



Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

Website: www.sreechaitanyamahavidyalaya.ac.in Email ID: srchma@gmail.com

NOTICE

A meeting of the IQAC will be held on 20/12/2021 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 25.06.2021.
2. Re-constitution of the IQAC from 2022
3. Re-constitution of different sub-committees from 2022
4. To constitute an 'Internal Complaints Committee'
5. To discuss on 'Signing of MoUs' with different colleges
6. To purchase Benches, Tables, Chairs, etc. for the new classrooms
7. To place the plan of action and the action taken report for the year 2020-21
8. Miscellaneous

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

Pulakesh Sen
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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 20-12-2021 at the Meeting Room at 12:30 PM.

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

The following matters are discussed and following decisions are taken.

Agenda 1. To read and confirm the proceedings of the previous meeting held on 25.06.2021.

Resolution 1. The decisions taken in the previous meeting, dated 25/06/2021 are read and confirmed.

Agenda 2. Re-constitution of the IQAC

Resolution 2. The IQAC has completed its tenure of five years from 2015 to 2020. But due to complete lockdown, it is continuing its activities till date. Hence, it is required to be reconstituted for the next five years from 2022 to 2027. The Principal is requested to see into the matter.

Agenda 3. Modification and formation of sub-committees

Resolution 3. Eyeing on the ensuing NAAC Assessment and Evaluation, the house unanimously resolved that there is need for modification and formation of new sub-committees. The Principal is requested to do the needful.

Agenda 4. To constitute an 'Internal Complaints Committee'

Resolution 4. The 'Internal Complaint Committee' is required to be formed as per Section 4(1) of the sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the house requested the Principal to see into the matter.

Agenda 5. To discuss on 'Signing of MoUs' with different colleges

Resolution 5. Regarding the collaborative activities with other institutions, the IQAC has taken the initiatives to recommend signing of MoUs with different institutions as follows:

- a) RBC College for Women, Naihati, North 24 Parganas, affiliated under WBSU
- b) BRSN College, Barrackpore, North 24 Parganas, affiliated under WBSU
- c) Nabadwip Vidyasagar College, Nabadwip, Nadia, affiliated under KU

Agenda 6. To purchase Benches, Tables, Chairs, etc. for the new classrooms

Resolution 6. As the construction works of the new classrooms in the annex building are completed, a large no. of benches, tables, chairs, etc. to be purchased immediately to start the academic process there. The Principal is requested to consult with the Finance committee regarding this matter and give immediate effect.



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Agenda 7. To place the plan of action and the action taken report for the year 2020-21

Resolution 7. The plan of action and the action taken report is placed and accepted in the house.

Plan of action	Action taken Report
1) Seminars, Workshops, Special Lectures to be organized.	a) Seminars, Special Lectures in different departments of Bengali, English, Science, Commerce have been organized. b) An Workshop on Computerized Accounting for B.Com Students has been organized. c) An Int. Webinar on "Communicating Covid-19 Pandemic has been organized. d) A Webinar on "Satyajit Roy..." Has been organized. e) A Webinar on "Strategy of Stress Management..." has been organized. f) A National Webinar on "New Method. of AAA...." Has been organized. g) A National Webinar on "Issues & Challenges of Mental Health...." Has been organized. h) An Int. Conference on "Issues & Challenges of Social Sc...." Has been organized.
2) To continue the academic activities in the Covid-pandemic period	The college has continued the process of taking classes, examinations, and other academic activities through Online process using different platforms during the entire Covid-pandemic period.
3) Imparting students in different co-curricular activities.	a) Several NSS-programme, Webinars have been organized focusing the mental health of the students during the Covid-19 Pandemic period through online mode. b) 'International Mother Language Day' has been organized. c) Independence Day, Republic Day, Netaji Birthday have been organized. d) World Environment Day has been observed. e) Observation of World Yoga day by a Webinar.
4) Up gradation of College website.	A new Web-Portal www.sreechaitanyamahavidyalaya.ac.in has been launched and many dynamic web-pages and web-links have been included.
5) Eco-friendly initiatives have to be taken.	A Pollution Monitoring Unit has been installed and the Herbal & Flower garden have been maintained.
6) Feedback to be taken from stakeholders	a) Students' Feedback has been taken through online. b) Teachers' feedback has been taken through online.
7) To publish Magazine, Journal, Newsletter, etc.	a) The college has published a Newsletter for the academic year: 2020-21. b) The publication of the college journal "The Impression" is not yet published due to the pandemic.
8) Holistic development of students	The Career Development Cell keeps a strong vigil on providing the students soft-skill development courses with Communicating English and Computer knowledge and General Awareness.
9) To sign MoU with other colleges	The college signed an agreement (MoU) with Chandidas Mahavidyalaya, Burdwan for sharing academic & other co-curricular activities.



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10) To make a 'Cluster of Colleges'	Four local colleges including us have decided to make a 'Cluster of Colleges' for academic sharing and but the affiliating university (WBSU) did not provide the approval.
11) To make ISO-certification	The process of ISO-certification is completed by the IQAC.
12) To increase the no. of ICT-classrooms and improve the Lab-infrastructure	The Principal has taken initiatives to purchase Projectors, Furniture, Lab-instruments and to repair old Lab-instruments also after the pandemic period.

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 28/03/2022 in the Meeting 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 20.12.2021.
2. To discuss on 'Signing of MoUs' with different colleges
3. To increase the no. of seats in B.A.-General and P.G.-M.Com-courses
4. To prepare 'Holiday list' for 2022-23
5. To discuss on the Environmental Audit, Energy Audit and Gender Audit
6. 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 28-03-2022 at the Meeting Room at 11:30 AM.

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 20.12.2021.

Resolution 1. The decisions taken in the previous meeting, dated 20/12/2021 are read and confirmed.

Agenda 2. To discuss on 'Signing of MoUs' with different colleges

Resolution 2. Regarding the collaborative activities with other institutions, the IQAC is recommending to sign MoUs with different institutions which can be mentioned as follows:

- Nabadwip Vidyasagar College, Nadia, affiliated under Kalyani University
- Hiralal Memorial College for Women, Dakshineswar, affiliated under BU
- P N Das College, Palta, affiliated under WBSU
- Bongaon Dinabondhu College, affiliated under WBSU
- Gobardanga Hindu College, North 24 Parganas, affiliated under WBSU

Agenda 3. To increase the no. of seats in B.A.-General and P.G.-M.Com.-courses

Resolution 3. According to the demand of the students, the no. of seats in B.A.-General and PG (M.Com.) courses are required to be increased and the Principal is requested to do the needful.

Agenda 4. To prepare 'Holiday list' for 2022-23

Resolution 4. The 'Holiday List for 2022-23' prepared by the Academic Committee is presented here and recommended for approval by the competent authority.

Agenda 5. To discuss on the Environmental Audit, Energy Audit and Gender Audit

Resolution 5.

a) Regarding the process of Environmental Audit, Energy Audit for 2020-21 & 2021-22, the Principal is requested by the house to communicate with the organizations for sending their auditors to complete the audit process.

b) Regarding the Gender Audit, it is decided that the Women Cell will conduct this by inviting three external peers/auditors for the sessions from 2017-18 to 2021-22.

Agenda 6. Miscellaneous

As no other matter is 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 21st May, 2022 in the Meeting Room of the College at 11:00 AM.

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 28.03.2022.
2. To discuss over the matter regarding 'Provisional NAAC' process in the college.
3. To organize 'Add-on' / Certificate Courses at all the Departments in the coming session.
4. To discuss the functions of the 'Alumni Association' of the college.
5. To increase the no. of ICT-enabled classrooms.
6. To discuss over the initiatives taken regarding the 'MoUs' with different colleges.
7. To discuss over the present status of the a) Herbal Garden, b) Rain-water Harvesting, c) College Canteen, etc.
8. To discuss over 'Academic & Administrative Audit' in the college.
9. To discuss over the latest update on publishing the College Journal – 'The Impression'.
10. To discuss over the 'Admission Process' in the 1st Semester under the new scenario.
11. To consider the inclusion of external member and students' representative in the IQAC
12. To initiate an Awareness Programme in Local Schools for the prospects of different subjects in higher education
13. Miscellaneous

All the 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 21-05-2022 at the Meeting Room of the College at 11:00 AM.

Dr Subrata Chatterjee, Principal and Chairperson of the IQAC takes the chair.

The matters which are discussed and resolutions taken are as follows.

Agenda 1.

To read and confirm the proceedings of the previous meeting held on 28.03.2022

Resolution 1.

The decisions taken in the previous meeting held on 28.03.2022 are read and confirmed.

Agenda 2.

To discuss over the matter regarding 'Provisional NAAC' process in the college

Resolution 2.

Discussed over the matters regarding 'Provisional NAAC' accreditation of the college with the following suggestions:

- (i) Departmental Web-Portal may be designed and proper documentation must be done.
- (ii) A 'Students' Mentoring Group (Department-wise)' may be constructed for the students.
- (iii) 'Students' Satisfaction Survey' must be done semester-wise.

Agenda 3. To organize 'Add-on' / Certificate Courses at all the Departments in the coming session.

Resolution 3.

In continuation of the previous session, the Principal and all the departmental faculties are requested to take initiatives to organize several Add on / Certificate courses in the departments in the coming session 2022-23 also.

Agenda 4.

To discuss over the functions of the 'Alumni Association' of the college

Resolution 4.

Discussed over the functionalities of the 'Alumni Association' and at least 3-4 meetings must be held in a year. Presently, it is requested to the Alumni-Representative that a meeting can be called for tentatively on 26th June, 2022.

Agenda 5.

To increase the number of ICT-enabled classrooms in the college

Resolution 5.

Regarding the number of ICT-enabled classrooms in the college, it is discussed that at least 50% of the class rooms must be converted to ICT-enabled.



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Agenda 6.

To discuss over the initiatives taken regarding the 'MOU' with different colleges

Resolution 6.

The IQAC recommends the renewal of the 'MOU' signed with Chandidas Mahavidyalaya, Birbhum as its tenure for two years will be completed in the next month and a new agreement (MoU) with Hiralal Majumdar Memorial College for Women, Dakshineswar, affiliated under WBSU.

Agenda 7.

To discuss over the present status of the a) Herbal Garden, b) Rain-water Harvesting, c) College Canteen

Resolution 7.

Discussed over the matters regarding the 'Green initiatives' taken by the college. The house unanimously recommended for proper maintenance of the 'Herbal Garden' and College Canteen. The 'Rainwater Harvesting System' must be rejuvenated at the earliest also.

Agenda 8.

To discuss over 'Academic & Administrative Audit' in the college

Resolution 8.

Members have unanimously suggested that the 'Academic & Administrative Audit' must be done at the earliest.

Agenda 9.

To discuss over the latest update on publishing the College Journal – 'The Impression'

Resolution 9.

Regarding the publication of the college journal 'The Impression', the respected members have suggested that it must be published regularly and be included in the WBSU-List of journals.

Agenda 10.

To discuss over the 'Admission Process' of the 1st Semester under the new scenario of central admission to be monitored by State Agency.

Resolution 10.

The college is already preparing itself for the 'Admission Process' for the forth-coming session. The house recommends the Admission committee to comply with the guidelines of the competent authority.

Agenda 11. To consider the inclusion of external member and students' representative in the IQAC

Resolution 11. The IQAC has unanimously decided to include one external member and one student representative in its members' list as per the guidelines of the NAAC in consultation with the GB.

Agenda 12. To initiate an Awareness Programme in Local Schools for the prospects of different subjects in higher education

Resolution 12.

Considering the falling demand ratio in different departments, the IQAC has suggested the respective faculty members and the Principal to initiate a Students' Awareness programme in the local higher secondary schools to make them aware about the opportunities in our institution.



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Agenda 13.

Miscellaneous

Resolution 13.

Along with the above matters, the following suggestions are also given by the respected external members, such as,

- (i) A Napkin-Vending machine must be installed at the earliest.
- (ii) A few 'Projectors' have to be purchased for the Meeting Room, IQAC Room and the Principal Room, etc in near future.

The meeting ended with a vote of thanks.

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