# CHAKDAHA COLLEGE

CHAKDAHA, NADIA
Phone No. 03473 – 242268
**Accredited by NAAC**
**Affiliated to Kalyani University**
Website:- *www.chakdahacollege.in* , E-mail: *chakdahacollege1972@gmail.com*

## NOTICE

6.8.2014

The First meeting of the IQAC will be held on 13. 08.2014 at 2.00.p.m. in the Principal's chamber. Hon'ble members are requested to remain present at the meeting.

**Agenda:**

1.To discuss progressive plan for Administrative, Academic and Financial matters for the session 2014-15.

2. To discuss SSR, AQAR for NAAC,cycle-2

3. Misc.

6.8.14
(Dr. Ajoy Paul)
Teacher-in-Charge
Chakdaha College

Teacher-in-Charge
Chakdaha College

CHAKDAHA COLLEGE * NADIA * Estd.-1972 * CHAKDAHA NADIA

6/8/14
(Dr. Arun Kr. Nandi)
Coordinator, IQAC
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

**Members of the IQAC**

**Teacher-in-charge:**

Dr. Ajoy Paul

**Teacher members:**

Prof. Madhumita Das, Dr. Paritosh Biswas , Dr. Anjan Sengupta

Dr. Jaysankar Bas , Prof. Aliul Hoque.

**Senior Administrative Officer:**

Sri Asoke Kumar Mukherjee

**External Members:**

Prof. Kunal Banerjee ,Dr. Partha Karmakar

**Co-ordinator:**

Dr. Arun Kumar Nandi

**Student Representative:**

GS of Chakdaha College Students' Union

**Teacher's council Secretary:**

Prof. Sibnath Bandopadhyay

**Alumni association:**

Sri Sujash Karmakar

# মিটিং রেজল্যূশন বহি
# MEETING RESOLUTION BOOK

| মিটিং নং / Meeting No. | 1/2014-15 |
|---|---|
| তারিখ / Date | 13.8.14 |

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

| স্থান / Place | TIC Room. |
|---|---|
| সময় / Time | 2 P.m |

১। 1. Alam 13.8.14
২। 2. ~~Apta~~ 13.8.14
৩। 3. Paritosh Bis 13.8.14
৪। 4. Partha Karmakar.
৫। 5. Bapu
৬। 6. Banerjee 13/8/14
৭। 7. Madhumita Das 13.8.14
৮। 8. Akhil Hoque
৯। 9. [illegible]
১০। 10. Dipti Das
১১। 11. Sujash Karmakar.
১২। 12. Amit
১৩। 13.
১৪। 14.
১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

| নং / No. | রেজল্যূশন / Resolution Adopted |
|---|---|
| | |

CHAKDAHA COLLEGE
CHAKDAHA, NADIA, PIN.- 741222
Phone No. 03473 – 242268, Mob. No. 8967300985
Accredited by NAAC
Affiliated to Kalyani University
Website:- www.chakdahacollege.in , E-mail: chakdahacollege1972@gmail.com

# MINUTES OF MEETINGS OF IQAC DURING 2014-15

## Internal Quality Assurance Cell (IQAC), Chakdaha College

Following the Revised (in October 2013) Guidelines of UGC/NAAC regarding formation of IQAC, the Governing Body of Chakdaha College formed IQAC, Chakdaha College in a GB meeting, dated 27.06.2014 (GB Resolution: Agenda No. 14). The members of the newly-formed IQAC are:

**Members:**

1. Dr. Ajoy Paul (Teacher-in-Charge), Chairperson, IQAC
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof. Sibnath Bandopadhyay (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Prof. Kunal Banerjee (External Expert Member)
6. Dr. Jaysankar Basu (Teacher Member)
7. Prof. Madhumita Das (Teacher Member)
8. Dr. Anjan Sengupta (Teacher Member)
9. Dr. Paritosh Biswas (Teacher Member)
10. Prof Aliul Hoque (Teacher Member)
11. Sri Asoke Kumar Mukherjee (Head Clerk)
12. Sanjib (Rajib) Kar (GS, Student Member)
13. Sri Sujash Karmakar (Alumni Member)

## Minutes of the 1st Meeting: Ref. IQAC-Meeting No.-01, Dated: 13.08.2014 Time: 2.00 PM, Venue: TIC Room

**Agenda:**

*1: To discuss perspective plan for Administrative, Academic and Financial matters for session 2014-15*

*2. To discuss SSR, AQAR for NAAC team visit (for re-accreditation -cycle 2).*

*3. Misc.*

The first meeting of newly formed IQAC, Chakdaha College was held on 13.08.2014 at 2.00 PM in the TIC room and it was presided over by Dr. Ajoy Paul, Teacher-in-Charge and Chairperson of IQAC, Chakdaha College. Chairperson started the first meeting by heartily welcoming all members of IQAC with a brief introduction about formation of new IQAC Team of Chakdaha College and existing situations of Chakdaha College regarding re-accreditation – cycle 2 by forthcoming NAAC visit team (Ref. **Cycle 1** date: 16.09.2008, Outcome: B with CGPA 2.36 and for **Cycle 2**: LOI date: 23.06.2014 and Track ID WBCOGN13583). With permission from the Chairperson, Dr. Arun Kumar Nandi, Coordinator of IQAC presented, to the best of his knowledge, details about Vision, Mission, and Functions of NAAC-IQAC for quality enhancement and sustenance in higher education. He expressed his gratitude and thanks to all members as Coordinator of the IQAC. Then, he opened up item-wise agenda of the meeting before all present members for free and lively discussions. The following (all) members of IQAC were present in the meeting:

**Members Present:**

1. Dr. Ajoy Paul (Teacher-in-Charge), Chairperson of IQAC
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof. Sibnath Bandopadhyay (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Prof. Kunal Banerjee (External Expert Member)
6. Dr. Jaysankar Basu (Teacher Member)
7. Prof. Madhumita Das (Teacher Member)
8. Dr. Anjan Sengupta (Teacher Member)
9. Dr. Paritosh Biswas (Teacher Member)
10. Prof Aliul Hoque (Teacher Member)
11. Sri Asoke Kumar Mukherjee (Head Clerk)
12. Sanjib (Rajib) Kar (GS, Student Member)
13. Sri Sujash Karmakar (Alumni Member)

***Agendum 1: To discuss perspective plan for Administrative, Academic and Financial matters for session 2014-15***

**Resolution 01:** After a threadbare discussion members unanimously prepared and resolved a draft perspective plan 2014-15 for the college covering all criteria (Criterion1 to Criterion 7) as per NAAC guideline in this regard (**Annexure A,** updated version). Further, it was also unanimously resolved that this perspective plan may be updated by the Coordinator as and when required and different suggestions be sought from other stakeholders either through meetings or direct contact/discussion in this regard. It was needed to implement such Plan of Action 2014-15 immediately by the Teacher- in-Charge as the current academic session of the College already started.

***Agendum 2: To discuss SSR, AQAR for NAAC team visit***

***(for re-accreditation -cycle 2)***

**Resolution 02:** It was found that Annual Quality Assurance Report (AQAR) of Chakdaha College after the first accreditation in 2008 was not prepared and submitted to NAAC by the earlier IQAC, which was functioning in our college as a sub-committee of Teachers' Council. It was unanimously resolved that AQAR for the last four years be prepared and uploaded in the college Website (as required for re-accreditation-cycle 2) by the present Coordinator of IQAC with the help and cooperation from the concerned stakeholders (Principal/TIC, Teaching and Non-teaching staff) and on the basis of available information in this regard.

Regarding NAAC team visit to college for re-accreditation (cycle 2), it was resolved that a core committee, comprising 4-6 members (NAAC Steering committee) with a Coordinator (preferably, a teacher from English Department who has good communication skill), be formed by the Principal/TIC immediately and the committee took responsibility for preparing Self Study Report (SSR) for re-accreditation (cycle 2) as per new guideline of NAAC on consideration of earlier SSR and Peer Team Report (2008) for cycle 1 and up-to-date available data and information in this regard. Details about preparation of SSR (2014-15) be discussed in the next TC meeting on 26.08.2014. It was also noted that College already applied for re-accreditation (cycle 2) (vide, LOI date: 23.06.2014 and Track ID: WBCOGN13583) and validity of such LOI is a maximum of six months within which NAAC Peer Team be invited by completion of all formalities of the said purposes.

*Agendum 3. Miscellaneous*

**Resolution 03:** After discussions of some important points raised by different members it was unanimously resolved that:

(a) The present draft Perspective Plan 2014-15 be placed in next TC meeting and a meeting with Non-teaching staff for finalization. Final Plan of Action 2014-15 be placed to Governing Body, Chakdaha College for necessary approval and then to be uploaded in the college website for wide circulation and for further necessary action.

(b) The college IQAC team is to be broadened by incorporating member (s) particularly from the locality of Chakdaha and from other stakeholders within the college (SC/ST representative and Part-time/Guest faculty).

(c) Sujash Karmakar be appointed Office Assistant of IQAC and if required, Dipnarayan Adhikari and Debabrata Biswas be also included in typing related assistance and other help. They be paid for their work from the grants, received from UGC on account of college IQAC (vide, UGC Sanction No. IQAC-W-223/13-14 Date: 19-Mar-14) in consultation with Coordinator, if required. Appropriate utilization of total Grants of Rs 3 lakh received from UGC for the purpose of college IQAC be solely vested upon Principal/TIC and Bursar of the college.

The meeting ended with a vote of thanks to the Chair and from the Chair.

28/8/2014

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Signature of IQAC - Coordinator
(with Date & Seal)
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

29.8.14.

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Signature of Principal/TIC
(with Date & Seal)
Chakdaha College

Teach.. ..-Charge
Chakdaha College

**Annexure A (updated version)**

# *Plan of action, 2014-2015, Chakdaha College*

## *1. Curricular activities*

- Departmental Heads in consultation with the departmental Colleagues will allocate the syllabus, prepare teaching plan, Model Questions- Answers, departmental profile evaluate students' performance, and place requirement, if any, and report it immediately to the TIC/IQAC-Co-ordinator for documentation and upload in college website.
- Meeting of the Academic Sub Committee will discuss the following matters: teaching through digitized/modern methods- smart class room & power point teaching etc.
- Proposal for commencement of Post Graduate course in Bengali and Political Science, Introduction of Communicative English, Computer Science, Hons course in Philosophy, DODL
- Propaganda for Entry in Service & Remedial Coaching
- Adherence to Academic Calendar.

## *Teaching, Learning & Evaluation.*

1. Monthly Test & reporting the result to the IQAC.
2. At least one class Group discussion between students & all the teachers.
3. At least one class in smart class room per year of each department.
4. To conduct seminar, conference, workshop, etc. (International, National, State, and inter-departmental level).
5. Exhibition of every department in every year.
6. Quiz contest, debate, essay, and music competition.
7. Thalaseamia detection camp, Blood donation Camp.
8. Academic audit (Teachers' attendance, arrival- departure – attendance in Classes according to class routine).

9. Special Coaching in Remedial Classes, considering the diversity of the students of different socio-economic backgrounds subject to the availability of UGC grants for the said scheme.
10. Active student's participation in college NCC and NSS units.

***Research Compliancy & Extension:***

1. Application for Major/Minor research projects/ conference/seminar /workshop etc to UGC and other funding agency or Govt.
2. Publication of inter-disciplinary College Journal in every year.
3. Free Access to internet by students, teachers & Non-teaching staff.
4. Co-operation of alumni in research and other activities.
5. Emphasis on teacher's participation in Refresher course, orientation course, Workshop etc.

***Infrastructure & Learning Resources:***

1. Digitization of Library books.
2. Maintenance of a register of users of Library.
3. E-Books & E Journal Member ship of College in N- List (INFLIBNET).
4. Hard Copy of Journal of each department.
5. Improvement of Departmental Library & Central Library.
6. Arrangement for online purchase of Library books/equipments.
7. Administrative audit- (maintenance and regular update of Asset Register, Stock Register, Ledger Book, Cash Book, Leave Register, Despatch/Receiving system etc.)
8. Yearly financial audit – up to date.
9. Ensuring minimum support system (Chalk, Duster, Black Board, Routine, Students' Register, Chair, table, bench etc) for class teaching-learning in advance.
10. Single Identity Card for 3 years subject to yearly renewal.
11. Boys' Common Room.
12. Sports & Gym (Separate)
13. A new mobile connection for the College.
14. Development of Electricity facilities

***Student support & Progression:***

1. Students' attendance according to KU Rules – Students' Declaration.
2. Feedback from all stakeholders (particular emphasis given on feedback from students).
3. Grievance Redressal Cell.
4. Placement Cell.
5. Alumni Association
6. Parents' Association

***Governance, Leadership & Management:***

1. Regular update of College Website.
2. Training of administrative staff- computer, campus care.
3. Broaden the structure of the IQAC and form a NAAC Steering Committee (4-6 members) to be formed who will communicate with the NAAC Team.
4. Updated Service Books & Proceedings of TC meetings.
5. Summary report (yearly) of GB meeting –(No. of GB meeting, major activities, action taken report etc. for AQAR)

***Environment Innovation & best practices:***

1. Garden for medicinal plant.
2. Vermin Composting plan
3. Gardening inside & outside the College campus.
4. Preparation and Publication of a compendium compiling ENVS project reports submitted by the students.

# IQAC Meeting with Non-teaching staff

Date: 28.08.2014,

Venue: College Staff Room

**Points of Discussion**

1. Information (ENQUIRY) Centre
2. College Security System (at least Main Gate, Cycle garage)
3. Master plan
4. Naming of different buildings after celebrated persons
5. Update College DATABASE
6. Infrastructure of the Laboratory
7. Guardians' waiting room
8. Display board
9. Cycle garage
10. CHEAP CANTEEN
11. Horticulture & Campus beautifications
12. Extension of LIBRARY BUILDING
13. Computerised LIBRARY & MANUAL cataloguing
14. Extension of Reading Room
15. Improvement of LIBRARY SERVICE
16. Common meeting (with all stakeholders)

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## NOTICE

The Second meeting of the IQAC will be held on 10. 09.2014 at 2.30.p.m. in the Principal's chamber.

Hon'ble members are requested to remain present at the meeting.

**Agenda:**

1.To confirm the proceedings of the last meeting.

2.To discuss implementation of action plan, 2014-15.

3. To discuss SSR, AQAR for NAAC,cycle-2

4. Misc.

29.8.14

(Dr. Ajoy Paul)
Teacher-in-Charge
Chakdaha College

Teacher-in-Charge
Chakdaha College

29/8/14

(Dr. Arun Kr. Nandi)
Coordinator, IQAC
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

**Members of the IQAC**

**Teacher-in-charge:**

Dr. Ajoy Paul

**Teacher members:**

Prof. Madhumita Das, Dr. Paritosh Biswas , Dr. Anjan Sengupta

Dr. Jaysankar Bas, Prof. Aliul Hoque.

**Senior Administrative Officer:**

Sri Asoke Kumar Mukherjee

**External Members:**

Prof. Kunal Banerjee ,Dr. Partha Karmakar

**Co-ordinator:**

Dr. Arun Kumar Nandi

**Student Representative:**

GS of Chakdaha College Students' Union

**Teacher's council Secretary:**

Prof. Sibnath Bandopadhyay

**Alumni association:**

Sri Sujas Karmakar

# মিটিং রেজল্যুশন বহি
# MEETING RESOLUTION BOOK

| মিটিং নং / Meeting No. | 2/2014-15 |
|---|---|
| তারিখ / Date | 10.09.14 |

**উপস্থিত সভ্যগণের নাম**
**NAME OF MEMBERS PRESENT**

| স্থান / Place | TIC Room |
|---|---|
| সময় / Time | 2.30 P.M |

১। 1.
২। 2.
৩। 3.
৪। 4. Ashok Kr. Mukherjee
৫। 5. Madhumita Das 10.09.2014
৬। 6. 10.9.14
৭। 7. S. Banerjee 10/9/14
৮। 8. Akhil Hoque
৯। 9. Sujash Karmakar.
১০। 10. Paribkar
১১। 11.
১২। 12.
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| নং / No. | রেজল্যুশন / Resolution Adopted |
|---|---|
| | |

# Minutes of the 2nd Meeting: Ref. IQAC-Meeting No.-02, Dated: 10.09.2014 Time: 2.30 PM, Venue: TIC Room

**Agenda:**

1. ***To confirm the proceedings of the last meeting.***
2. ***To discuss implementation of Action Plan, 2014-15.***
3. ***To discuss SSR, AQAR for NAAC (for re-accreditation -cycle 2).***
4. ***Misc.***

The second meeting of IQAC during academic session 2014-15, Chakdaha College was held on 10.09.2014 at 2.30 PM in the TIC room. The said meeting was notified on 29.08.2014. The meeting was presided over by Dr. Ajoy Paul, Teacher-in-Charge and Chairperson of IQAC, Chakdaha College. With permission from the Chairperson, Coordinator of IQAC started the meeting by welcoming all members of IQAC and presented agenda of the meeting one by one before the house for discussion. The following members of IQAC were present/absent in the meeting:

**Members Present:**

1. Dr. Ajoy Paul (Teacher-in-Charge), Chairperson of IQAC
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof. Sibnath Bandopadhyay (Secretary, Teachers' Council)
4. Prof. Kunal Banerjee (External Expert Member)
5. Dr. Jaysankar Basu (Teacher Member)
6. Prof. Madhumita Das (Teacher Member)
7. Dr. Paritosh Biswas (Teacher Member)
8. Prof Aliul Hoque (Teacher Member)
9. Sri Asoke Kumar Mukherjee (Head Clerk)
10. Sanjib (Rajib) Kar (GS, Student Member)
11. Sri Sujash Karmakar (Alumni Member)
12. Saswata Banerjee (Invitee member)

**Members Absent:**

1. Dr. Partha Karmakar (External Expert Member) **(absent due to out of station)**
2. Dr. Anjan Sengupta (Teacher Member) **(absent due to out of station)**

***Agendum 1. To confirm the proceedings of the last meeting.***

**Resolution 01:** Members unanimously confirmed the proceedings of the first meeting of IQAC during academic session of 2014-15.

***Agendum 2. To discuss implementation of Action Plan, 2014-15.***

**Resolution 02:** At the very outset, Coordinator of IQAC briefly described to the house different constraints/opportunities/suggestions/comments received from different meetings (Teachers' council - 26.8.2014, Non-teaching staff and library staff – 28.8.2014) and direct contact/over telephone with GS of students' union, retired teachers and former convener of NAAC (cycle 1) and others. After discussion, the house unanimously resolved and approved an updated version of Action Plan 2014-15 (Annexure A) but it put emphasis more on proper implementation of this perspective plan in a time bound manner. Teacher–in-Charge positively responded regarding implementation of the plan and he was requested for its wide circulation among the stakeholders and such plan to be placed by him to the Governing Body for necessary approval. Shortage of class room, minimum support system for teaching, inadequate teaching faculty in most of the departments, digitization of library, automation for office, and restoration of conducive academic environment in the college were identified as major barriers to be overcome.

***Agendum 3.To discuss SSR, AQAR for NAAC re-accreditation (cycle 2).***

**Resolution 03:** Coordinator pointed out problems of writing previous AQAR and SSR (for cycle 2) due to non-availability of data and information in a systematic manner from different corners even after a repeated reminder (teachers' profile, pattern of non-teaching staff and their activities, library facilities, activities of NCC and NSS, activities of different committee and sub-committees, summary report of GB resolutions, academic calendar, holiday list, research and seminar/workshop, financial accounts, asset register/stock register/leave register etc.). He again reminded all members including chairperson of the stipulated time period of six months from the date of LOI for re-accreditation (cycle 2) and

solicited their active participation and kind help and cooperation in completion of SSR and AQAR on urgent basis. He already distributed, in his capacity, some works in this regard to several persons and groups.

It was resolved that TIC and Bursar provide a *financial status report* of grants utilization since XI$^{th}$ Plan period with the help of Account Section of the college to the Coordinator of IQAC. Further, it was decided to expedite the process of NAAC evaluation (cycle 2) by formation/revival of different committees/sub-committees by the TIC in consultation with TCS, Chakdaha College. Specific assignments in this regard be given to: Asoke Mukherjee, Head clerk, to maintain and update, with the help of office staff, asset register/stock register/leave register etc.; TIC - GB meeting & resolutions; Prof. Sibnath Bandopadhaya – students affairs; Dr. Partha Karmakar- NAAC related workshop; Dr. Anjan Sengupta - academic calendar; Prof. Aliul Hoque – publication division; Sujash Karmakar- electronic goods and user-register for free access to computer, photocopy and internet by students and teachers and staff. Prof. Madhumita Das, Dr. Jaysankar Basu and Prof. Kunal Bhattacharyya be assigned to write reports in their respective capacities.

***Agendum 4. Miscellaneous.***

**Resolution 04:** After a brief discussion on the issue of distribution and use of Students Identity Card raised by the coordinator of IQAC and Prof. Sibnath Bandopadhaya, it was unanimously resolved that TIC be requested to ensure conducive academic environment in the college with the help of different stakeholders, if required.

The meeting ended with a vote of thanks to the Chair and from the Chair.

16/9/2014

Signature of IQAC - Coordinator
(with date and seal)
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

16.9.14.

Signature of Principal/TIC
(with date and seal)
Chakdaha College

Teacher-In-Charge
Chakdaha College

# CHAKDAHA COLLEGE

CHAKDAHA, NADIA

Phone No. 03473 - 242268

Affiliated to the University of Kalyani

**Accredited by NAAC**

Ref No IQAC/3/meeting

Date: 01.12.2014

## Notice

The third meeting of IQAC –Chakdaha College will be held on 09.12.2014 at 2.00 pm in the TIC Room, Chakdaha College to consider the following agenda.

All members of the IQAC –Chakdaha College are requested to attend the same.

**Agenda:**

1. Confirmation of the proceedings of the last meeting
2. Review of action plan 2014-15
3. Submission of AQAR & SSR report for NAAC team visit (for re-accreditation -cycle 2).
4. Misc.

1.12.14

IQAC- Co-ordinator
Chakdaha College
(Dr. Arun Kumar Nandi)

1.12.14.

Teacher-in-Charge
Chakdaha College
(Dr. Ajoy Paul)

Co-ordinator
IQAC, Chakdaha College

Teacher-In-Charge
Chakdaha College

**Members of IQAC, Chakdaha College**

1. Dr. Ajoy Paul (Teacher-in-Charge)
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Prof. Sibnath Bandopadhyay (Secretary, Teachers' Council)
4. Dr. Partha Karmakar (External Expert Member)
5. Prof. Kunal Banerjee (External Expert Member)
6. Dr. Jaysankar Basu (Teacher Member)
7. Prof. Madhumita Das (Teacher Member)
8. Dr. Anjan Sengupta (Teacher Member)
9. Dr. Paritosh Biswas (Teacher Member)
10. Prof Aliul Hoque (Teacher Member)
11. Sri Asoke Kumar Mukherjee (Head Clerk)
12. Sanjib (Rajib) Kar (GS, Student Member)
13. Sri Sujash Karmakar (Alumni Member)

# মিটিং রেজল্যুশন বহি
# MEETING RESOLUTION BOOK

| | |
|---|---|
| মিটিং নং / Meeting No. | 3/2014-15 |
| তারিখ / Date | 9.12.14 |

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

১। 1. Sibnath Bandyopadhyay
২। 2.
৩। 3. Khagen
৪। 4. Partha Mukhopadhyay
৫। 5. A Hoque
৬। 6. Partha Dutta (invitee)
৭। 7. Srijash Karmakar.
৮। 8. Samrib Kar
৯। 9. Ashoke Kr Mukherjee
১০। 10. Madhumita Das (Ghosh)
১১। 11.
১২। 12.
১৩। 13.
১৪। 14.

| | |
|---|---|
| স্থান / Place | TIC Ro... |
| সময় / Time | 2.00 P... |

১৫। 15.
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১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

| নং / No. | রেজল্যুশন / Resolution Adopted |
|---|---|
| | |

## Minutes of the 3rd Meeting: Ref. IQAC-Meeting No.-03, Dated: 09.12.2014 Time: 2.00 PM, Venue: TIC Room

**Agenda:**

1. *To confirm the proceedings of the last meeting.*
2. *To review implementation status of Action Plan, 2014-15.*
3. *To discuss regarding submission of SSR, AQAR for NAAC (cycle 2).*
4. *Misc.*

The 3rd meeting of IQAC, Chakdaha College during the academic session 2014-15, was held on 09.12.2014 at 2.00 PM in the TIC room. The 3rd meeting was notified on 01.12.2014. The meeting was presided over by Prof. Sibnath Bandopadhyay, Teacher-in-Charge (Acting) and Secretary of Teachers' Council, Chakdaha College. He started the meeting by welcoming all present members. Coordinator of IQAC expressed his concern regarding accidental health injury of Dr. Ajoy Paul, Teacher-in-Charge and Chairperson of IQAC, Chakdaha College. All present members prayed for his speedy recovery. Then, members participated in the discussion on the Meeting-agenda one by one. The following members of IQAC were present/absent in the meeting:

**Members Present:**

1. Prof. Sibnath Bandopadhyay (Secretary, Teachers' Council)
2. Dr. Arun Kumar Nandi (Co-ordinator, IQAC)
3. Dr. Partha Karmakar (External Expert Member)
4. Prof. Kunal Banerjee (External Expert Member)
5. Prof. Madhumita Das (Teacher Member)
6. Prof Aliul Hoque (Teacher Member)
7. Sri Asoke Kumar Mukherjee (Head Clerk)
8. Sanjib (Rajib) Kar (GS, Student Member)
9. Sri Sujash Karmakar (Alumni Member)
10. Dr. Partha Dutta, (Invitte member)

**Members Absent:**

1. Dr. Ajoy Paul (Teacher-in-Charge), Chairperson of IQAC **(absent on medical ground)**
2. Dr. Jaysankar Basu (Teacher Member) **(absent due to out of station)**
3. Dr. Anjan Sengupta (Teacher Member) **(absent due to out of station)**
4. Dr. Paritosh Biswas (Teacher Member) **(absent due to out of station)**

*Agendum 1. To confirm the proceedings of the last meeting.*

**Resolution 01:** Members unanimously confirmed the proceedings of the second meeting of IQAC during academic session of 2014-15.

*Agendum 2. To Review implementation status of Action Plan, 2014-15.*

**Resolution 02:** After a threadbare discussion, regarding implementation status of Action Plan, 2014-15, the house unanimously resolved that proper monitoring and supervision of different academic and administrative activities be acquired to achieve desired goals. More emphasis be given on students' attendance, providing study materials, completion of syllabus, evaluation system, and meetings of academic sub-committee at regular intervals. In addition to the action plan 2014-15 (approved by the GB), further, it was unanimously decided that: (a) installation of CC Camera in different important locations of the college, (b) wireless connection and server system for internet connection and Bio-metric system be installed for paperless attendance of students, teachers and non-teaching staff, (c) SC/ST/OBC cell, (d) women harassment cell and (e) women study-centre for equal opportunities and quality education in the college. Early initiative from the college authority be taken for opening up new subjects/new honours course and financial assistance as per different schemes of UGC/State Govt./others be called for in the meeting.

*Agendum 3. To discuss regarding submission of SSR,AQAR for NAAC(cycle 2).*

**Resolution 03:** With an anxiety Coordinator of IQAC pointed out the fact that it was not possible to submit SSR, AQAR to appropriate authority and upload in college website within the target date of 23.11.2014 due to non-availability of data and information in this regard. Dr. Partha Dutta reported that the Department of Zoology, Physics and Geography had not submitted their departmental profile till that date. It was noted that he and Dr. Nikhil Mondal were assigned to prepare an

evaluative report of each Department of the college. Dr. Partha Dutta assured in the meeting that he must submitted the teachers' profile according to the proforma in this regard by coming Saturday i.e., 13.12.2014 to the coordinator (email: anu_dipa@yahoo.com). It was also noted the fact that financial summary report, updated asset register, summary of GB resolutions etc were not submitted to IQAC till date. Considering the existing situation in this regard, it was unanimously resolved by the present members that a request letter be written by the TIC, Chakdaha College to the Director, NAAC – Bangalore for extension of stipulated time limit of six months from the date of LOI (23.6.2014) for re-accreditation (cycle 2).

***Agendum 4. Miscellaneous.***

**Resolution 04:** Members unanimously resolved and recommended for extension of college IQAC team to include (i) GB Chairman, (ii) at least one member from SC/ST and a part-time/contractual teacher. Further, it was decided to open up a separate website for IQAC and to set up an office room with equipments and furniture for IQAC – NAAC.

The meeting ended with a vote of thanks to the Chair and from the Chair.

11.12.14

Signature of IQAC - Coordinator
(with date and seal)
Chakdaha College

Co-ordinator
IQAC, Chakdaha College

27.3.15

Signature of Principal/TIC
(with date and seal)
Chakdaha College

Teacher-In-Charge
Chakdaha College