



# 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 02/07/2020 through online mode via 'Google Meet' at 7:30PM**

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

1. To read and confirm the proceedings of the previous meeting held on 07.02.2020.
2. To discuss over the 'teaching-learning process' and other academic activities in this Covid-19 pandemic situation
3. To discuss over the 'Process for approval' of the guest teachers as per the new govt. orders
4. To organize Seminars (Webinars), Special Lectures in different departments
5. To review the plan of action and place the action taken report for 2019-20
6. To sign an agreement (MoU) with 'Chandidas Mahavidyalaya', Burdwan
7. Miscellaneous

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

*Pulakesh Sen*  
Co-ordinator, IQAC  
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Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

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Principal  
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## Proceedings of the meeting of IQAC held on 02-07-2020 through online mode via 'Google Meet' at 7:30PM

Dr. Subrata Chatterjee, Principal 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 07.02.2020.

Resolution 1. The decisions taken in the previous meeting, dated 07/02/2020 are read and confirmed.

Agenda: 2. To discuss over the 'teaching-learning process' and other academic activities in this Covid-19 pandemic situation

Resolution 2. Since there is a complete lockdown since 3<sup>rd</sup> week of March, 2020 and the college is also closed, the IQAC suggests all the departments to take online classes by using different platforms like Google Meet, Zoom, etc to continue the teaching-learning process in the Covid-19 pandemic situation.

Agenda: 3. To discuss over the 'Process for approval' of the guest teachers as per the new govt. orders

Resolution 3. According to the G.O. No. ED-95/C43379/2020, dt. 24.06.2020 regarding the 'Approval of engagement of State Aided College Teachers (Category-I & II) for the guest teachers 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 organize Seminars (Webinars), Special Lectures in different departments

Resolution 4. As the Covid-19 pandemic situation is prevailing on all over the world, the departments are requested to organize Seminars (Webinars), Special lectures, etc. through online mode.

Agenda: 5. To review the plan of action and place the action taken report for 2019-20

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

Plan of action	Outcomes / Achievements
1) Seminars, Workshops, Special Lectures to be organized.	a) Seminars, Special Lectures in different departments have been organized. b) A Seminar on 'NEW CAREER AVENUES IN COMPUTERIZED ENVIRONMENTS' c) An Workshop on Computerized Accounting for B.Com Students. d) A Basic Computer Training Programme (Word & Powerpoint) for UG Students



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	e) An International Seminar in Physical Education Dept. has been organized. f) A National Level Webinar on Global risk, social anxiety and fragile resistance and impact of covid-19 on human society (with KK Das college & Malda )
1) To enhance the intake capacity for BA-General students	The intake capacity has been increased by 10% on the existing one in BA-Hons. & BA-General courses.
3) To open study center for distance learning courses	Initiatives have been taken but yet it is not implemented.
4) To form a NAAC-Steering committee	The NAAC-Steering committee is formed to monitor the progress for NAAC-Assessment & Accreditation.
5) Pay-Fixation for all teachers under the new ROPA-2019	The Pay-Fixation process has been completed for all TS & NTS.
6) To make an agreement (MoU) with 'Avlon Sikshaniketan'	After the feasibility study, the college authority has decided to make no agreement with 'Avlon Sikshaniketan'
7) To organize Health check-up camps & other activities by NSS	The NSS unit has organized a Medical & Health check-up camp and several other programme in this year.
8) To organize programme by the Career Development Cell	The CDC has arranged programme on communicating English, General Awareness and Basic Computer Knowledge.

Agenda: 6. To sign an agreement (MoU) with 'Chandidas Mahavidyalaya', Burdwan

Resolution 6. The IQAC has decided to sign an agreement (MoU) with Chandidas Mahavidyalaya, Burdwan for the academic sharing and the Principal is requested to take the initiative.

Agenda: 7. Miscellaneous

Resolution 7. It is appreciated by the IQAC that Prof. Saikat Dutta will act as the Programme Officer of the NSS unit from this session.

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

  
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Coordinator, IQAC  
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Principal  
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## NOTICE

**A meeting of the IQAC will be held on 07/12/2020 through online mode via 'Google Meet' at 11:00AM**

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

1. To read and confirm the proceedings of the previous meeting held on 02.07.2020.
2. To discuss over the 20-years CAS-benefits of two non-teaching staff
3. Development and Up-gradation of the college-website
4. To discuss over the matter of 'Cluster of colleges'
5. To consider the 'ISO-certification' process of the college
6. To publish a bi-annual issue of the e-magazine in the dept. of commerce
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 07-12-2020 through online mode via Google meet at 11:00 AM.

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

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

Agenda: 1. To read and confirm the proceedings of the previous meeting held through online mode on 02.07.2020.

Resolution 1. The decisions taken in the previous meeting, dated 02/07/2020 read and confirmed.

Agenda: 2. To discuss over the 20-years CAS-benefits of two non-teaching staff

Resolution 2. Considering the applications of Sri Uttam Kanti Bhattacharya and Smt. Dipu Guha, Office staff, the Principal is requested to send necessary papers to the DPI for their 20-years promotional benefits.

Agenda: 3. Development and Up-gradation of the college-website

Resolution 3. As the college has adopted a new Web-Portal-

<http://www.sreechaitanyamahavidyalaya.ac.in/>, in place of the old one <http://www.scmhabra.org>, the Principal is requested to communicate with the Developer "Aadija Technologies" for the necessary modification and up-gradation of the website.

Agenda: 4. To discuss over the matter of 'Cluster of colleges'

Resolution 4. As per the suggestions of the IQAC, the Principal has communicated with other three nearby colleges to make a "Cluster of Colleges" for sharing academic activities such as Faculties, Students & Classes. The Principals of other three colleges have agreed to make a MoU and send it to the University for approval.

Agenda: 5. To consider the 'ISO-certification' process of the college

Resolution 5. The IQAC has taken initiatives to make the college an ISO-Certified Institution (ISO-9001-2015) and it has approached some of the agencies to do the process.

Agenda: 6. To publish a bi-annual issue of the e-magazine in the dept. of commerce

Resolution 6. The Dept. of Commerce has decided to publish an E-Magazine in the next month and the IQAC appreciates their effort.

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 6<sup>th</sup> March, 2021 in the Google-Meet platform through online mode at 2:00 PM.**

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

1. To read and confirm the proceedings of the previous meeting dated 07/12/2020.
2. To discuss the 'Formation of the Board of Studies' of the PG-course in Commerce
3. To organize social outreach/ health awareness programme of the NSS Unit.
4. To initiate more collaborative activities with other colleges
5. To take initiatives to publish the College Journal regularly.
6. To consider the promotion under CAS of Sri Manas Saha, Librarian
7. To consider 10-years CAS benefits to Sri Partha Das and Sri Niranjan Sardar, NTS
8. To improve the infrastructural facilities regarding ICT-enabled classrooms, Laboratories, etc.
9. To include external members in the Academic Council
10. 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 06-03-2021 in the Google-meet platform through online mode at 2:00 PM.**

Dr Subrata Chatterjee, Principal 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 dated 07/12/2020.

Resolution 1. The decisions taken in the previous meeting dated 07/12/2020 are read and confirmed.

Agenda: 2. To discuss the 'Formation of the Board of Studies' of the PG-course in Commerce

Resolution 2. The 'Board of Studies for PG-Course' is required to be re-constituted and the Principal is requested to place the matter to the next meeting of GB.

Agenda: 3. Social outreach/ health awareness programme of the NSS Unit.

Resolution 3. Mr. Saikat Dutta, the Programme Officer of the NSS unit is appreciated for organizing social outreach/ health awareness programme in this session and inspires to do more of such programmes.

Agenda: 4. To initiate more collaborative activities with other colleges

Resolution 4. The Principal along with the departmental Heads are requested to take more initiatives to collaborate with more colleges regarding academic and co-curricular activities.

Agenda: 5. To take initiatives to publish the College Journal 'The Impression' regularly.

Resolution 5. The Research and Publication cell is requested to mobilize the publication of the annual college journal 'The Impression' for this session.

Agenda: 6. To consider the promotion under CAS of Sri Manas Saha, Librarian

Resolution 6. The Principal is requested to send the papers to DPI regarding the promotion under CAS of Sri Manas Saha, Librarian of the college.

Agenda: 7. To consider 10-years CAS benefits to Sri Partha Das and Sri Niranjana Sardar, NTS

Resolution 7. Considering the application for the 10-years CAS benefits to Sri Partha Das and Sri Niranjana Sardar, NTS, the Principal is requested to send the papers to DPI in consultation with the GB.



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Agenda: 8. To improve the infrastructural facilities like ICT-enabled classrooms, Laboratories, etc.

Resolution 8. The IQAC showing deep concern regarding the ever increasing demand for physical infrastructure and for academic support requests the college authority to enhance the infrastructural facilities through establishing more ICT-enabled classrooms and Laboratories of science departments.

Agenda: 9. To include external members in the Academic Council

Resolution 9. The Principal is requested to include some external members in the Academic Council of the college.

Agenda: 10. Miscellaneous

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

  
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## NOTICE

**A meeting of the IQAC will be held on 25<sup>th</sup> June, 2021 in the Principal's Chamber at 2:00 PM.**

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

1. To read and confirm the proceedings of the previous meeting dated 06/03/2021.
2. To organize regular webinars, special lectures in all the departments of the college.
3. To enhance the broadband (wi-fi) capacity of the college.
4. To upgrade and modify the college-website
5. To introduce LMS (Learning Management System), PO-CO-Mapping & Attainment Portal and Student Profile Mapping System from the next session
6. To organize 'Add-on' / Certificate Courses at all the Departments in the coming session.
7. To organize programme/courses under the Career Development Cell.
8. To sign an agreement (MoU) with Purbasthali College, Burdwan
9. 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 25-06-2021 at the Principal's chamber at 2:00 PM.**

**Dr Subrata Chatterjee, Principal 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 dated 06/03/2021.

Resolution – 1. The decisions taken in the previous meeting dated 06/03/2021 are read and confirmed.

Agenda – 2. To organize regular webinars, special lectures in all the departments of the college.

Resolution – 2. Discussed that all the Heads of the Departments and Teachers be requested to arrange Seminar, Special Lecture, Workshop in online mode.

Agenda – 3. To enhance the broadband (wi-fi) capacity of the college.

Resolution – 3. The college-authority is requested to enhance the Broadband (Wi-Fi) capacity (100-MBPS existing) of the college for smooth-running of the online academic activities.

Agenda – 4. To upgrade and modify the college-website

Resolution – 4. The college authority is requested to upgrade and modify the new College-Website: [www.sreechaitanyamahavidyalaya.ac.in](http://www.sreechaitanyamahavidyalaya.ac.in).

Agenda 5.

To introduce LMS (Learning Management System), PO-CO-Mapping & Attainment Portal and Student Profile Mapping System from the next session

Resolution – 5.

The IQAC has requested the College Authority to introduce the Learning Management System (LMS), PO-CO-Attainment Portal and Student Profile Mapping System for the tracking & guidance of the students' performance from the current session in consultation with the GB.

Agenda – 6. To organize 'Add-on' / Certificate Courses at all the Departments in the coming session.

Resolution – 6. The heads of all the departments are requested to organize 'Add-on' / Certificate Courses in the coming session.

Agenda – 7. To organize programme/courses under the Career Development Cell

Resolution – 7. The convenor of the Career Development Cell is requested to arrange courses on 'Communicating English', 'General Awareness and Basic Computer Knowledge', etc.



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Agenda – 8. To sign an agreement (MoU) with Purbasthali College, Burdwan

Resolution – 8. The house unanimously decided to sign the agreement with 'Purbasthali College', Burdwan for sharing academic and other activities and the Principal is requested to take the initiative.

Agenda – 9. Miscellaneous

Resolution – 9. The IQAC appreciates the Teachers for taking online classes, examinations and other academic activities successfully in this Covid-19 pandemic period.

The meeting ended with a vote of thanks the chair.

*Pulakesh Sen*  
Co-ordinator, IQAC  
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