

# **IQAC-MEETINGS**

**2018 – 2019**



# Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No. ....

Date : 01-09-2018

## NOTICE

A meeting of the IQAC will be held on 05/09/2018 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 19.06.2018.
2. To form some additional sub-committees with modifications in the existing ones.
3. To prepare a list of holidays for the session 2018-19
4. Opening of new subjects
5. To organize seminars in different departments
6. To review the plan of action and place the action taken report of 2017-18
7. Miscellaneous

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

(Dr P Sen)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

(Dr S. Chatterjee)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



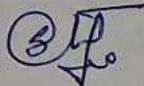
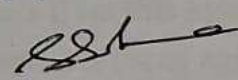

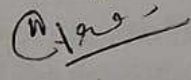
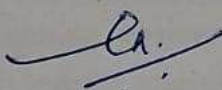
# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

Website: [www.scmhabra.org](http://www.scmhabra.org) Email ID: [srchma@gmail.com](mailto:srchma@gmail.com)

A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 05/09/2018 at the Principal's Room at 10:30 AM.

Members present:

1. 
2. Pulakunt dm
3. 
4. Sukumar Pal
5. 
6. 
7. 
8. Manoj Mitra
9. P. Sarkar





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## Proceedings of the meeting of IQAC held on 05-09-2018 at the Principal's Room at 10:30 AM.

The IQAC welcomes our respected Principal Dr Subrata Chatterjee for joining here and taking the charge on 24/08/2018.

The Principal of the college takes the chair of the meeting.

The following matters are discussed and decisions are taken as:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 19.06.2018.

Resolution 1. The decisions taken in the previous meeting, dated 19/06/2018 are read and confirmed.

Agenda: 2. To form some additional sub-committees with modifications in the existing ones.

Resolution 2. The IQAC suggests the Principal to form some new sub-committees additionally and modify the old ones from this session onwards.

Agenda: 3. To prepare a list of holidays for the session 2018-19

Resolution 3. The Principal requested the IQAC to prepare the Holiday List and Academic Calendar for 2018-19 and submit it for the approval of the college authority.

Agenda: 4. Opening of new subjects

Resolution 4. Regarding the opening up new subjects, the IQAC requested the Principal to communicate with the affiliating University (WBSU) and WBSCHS for the same.

Agenda: 5. To organize seminars in different departments

Resolution 5. All the departmental heads will be requested to organize seminars and other co-curricular activities in the running session.

Agenda: 6. To review the plan of action and place the action taken report of 2017-18

Resolution 6. The IQAC has presented the plan of action and the action taken report for 2017-18 to the house and its accepted as follows:

Plan of Action	Achievements / Outcomes
1) To organize Seminars, Workshops & other co-curricular activities	Days are observed such as Independence Day, College Foundation Day, Vivekananda Birthday, Int. Mother Language Day, etc. Navin Baran, Annual Functions are celebrated.
2) To fill-in the existing vacancies and create new teaching & non-teaching staff posts	The college authority has sent proposals to the DPI, WB, in consultation with the GB at meetings, dt. 27.11.2017 & 20.04.2018
3) To introduce online admission process for 1 <sup>st</sup> year students	The college has successfully completed the 1 <sup>st</sup> year admission process through online portal in 2017.
4) To organize programme by the Career Development Cell	The CDC has organized an Employability Training Programme (TCS-BPS) for final year students in 2017
5) To submit the AQAR for 2016-17	The IQAC is preparing the AQAR for 2016-17 to submit it as early as possible.
6) To make all types of payment process for students' fees cashless & online	Students' fees-payment process has been made online by bank-transaction/payment gateway from the F.Y. 2017-18
7) Implementation of Biometric attendance for all TS & NTS	Biometric machine has been installed and digital attendance system has implemented for all TS, NTS & casual staff.
8) Implementation of Solar Power plant	The college authority has communicated with WB Pollution Control Board and submitted a proposal.
9) To prepare and submit a DPR for constructing a new building	The has submitted a DPR, prepared by the Development & Maintenance Committee to the DPI, WB for constructing a new building beside the main building.
10) To manage old and damaged books of library	The college has communicated with two agencies for recycling of the old and damaged books of the library.

Agenda: 7. Miscellaneous

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

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

*[Signature]*  
22/09/18  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)





# Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No. ....

Date : 17/11/2018

## NOTICE

A meeting of the IQAC will be held on 22/11/2018 in the Principal's Room of the College 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 05.09.2018.
2. Filling up of vacant teaching and non-teaching staff post and applying for new posts
3. To discuss the promotion of Sri Manas Saha, Librarian under CAS
4. To organize 'Freshers' welcome' and Annual cultural programme
5. Miscellaneous

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

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

Co-ordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

Principal

Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



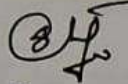
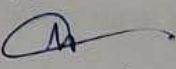
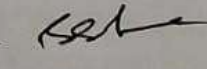
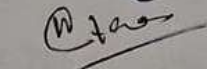
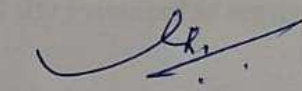
# Sree Chaitanya Mahavidyalaya

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 22/11/2018 in the Principal's Room at 11:30 AM.

## Members present:

1.  22.11.18
2. Pulakesh Sen
3. 
4. 
5. Sukumar Pal
6. 
7. 
8. M. Mitra
9. P. Sarkar





# Sree Chaitanya Mahavidyalaya

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Proceedings of the meeting of IQAC held on 22-11-2018 at the Principal's 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:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 05.09.2018.

Resolution 1. The decisions taken in the previous meeting, dated 05/09/2018 are read and confirmed.

Agenda: 2. Filling up of vacant teaching and non-teaching staff post and applying for new posts

Resolution 2. The Principal is requested to take fresh initiatives for creating new teaching & non-teaching staff posts and filling up the vacancies in respect to the above.

Agenda: 3. To discuss the promotion under CAS of Sri Manas Saha, Librarian under CAS

Resolution 3. The application regarding the promotion under CAS of Sri Manas Saha, Librarian is accepted and the Principal is requested to communicate with the higher affiliating authorities for the same.

Agenda: 4. To organize 'Freshers' welcome' and Annual cultural programme

Resolution 4. The cultural committee is requested to organize the 'Freshers' Welcome' and the 'Annual Culctural Programme' in the current academic session.

Agenda: 5. Miscellaneous

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

*Pulakesh Sen*

(Dr. Pulakesh Sen)

Coordinator, IQAC

*Co-ordinator, IQAC*

Sree Chaitanya Mahavidyalaya,

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*Dr. S. Chatterjee* 21.01.19

(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)

Date: 18/01/2019

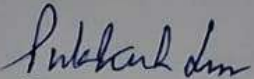
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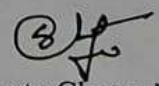
A meeting of the IQAC will be held on 21/01/2019 in the Meeting Room of the College at 12:30PM

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 22.11.2018.
2. To prepare the AQAR for 2017-18
3. Extension of the class-hour
4. To organize seminar on 'New NAAC guidelines'
5. To organize a Parent-Teacher Meeting (PTM) in this session
6. To organize a meeting of the 'Alumni association'
7. To publish departmental 'Wall Magazine'
8. To purchase new computers and laboratory equipments for science labs
9. Miscellaneous

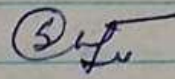
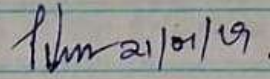

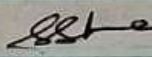

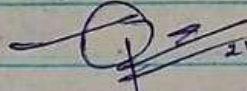
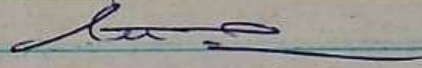
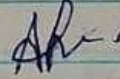
All respected members are requested to be present in the meeting at the scheduled time.

  
(Dr. Pulakesh Sen)  
Coordinator, IQAC  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
North 24 Parganas, Pin- 743268

  
(Dr. Subrata Chatterjee)  
Principal  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)



Proceedings of the Meeting of IQAC, held on  
21/01/2019 at 12:30 AM in the Principal's Chamber:

Members Present :	(Signatures)
1. Dr. S. Chatterjee	
2. Dr. P. Sen	 21/01/19.
3. Dr. P. De Maitra	 21/01/2019.
4. Dr. S. Saha	 21.1.19
5. Dr. S. Talukdar	 21.1.2019
6. Dr. S. Pal	 21.1.2019
7. Dr. C. H. Sengupta	
8. Dr. A. Majumder	
9. Sri Manab Samaddar	Manab Samaddar
10. Sri Probodh Sarkar	P. Sarkar
11. Sri Monoj Mitra	Monoj Mitra

Dr. S. Chatterjee, Principal, takes the Chair.

Discussion and the following resolutions are taken :





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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**Proceedings of the meeting of IQAC held on 21-01-2019 at the Principal's Room at 12:30 PM.**

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

The following matters are discussed and the following decisions are taken:

Agenda: 1. To read and confirm the proceedings of the previous meeting held on 22.11.2018.

Resolution 1. The decisions taken in the previous meeting, dated 22/11/2018 are read and confirmed.

Agenda: 2. To prepare the AQAR for 2017-18

Resolution 2. The AQAR for 2016-17 is ready and is to be submitted within 31.01.2019. Regarding the preparation of the AQAR for 2017-18, the IQAC has requested all the members and departments to cooperate with us for collecting all the documents/papers relating to that.

Agenda: 3. Extension of the class-hour

Resolution 3. The IQAC appreciates the college-authority for extending the college hour up to 2:30 PM for accommodating the class-load properly as per CBCS-Curriculum.

Agenda: 4. To organize seminar on 'New NAAC guidelines'

Resolution 4. The Principal requested the IQAC to organize a Seminar on the new guidelines of NAAC Accreditation process.

Agenda: 5. To organize a Parent-Teacher Meeting (PTM) in this session

Resolution 5. All the departmental heads are requested to organize 'Parent-Teacher Meeting' in their respective departments in this session.

Agenda: 6. To organize a meeting of the 'Alumni association'

Resolution 6. The Principal is requested to organize a meeting of the 'Alumni Association' in this session.

Agenda: 7. To publish departmental 'Wall Magazine'

Resolution 7. The teachers of different departments are requested to take initiatives to prepare 'Wall Magazines' in their departments.

Agenda: 8. To purchase new computers and laboratory equipments for science labs

Resolution 8. Regarding the purchase of new computers and laboratory equipments for the science labs, the Principal is requested to discuss the matter with the competent authority and do the needful.

Agenda: 9. Miscellaneous

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

*Pulakesh Sen*

(Dr. Pulakesh Sen)

Coordinator, IQAC

*Co-ordinator, IQAC*

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*05.07.19*

(Dr. Subrata Chatterjee)

Principal

*Principal*

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



**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

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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. M. S.

7. Chintamani Sengupta

8. Monoj Mitra

9. P. Sarkar



# Sree Chaitanya Mahavidyalaya

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## 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

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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.

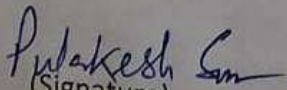
Agenda: 8. Miscellaneous

Resolution 8.

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

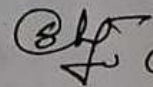
(b) The Principal is requested to discuss with the Finance Committee to purchase a 25KV- Digital Generator for the college to combat with the acute 'Power Cut' in this area.

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

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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)





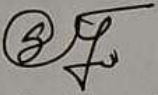

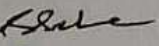
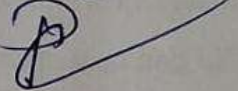
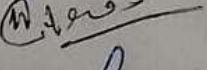
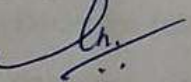
# Sree Chaitanya Mahavidyalaya

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. P. Sarkar



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**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





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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.

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

Coordinator (IQAC)

**Co-ordinator, IQAC**

**Sree Chaitanya Mahavidyalaya**

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*Dr. S. Chatterjee* 07.02.20

(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

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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

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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. @ 07.02.20

2. Pulakesh Sin

3. A

4. Sukumar Pal

5. Seta

6. P

7. A

8. B. Sankar



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**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

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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) IQAC appreciates the College Authority for the installation of a 'Solar Power Plant of 5 KWP'.

(b) The house advises the College Authority and NSS unit to regularly maintain the Herbal Gardening.

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

*P. Lakshmi Sen*  
(Signature)

Coordinator (IQAC)  
Co-ordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)

# **IQAC-MEETINGS**

**2020 – 2021**





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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29.06.2020

## 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 join the meeting (link will be provided later) at the scheduled time.

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

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*S. P. S.*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

Principal  
Sree Chaitanya Mahavidyalaya



# Sree Chaitanya Mahavidyalaya

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

## **Members present:**

1. Dr S. Chatterjee
2. Dr P. Sen
3. Dr P. De Maitra
4. Dr. P. Chattopadhyay
5. Dr S. Saha
6. Dr S. Talukdar
7. Dr S. Pal
8. Sri M. Samaddar
9. Sri M. Mitra
10. Sri P. Sarkar

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 guest teachers as per 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.





# Sree Chaitanya Mahavidyalaya

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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 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 Career Development Cell	The CDC has arranged programme on communicating English, General Awareness and Basic Computer Knowledge.

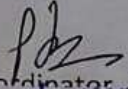
Agenda: 6. To sign an agreement (MoU) with 'Chandidas Mahavidyalaya', Burdwan

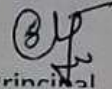
Resolution 6. The IQAC has decided to sign an agreement (MoU) with Chandidas Mahavidyalaya, Burdwan for the academic sharing and the Principal is requested to take the initiative.

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.

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

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



# Sree Chaitanya Mahavidyalaya

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05/12/2020

## 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 join at the meeting-link (will be provided) at the scheduled time.

*Pulakesh Sen*

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

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*Principal*

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

Principal  
Sree Chaitanya Mahavidyalaya





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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 the Principal is requested to communicate with the Developer "Aadija Technologies" for the necessary modification & 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.

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

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*[Signature]*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

Principal  
Sree Chaitanya Mahavidyalaya



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02-03-2021

## 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.

*Pulakesh Sen*

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

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*[Signature]*

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

Principal  
Sree Chaitanya Mahavidyalaya





# Sree Chaitanya Mahavidyalaya

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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.



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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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.

*Prakash Sen*

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

(Signature)

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*Principal*

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

(Signature)

Principal  
Sree Chaitanya Mahavidyalaya





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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dt. 22<sup>th</sup> June, 2021

## NOTICE

A meeting of the IQAC will be held on 25<sup>th</sup> June, 2021 in virtual mode via Google Meet 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.

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

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*[Signature]*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)

Principal  
Sree Chaitanya Mahavidyalaya



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Proceedings of the meeting of IQAC held on 25-06-2021 at *Virtual Mode via G-Meet*  
2:00 PM.

## Members present:

1. Dr S. Chatterjee
2. Dr P. Sen
3. Dr P. De Maitra
4. Dr. P. Chattopadhyay
5. Dr S. Saha
6. Dr S. Talukdar
7. Dr S. Pal
8. Sri S. Mridha
9. Dr C. H. Sengupta
10. Dr A. Majumdar
11. Sri M. Samaddar
12. Sri M. Mitra
13. Sri P. Sarkar

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'





# Sree Chaitanya Mahavidyalaya

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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.

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.

  
(Signature)

Coordinator, IQAC

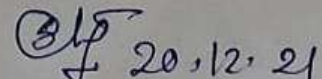
Sree Chaitanya Mahavidyalaya

**Co-ordinator, IQAC**

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

  
20.12.21

(Signature)

Principal

Sree Chaitanya Mahavidyalaya

**Principal**

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)

**IQAC-MEETINGS**

**2021 – 2022**





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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Date-17/12/2021

## 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 San*  
(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

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)



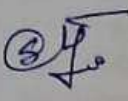
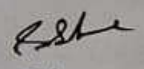


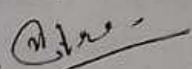
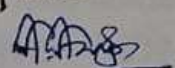
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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 20/12/2021 in the Meeting Room of the college at 12:30 PM.

Members present:

1. 
2. Pulakesh Sen
3. Smriti
4. 
5. Sukumar Pal
6. 
7. 
8. 
9. J. Sarkar
10. 





# Sree Chaitanya Mahavidyalaya

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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 has been launched and many dynamic web-pages and web-links have been included.
5) Eco-friendly initiatives to be taken.	A Pollution Monitoring Unit has been installed and the Herbal & Flower garden have been maintained.
6) Feedback 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.
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 & 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.

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

*Principal*  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
24 Parganas (N)  
28/03/22





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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Date: 22/03/2022

## 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.

*Pulakesh Sen*  
(Signature)

Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
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)




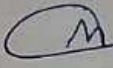
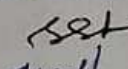
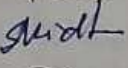

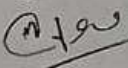

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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 28/03/2022 in the Meeting Room of the college at 11:30 AM.

Members present:

1.  28/03/22
2. Pulakesh Sen
3. 
4. Sukumar Pal
5. 
6. 
7. 
8. 
9. P. Sarmar
10. 





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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.

## **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 26<sup>th</sup> 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 1<sup>st</sup> 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.

## 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.

*Pulakesh Sin*

Co-ordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*19.08.22*

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



# **IQAC-MEETINGS**

**2022 – 2023**



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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15/08/2022

## NOTICE

A meeting of the IQAC will be held on 19/08/2022 in the Meeting Room of the College at 12:00 at Noon.

The agenda of the said meeting are as follows:

1. To read and confirm the proceedings of the previous meeting held on 21.05.2022.
2. To appoint an 'Internal Auditor' for the internal audit purpose (2021-22 & 2022-23)
3. To discuss over the signing of MoUs with different other colleges
4. To discuss over the problems regarding 'waste/e-waste' managements
5. To place the plan of action and action taken report for the year 2021-22
6. To form an 'E-tender' committee as per the govt. order
7. Miscellaneous

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

*Pulakesh Sam*

(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*SJ*

(Signature)

Principal

Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)





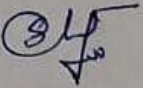
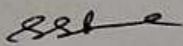
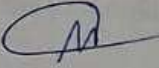
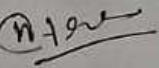
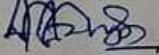
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Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 19/08/2022 in the Meeting Room of the college at 12:00 at Noon.

## Members present:

1. 
2. Pulakesh Sen
3. 
4. Sukumar Pal
5. Shikha
6. 
7. P. Chattopadhyay
8. 
9. J. Sanyal
10. 



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## Proceedings of the meeting of IQAC held on 19-08-2022 at the Meeting Room at 12:00 Noon.

Dr. Subrata Chatterjee, Principal of the college 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 21.05.2022.

### Resolution 1.

The decisions taken in the previous meeting, dated 21/05/2022 are read and confirmed.

### Agenda 2.

To appoint an 'Internal Auditor' for the internal audit purpose (2021-22 & 2022-23)

### Resolution 2.

As the DPI, WB has not proposed any Auditor's name for the General Audit (Finance) for 2021-22 and 2022-23, the Principal is requested to appoint local Auditor for pursuing the Internal Audit for these financial years.

### Agenda 3.

To discuss over the signing of MoUs with different other colleges

### Resolution 3.

The IQAC has decided to make an agreement (MoU) with 'New Alipore College, Kolkata, affiliated under CU for sharing academic activities, seminars, etc. The Principal is requested to make the necessary arrangements.

### Agenda 4.

To discuss over the problems regarding 'waste/e-waste' management

### Resolution 4.

Discussed on the problems of waste/e-waste management, and it is decided that the college authority will communicate with eligible agencies for the waste disposal.

### Agenda 5.

To place the plan of action and action taken report for the year 2021-22

### Resolution 5.

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

Plan of action	Action Taken Report
To reconstitute the IQAC for next five years	The IQAC has been reconstituted with senior faculties and external members for next five years.
To Modify and form the different sub-committees	Different sub-committees have been formed and modified.
To form an 'Internal Complaints Committee (ICC)'	The ICC has been formed with senior faculties, female staff, govt. representative and external members.
To attend Seminar, Workshop, Training programme and other faculty development programmes throughout the year	Teachers have successfully attended Seminar, Workshop, Training programme and FDP throughout the year.
To organize different academic and extracurricular departments Webinars & Workshops and Day-observation programmes, Students' activity programs, etc.	IQAC in collaboration with different academic departments have organized 12 (Twelve) Webinars & Workshops and 15 (Fifteen) Day-observation programmes, Students' activity programs, etc through 'Online/Offline'.
To organize volunteers' Orientation programme, Health awareness camp, Health Check-up camp	The NSS unit of the college organized volunteers' Orientation programme, Health awareness camp, Health





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To present research papers in Seminars and publish papers in several national/international Journals throughout the year	Faculty members have published 23 research papers in several national/international Journals throughout the year.
To collect, analyze and to prepare the Action Taken Report for the "Online Students' Feedback Report" in the academic session (2021-22)	The IQAC has collected, analyzed and the ATR has been uploaded in college-website for the "Online Students' Feedback Report" in the academic session (2021-22).
To organize career-oriented activities including development of Soft-skill, Communication skill and development of reasoning capability, etc.	The CDC (Career Development Cell) has run several programmes regarding these in this session under the guidance of the IQAC.
To motivate the teachers to take ICT-classes & use ICT tools in their academic activities	Teachers have taken several ICT-classes using ICT tools in their academic activities and the no. of classes taken in this mode have been steadily increasing.
To take active initiatives to process the career advancement scheme for the faculty members and service benefits for the non teaching staff	Three faculty members and four non-teaching staff members have got their promotions in this period.
To collaborate with other Institutions by signing 'MOUs' for academic exchange programme, organize socio-cultural programme, seminars/webinars throughout the year.	Under the supervision of IQAC, the college has signed seven 'MOUs' with different institutions for academic exchange, organize socio-cultural programme, seminars/webinars, etc. throughout the year.
To initiate and complete the Environmental Audit, Gender Audit, Energy Audit in this year	The Gender Audit for last five years, Environmental Audit for last two years are completed and the IQAC has initiated the process of Energy Audit.
To implement 'Provisional NAAC'- Assessment in the institution	The IQAC took the initiatives for the 'Provisional NAAC'- Assessment but later on it became optional. Therefore, the IQAC focused on the regular NAAC-assessment process for cycle-III.
To prepare the 'Holiday List' for 2022-23	The 'Holiday List for 2022-23' prepared by the Academic Committee is presented and approved by the college-authority.
To initiate the process of the University validation of the peer-reviewed college journal 'The Impression'	The process has been initiated for the college-journal 'The Impression' for the validation by the University

## Agenda 6.

To form an 'E-tender' committee as per the govt. order

## Resolution 6.

As per the Govt. order, the Principal is requested to form an "E-Tender Committee" for the tender-process henceforth.

## Agenda 7. Miscellaneous

The Alumni Association organized a meeting on 30/10/2022 at 7PM through online mode. The Principal has requested the Secretary to organize some activities in the campus.

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

*Pulakesh Sin*  
(Signature)

Coordinator, IQAC

Co-ordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*B. J. 24.12.22*

(Signature)

Principal, Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)





# Sree Chaitanya Mahavidyalaya

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## NOTICE

Date: 20/12/2022

A meeting of the IQAC will be held on 24/12/2022 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 19.08.2022.
2. To take initiatives to reopen the NCC unit and the 2<sup>nd</sup> unit of NSS
3. Regarding the Renovation & Re-use of the Boys & Girls Hostels
4. To submit proposals (DPR) to the state govt. for the grant regarding computers, books, lab-equipments, etc.
5. To discuss over 'Institutional & Individual publications' (WBSU-approval)
6. To introduce 'Online Grievance Portal', '360-Degree Teachers' Appraisal System' for the students
7. To sign MoUs with different colleges
8. Miscellaneous

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

*Pulakesh Sen*  
(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

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

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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya held on 24/12/2022 in the Meeting Room of the College at 12:30 PM.

## Members present:

- 1.
2. Pulakuntan
3. Sukumar Pal
- 4.
5. Shikha
- 6.
- 7.
- 8.
9. J. Sarkar
- 10.



# Sree Chaitanya Mahavidyalaya

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## Proceedings of the meeting of IQAC held on 24-12-2022 at the Meeting Room at 12:30 PM.

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

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

**Agenda 1.** To read and confirm the proceedings of the previous meeting held on 19.08.2022.

### Resolution 1.

The decisions taken in the previous meeting, dated 19/08/2022 are read and confirmed.

**Agenda 2.** To take initiatives to reopen the NCC unit and the 2<sup>nd</sup> unit of NSS

### Resolution 2.

Considering the demand of the students, the Principal is requested to take initiatives to open the 2<sup>nd</sup> unit of NSS and a unit of the NCC in the college.

**Agenda 3.** Renovation of the Boys & Girls Hostels

### Resolution 3.

The house made a threadbare discussion regarding boarding in the Boys & Girls Hostel in the college premises. Since last 4-5 years, even after repeated notifications, no applications are received from the students for hostel habitats. Hence the Principal is requested to discuss the matter in the GB regarding re-use of the buildings for academic purposes after some renovations in view of optimal utilization.

### Agenda 4.

To submit proposals (DPR) to the state govt. for the grant regarding computers, books, lab-equipments, etc.

### Resolution 4.

The Principal is requested to submit proposals (DPR) to the state govt. for the grant regarding computers, books, lab-equipments, etc.

**Agenda 5.** To discuss over 'Institutional & Individual publications' (WBSU-approval)

### Resolution 5.

The college publish an Annual Journal, entitled, 'The Impression' which requires the affiliating University approval for its acceptance in the UGC-level. The Principal has given consent to see the matter in consultation with the GB.

### Agenda 6.

To introduce 'Online Grievance Portal', '360-Degree Teachers' Appraisal System' for the students

### Resolution 6.

The IQAC unanimously congratulates the college authority for taking initiatives by introducing 'Online Grievance Portal', '360-Degree Teachers' Appraisal System' for the students to collect their grievances and feedback throughout the session.





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**Agenda 7.** To sign MoUs with different colleges

**Resolution 7.**

The IQAC has decided to make an agreement (MoU) with 'Raidighi College and K. K. Das College, both affiliated under CU for sharing academic activities, seminars, etc. The Principal is requested to make the necessary arrangements.

**Agenda 8.** Miscellaneous

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

*Pulakesh Sin*

(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

*Co-ordinator, IQAC*

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*BY 29.03.23*

(Signature)

Principal

Sree Chaitanya Mahavidyalaya

*Principal*

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



# Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No. ....

Date : 24-03-2023

## NOTICE

A meeting of the IQAC will be held on 29<sup>th</sup> March, 2023 (Wednesday) in the Meeting Room 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 21.05.2022.
2. To discuss over the activities and fund collection of the 'Alumni Association'.
3. To organize a Seminar on 'NEP-2020' in the next month.
4. To discuss over 'Plantation & Plant-Labeling' in the college.
5. To construct a 'Vermi-Compost-Pit' behind the college premises.
6. To discuss the issue of 'Non-availability of Boarders' in the Boys & Girls Hostel
7. To discuss over the 'Departmental & Laboratory infrastructure development'
8. Miscellaneous

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

*Pulakesh Sen*  
(Signature)

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

(Signature)

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





# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 29/03/2023 in the Meeting Room of the College at 11:00 AM.

Members present:

1. ③H

2. Pulakuntan

3. *[Signature]*

4. *[Signature]*

5. *[Signature]*

6. *[Signature]*

7. P. Chakrapadhyay

8. *[Signature]*

9. P. Sarkar

10. *[Signature]*



# Sree Chaitanya Mahavidyalaya

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**Proceedings of the meeting of IQAC is held on 29-03-2023 at the Meeting Room at 11:00 AM.**

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

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

**Agenda 1.**

To read and confirm the proceedings of the previous meeting held on 24.12.2022.

**Resolution 1.**

The decisions taken in the previous meeting, dated 24/12/2022 are read and confirmed.

**Agenda 2.**

To discuss over the activities and fund collection of the 'Alumni Association'.

**Resolution 2.**

The Secretary, Alumni Association & members are already requested to organize some activities in the college and collect funds for their association and the college. They are agreed and have assured the college authority to do that.

**Agenda 3.** To sign MoUs with different institutions/organizations

**Resolution 3.**

The IQAC has decided to make an agreement (MoU) with the following Institutions/organizations for sharing academic activities, seminars, add-on courses, etc. The Principal is requested to make the necessary arrangements.

- (i) Ramkrishna Mission Vivekananda College, Rahara, affiliated under WBSU
- (ii) Ramkrishna Mission Swami Vivekananda Ancestral House, Kolkata
- (iii) Uluberia College, Howrah, affiliated under CU,
- (iv) Anudip Foundation, Kolkata,
- (v) Hingalganj Mahavidyalaya, North 24 Pgs., affiliated under WBSU,
- (vi) Nazrul Charcha Kendra, Kolkata,
- (vii) Prosanta Chandra Mahalanobis Mahavidyalaya, Kolkata, affiliated under WBSU
- (viii) Banipur Mahila Mahavidyalaya, Banipur, North 24 Pgs, affiliated under WBSU
- (ix) Netaji Satabarshiki Mahavidyalaya, North 24 Pgs, affiliated under WBSU





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## Agenda 4.

To organize a Seminar on 'NEP-2020' in the next month.

## Resolution 4.

Regarding the decisions of the Gov. of West Bengal to take up the NEP-2020 & its Curriculum and Credit Framework in the state from the next academic session, the IQAC has decided to organize a Seminar to highlight this matter. External experts will be invited to deliver lectures on the above matter.

## Agenda 5.

To discuss over 'Plantation & Plant-Labeling' in the college.

## Resolution 5.

It is discussed the labeling of the plants in the campus will be completed shortly and Dr. A. Bhattacharya will take up the matter and make necessary arrangements.

## Agenda 6.

To construct a 'Vermi-Compost-Pit' behind the college premises.

## Resolution 6.

The IQAC proposed to construct a 'Vermi-Compost Pit' behind the main building and the Principal assured the house to do it immediately.

## Agenda 7.

To discuss over the 'Departmental & Laboratory infrastructure development'

## Resolution 7.

It is discussed on the 'Departmental & Laboratory infrastructure development' issues, and the Principal assured to take necessary initiatives as soon as possible.

## Agenda 8. Miscellaneous

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

*Pulakesh Sen*  
(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

Co-ordinator, IQAC

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, PIN - 743268

*[Signature]* 16.06.23

(Signature)

Principal

Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)



# Sree Chaitanya Mahavidyalaya

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Dt. 12/06/2023

## NOTICE

A meeting of the IQAC will be held on 16<sup>th</sup> June, 2023 (Friday) in the Meeting Room 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 29.03.2023.
2. To discuss over the 'Progress of work regarding NAAC (Cycle-III) criteria-wise'.
3. To discuss over the 'Academic & Administrative Audit' for the A.Y. 2021-22 and 2022-23.
4. To discuss over 'Green Audit', Energy Audit' and 'Gender Audit' for A.Y. 2022-23.
5. To discuss regarding the up-gradation of the college library
6. To appoint a new Programme Officer for the NSS unit
7. To discuss over the issues regarding 'waste/e-waste' management
8. To organize 'Add-on' / Certificate Courses at all the Departments in the next session.
9. To discuss over the introduction of NEP-2020 from the coming session
10. Re-fixation of two SACT teachers
11. Regarding the collection & maintenance of the Alumni Fund
12. Miscellaneous

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

*Pulakesh Sen*  
(Signature)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

*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)






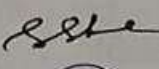



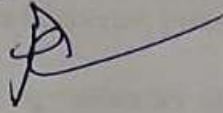


# Sree Chaitanya Mahavidyalaya

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A meeting of the IQAC of Sree Chaitanya Mahavidyalaya is held on 16/06/2023 (Friday) in the Meeting Room of the College at 11:00 AM.

## Members present:

1.  16.06.23
2. Pulakesh Sen
3. 
4. 
5. 
6. 
7. 
8. 
9. P. Sarkar
10. 



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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## Proceedings of the meeting of IQAC held on 16-06-2023 at the Meeting Room at 11:00 AM.

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

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

### Agenda 1.

To read and confirm the proceedings of the previous meeting held on 29.03.2023.

### Resolution 1.

The decisions taken in the previous meeting, dated 29/03/2023 are read and confirmed.

### Agenda 2.

To discuss over the 'Progress of work regarding NAAC (Cycle-III) criteria-wise'.

### Resolution 2.

To monitor the progress of work for NAAC (Cycle-III), seven teams (for seven criteria) consisting of faculty members and office staff have been formed and the workload has been distributed among them. Each of the team leaders has been asked to report the IQAC & NAAC Steering Committee in the next meeting.

### Agenda 3.

To discuss over the 'Academic & Administrative Audit' for the A.Y. 2018-19 to 2022-23.

### Resolution 3.

The Annual Report of AAA from 2018-19 to 2022-23 has been prepared and internally audited by the IQAC. The Principal is requested to contact three external peers for its External Audit.

### Agenda 4.

To discuss over 'Environmental Audit', Energy Audit' and 'Gender Audit' for A.Y. 2022-23.

### Resolution 4.

The process 'Environmental Audit', Energy Audit' is already completed and the 'Gender Audit' for A.Y. 2022-23 will be completed within the next month.

### Agenda 5.

To discuss regarding the up-gradation of the college library

### Resolution 5.

Initiatives have been taken by the college-authority to upgrade the college library by preparing a DPR for installing RFID-digital monitoring system in the library.





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## Agenda 6.

To appoint a new Programme Officer for the NSS unit

## Resolution 6.

Miss. Arpita Bose, SACT in Bengali is selected as the new PO of the NSS unit and the authority is requested to appoint her.

## Agenda 7.

To discuss over the issues regarding 'waste/e-waste' management

## Resolution 7.

The IQAC appreciates the initiative taken by the Principal for making agreements with 'Hulladek Recycling Pvt. Ltd.' for collecting e-wastes and 'Ashoknagar Municipality' for collecting 'wastes/garbage' from the campus.

## Agenda 8.

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

## Resolution 8.

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 2023-24 also. They are also asked to submit the proposals as early as possible.

## Agenda 9.

To discuss over the introduction of NEP-2020 from the coming session

## Resolution 9.

The new Curriculam & Credit Framework under NEP-2020 is going to be introduced from this session and the teachers are requested to collect their syllabi and take orientation classes to their students before the classes start.

## Agenda 10.

Re-fixation of two SACT teachers

## Resolution 10.

Dr. Sourav Sarkar, SACT in History and Mrs. Bula Dey, SACT in Food & Nutrition have applied for up-gradation (by re-fixation) from SACT-II to SACT-I and submitted their necessary documents to the IQAC. The Principal is requested to send the papers to the DPI, Govt. of WB.

## Agenda 11.

Collection & maintenance of the Alumni Fund

## Resolution 11.

It is decided that the Alumni Association will be requested to organize a meeting to raise their fund and make some contributions for the development of the new Computer Lab.

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

*Pulakesh Sen*

(Dr. P. Sen)

Coordinator, IQAC

Sree Chaitanya Mahavidyalaya

Sree Chaitanya Mahavidyalaya

Habra - Prafullanagar

North 24 Parganas, Pin- 743268

*Dr. S. Chatterjee* 07.11.23

(Dr. S. Chatterjee)

Principal

Sree Chaitanya Mahavidyalaya

Principal

Sree Chaitanya Mahavidyalaya

Habra, Prafullanagar

24 Parganas (N)