

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

**Members present:**

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1.	Dr Subrata Chatterjee	Principal & Chairman
2.	Dr Pulakesh Sen	Coordinator, Assistant Professor
3.	Dr Piyali De Maitra	Member, Associate Professor
4.	Dr Prasenjit Chattopadhyay	Member, Associate Professor
5.	Dr Suwendu Saha	Member, Assistant Professor
6.	Dr Sanjib Talukdar	Member, Associate Professor
7.	Dr Sukumar Pal	Member, Associate Professor
8.	Sri Shibananda Mridha	Member, Librarian
9.	Sri Bikash Das	Member, Management Nominee
10.	Sri Probodh Sarkar	Member, Employers' Nominee
11.	Mrs. Krishna Chakraborty	Member, Local Body - Nominee
12.	Sri Partha Chakraborty	Member, Alumni Nominee
13.	Sri Ashok Acharya	Member, Non-Teaching Staff

Dr Subrata Chatterjee, Principal & Chairperson of the IQAC takes the chair.

The following matters are discussed:

1. The resolutions taken in the previous meeting on 21.05.2022 are read and confirmed.
2. The Alumni Association needs to be rejuvenated concretely. Cash inflow is required for the Alumni Fund and cash may be collected via general college receipt. A budget regarding the formation of new Computer Lab with the help of the Alumni Association is to be made.
3. A seminar on NEP-2020 with the help of Ramkrishna Mission, Rahara would be organized on 29.04.2023 in collaboration with the Alumni Association.
4. Regarding the plant-labeling, implantation of Herbal Garden and Kitchen Garden, a preliminary communication is done with the Department of Forestry, Govt. of West Bengal. They will help us to implement it.
5. A Vermi-compost Pit will be created behind the main building.
6. Regarding the non-availability of boarders in Boys & Girls Hostel, a further notification will be issued and further decision may be taken by the Governing Body of the college.
7. Regarding the departmental and laboratory infrastructural development, a committee would be formed with the following members:
  - a) Dr. Sukumar Pal, Convener
  - b) Dr. Sanjib Talukdar
  - c) Dr. Manabendra Sekhar Bhadra
  - d) Mr. Anup Roy
  - e) Mrs. Adrita Das

The meeting ended with a vote of thanks.



(Signature)  
Coordinator (IQAC)



(Signature)  
Principal & Chairperson (IQAC)

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

**Members present:**

SL. NO.	NAME OF THE MEMBER	DESIGNATION
1.	Dr Subrata Chatterjee	Principal & Chairman
2.	Dr Pulakesh Sen	Coordinator, Assistant Professor
3.	Dr Piyali De Maitra	Member, Associate Professor
4.	Dr Prasenjit Chattopadhyay	Member, Associate Professor
5.	Dr Suwendu Saha	Member, Assistant Professor
6.	Dr Sanjib Talukdar	Member, Associate Professor
7.	Dr Sukumar Pal	Member, Associate Professor
8.	Sri Shibananda Mridha	Member, Librarian
9.	Sri Bikash Das	Member, Management Nominee
10.	Sri Probodh Sarkar	Member, Employers' Nominee
11.	Mrs. Krishna Chakraborty	Member, Local Body - Nominee
12.	Sri Partha Chakraborty	Member, Alumni Nominee
13.	Sri Ashok Acharya	Member, Non-Teaching Staff

Dr Subrata Chatterjee, Principal & Chairperson of the IQAC takes the chair.

The following matters are discussed:

1. The resolutions taken in the previous meeting on 29.03.2023 are read and confirmed.
2. Regarding the work-progress for the NAAC (Cycle-III), all teams (criteria-wise) are requested to submit their latest development report on 'Data Templates' to the IQAC by 30<sup>th</sup> June, 2023.
3. Regarding the 'Academic & Administrative Audit' for 2021-22 & 2022-23, it is resolved that all Head of the Departments must submit their Departmental Profile for the above-said sessions to the IQAC within 14<sup>th</sup> July, 2023.
4. Regarding the functions of the Alumni Association, it is resolved that the fund-collection process must continue and the Principal would see into the matters.
5. It is resolved that the process for 'Green Audit of 2022-23' may be started.
6. It is also resolved that the process for 'Energy Audit of 2022-23' and the communicating with the Auditors may be started
7. The 'Gender Audit of 2022-23' may be done by the 'Women Cell' as early as possible.
8. a) It's observed that the infrastructure regarding the ICT-enabled classrooms are incomplete. It may be completed at the earliest.  
b) A Web-Portal for the Dept. of Commerce may be initiated.

The meeting ended with a vote of thanks.



(Signature)

Coordinator (IQAC)



(Signature)

Principal & Chairperson (IQAC)