



# Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North24 Parganas, PIN -743468

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

## 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.

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

(Signature)  
Coordinator, IQAC

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

(Signature)  
Principal, Sree Chaitanya Mahavidyalaya



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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 WBSU 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:



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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

Resolution: 7. The house unanimously decided that flower garden and the herbal garden in front of the college building must be maintained regularly and a gardener may be appointed in this purpose. As no other matter is discussed, the meeting ended with a vote of thanks.

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

(Signature)  
Coordinator, IQAC

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## 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.

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

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Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*[Signature]*  
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Principal  
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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*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
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*S.P.*  
Principal  
Sree Chaitanya Mahavidyalaya  
Habra, Prafullanagar  
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Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

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## NOTICE

**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.

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

(Signature)  
Coordinator, IQAC  
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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. Regarding the preparation of the AQAR for 2017-18, the IQAC has requested all the 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*  
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