



# 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)

## 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 Sen*  
Co-ordinator, IQAC  
Sree Chaitanya Mahavidyalaya  
Habra - Prafullanagar  
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(Signature)  
Coordinator, IQAC  
Sree Chaitanya Mahavidyalaya

*[Signature]*  
Principal  
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Principal  
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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' and 'Offline' mode.



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To organize volunteers' Orientation programme, Health awareness camp, Health Check-up camp and social outreach programme throughout the year	The NSS unit of the college organized volunteers' Orientation programme, Health awareness camp, Health Check-up camp and social outreach programme throughout the year.
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 members	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.

  
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(Signature)  
Coordinator, IQAC

  
Principal  
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Principal, Sree Chaitanya Mahavidyalaya



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## NOTICE

**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.

  
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Coordinator, IQAC  
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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.



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**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.


**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.

  
Co-ordinator, IQAC  
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## 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 24.12.2022.
2. To discuss over the activities and fund collection of the 'Alumni Association'.
3. To sign MoUs with different institutions/organizations
4. To organize a Seminar on 'NEP-2020' in the next month.
5. To discuss over 'Plantation & Plant-Labeling' in the college.
6. To construct a 'Vermi-Compost-Pit' behind the college premises.
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.

  
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## **Proceedings of the meeting of IQAC 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) Hingaljan 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

### **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.





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## 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.

  
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## 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.

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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-system in the library.

### **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



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## 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 Curriculum & 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.

  
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