

**Proceedings of the meeting of IQAC held on 05-09-2019 at the Principal's chamber at 1:30 PM.**

**Members present:**

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	Dr Subrata Chatterjee	Principal & Chairman
2	Dr Pulakesh Sen	Coordinator
3	Dr Chintaharan Sengupta	President, Governing Body
4	Sri Probodh Sarkar	Member, Local Body
5	Dr Piyali De Maitra	Associate Professor
6	Dr Suvendu Saha	Assistant Professor
7	Dr Sanjib Talukdar	Associate Professor
8	Dr Sukumar Pal	Associate Professor
9	Sri Shibananda Mridha	Librarian
10	Sri Manoj Mitra	Member, Management Body
11	Sri Manab Samaddar	Head Clerk
12	Dr Amit Majumder	Member, Alumni Association

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

The following matters are discussed:

1. The decisions taken in the previous meeting are read and confirmed.
2. It is discussed that the 'feedback' should be taken timely from all the stakeholders at least once in a year.
3. All the Heads of the Departments and Teachers be requested to arrange Seminar, Special Lecture, Workshop at their respective departments.
4. Teachers are suggested to publish more papers in journals as well as participate in Seminars, Workshop, Faculty training program, etc.
5. Convenors of different Sub-committees & Cells are requested to arrange meetings regularly.
6. The Programme Officer of the NSS unit is requested to organize a Health awareness camp and a Rally in the locality.
7. The college authority is requested to conduct the Financial Audit according to the Government guidelines in a regular interval.
8. The college authority is also requested to conduct the Academic Audit & Green Audit also in a regular interval according to the Government & NAAC guidelines.
9. The house reviews the Academic progress in terms of results of students of their University Exam-results and resolves that more emphasis may be given on continuous assessments.
10. The house appreciates the extension of college-hour from the session 2019-2020.

The meeting ended with a vote of thanks.

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

**Proceedings of the meeting of IQAC held on 07-03-2020 at the Principal's chamber at 2:00 PM**

**Members present:**


SL. NO.	NAME OF THE MEMBER	DESIGNATION
1	Dr Subrata Chatterjee	Principal & Chairman
2	Dr Pulakesh Sen	Coordinator
3	Dr Chintaharan Sengupta	President, Governing Body
4	Sri Probodh Sarkar	Member, Local Body
5	Dr Piyali De Maitra	Associate Professor
6	Dr Suvendu Saha	Assistant Professor
7	Dr Sanjib Talukdar	Associate Professor
8	Dr Sukumar Pal	Associate Professor
9	Sri Shibananda Mridha	Librarian
10	Sri Manoj Mitra	Member, Management Body
11	Sri Manab Samaddar	Head Clerk
12	Dr Amit Majumder	Member, Alumni Association

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

The following matters are discussed:

1. The decisions taken in the previous meeting are read and confirmed.
2. All the Heads of the Departments and Teachers be requested to arrange Seminar, Special Lecture, Workshop and to publish Newsletter at their respective departments.
3. Teachers are suggested to publish more papers in journals as well as participate in Seminars, Workshop, Faculty training program, etc.
4. Convenors of different Sub-committees & Cells are requested to arrange meetings regularly.
5. The Programme Officer of the NSS unit is requested to organize a Medical Camp.
6. The college authority is requested to upgrade the College Website according to the recent requirements.
7. Career Development Cell is requested to arrange for regular classes on communicating English, General Awareness and Basic Computer Knowledge.
8. IQAC appreciates the College Authority for the installation of a 'Solar Power Plant of 5 KWP'.
9. The house advises the College Authority to regularly maintain the Herbal Gardening.

The meeting ended with a vote of thanks.

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