



Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: www.scmhabra.org Email ID: srchma@gmail.com

NOTICE

A meeting of the newly formed IQAC will be held on 07/03/2017 in the Principal's 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 02.09.2016.
2. To review the NAAC – Accreditation (Cycle-II)
3. To prepare and submit the AQAR for 2015-16
4. To discuss on the filling up of vacant Teaching & Non-Teaching posts
5. To appoint Guest teachers in different subjects
6. To consider the promotion under CAS of Dr. S.Pal, Dr. S. Talukdar and Dr. P.Sen
7. To discuss on the activities of the newly formed sub-committees
8. TCS-BPS – Employability Training Programme
9. To organize Seminars, Special Lectures
10. Miscellaneous

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

Pulakesh Sen
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Coordinator, IQAC

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Proceedings of the meeting of IQAC held on 07-03-2017 at the Principal's Room at 10:30 AM.

Dr Prasenjit Chattopadhyay, Teacher-in-Charge of the college takes the chair.

The decisions are taken as the following:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 02.09.2016.

Resolution 1. The decisions taken in the previous meeting, dated 02/09/2016 are read and confirmed.

Agenda: 2. To review the NAAC – Accreditation (Cycle-II)

Resolution 2. The peer team has visited the campus from 21st to 23rd September, 2016 for the NAAC-Accreditation (Cycle-II). The institution has obtained B-Grade (CGPA-2.46). The team members have suggested many recommendations which should be followed and implemented in the future.

Agenda: 3. To prepare and submit the AQAR for 2015-16

Resolution 3. Dr. P. Chattopadhyay, Teacher-in-Charge(TIC) suggested the IQAC to prepare and submit the due AQAR for 2015-16 at the earliest.

Agenda: 4. To discuss on the filling up of vacant Teaching & Non-Teaching posts

Resolution 4. The matter regarding the vacant Teaching & Non-Teaching posts is discussed. Dr. S. Saha, Secretary, Teachers' Council proposed the TIC to discuss the matter in the next meeting of the GB and take necessary initiatives.

Agenda: 5. To appoint Guest teachers in different subjects

Resolution 5. There are acute deficiencies in the full-time faculty strength. Therefore, some Guest Teachers are badly required to be engaged to run the academic activities smoothly.

Agenda: 6. To consider the promotion under CAS of Dr. S. Talukdar, Dr. S.Pal and Dr. P.Sen

Resolution 6. The promotion under CAS of S. Talukdar, Dr. S.Pal and P.Sen have fallen due and the TIC is requested to see into the matter and communicate with the higher authorities.

Agenda: 7. To discuss on the activities of the newly formed sub-committees

Resolution 7. The TIC is requested to communicate with all the Conveners of the newly-formed Sub-committees to maintain their activities from the current session.

Agenda: 8. TCS-BPS – Employability Training Programme

Resolution 8. The IQAC congratulates Dr. S. Saha, Convener of the Career Development Cell for successfully completing the TCS-BPS – Employability Training Programme.



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Agenda: 9. To organize Seminars, Special Lectures

Resolution 9. The Heads of different departments are requested to organize Seminars and Special lectures in the coming session.

Agenda: 10. Miscellaneous

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


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NOTICE

A meeting of the IQAC will be held on 08/07/2017 in the Principal's 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 07.03.2017.
2. Online admission for the 1st year students
3. Commencement of classes for 1st, 2nd and 3rd year students
4. To consider the promotion under CAS of Dr. P. Chattopadhyay
5. To consider 10-yr's promotional benefit of Sri Anup Roy, NTS
6. To form a Selection Committee for filling up the posts of Accountant & Cashier
7. Miscellaneous

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

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Proceedings of the meeting of IQAC held on 08-07-2017 at the Principal's Room at 12:30 PM.

Dr Prasenjit Chattopadhyay, Teacher-in-Charge of the college takes the chair.

The following matters are discussed and decisions are taken as:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 07.03.2017.

Resolution 1. The decisions taken in the previous meeting, dated 07/03/2017 are read and confirmed.

Agenda: 2. Online admission for the 1st year students

Resolution 2. After detailed discussions, it is decided that the Admission process of 2017 will be executed through 'Online mode' and necessary arrangements may be done by the Admission committee.

Agenda: 3. Commencement of classes for 1st, 2nd and 3rd year students

Resolution 3. The matter is discussed with the Convener of the Academic committee and they are requested to prepare the Class-routine for all batches in 2017-18.

Agenda: 4. To consider the promotion under CAS of Dr. P. Chattopadhyay

Resolution 4. The incumbent is requested to prepare his documents for the promotion under CAS from the due date.

Agenda: 5. To consider 10-yrs promotional benefit of Sri Anup Roy, NTS

Resolution 5. The TIC is requested to prepare the papers regarding the 10-years promotional benefits for Sri Anup Roy, NTS.

Agenda: 6. To form a Selection Committee for filling up the posts of Accountant & Cashier

Resolution 6. According to the approval by the DPI, Govt. of WB, the TIC is requested to form a Selection Committee for the appointments to the posts of Accountant and Cashier.

Agenda: 7. Miscellaneous

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

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NOTICE

A meeting of the IQAC will be held on 16/10/2017 in the Principal's 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 08.07.2017.
2. To discuss on the 'Creation of new posts in respect to permanent Teaching & Non-Teaching staff
3. Smooth-running of the Mid-term & Test examinations process
4. Health-Check up camp for students with the help of the NSS unit
5. To organize Annual Cultural programme
6. To prepare guest rooms in the college premises
7. To consider the application of Sri Manas Saha, Librarian to attend the Refresher Course
8. To discuss on the 'Employability Training Programme' jointly organized by the Career Development Cell and TCS
9. To discuss regarding the appointment of four office staff
10. Miscellaneous

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

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Proceedings of the meeting of IQAC held on 16-10-2017 at the Principal's Room at 11:30 AM.

Dr Prasenjit Chattopadhyay, Teacher-in-Charge of the college takes the chair.

The following matters are discussed and decisions are taken as:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 08.07.2017.

Resolution 1. The decisions taken in the previous meeting, dated 08/07/2017 are read and confirmed

Agenda: 2. To discuss on the 'Creation of new posts in respect of permanent Teaching & Non-Teaching staff

Resolution 2. Dr. S. Pal, Assistant Professor is requested to prepare a fresh proposal for creating new teaching and non-teaching posts considering the students' strength in each of the departments and submit it to the TIC.

Agenda: 3. Smooth-running of the Mid-term & Test examinations process

Resolution 3. The convener of the 'Examination Committee' is requested to prepare an annual routine for conducting the mid-term & test examinations for each year in this session.

Agenda: 4. Health-Check up camp for students with the help of the NSS unit

Resolution 4. The Program Officer of the NSS unit is congratulated for organizing a Health Check-up camp and a Thalassemia Awareness program for the students in the current academic year.

Agenda: 5. To organize Annual Cultural programme

Resolution 5. Considering the demand of the students, the Cultural committee is requested to organize the Annual Cultural Program for the students in this year.

Agenda: 6. To prepare guest rooms in the college premises

Resolution 6. Regarding the construction of two guest rooms in the college, the TIC is requested to discuss the matter with the Development Committee and do the necessary arrangements.

Agenda: 7. To consider the application of Sri Manas Saha, Librarian to attend the Refresher Course

Resolution 7. The application regarding the joining to the Refresher Course of Sri Manas Saha, Librarian is accepted and TIC is requested to provide him the necessary NOC for the same.



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Agenda: 8. To discuss on the 'Employability Training Programme' jointly organized by the Career Development Cell and TCS

Resolution 8. The CDC, convened by the Dr. S. Saha, is going to organize an 'Employability Training Programme' in collaboration with TCS for the final year students.

Agenda: 9. To discuss regarding the appointment of three office staff

Resolution 9. Appointments are given to three non-teaching staff and the TIC is requested to send necessary papers to the Higher Education Dept. for their approval.

Agenda: 10. Miscellaneous

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

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NOTICE

A meeting of the IQAC will be held on 26/02/2018 in the Principal's 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 16.10.2017.
2. To prepare AQAR for the session 2016-17 and submit it to the concerned authority
3. To organize a Seminar on the CBCS-Curriculum to be implemented from the coming session
4. To consider the application of Sri Nimai Mondal, Asstt. Professor in English to attend the Refresher Course
5. To consider the promotion under CAS of Dr. S. Saha
6. To discuss on filling up vacancies regarding six permanent Teaching Posts in Economics, Commerce & Bengali
7. To organize departmental seminars and other co-curricular activities
8. Miscellaneous

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

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Proceedings of the meeting of IQAC held on 26-02-2018 at the Principal's Room at 11:30 PM.

Dr Prasenjit Chattopadhyay, Teacher-in-Charge of the college takes the chair.

The following matters are discussed and decisions are taken as:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 16.10.2017.

Resolution 1. The decisions taken in the previous meeting, dated 16/10/2017 are read and confirmed.

Agenda: 2. To prepare AQAR for the session 2016-17 and submit it to the concerned authority

Resolution 2. Regarding the submission of the AQAR for 2016-17, it is discussed that it should be prepared and all necessary documents should be collected at the earliest.

Agenda: 3. To organize a Seminar on the CBCS-Curriculum to be implemented from the coming session

Resolution 3. Regarding the implementation of the CBCS-Curriculum from the next academic year, it is decided that a seminar may be arranged taking all the departments together to discuss the same.

Agenda: 4. To consider the application of Sri Nimai Mondal, Asstt. Professor in English to attend the Refresher Course

Resolution 4. The application regarding the joining to the Refresher Course of Sri Nimai Ch. Mondal, Asstt. Professor in English is accepted and TIC is requested to provide him the necessary NOC for the same.

Agenda: 5. To consider the promotion under CAS of Dr. S. Saha

Resolution 5. The application regarding the promotion under CAS of Sri Suwendu Saha, Asstt. Professor in Commerce is accepted and TIC is requested to communicate with the higher affiliating authorities for the same.

Agenda: 6. To discuss on filling up of vacancies regarding six permanent Teaching Posts in Economics, Commerce & Bengali

Resolution 6. Regarding the filling up of the vacancies of six permanent teaching posts in Depts. of Economics(01), Commerce(04) and Bengali(01) the TIC is requested to communicate with the WBCSC with necessary papers.

Agenda: 7. To organize departmental seminars and other co-curricular activities

Resolution 7. All the departmental heads will be requested to organize seminars and other co-curricular activities in the running session.

Agenda: 8. Miscellaneous

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

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NOTICE

A meeting of the IQAC will be held on 19/06/2018 in the Principal's 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 26.02.2018.
2. To discuss on the 'Payment process' for students regarding admission, registration, examination form-filling, etc.
3. To manage all the old and damaged (unused) books from the Library
4. To prepare the detailed proposal regarding the construction of new (annex) building
5. To appoint a guest teachers to teach different subjects from the coming session
6. To consider the installation of a solar power plant
7. Miscellaneous

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

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Proceedings of the meeting of IQAC held on 19-06-2018 at the Principal's Room at 12:30 PM.

Dr Prasennjit Chattopadhyay, Teacher-in-Charge of the college takes the chair.

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

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 26.02.2018.

Resolution 1. The decisions taken in the previous meeting, dated 26/02/2018 are read and confirmed.

Agenda: 2. To discuss on the 'Payment process' for students regarding admission, registration, examination form-filling, etc.

Resolution 2. Regarding the Payment processes for students regarding admission, registration, examination form-filling, etc., it is decided that all will be done through online transaction mode towards the dedicated bank account of the college.

Agenda: 3. To manage all the old and damaged (unused) books from the Library

Resolution 3. To manage all the old and damaged (unused) books from the Library, it is decided that those will be provided to any agency for the recycling purpose.

Agenda: 4. To prepare the detailed proposal regarding the construction of new (annex) building

Resolution 4. The Development and Maintenance committee will be requested to prepare a detailed proposal (DPR) for the construction of the new (annex) building in the open space besides main building of the campus.

Agenda: 5. To appoint guest teachers in different subjects from the coming session

Resolution 5. Considering the deficiencies of teachers in different departments, the TIC is requested to place the matter to GB for appointing guest teachers.

Agenda: 6. To consider the installation of a solar power plant

Resolution 6. It is decided that a Solar Power Plant will be installed and the TIC is requested to communicate with the WBPCB for the detailed requirements.

Agenda: 7. Miscellaneous

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

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