1. The decisions taken in the previous meeting, dated 05/07/2019 are read and confirmed.

Agenda: 2. To organize the DPI-Sports Meet in the session 2019-20

Resolution 2. The IQAC appreciates the initiatives taken by the college to organize the district-level DPI-Sports (Athletic Meet & Football Championship), 2019 where most of the colleges of North 24 Parganas are going to participate.

Agenda: 3. To take 'Feedback' from all stakeholders

Resolution 3. It is decided that 'Feedback' will be collected from all stakeholders, such as students, parents, teachers, alumni, etc in the current academic session.

Agenda: 4. To discuss regarding the MoU with 'Avlon Siksha Niketan' for opening up BBA-course

Resolution 4. The IQAC discussed regarding MoU-agreement with the organization 'Avlon Siksha Niketan' to run a BBA-course in the UG-level. The Principal is also asked to go for a feasibility study.

Agenda: 5. To consider the promotion under CAS of Sri Shibananda Mridha

Resolution 5. On the basis of the application made by Sri Shibananda Mridha, Librarian regarding his promotion under CAS, the IQAC has requested the Principal to communicate with the higher authorities (D.P.I & University) to prepare the screening committee.

Agenda: 6. To organize 'Health check-up camp' by the NSS unit

Resolution 6. The Programme Coordinator of the NSS unit is requested to arrange a 'Health Check-up





# 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)

Camp' in the current session.

Agenda: 7. To review the plan of action and place the action taken report for 2018-19

Resolution 7. The IQAC has presented the plan of action and the action taken report to the house and its accepted as follows:

Plan of action	Outcomes / Achievements
1) Seminars, Workshops, Special Lectures to be organized.	a) Seminars, Special Lectures in the departments of Bengali, English, History, Sanskrit, Commerce have been organized. b) "Investor Awareness Programme" has been organized by the dept. of Commerce. c) Seminar on "Role of ICT in Teaching-Learning process" has been organized. d) "Nutrition Week" has been observed by the dept. of Food & Nutrition.
2) Extension of existing courses and Skill enhancement courses to be introduced.	Choice Based Credit System (CBCS) has been introduced by the University from this session and the college has adopted it for the newly admitted students.
3) To increase the number of classrooms	A state-govt. grant has been sanctioned and the college authority has taken initiatives to start the construction-work for the new building.
4) Opening of new courses/subjects	The authority has applied to the WBSCH and the affiliating University (WBSU) to open new courses.
5) New initiatives to improve the Teaching-learning process	a) The college-hour has been extended for one hour up to 2:30 PM. b) Teachers are using more ICT-tools in their teaching-learning process. c) Four guest teachers have been appointed for the running of the newly introduced CBCS-curriculum.
6) Imparting students in different co-curricular activities.	a) Several NSS-Camps, Health-awareness programme have been organized. b) Programme on communal harmony has been organized. c) "Matribhasa Divas", Annual Cultural programme have been organized.
7) Implementation of Solar Power plant project	A (5 KWP-Grid) Solar Power Project is implemented by the WBGEDCL, Dept. of Power & NES, Govt. of WB.
8) Eco-friendly initiatives have to be taken.	Tree-plantation programme, maintenance of herbal & flower garden have been done by the students.
9) Feedback to be taken from different stakeholders	a) Parent-Teacher Meeting has been organized. b) Students' Feedback has been taken
10) To publish Magazine, Journal, Newsletter, etc.	a) The college has published a Newsletter for the academic year: 2018-19. b) The publication of college journal "The Impression" will be published shortly.
11) To publish the academic calendar including 'Holiday List' for 2018-19	The Academic calendar and the Holiday list have been published by the Academic committee.

Agenda: 8. Miscellaneous

No other matters are discussed and the meeting ended with a vote of thanks to the chair.

*P. Laksh Sen*  
(Dr. P. Sen)

Coordinator (IQAC)  
Co-ordinator, IQAC

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

*(Signature)* 07.02.20

(Dr. S. Chatterjee)

Principal, Sree Chaitanya Mahavidyalaya

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





# 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)

Date-3/2/2020

## NOTICE

A meeting of the IQAC will be held on 07/02/2020 in the Meeting Room 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 05.09.2019.
2. To form a 'NAAC Steering Committee' for the preparation for NAAC (Cycle-III)
3. To discuss over the 'Process for pay-fixation' of the teaching & non-teaching staff as per ROPA-2019
4. To consider the 'up gradation' of the college-website
5. To organize seminars, workshops in the departments
6. To consider the promotion under CAS of Dr P. Chattopadhyay
7. To consider the incremental benefits for Ph.D. of Dr S. Talukdar
8. Paper-publication of faculties in journals
9. To discuss the activities of Career Development Cell in the session
10. Miscellaneous

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

*Pulakesh Sin*  
(Signature)

Coordinator (IQAC)

*Co-ordinator, IQAC*

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*[Signature]*

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

*Principal*

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)





# 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)

A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 07/02/2020 in the Meeting Room of the college at 12:30 PM.

Members present:

1. @H 07.02.20
2. Pulakesh Sin
3. A
4. Sukumar Pal
5. Seta
6. P
7. Chao
8. S. Sankar



# 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 07-02-2020 in the Meeting Room of the college at 12:30 PM**

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

The matters are discussed and the decisions are taken as follows:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 05.09.2019.

Resolution 1. The decisions taken in the previous meeting dated 05/09/2019 are read and confirmed.

Agenda: 2. To form a 'NAAC Steering Committee' for the preparation for NAAC evaluation (Cycle-III)

Resolution 2. The IQAC has proposed to form a 'NAAC-Steering Committee' to monitor the progress for the preparation of NAAC assessment and evaluation (Cycle-III) and the Principal is requested to take the initiatives.

Agenda: 3. To discuss over the 'Process for pay-fixation' of the teaching & non-teaching staff as per ROPA-2019

Resolution 3. According to the G.O. No. 1306(22) - Edn (0/EH/1U – 77117, dt. 30.12.2019 regarding the 'Revision of Pay & Allowances-2019' for teaching & non-teaching staff of the college, the Principal is requested to implement it and make necessary changes in the HRMS-portal as early as possible.

Agenda: 4. To consider the 'up gradation' of the college-website

Resolution 4. The IQAC has suggested to upgrade the 'College-website', collect and provide data from all the stakeholders and put it there accordingly.





# 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)

Agenda: 5. To organize seminars, workshops in the departments

Resolution 5. All the departmental Heads are requested to arrange seminars, workshops in their respective departments.

Agenda: 6. To consider the promotion under CAS of Dr P. Chattopadhyay

Resolution 6. The application regarding the promotion under CAS of Dr. P. Chattopadhyay is accepted and the Principal is requested to take the initiatives.

Agenda: 7. To consider the incremental benefits for Ph.D. of Dr S. Talukdar

Resolution 7. The application regarding the incremental benefits for Ph.D. of Dr. S. Talukdar is accepted and the initiatives will be taken by the Principal.

Agenda: 8. Research and Publication of faculties

Resolution 8. The IQAC shows its keen interest regarding the Research and Publication of Faculties and advises to aggravate the endeavour with vigour.

Agenda: 9. To review the activities of Career Development Cell in the current session

Resolution 9. The IQAC reviews the activities of Career Development Cell and requests the same to arrange for regular classes on communicating English, General Awareness and Basic Computer Knowledge.

Agenda: 10. Miscellaneous

Resolution 10.

- a) The IQAC appreciates the College Authority for installing a 'Solar Power Plant of 5 KWP'.
- b) The house approves the College Authority for taking initiatives to organize two Certificate courses on 'Web-Designing' and 'Advanced Excel' under the collaboration with the organization 'Right Brains Technology', Kolkata.

The meeting ended with a vote of thanks to the chair.

*Pulakesh Sin*  
(Signature)

Coordinator (IQAC)

Co-Ordinator  
IQAC

Sree Chaitanya Maha Vidyalaya  
Prafullanagar-Habra, 24 Pgs. (N)

*B. S. Sin*

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya  
Habra-Prafullanagar, 24 Pgs. (N)