



CRITERIA 6

6.2.1-INSTITUTIONAL PERSPECTIVE PLAN & DEPLOYMENT DOCUMENTS

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Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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Institutional Strategic Plan/Perspective Plan and Deployment

Since its establishment, Sree Chaitanya Mahavidyalaya (erstwhile Sree Chaitanya College of Commerce) is worth trying to spread the education among the society especially to cater the priority sector and weaker section of the vicinity. The Institution has grown exponentially over the years, has always shown its commitment to uphold continuous good academic performance, to inculcate learner-centric and effective teaching-learning process, to ensure transparency and credibility in the process of students' evaluation, as well as in academic and administration.

The institution seeks to implement various innovative teaching-learning process and activities to enable the students not only to thrive in academics and research activities but also to motivate in character building, personality development, leadership and co-curricular activities including developing awareness for gender equality, protection of environment and quest for alternative source of energy for societal development.

The institution in keeping with the vision and mission had set up certain goals and designed an institutional plan for balanced growth. The IQAC in order to realize the goals of the institution plays an important role in designing developmental plans, policies and implementing them in academic and administrative sector of the institution. For quality enhancement IQAC prepares an Action Plan based on feedbacks of stakeholder.

Participatory role of the stakeholders is very important in implementation and execution of strategic plans in every sphere of the institution. Suggestions through meetings in different functional committees are incorporated in accomplishing the strategic plan for holistic education for students and making them socially responsive citizens for future.

Objectives of Strategic Plans:

- The institution follows merit based transparent admission process with strictly adhering to the reservation policy of the government.
- Traditional Teaching learning methodologies as well as using ICT for better curriculum delivery.
- Using student-centric teaching methods for attaining better learning outcomes.
- Introduce skill based add on and value added courses as per NEP 2020 to increase their employability.
- To create adequate infrastructure for extra-curricular and co-curricular activities especially for the sports category for holistic development of the students.



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- To inculcate creativity and leadership quality among the students in order to make them better citizens for the nation.
- To strengthen the innovative practices by the students through Institutional Innovation Council (IIC) and Incubation Cell.
- To develop adequate research facilities for faculties and students.
- To ensure the promotion of constitutional values and gender equity measures through various activities.
- To ensure sustenance of ragging free, plastic free and smoke free campus.
- The institution has plans to offer **newer disciplines** like Fashion Designing, Mass Communication, Computer Application, Information Technology, BBA in Hospitality, Aviation and Tourism Management and undergraduate Management Programmes like Bachelor of Business Administration.
- The institution has very recently materialized industry-institution linkage for employability training to the students.
- The institution has a plan to make the existing career counseling cell more a vibrant for our final year students by inviting potential employers from the industry.
- The institution plans for generating more resources optimally.

Short term plans

- Upgradation of new laboratory room according to CBCS curriculum.
- Modernisation of Software in the college website.
- Introduction of 'Entry-in –service' software to strengthen the functioning of Career Counseling cell.
- Purchase of furniture for office and various departments
- Purchase of Laboratory apparatus for science departments
- Purchase of more books for CBCS syllabus.
- Construction of new 2nd computer lab with all advanced computers and accessories.
- Renovation work for the college building
- Optimum utilization of Boys Hostel.
- Increasing the intake capacity of P.G. Course (M.Com)



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Long term plans

- New construction of Annex College building.
- Development of play ground
- Applying for new subjects at the under graduate level.
- Setting up of ICT based classroom and improving the teaching-learning experience.
- Designing and setting up Digital Display Board and Pollution monitoring Board.
- Installation of more Solar Plan in the new annex building.

For achieving the institutional developmental plans the IQAC takes initiative and coordinates with the other stakeholders of different Committees, Sub-committees and cells for implementation. For achieving the short-term plans the college uses the available college fund. For fulfilling long-term plans, the College submits proposals to the Government and MLA/MP, for sanctioning the grants for developmental works, after checking its own financial viability. After the allocation of the fund, the Finance Committee and the Development and Maintenance Committee of the college with the approval of the Governing Body disburse the allotted grants for utilization. This process of utilization of funds is monitored by the Principal and Bursar of the college.



❖ DEPLOYMENT OF PLAN:

The College plans for deployment across the all possible areas of development to sustain and improvement in its academic standard. Following are the mechanisms adopted to implement the deployment of plans.

I. Curricular Aspects:

- Curriculum delivered by the college comprises of Learning Management System exercised by all teachers.
- Attendance regularity of students is ensured by maintaining individual attendance register and e-attendance mechanism.
- Outcome based education reflected by POs and COs in Hons. and P.G. Department and ventilated to the students.
- The college offers courses related to skill development, environmental studies and human values and professional ethics.
- Institution motivates the faculties for orientation with the up to date and changing vibrant academic and professional environment within the college.
- Strengthening the relationship between students and teachers and mentoring them for being good human through induction programme, parent- teachers meeting, regular mentoring activities etc.
- College conducts Academic and Administrative Audits regularly.
- Introduction of certificate/ add-on/ value added course.
- Collaborations with different institutions for effective execution of curriculum to promote excellence, value addition and for cultural exchange.
- Introducing interdisciplinary and multidisciplinary course as per NEP 2020 for more academic flexibility.
- Academic discipline in Teaching-Learning process is assured by preparing prospectus, Academic Calendar and time-table.
- To obtain the feedback on curriculum, its scientific, systematic analysis for effective communication to Academic subcommittee / IQAC / PG Board of Studies for taking positive move for revision and restructuring of curriculum.



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II. Teaching Learning and Evaluation:

- Ensure enhancement of academic quality.
- College adopts Online Transparent Admission Process and a well-defined mechanism based on merit following strict reservation policy as per government rules.
- Proposed introduction in Multidisciplinary/General courses in Economics, Political Science, Sociology and Philosophy.
- Parent-teacher meetings are organized for betterment of the students.
- Departmental meetings, All-teachers' meeting with the Principal and Teachers' Council meetings are the mechanisms to assure quality, to analyse the results. Regular seminars / webinars, workshops, special lectures, experiential learning, participative learning and problem solving methodologies etc. help enhancing the quality of students.
- Best library user awards are given to the students every year to motivate them for better performance.
- College continues to provide easy access to daily newspapers, journals, periodicals and internet in the library, enabling QPAC, INFLIBNET-NLIST services for the students and the teachers and reading rooms. The college subscribes additional journals, e-journals, periodicals and Web Portals for enriching the reading resources.
- Use of ICT and innovative teaching and learning resources like **LCD projectors** for power point presentations, internet etc. in Teaching-learning has changed the dimension of teaching and has made learning more interesting for the students.
- Continuous evaluation of the students by taking **MCQ test, Entry-in-service** questions via online mode and semester end internal assessment.
- Tutorials are parts of the regular teaching-learning and continuous evaluation.
- Parameters are set by the teachers to identify advanced learners and slow learners through **Student Profile Mapping** and classes for advanced learners are arranged to bridge the gaps and/or to enrich further.
- **PO-CO** attainment results are used for executing outcome based education.
- Mentoring by the teachers help the students to achieve the overall goals.
- Faculty exchange programmes also help to provide support to the students.



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- Introduction of job oriented Programmes by Career Counseling and Placement Cell and by IQAC with the help of the departments and in collaboration with industrial partners.
- Institutional Innovation Cell and Incubation Centre of the College are continuously trying to enhance entrepreneurial ability among the students.

III. Research Innovation and Extension:

- The Research and Publication Cell constituted in 2018 has been subsequently rejuvenated to Research and Development Cell (RDC) to create an enabling environment for research-based studies and publications.
- Institution Innovation Council (IIC) provides support to the students and the teachers to work with new ideas and transform them into innovative activities.
- The Incubation Centre has started functioning under the umbrella of IIC to develop entrepreneurial skills amongst the students by means of their own creations and products.
- Since April, 2022 it has become a collaborative venture making cluster among few other institutions, like New Alipore College, P. N. Das College, Hiralal Majumder Memorial College for Women to be in tune with the spirit of NEP 2020.
- RDC keeps in touch with the library for a vibrant and resourceful academic environment. It assures the availability of e-Journal and e-Resources to all the students and faculties.
- RDC motivates teachers and students to undertake research activities such as project and publication of research papers in reputed journals and in college journal 'The Impression' (Print/online) and participate and present the research papers in seminars / workshops / conferences.
- The Governing Body sanctioned a total of Rs. 40,000/- as Seed money for college-based Minor Research Projects for the faculties.
- Recommends faculties applying for various Fellowships/ Scholarship programs for higher education.
- Sponsorship to attend conferences for paper presentations to all faculties are recommended by RDC.
- College plans to organize and facilitate more workshops related to Research Methodology, Publications, etc.



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- The college has created an environment of Indian Knowledge System (IKS) by making the students aware of the cross cutting issues like Professional Ethics, Human Values, Gender and Health Issues, IPR.
- It plans to encourage and help more faculties to participate in FDPs related to new technologies and subject upgradation.
- Institution encourages more extension and outreach programmes conducted in collaboration with industry, community and NGOs.
- It aims to increase the number of functional MoUs or linkages for on-the-job training, student/faculty exchange and other collaborative activities.

IV. Infrastructure and Learning Resources:

- The institution has perspective Plan as regards to Infrastructure and Learning Resources
- It is committed for continuous improvement of infrastructure and learning resources.
- The institutional plans and policies aim at optimum utilization and maintenance of available infrastructure and learning resources
- It constantly endeavours to obtain grants for infrastructure development
- The institution has well-equipped Computer laboratories
- It has a Library with increasing holdings and user friendly, automated and comprehensive services
- Fully equipped auditorium hall with audiovisual facilities
- Good quality furniture in classrooms
- Departmental rooms for faculty with departmental libraries, computers and internet facilities in teachers' staff room, office, Bursar room, departmental rooms, library, and IQAC room.
- Safe, pure and cold drinking water facility in every floor
- Adequate number of toilets in all blocks for students.
- Well-furnished Seminar Hall
- Well-furnished Administrative Office



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- Spacious, well-furnished, well-ventilated canteen.
- Maintenance and cleanliness of infrastructure
- Supply of electricity power with separate panels in every floor coupled with solar power, generator facility to ensure continuous and uninterrupted power supply.
- Reduction in electricity bills by use of LED bulbs and solar panels
- Well secured fire extinguisher with gas and water facilities.
- Computers at laboratories, offices, Library and departments with LAN
- Within limited scope college library keeps sufficient reference books, subject related good quality text books, sufficient PCs with internet access for the completion of projects and research work etc.
- The college maintains the system of quadrilateral evaluation of teachers by self, students, Principal and external peers to prepare faculty members towards their respective responsibility.
- The college has set biometric system of attendance for recording the arrival and departure time of the staff.
- Academic infrastructure such as instruments, laboratories, ICT facility, Library, INFLIBNET and other requirements have been strengthened for sustenance of quality.

V. Student Support and Progression:

- The institution arranges for capacity development and skill enhancement activities such as, Soft Skills, Language and Communication Skills, Life Skills and ICT Skills.
- The institution provides benefits of concession to the poor and meritorious students and expedites the processing of other scholarships.
- The institution has kept grievance box where students drop in their suggestions / grievances. These are scrutinized periodically and taken into account for further course of action.
- Awareness Programmes on health hygiene and personal sanitation, cleanliness campaign, environmental conservation campaign and tree plantation, at the adopted village (Khosdelpur) are done by NSS Unit and Unnat Bharat Abhiyan (UBA) Cell of the College involving students to create a sense of social responsibility among them.



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- Right to Information Cell, Internal Complaints Committee (ICC), Anti Ragging Committee, staff and community help generating awareness amongst the students.
- Field visits, frequent counseling sessions provide information about career options, organization of trainings for employment, preparation for Govt. jobs etc.
- The institution has made a provision for benefiting the students by guidance for competitive examination through online question answer system namely, Entry-in-Service.
- The institution has a registered Alumni Association which contributes significantly for the development of the college.

VI. Governance Leadership and Management:

- Vision and Mission of the institution are communicated effectively to all the stake holders through website and prospectus.
- The Governing Body of the college, Principal, Teachers and staff work together for the development of the institution.
- Democratic and participatory governance through various statutory committees and sub-committees act in academic and administration.
- The substantive posts of teaching faculty are filled up by the recommendation of the West Bengal College Service Commission after following the requisite steps devised by the Govt. of West Bengal.
- The appointment of non-teaching staff is done through an interview process conducted by the college with the approval of the Department of Higher Education, Government of West Bengal.
- Strategy Development and Deployment of Perspective Plan is designed collectively based on feedback from stakeholders.
- The college is maintaining its organizational arrangements for effective functioning through Decentralized administrative mechanism with accountability, Participatory management, Distribution of responsibilities equitably according to capabilities.
- Constituting statutory committees and sub committees with clearly specified roles, responsibilities and objectives is invariably a part of decision making.
- Grievance Redressal Cell, Students' Welfare Committee, Anti Ragging Cell, Women Cell, Internal Complaints Committee (ICC) etc. are working efficiently
- Capacity building of Faculty and Staff is ensured by organizing Faculty Development Programmes and Staff Training Programmes regularly.



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- All the major financial decisions regarding academic expenses and administrative expenses are taken by the Finance Sub-Committee and Governing Body by following the recommendations of the Development and Maintenance Sub-Committee and Purchase Sub-Committee.
- Financial assistance is provided to teaching staff for attending conferences/ seminars/ workshops/ FDP.
- The College undergoes two types of audits i.e. Internal Audit and External Audit.
- IQAC takes effort to record comprehensive and effective performance appraisal of faculty as per API
- The institution is vigilant on maintaining conducive work environment.
- Extensive use of ICT in teaching-learning system and governance is an essential feature..
- The institution is characterized by growth oriented annual budgetary allocation.
- Regular internal and external academic and administrative audit and timely financial audit of the accounts are done.
- The institution gives consistent effort for grants from government
- The IQAC will further strengthen the appraisal system of teachers by Quadrilateral Assessment which will enable them to realize their academic standard and endear them in various activities to excel in their academic performance.
- PBAS / Individual performance report is verified by the IQAC, Principal, Governing Body nominees and University nominees
- Verification of data and documents is done related to teaching- learning by the IQAC and by the Principal and then by the external experts.
- Feedbacks given by the stakeholders are analyzed and necessary actions are taken at the earliest.

VII. Institutional Values and Best Practices:

- The institution has undergone the external Gender Audit for the last five years. It remains vigilant for promotion of gender equity and gender sensitization and thus has a clear vision and plan towards execution the same.
- The college regularly follows the quality audits such as, Green Audit / Environment Audit and Energy Audit.



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- The institution has installed Solar Panel and Rain Water Harvesting. It also has taken exhaustive initiative to use LED and/ CFL lights towards energy conservation objective.
- Besides, it has taken several ventures on Environment awareness.
- Each day college ensures cleanliness of the campus.
- Promoting eco-friendly campus is of utmost priority. As a part of this, the authority has decided to maintain 'No Vehicle Day' once in a month and in near future once in a week.
- Efforts are already taken to ensure no-plastic and no-tobacco campus.
- Nurturing innovative practices in the field of Indian Knowledge System which include cross cutting issues like Professional Ethics, Human Values and Gender and Environmental sustainability
- The institution focuses on various extra and co- curricular activities especially sports and has achieved a commendable success.
- The college has successfully implemented Best Practices like Student Profile Mapping (Demographic and Skill-Strength Tracking), 360- degree appraisal (Quadrilateral Assessment of teachers), promotion of Sustainable Environment and carrying out initiatives under Institutional Social Responsibilities.
- The college has a distinctive feature of 'Nurturing Inclusive Education' formalized by intensive and affectionate gesture on the part of it towards "Gandhi Centenary B.T Primary School" situated in the college campus.



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MAJOR POLICY DECISION AND DEPLOYMENT OF INSTITUTIONAL PLAN

(Development & Maintenance)

YEAR 2019-2020

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
12.07.2019	The house unanimously resolved that the boundary wall should be reconstructed immediately and sealed quotations be invited mentioning the details of the works. The Principal is authorized to do the needful.	Development & Maintenance Sub-Committee Meeting, held on 30.07.19, the house resolved and recommended that the Work order be given to M/S. K.C. Enterprise for reconstruction of the boundary wall from 3 rd gate to 2 nd gate of the College.

YEAR 2021-2022

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
02.07.2021 Resolution: 2	The Principal informed the house that the Electrical works of the newly constructed building of the College to be done.	Development & Maintenance Sub-Committee Meeting, held on 14.08.21, the house resolved and recommended that the Work order be given to a. M/S. New Dubey for WBSEDCL Meter Room-main bus bar to main electrical distribution panel and main earth system works and M/S. Star Electrical Works for Main electrical distribution panel and other areas etc.



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YEAR 2022-2023

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
14.11.2022 Resolution: 3	The house resolved that quotation be invited from the eligible bonafide contractors for preparation and maintenance of college play ground subject to approval of Finance Sub Committee.	Development & Maintenance Sub-Committee Meeting, held on 13.12.22, the house resolved and recommended that the Work order be issued to Subhankar Das.



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
Date : 12.7.2019

NOTICE

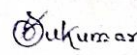
An emergent meeting of the Development and Maintenance Sub-committee will be held on 19.07.2019 (Friday) at 11.00 a.m. in the Principal's Chamber to discuss the following agendum: All the members are requested to attend the meeting positively.

Agendum:

To discuss regarding the reconstruction of boundary wall from 3rd Gate to 2nd Gate of the college.


Principal 12.07.19

Sree Chaitanya Mahavidyalaya


Convener 12.7.2019

Development and Maintenance Sub-committee
Sree Chaitanya Mahavidyalaya

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Ref. No. _____

Date : _____

Proceedings of the meeting Development and Maintenance Sub-Committee held on 19.07.2019 at 11 a.m. in the Conference Room of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman
2. Dr Sukumar Pal, Convener
3. Dr Suwendu Saha, Member
4. Dr Sanjib Talukdar, Member
5. Sri Manab Samaddar, Member

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution

The Principal reported in the house that front side of the Boundary Wall from 3rd Gate to 2nd Gate of the college has broken due to severe rain.

The house unanimously resolved that the boundary wall should be reconstructed immediately and sealed quotations be invited mentioning the details of the works.

The Principal is authorized to do the needful.

The meeting ended with vote of thanks to the Chair.

Read and confirmed
[Signature]

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Ref. No.

Date :

Proceedings of the meeting Development and Maintenance Sub-Committee held on 30.07.2019 at 11 a.m. in the Conference Room of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman *BLP*
2. Dr Sukumar Pal, Convener *Sukumar Pal*
3. Dr Suvendu Saha, Member
4. Dr Sanjib Talukdar, Member *SA*
5. Sri Manab Samaddar, Member *Manab Samaddar*

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution No. 1

The proceedings of the previous meeting is read and confirmed.

Resolution No. 2

Comparative study of sealed tenders for the reconstruction of the boundary wall from 3rd Gate to 2nd Gate of the college.

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	M/S. K. C. Enterprise	1,34,775
2.	M/S. Roy Building Construction	1,38,434
3.	Ashirbad Sramik Thikadary Samabay Samity Ltd.	1,42,152

From the above comparative study it is observed that M/s. K.C. Enterprise is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to M/s. K.C. Enterprise for reconstruction of the boundary wall from 3rd Gate to 2nd Gate of the college.

Resolution No.3.

No other matter is discussed.

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

Read and confirmed
BLP

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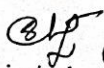
Date : 2.7.2021

NOTICE

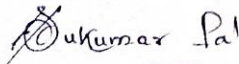
A meeting of the Development and Maintenance Sub-committee will be held on **09.07.2021** at **11.00 a.m.** in the Principal's Chamber to discuss the following agenda: All the members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the proceedings of the previous meetings.
2. To discuss the Electrical works of newly constructed building.
3. To discuss Renovation works in the Ground Floor of the annex building.
4. To discuss Sanitary and plumbing works of the newly constructed building.
5. To discuss Septic tank and plinth protection works of the newly constructed building.
6. Miscellaneous.

 02.07.21
Principal

Sree Chaitanya Mahavidyalaya

 2.7.21
Convener

Development and Maintenance Sub-committee
Sree Chaitanya Mahavidyalaya

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Ref. No. _____

Date : _____

Proceedings of the meeting Development and Maintenance Sub-Committee held on 09.07.2021 at 11 a.m. in the Conference Room of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman *Subrata*
2. Dr Sukumar Pal, Convener *Sukumar Pal*
3. Dr Suvendu Saha, Member
4. Dr Sanjib Talukdar, Member *Sanjib*
5. Sri Manab Samaddar, Member *Manab Samaddar*

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution 1

The house read and confirmed the proceedings of the previous meeting held on 30/07/2019.

Resolution 2

The Principal informed the house that the Electrical works of the newly constructed building of the college to be done.

Resolution 3

The house unanimously resolved that Renovation works in the Ground Floor of the annex building be done.

Resolution 4

The house unanimously resolved that Sanitary and plumbing works of the newly constructed building be done.

Resolution 5

The house resolved that Septic tank and plinth protection works of the newly constructed building be done.

The house unanimously resolved that the abovementioned works be done and sealed quotations be invited mentioning the details of the works. The Principal is authorized to do the needful.

The meeting ended with vote of thanks to the Chair.

Subrata 14.08.21

Principal

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Ref. No. _____

Date : _____

Proceedings of the meeting Development and Maintenance Sub-Committee held on 14.08.2021 at 11 a.m. in the Conference Room of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman *Subrata*
2. Dr Sukumar Pal, Convener *Sukumar Pal*
3. Dr Suwendu Saha, Member
4. Dr Sanjib Talukdar, Member *Sanjib*
5. Sri Manab Samaddar, Member *Manab Samaddar*

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution No. 1

The proceedings of the previous meeting is read and confirmed.

Resolution No. 2

(i) Comparative study of sealed tenders for Electrical works of annex building.

(a) WBSEDCL Meter Room-main Bus Bar to main electrical distribution panel and main earth system works:

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	M/S. New Dubey Electrical Works	1,52,928.00 (Including 18% GST)
2.	M/S. Star Electrical Works	1,67,000.00
3.	M/S. Dubey Electrical (Eng.) Works	1,75,230.00
4.	M/S Roy Building Construction	1,53,900.00

From the above comparative study it is observed that M/S. New Dubey Electrical Works is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to M/S. New Dubey for above Electrical Works of annex building.

(b) Main electrical distribution panel to college room and other areas etc.:

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	M/S. New Dubey Electrical Works	4,70,000.00 (Excluding GST)
2.	M/S. Star Electrical Works	3,84,000.00
3.	M/S. Dubey Electrical (Eng.) Works	4,82,000.00
4.	M/S Roy Building Construction	4,15,000.00

From the above comparative study it is observed that M/S. Star Electrical Works is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to M/S. Star Electrical Works for above Electrical Works of annex building.

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Sree Chaitanya Mahavidyalaya

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

Ref. No. _____


Date : 14.11.2022

NOTICE

A meeting of the Development and Maintenance Sub-committee will be held on **21.11.2022 (Monday) at 11.00 a.m.** in the Principal's Chamber to discuss the following agenda. All the members are requested to attend the meeting positively.

Agenda:

1. To read and confirm the proceedings of the previous meeting held on 05.09.2022.
2. To discuss the completion of Rain Water Harvesting.
3. To discuss regarding the preparation and maintenance of College Play Ground.
4. To discuss the installation of sliding windows in the laboratories.
5. Miscellaneous.

 14.11.22

Principal

Sree Chaitanya Mahavidyalaya

Principal
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

 14.11.2022

Convener

Development and Maintenance Sub-committee
Sree Chaitanya Mahavidyalaya

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Ref. No.

Date :

Proceedings of the meeting Development and Maintenance Sub-Committee held on 21.11.2022 at 11 a.m. in the Conference Room of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman
2. Dr Sukumar Pal, Convener *Sukumar Pal*
3. Dr Prasenjit Chattopadhyay *P Chattopadhyay*
4. Dr Sanjib Talukdar, Member *ST*
5. Sri Probodh Sarkar, Member *PS*
6. Sri Anup Roy, Member *AR*

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution 1

The house read and confirmed the proceedings of the previous meeting held on 5.09.2022.

Resolution 2

The Principal informed the house that 25% of the works relating to the Rain Water Harvesting has already been completed. The estimated cost of completion of the said work will be Rs. 80,000/-. The house unanimously resolved that Rain Water Harvesting be completed subject to the approval of the Finance Sub Committee.

Resolution 3

The Principal informed the house that endeavour may be taken for preparation and maintenance of College play ground for playable condition. The estimated cost of completion of the said work will be Rs. 95,000/-. The house resolved that quotation be invited from the eligible bonafied contractors for preparation and maintenance of college play ground subject to approval of the Finance Sub Committee. The Principal is authorized to do the needful.

Resolution 4

The house discussed the installation of 11 (eleven) Sliding windows in the laboratories and resolved that installation be done after compliance of necessary formalities and subject to the approval of the Finance Sub Committee.

Miscellaneous

No other matter is discussed. The meeting ended with vote of thanks to the chair.

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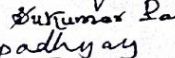
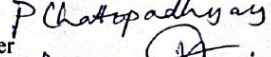
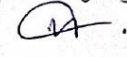


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Ref. No. _____

Date : _____

Proceedings of the meeting of the Development and Maintenance Sub-Committee held on 13.12.2022 at 11.30 a.m. in the Principal's Chamber.

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman 
2. Dr Sukumar Pal, Convener 
3. Dr Prasenjit Chattopadhyay 
4. Dr Sanjib Talukdar, Member 
5. Sri Probodh Sarkar, Member 
6. Sri Anup Roy, Member 

Dr Subrata Chatterjee, Principal & Chairman of the Development and Maintenance Sub-Committee took the Chair and presided over the meeting.

Resolution No. 1

The house read and confirmed the proceedings of the previous meeting held on 21.11.2022.

Resolution No. 2

Comparative study of sealed tenders for Rain Water Harvesting:

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	M/S. K.C. Enterprise	87,101.00
2.	M/S Roy Building Construction	93,812.68
3.	Ashirbad Sramik Thikadari Samabay Samity Ltd.	91,550.28

From the above comparative study it is observed that M/S. K.C. Enterprise is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be issued to M/S. K.C. Enterprise for above Rain Water Harvesting.

Resolution No. 3

Comparative study of sealed tenders for preparation and maintenance of College Play Ground:

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	Amar Mallick	1,05,000.00
2.	Saurav Paul	1,08,000.00
3.	Subhankar Das	98,600.00

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Ref. No. _____

Date : _____

From the above comparative study it is observed that Subhankar Das is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be issued to Subhankar Das for preparation and maintenance of College Play Ground.

Resolution No. 4

Comparative study of sealed tenders for installation of sliding windows in the laboratories:

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	Tara Ma Glass House	37,813.00
2.	Ashirbad Sramik Thikadari Samabay Samity Ltd.	44,067.00
3.	M/S Roy Building Contractor	41,985.00

From the above comparative study it is observed that Tara Ma Glass & Interior is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to Tara Ma Glass & Interior for above installation of sliding windows in the laboratories.

Resolution No. 5

Comparative study of sealed tenders for construction of partition wall in the rooms of the newly constructed annex building:

(i) One room with two partition walls

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	Ashirbad Sramik Thikadari Samabay Samity Ltd.	65,491.00
2.	M/S Roy Building Construction	63,689.00
4.	M/S K.C. Enterprise	62,663.00

From the above comparative study it is observed that M/S K.C. Enterprise is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to M/S K.C. Enterprise for the above construction of partition wall in the rooms of the newly constructed annex building.

(ii) One room with one partition wall

Sl. No.	Name of the Bidder	Estimated Cost (Rs.)
1.	Ashirbad Sramik Thikadari Samabay Samity Ltd.	47,252.00
2.	M/S Roy Building Construction	45,708.00
4.	M/S K.C. Enterprise	44,948.00

From the above comparative study it is observed that M/S K.C. Enterprise is the lowest bidder (L1). Therefore, the house resolved and recommended that the work order be given to

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(Finance) YEAR 2018-2019

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 24.07.2018 Agenda 7, Resolution 7	The house unanimously recommended for revision of rate pertaining to travelling allowance of the staff members going outside for different official works.	T.A. rate Enhanced

YEAR 2019-2020

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date : 02.07.2019 Agenda No. 6, Resolution 6	The house recommended that the AMC for Water Purifiers be renewed (Total no. 11) w.e.f. august 2019 amounting to Rs. 28000/- only.	AMC Renewed

YEAR 2020-2021

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date : 11.04.2021 Agenda No. 4, Resolution 1 & 2	The house recommended for ratification of payments of the following bills: 1. Aadja Technologies (Website Development) Rs. 20000/- 2. Aadja Technologies (Student and fee Management Software) Rs. 20000/-	Bill Paid



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YEAR 2021-2022

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date : 11.03.2022 Agenda 12 , Resolution 12/iv	In response to the appeal made by the Department of Commerce, The house unanimously resolved and recommended for approval of the purchase of one Computer with Printer especially meant for smoothing out the official works pertaining to run the PG Department.	Computer and Printer Purchased

YEAR 2022-2023

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 23.05.22 Agenda 4, resolution 4	Principal submitted the Feasibility Report submitted by the Women's cell. The house considered the said report and unanimously resolved and recommended for the purchase and installation of Sanitary Napkin Vending Machine.	Sanitary Napkin Vending Machine installed



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NOTICE

A meeting of the Finance Sub-Committee will be held on 14.07.2018 at 11 a.m. in the Principal's Chamber of the College to discuss the agenda as below.

The members of the Finance Sub-Committee are requested to attend the meeting.

Dr. P. Chattopadhyay

Teacher-in-Charge & Ex-officio Chairman of Finance Sub-Committee

Teacher-in-Charge
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

Agenda

1. To read and confirm the proceedings of the last meeting held on 27.02.2018.
2. To consider the application of M/S Roy Building Contractor for part payment of the outstanding bill.
3. To consider the payment of outstanding bills (if any).
4. To appreciate and ratify the process of receipt and disbursement of the West Bengal Govt grant for purchase of books, equipments, furniture etc. amounting Rs 1000000.
5. To ratify the decision of payment of the bills amounting less than Rs 25,000.
6. To consider the appeal made by the casual non teaching staff of the college.
7. Misc.



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A meeting of the finance Sub-committee was held on 24.07.2018 at 11 a.m. in the Principal's Chamber.

Members Present:-

1. ~~P. Chait~~
2. Manoj Kr. Mishra
3. ~~Mr. S. K. Das~~
4. ~~Mr. S. K. Das~~
5. ~~Mr. S. K. Das~~
6. ~~Mr. S. K. Das~~



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- f. M/S Roy Building Contractor (Repairing): Rs. 23000.00
- g. M/S Roy Building Contractor (Repairing): Rs. 15000.00
- h. IBS Consultant Service: Rs 7100.00
- i. IBS Consultant Service: Rs 6000.00
- j. Agnikanchan (Refilling): Rs 5900.00
- k. IBS Consultant Service: Rs 17000.00
- l. System and Support: Rs 10900.00
- m. Arijit dey (conveyance): Rs. 6500.00
- n. IBS Consultant Service: Rs 17000.00

Agenda 06

To consider the appeal made by the casual non teaching staff of the college.

Resolution 06

The Committee notwithstanding considering the appeal of the casual non teaching staff of the college with utmost sympathy expressed its sheer incapability to enhance their remuneration at the moment. However the matter will be reconsidered w.e.f July 2018 after the admission process is over.

Misc. Agenda 07

To consider the revision of rate pertaining to travelling allowance of the Staff members going outside for different official works.

Resolution 07

The house unanimously recommended for revision of rate pertaining to travelling allowance of the Staff members going outside for different official works.

- a. Kolkata- Rs 150.00 per head
- b. WBSU- Rs 150.00 per head
- c. Barasat- Rs 120.00 per head

No other matter was discussed and the meeting ended with vote of thanks from and to the chair.

Read and confirmed
(Signature) 10.10.2018



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NOTICE

A meeting of the Finance Sub-Committee will be held on 02.07.2019 at 11 a.m. in the Principal's Chamber of the College to discuss the agenda as below.

The members of the Finance Sub-Committee are requested to attend the meeting.

Dr. S. Talukdar
Convener of Finance Sub-Committee

Dr. S. Chatterjee
Principal & Ex-officio Chairman of Finance Sub-Committee

Agenda

1. To read and confirm the proceedings of the last meeting held on 18.01.2019.
2. To consider the application of M/S Roy Building Contractor
3. To consider the payment of outstanding bills (if any).
4. To ratify the decision of payment of the bills amounting less than Rs 25,000 on and after 18.01.2019
5. To consider the appeal made by Guest Lecturers of the college.
6. To consider the AMC of water purifiers.
7. Misc.



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A meeting of the Finance Sub-Committee was held on 02/07/2019 at 11 a.m. in the Principal's Chamber.

Members Present:

1. Sumantra Chatterjee
2. Manoj Kumar Mishra
3. Sanjit Talukder
4. Manab Samadhar
5. Sukumar Pal
6. Anup Roy
7. Bapi Das.
8. ~~Shree~~



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The proceedings of the meeting of Finance Sub-Committee held on 02.07.2019 at 11 a.m. in the Principal's Chamber of the College

Agenda - 01

To read and confirm the proceedings of the last meeting held on 18.01.2019.

Resolution No. 01

The proceedings of the last meeting held on 18.01.2019 are read and confirmed.

Agenda - 02

To consider the application of M/S Roy Building Contractor

Resolution No. 02

The house recommended that Rs 4,00,000/- (Rupees Four Lakh Only) be released to M/S Roy Building Contractor against his previous outstanding bill amounting to Rs. 14,00,000/- (Fourteen Lakhs Only) for the completed work of the Library Annex building. The other bills be negotiated with M/S Roy Building Contractor.

Agenda - 03

To consider the payment of outstanding bills (if any).

Resolution No. 03

No outstanding bills over and above Rs 25000/- remained as on date.

Agenda - 04

To ratify the decision of payment of the bills amounting less than Rs 25,000/-

Resolution No. 04

The house recommended for ratification of the following bills.

- (i) Generator Repairing and Maintenance dated 28/01/19- Rs 16421/-
- (ii) IBS Consultancy dated 31/01/19- Rs 15000/-
- (iii) Perfect Scientific dated 04/02/19- Rs 15875/-
- (iv) Student Health Home dated 07/03/19-Rs 11000/-
- (v) System and Support dated 08/03/19- Rs 13450/-
- (vi) IBS Consultancy dated 12/03/19- Rs 15000/-
- (vii) IBS Consultancy dated 12/03/19- Rs 10000/-
- (viii) Eureka Forbes dated 13/03/19- Rs 19980/-
- (ix) Winter Dress dated 15/03/19-Rs 16000/-
- (x) IBS Consultancy dated 07/06/19- Rs 20000/-
- (xi) Kirloskar Oil Engines Ltd dated 08/06/19-Rs 14160/-

Agenda - 05

To consider the appeal made by Guest Lecturers of the college.

Resolution No. 05

The house considered and resolved that the applications made by the Guest Lecturers of the college be approved.

The house recommended that the existing remuneration be enhanced in the following order.

Experience upto 3 years- Rs 225/-

Experience from 3 to 5 years- Rs 250/-

Experience above 5 years – Rs 275/-

Agenda - 06

1. To consider the AMC of water purifiers.

Resolution No. 06

The house recommended that the AMC for Water Purifiers be renewed (Total no 11) w.e.f August 2019 amounting to Rs. 28,000/- only.



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Ref. No.

Date :

The Proceedings of the meeting of Finance Sub-Committee held on 11.04.2021 through virtual mode. The Principal, Chairman of the Finance Sub-Committee took the chair and presided over the meeting.

The convener of Finance Sub-Committee proposed a table agendum regarding fee structure of U.G and P.G courses for the academic session 2021-22. All the members put their consent for the same.

Agenda-01

To read and confirm the proceedings of the previous meeting held on 02.10.2020.

Resolution No-01

The house unanimously read and confirmed the proceedings of the meeting held on 02.10.2020.

Agenda-02

To consider appeal made by Roy Building Contractor

Resolution No-02

The house recommended that the outstanding bill for P.G Building be paid as full and final to Roy Building Contractor. The house further resolved that a pre-payment approach be made to the aforesaid vendor for consideration of deduction on outstanding bill. The Principal is authorized to do the needful.

Agenda-03

To consider the bills pending for payment, if any.

Resolution No-03

The house recommended for approval of payment of bill of System and Solution amounting to Rs. 15460/- for maintenance of computers in computer lab and others.

Agenda-04

To ratify the payments of bills, if any already been paid.

Read and confirm
09.09.21



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Ref. No.

Date :

Resolution No-04

The house recommended for ratification of payments of the following bills:

1. Aadja Technologies (Website Development) Rs. 20000/- paid on 11.02.21 (21,313)
2. Aadja Technologies (Student & Fee Management Software) Rs. 20000/- " (4,314)
3. Kolor Point (Printing cost of M.Com Marksheet) Rs. 7808/-
4. Mahadeb Saha (Diary and Calendar) Rs. 4180/-

Table Agendum

To consider regarding fee structure of U.G and P.G courses for the academic session 2021-22.

Resolution No-04

The house recommended for approval fee structure of U.G and P.G courses for the academic session 2021-22. (Fee Structure enclosed).

The house further recommended for reduced fee structure in the light of current pandemic situation both for U.G and P.G courses for the academic session 2020-21 only (Reduced Fee Structure enclosed).

Miscellaneous Agenda

i) Renovation of roof top of 2nd floor

Resolution

The house recommended for renovation of roof top (tin shed) of 2nd floor of college building.

ii) Additional payment to few casual workers who are indispensably given extra work load.

The house recommended that additional payment be made to the few casual workers who are indispensably given extra work load.

The meeting ended with thanks to the chair.

Convener Finance Committee

Read and confirm
09.09.21

Sd/

Principal

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Ref. No. _____

Date : _____

NOTICE

A meeting of the Finance Sub Committee will be held on 03.12.2021 at 11 am in the Principal's Chamber.
All the esteemed members of the Sub Committee are requested to attend the meeting positively.

Agenda :

1. To read and confirm the proceedings of the meeting held on 09.09.2021.
2. To discuss the maintenance of the playing ground.
3. To consider the bills pending for payment.
4. To ratify the bills, if any, which have been paid.
5. To discuss the purchase of mobile scanner as requisitioned by the dept. of Library.
6. To discuss the purchase of one laptop computer for the teachers to take online classes from the college.
7. To discuss the purchase of dresses for the students of UG Sem I of Physical Education
8. To discuss the maintenance and/or upgradation as well as purchase of new equipments in different science laboratories.
9. To discuss the purchase of Identity and Library card for the students of UG Sem I. ^{to PG}
10. To discuss the purchase of two Almirahs.
11. To consider the requisition made for the Gents' and Ladies' common room.
12. Miscellaneous

Convenor, Finance Sub Committee

Principal

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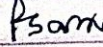
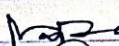


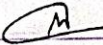
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Sub

A meeting of the New Finance Committee (2021-2024) was held on 03.12.2021 at 11 a.m. in the Principal's Chamber.

Members Present:

1.  03.12.21
2.  3/12/21
3.  3/12/21
4.  3.12.21
5.  03/12/21
6.  3.12.21



Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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Ref. No. _____

Date : _____

5. To discuss the purchase of mobile scanner as requisitioned by the dept. of Library.

Reso: The house unanimously resolved and recommended that mobile scanner in the Department of Library may be purchased after thorough consultation with the stakeholders regarding its effective and utilitarian use.

6. To discuss the purchase of one laptop computer for the teachers to take online classes from the college.

Reso: The house unanimously resolved and recommended that one laptop after thorough consultation with the stakeholders regarding its effective and utilitarian use.

7. To discuss the purchase of dresses for the students of UG Sem I of Physical Education

Reso: The house unanimously resolved and recommended for the purchase of dresses for the students of UG Sem I after maintaining proper rules and regulations.

8. To discuss the maintenance and/or upgradation as well as purchase of new equipments in different science laboratories.

Reso: The house unanimously resolved and recommended for the same after maintaining proper rules and regulations.

9. To discuss the purchase of Identity and Library card for the students of UG and PG Sem I.

Reso: The house unanimously resolved and recommended for the same after maintaining proper rules and regulations.

10. To discuss the purchase of two Almirrahs.

Reso: The house unanimously resolved and recommended for the same after maintaining proper rules and regulations.

11. To consider the requisition made for the Gents' and Ladies' common room.

Reso: The house unanimously resolved and recommended for the same after thorough consultation with the stakeholders regarding its effective and utilitarian use and after maintaining proper rules and regulations.



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Ref. No. _____

Date : _____

NOTICE

A meeting of the Finance Sub Committee will be held on 23.05.2022 at 11:30 am in the Principal's Chamber. All the esteemed members of the Sub Committee are requested to attend the meeting positively.

Agenda :

1. To read and confirm the proceedings of the meeting held on 29.04.2022.
2. To consider the bills pending for payment.
3. To ratify the bills over and above Rs 10000/-, if any, which have been paid.
4. To consider the purchase and installation of Sanitary Napkin Vending Machine after going through the Feasibility Study report as recommended in the resolution no 06 of the Finance Sub Committee meeting held on 11.03.2022
5. To discuss the initiation of repairing of wooden works in the college premises.
6. To discuss the payment of annual subscription to Students' Health Home.
7. To discuss the repairing of cycle stand.
8. To discuss the renovation of IQAC room and Smart Class room.
9. Miscellaneous

Convenor, Finance Sub Committee

Bursar
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

Principal
Principal

Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

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Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No. _____

Date : _____

Proceedings of the meeting of the Finance Sub-Committee held on 23.05.2022 in the Principal's chamber

1. To read and confirm the proceedings of the meeting held on 29.04.2022.
Reso: The house read and confirmed the proceedings of the previous meeting held on 29.04.2022.
2. To consider the bills pending for payment.
Reso: Shiv Durga Enterprise for supplying dress of Physical Education Sem III students amounting to Rs 68040.00
3. To ratify the bills, if any, over and above Rs 10000/- which have been paid.
Reso: No bill is pending up to date for ratification.
4. To consider the purchase and installation of Sanitary Napkin Vending Machine after going through the Feasibility Study report as recommended in the resolution no 06 of the Finance Sub Committee meeting held on 11.03.2022
Reso: Principal submitted the Feasibility Report submitted by the Women's Cell. The house considered the said report and unanimously resolved and recommended for the purchase and installation of Sanitary Napkin Vending Machine.
5. To discuss the initiation of repairing of wooden works in the college premises.
Reso: The house resolved that the matter be bestowed with the Principal.
6. To discuss the payment of annual subscription to Students' Health Home.
Reso: The house unanimously resolved and recommended that annual subscription to Students' Health Home be paid.

Read and confirm
BTP 15.07.22



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(Purchase Committee) YEAR 2018-2019

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 03.01.2019 Agenda 1, Resolution 1	Resolved that the items of electrical goods and fittings be purchased.	Meeting of Purchase Sub-Committee held on 08.03.19. The house resolved unanimously that the vendor M/S P.K. BASAK ELECTRICAL CO. PVT. LTD. be selected for the supply.

YEAR 2019-2020

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 12.12.2019 Agenda 1, Resolution 1	Resolved that tender will be invited in sealed envelopes from eligible, bonafied and experienced contractors for supply of Sports items, printing and stationary items in connection with Inter College State Games 2019-2020.	Meeting of Purchase Sub-Committee held on 04.01.2020. The house resolved unanimously that the vendor M/S SUBNUR SPORTS SHOP be selected for the supply of Trophies & Medals.

YEAR 2020-2021

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 23.12.2020 Agenda 2, Resolution 2	Resolved that sealed tender be invited from eligible suppliers/contractors for making and printing of students' Identity Card (PVC-plastic photo card printed) with ribbon strip/clip.	Meeting of Purchase Sub-Committee held on 19.01.2021. The house resolved unanimously that the vendor M/S KOLOR POINT has qualified and selected for production/ supply of PVC students' Identity Card.



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YEAR 2021-2022

Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
Date: 31.01.2022 Agenda 2, Resolution 2	The house unanimously resolved that Steel Almirah, Overhead Scanner, Overhead Projectors Computer with Printer, Laptop be purchased and sealed quotations be invited mentioning the details of the Item.	Opening date of submission of tender papers: 09.02.2022



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Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No.

Date : 24/01/2022

NOTICE

A meeting of the Purchase Sub-committee will be held on **24.01.2022 at 12.30 p.m.** in the Principal's Chamber to discuss the following agenda: All members are requested to attend the meeting positively.

Agenda:

- 1) To read and confirm the proceeding of the previous meeting held on 08.12.2021
- 2) To discuss regarding the Purchase of various items like one laptop computer, two Almirah, two overhead projectors, one mobile scanner for Library, one computer with printer for PG Department, need based purchase of laboratory materials for Food and Nutrition, Physiology, Microbiology and Biochemistry, dresses for the students of UG Sem 1 of Physical Education etc.
- 3) Miscellaneous.

Principal

Sree Chaitanya Mahavidyalaya

Convener

Purchase Sub-committee
Sree Chaitanya Mahavidyalaya

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E-mail : srchma@gmail.com; Website : www.sreechaitanyamahavidyalaya.ac.in

Principal

Sree Chaitanya Mahavidyalaya
Habra, Prafullanagar
24 Parganas (N)



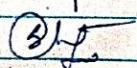

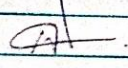

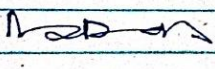
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Habra-Prafullanagar, North 24 Parganas, PIN - 743468

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Proceedings of the meeting of the Purchase -
Sub-committee held on 24/01/2022 at 12:30 p.m.
in the Principal's Room to discuss the following agenda

Members present:-

1. 
2. Manabendra Sekhar Bhattacharya
3. 
4. 
5. 
6. Manas Saha
7. 
- 8.



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Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743.

Ref. No. _____

Date : _____

Proceedings of the meeting Purchase Sub-Committee held on 31.01.2022 at 12.30 p.m. in the Principal's Chamber of the college

Members Present:

1. Dr Subrata Chatterjee, Principal & Chairman
2. Dr. Manabendra Sekhar Bhadra (Convener)
3. Dr Sukumar Pal, Member
4. Dr Sanjib Talukdar, Member
5. Sri Manas Saha, Member
6. Mr. Bikash Das, Member
7. Mr. Anup Roy, Member

Dr Subrata Chatterjee, Principal & Chairman of the Purchase Sub-Committee took the Chair and presided over the meeting.

Resolution No. 1

The proceedings of the previous meeting is read and confirmed

Resolution No.02.

The house unanimously resolved that the following items be purchased and sealed quotations be invited mentioning the details of the items:

S.L.	ITEM	QUANTITY (pieces)
1.	Steel Almirah	02
2.	Overhead Scanner	01
3.	Overhead Projectors	02
4.	Computer with Printer	01
5.	Laptop	01

The Principal is authorized to do the needful.

Resolution No.03 (Miscellaneous)

No other matter was discussed. The meeting ended with thanks to the Chair


Chairperson/Principal

Principal
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

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Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

NOTICE

Ref. No. Inviting Tenders for purchase of two Almirahs .

Date :

Scaled tenders are invited from eligible Manufacturers/Suppliers for undertaking the under mentioned works.

The details of the works to be done is as follows


Sl. No.	Name of the Work	Specification of the Works	Quantity (pieces)	Estimated cost of work	Time of completion
1.	Steel Almirah	2 doors steel almirah size 1980mm (H) x 900mm (W) x 480mm (D) manufactured from 18 gauge for body and 20 gauge for doors. The Almirah should have four shelves making five compartments of standard size. The doors of almirah provided with stiffeners made of MS sheet spot welded to the doors.	02	As per the requirement	15 days

Terms and Conditions for eligibility:

1. Application for tender must include attested copy of valid GST IN, I.Tax, Trade License, PAN Card and credentials for work done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. Payment will be made in favour of the selected bidder in crossed cheque (A/C payee only) on successful completion of works and observation of necessary formalities as the authority deems fit from time to time.
5. The successful bidder has to start of work within 07 days from the date of issue of work order.
6. Time-schedule is as follows:
 - i) Opening date of submission of tender papers: 09.02.2022
 - ii) Closing date of submission of sealed tender: 23.02.2022
 - iii) Tentative date and time for opening tender: 24.02.2022

Copy forwarded to:

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2. The Convener, Purchase Committee,
3. Head Clerk

 09.02.22
Principal

Sree Chaitanya Mahavidyalaya

Principal
Sree Chaitanya Mahavidyalaya
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Sree Chaitanya Mahavidyalaya

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

Ref. No.

Date :

NOTICE

Inviting Tenders for purchase of Overhead Scanner,

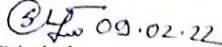
Scaled tenders are invited from eligible Manufacturers/Suppliers for undertaking the under mentioned works.

The details of the works to be done is as follows

Sl. No.	Name of the Work	Specification of the Works	Quantity (pieces)	Estimated cost of work	Time of completion
1.	Overhead Scanner	CZUR Shine 800 Pro Portable A 3 Overhead Scanner	01	As per the requirement	15 days

Terms and Conditions for eligibility:

1. Application for tender must include attested copy of valid GST IN, I.Tax, Trade License, PAN Card and credentials for work done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. Payment will be made in favour of the selected bidder in crossed cheque (A/C payee only) on successful completion of works and observation of necessary formalities as the authority deems fit from time to time.
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Principal

Sree Chaitanya Mahavidyalaya

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Principal
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Sree Chaitanya Mahavidyalaya

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

Ref. No.

NOTICE

Date :

Inviting Tenders for purchase of Overhead Projectors,

Sealed tenders are invited from eligible Manufacturers/Suppliers for undertaking the under mentioned works.

The details of the works to be done is as follows

Sl. No.	Name of the Work	Specification of the Works	Quantity (pieces)	Estimated cost of work	Time of completion
1.	Overhead Projectors	0.63-inch TFT LCD panel, 1,440,000 (800 x 600) x 3 pixels. 1.2 to 1.4 m (3.9 to 4.6 feet), 3 LCD panels, 1 lens projection system, 2.3 to 2.8 m (7.5 to 9.2 feet), 2100 ANSI Lumens (Lamp mode High)/1500 ANSI Lumens (Lamp Mode Standard), 1.2 times zoom lens, f = 18.8 to 22.6 mm, F 1.6 to 1.94, 800 x 600 pixels, 500 TV Lines, 15 kHz RGB 50/60 Hz, Progressive Component 50/60 Hz, DTV (480/60i, 575/50i, 1080/60i, 480/60p, 575/50p, 1080/50i, 720/60p, 720/50p), 2080/24PsF, Composite video, Y/C video, Mono 1 W (max.) x 1, 750.7 BTU, SPEAKER Mono 1 W (max.) x 1 HEAT DISSIPATION 750.7 BTU MASS	02	As per the requirement	15 days

Terms and Conditions for eligibility:

1. Application for tender must include attested copy of valid GST IN, I.Tax, Trade License, PAN Card and credentials for work done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. Payment will be made in favour of the selected bidder in crossed cheque (A/C payee only) on successful completion of works and observation of necessary formalities as the authority deems fit from time to time.
5. The successful bidder has to start of work within 07 days from the date of issue of work order.
6. Time-schedule is as follows:
 - i) Opening date of submission of tender papers: 09.02.2022
 - ii) Closing date of submission of sealed tender: 23.02.2022
 - iii) Tentative date and time for opening tender: 24.02.2022

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Principal

[Signature] 09.02.22

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Principal

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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

NOTICE

Ref. No. _____ Inviting Tenders for purchase of Computer with Printer Date : _____

Sealed tenders are invited from eligible Manufacturers/Suppliers for undertaking the under mentioned works.

The details of the works to be done is as follows

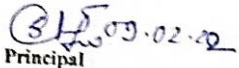
Sl. No.	Name of the Work	Specification of the Works	SIZE	Quantity (pieces)	Estimated cost of work	Time of completion
1.	Computer with Printer	Mother Board, Dual Core Processor (10/11 GEN), 4GB RAM, 240 GB SSD (HDD), MONITOR 19 inch, KEY BOARD MOUSE, CABINET, UPS LASER ALL IN ONE PRINTER	Assembled	01	As per the requirement	15 days

Terms and Conditions for eligibility:

1. Application for tender must include attested copy of valid GST IN, I.Tax, Trade License, PAN Card and credentials for work done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. Payment will be made in favour of the selected bidder in crossed cheque (A/C payee only) on successful completion of works and observation of necessary formalities as the authority deems fit from time to time.
5. The successful bidder has to start of work within 07 days from the date of issue of work order.
6. Time-schedule is as follows:
 - i) Opening date of submission of tender papers: 09.02.2022
 - ii) Closing date of submission of sealed tender: 23.02.2022
 - iii) Tentative date and time for opening tender: 24.02.2022

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3. Head Clerk


Principal
Sree Chaitanya Mahavidyalaya
Habra-Prafullanagar, 24 Pgs. (N)

Principal
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P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743266

Ref. No. _____ Date : _____

NOTICE
Inviting Tenders for purchase of Laptop

Sealed tenders are invited from eligible Manufacturers/Suppliers for undertaking the under mentioned works.

The details of the works to be done is as follows

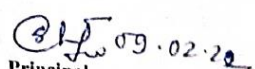
Sl. No.	Name of the Work	Specification of the Works	SIZE	Quantity (pieces)	Estimated cost of work	Time of completion
1.	Laptop	I3 PROCESSOR (10/11 GEN), 8 GB RAM, 480 GB SSD, 15.6 LED, WINDOWS ORIGINAL (DELL/HP)	(DELL/HP)	01	As per the requirement	15 days

Terms and Conditions for eligibility:

1. Application for tender must include attested copy of valid GST IN, I.Tax, Trade License, PAN Card and credentials for work done.
2. No quoted price above the cost of work mentioned will be accepted.
3. No extra cost will be borne by the college.
4. Payment will be made in favour of the selected bidder in crossed cheque (A/C payee only) on successful completion of works and observation of necessary formalities as the authority deems fit from time to time.
5. The successful bidder has to start of work within 07 days from the date of issue of work order.
6. **Time-schedule is as follows:**
 - i) Opening date of submission of tender papers: **09.02.2022**
 - ii) Closing date of submission of sealed tender: **23.02.2022**
 - iii) Tentative date and time for opening tender: **24.02.2022**

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Principal
Sree Chaitanya Mahavidyalaya

Principal
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Governing Body(GB)

YEAR 2018-2019

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
GB Date : 13.08.2018; Res. No. : 2	Appointment letter of Dr. Subrata Chatterjee, Principal, issued on dt. 26.07.2018	<ul style="list-style-type: none">Joining approval of Dr. Subrata Chatterjee (GB dt. 05.09.2018; Res. 2).Service confirmation of Dr. S. Chatterjee (GB dt. 29.08.2019; Res. 3)
13.08.2018; 6(iii)	Guest Teacher appointment of the subject ENVS.	Ankita Bhattacharjee appointed as a Guest Teacher, ENVS. (GB dt 09.03.2019; Res 9/iii).
05.09.2018; 5	Sub-committee list placed	Approved on same dt. GB
05.09.2018; 8(viii)	Biometric attendance is to be considered only the official record for the attendance of the employees.	Action taken.
24.11.2018; 3	Creation of teaching posts for the State Aided Colleges.	Letter sent to DPI, dt. 13.12.2018.
09.03.2019; 6	Utilization certificate regarding different UGC grants submission.	Letter sent to UGC, dt. 16.07.2022.



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YEAR 2019-2020

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
06.07.2019; 9(iv)	Permission for enhancement of intake capacity of the students of B.A. General Course.	Approved by WBSU, dt. 06.06.2022
29.08.2019; 2(i)	Appointment letter issue of Sri Saikat Dutta.	<ul style="list-style-type: none">Joining approval of Sri Saikat Dutta (GB dt. 14/11/2019; Res No. 5/i)Service confirmation of Sri Saikat Dutta (GB dt. 07/12/2020, Res. No. 3)
29.08.2019; 2(ii)	Appointment letter issue of Sri Abhisek saha	<ul style="list-style-type: none">Joining approval of Sri Abhisek saha (GB dt. 14/11/2019; Res No. 5/ii)Service confirmation of Sri Abhisek saha (GB dt. 07/12/2020, Res. No. 3)
14.11.2019; 9	Proposal of dereservation of vacant substantive teaching post of Economics (SC).	Letter send to BCW department, Govt. of West Bengal, dt.
22.02.2020; 3	Appointment letter issue of Dr. Prosenjit Mahapatra.	<ul style="list-style-type: none">Joining approval of Dr. Prosenjit Mahapatra (GB dt. 23.06.2020, Res No. 3)Service confirmation of Dr. Prosenjit Mahapatra (GB dt. 10/01/2022, Res. No. 5)
22.02.2020; 4	Appointment letter issue of Dr. Manabendra Sekhar Bhadra.	Joining dt. 28.02.2020
23.06.2020; 12	Pay fixation of teachers, non-teaching staff, librarians and retired employees of the college as per UGC scale 2016 and ROPA 2019.	Letter send



Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN -743468

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YEAR 2020-2021

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
02.07.2020; i)	Letter of engagement be issued to the 24 approved SACT	Letter issued on 03.07.2020
06.03.2021; 6	Dr. Sukumar Pal is selected as Co-ordinator, Post Graduate Board of Studies.	
06.03.2021; 8	Resolution taken for sent up requisition of two teaching posts to WBCSC	Letter send
06.03.2021; 9	MOU with Barrackpore Rastraguru Surendranath College, Nabadwip Vidyasagar College, Rishi Bankim Chandra College for Women and Krishnagar Womens' College.	MOU have been executed

YEAR 2021-2022

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
07.10.2021; 4,5,6	Formation of different sub-committee	Sub Committee formed.
10.01.2022; 10	Formation of women's cell	Women's cell formed.
10.01.2022; 11	MOU with New Alipore College, Vijaygarh Jyotish Roy College and Banwarilal bhalotia College.	MOU have been executed
12.04.2022; 8	MOU with Gobardanga Hindu College, P.N. Das College, Dinabandhu Mahavidyalaya.	MOU have been executed
12.04.2022; 9.V(a)	Increase of intake capacity of M.Com. (from 25 to 40 seats)	Letter sent to the Registrar (Officiating) WBSU dated 26.04.2022
12.04.2022; 9.V(b)	Increase of intake capacity of B.A. (Gen) Course. (from 650 to 800 seats)	Letter sent to the Registrar (Officiating) WBSU dated 26.04.2022
12.04.2022; 9.Vii	Three certificate courses be introduced (Physiotherapy, Yoga, Bakery)	Letter send
19.11.22; 4	Engagement of Internal Auditor	To regularize the college accounts one internal auditor should be engaged
19.11.22; 5	Introduction of three new subjects (Political Science, Sociology, Geography)	Letter send



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YEAR 2022-2023

GB Date & Res. No.	RESOLUTION	ACTION TAKEN REPORT
25.02.2023; 08 (iii)	Two NCC Wings (Men and Women both) under the 1(Bengal) Naval Unit NCC, 8 Southern Avenue Kolkata 700026. May be introduced in our college for the welfare of the students as well as for the society.	Letter sent to The Commanding Officer 1 (Bengal) Naval Unit NCC, 8 Southern Avenue Kolkata 700026, dated 28.03.2023
17.06.2023; 05	Upgradation of service of Dr. Sourav Sarkar, SACT-II, Department of History to SACT-I as per G.O. No. 2081-Edn (CS)/10M-83/2019 dated 23.12.2019	Letter sent to The DPI, Higher Education Department, Govt. of West Bengal, Saltlake, dated 24.06.2023.
17.06.2023; 06	Upgradation of service of Smt. Bula Dey, SACT-II, Department of Food and Nutrition to SACT-I as per G.O. No. 2081-Edn (CS)/10M-83/2019 dated 23.12.2019	Letter sent to The DPI, Higher Education Department, Govt. of West Bengal, Saltlake, dated 24.06.2023.
17.06.2023; 07	MOU with Uluberia College, Howrah, Netaji Satabarshiki Mahavidyalaya, North 24 Pargana, Nazrul Charcha Kendra, Barasat, Hingalgunge College, North 24 Pargana, Anudip Foundation for social welfare for sharing of academic and extracurricular affairs	MOU have been executed



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Meeting of the Governing Body of
Sree Chaitanya Mahavidyalaya, Habra
held on 13.8.2018 in the Conference
Room of the College.

Members Present :

1. ~~Mr. ...~~
2. P. Chatterjee
3. Sukumar Pal
4. Hansraj M. Mishra
5. ~~Mr. ...~~ 13.08.18
6. Gargi Mukhopadhyay, 13.08.18
7. ~~Mr. ...~~ 13.8.18
8. Prabodh Kumar Datta 13.8.18
9. Manab Samaddar




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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 13.08.2018 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Dr C.H.Sengupta, President
2. Dr Prasenjit Chattopadhyay, Teacher-in-Charge & Secretary
3. Dr Sukumar Pal, Member
4. Sri Manoj Kumar Mitra, Member
5. Sri Anup Roy, Member
6. Dr. Gargi Mukhopadhyay
7. Dr Sanjib Talukdar, Member
8. Sri Prabodh Kumar Dutta, Member
9. Sri Manab Samaddar, Member

Dr C.H.Sengupta, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1.

The house unanimously confirmed the proceedings of the previous meeting held on 23/06/2018.

Resolution No. 2.

In terms of the recommendation of The West Bengal College Service Commission vide letter no. 31/CSC/WBSU/24(N)/38/17, dated 26.07.2018 for the post of Principal of the college in favour of Dr. Subrata Chatterjee, the Teacher-in-Charge is advised to issue an appointment letter for the post of Principal to Dr. Chatterjee as early as possible.

Resolution No. 3.

The house unanimously approved and ratified the resolution taken by the Finance Sub-committee in its meeting held on 24/07/2018.

Resolution No. 4.

Regarding the present administrative situation of the college, the house undergone a threadbare discussion on the present administrative scenario with utmost gravity. The Teacher-in-Charge is optimally empowered to invigilate the day to day attendance and working condition of the staff members and take necessary action and report to the Governing Body in case of the violation of the rules and regulations.

Due to technical defects, the Bio-metric attendance could not be placed before the house. However, the Bio-metric attendance be placed in the next G.B meeting.

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Ref. No. _____ Date : _____

Resolution No. 5.

The house discussed regarding the old and damaged books of the college and decided that the damaged and unreadable books be sold. The librarian is authorized to do the needful.

Resolution No. 6.

i) The prayer of Sri Bansi Badan Dey, Accountant of the college for a loan amounting to Rs. 60,000/- is discussed thoroughly. The house decided that a loan of Rs.60,000/- may be sanctioned subject to the recovery of previous loan. The loan amount will be recovered within 24 months from the date of the release of the loan. It is to be noted that this will not be an instance in any case further.

ii) The application of Smt. Tanushree Biswas and others is discussed thoroughly. After discussion it was decided that the matter be discussed later subject to the financial viability of the institution.

iii) The guest teacher of the subject ENVIS be appointed immediately.

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

Prasenjit
Dr Prasenjit Chattopadhyay
Teacher-in-Charge & Secretary

Dr C.H. Sengupta
Dr C.H. Sengupta
President, G.B.

Read and confirmed
5-9-18

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Ref. No.

Meeting of the Governing Body of
Sree Chaitanya Mahavidyalaya, Habra, held on
05.09.2018 in the Conference Room of the College

Members Present :-

- 1.
2. Subhuti Chakraborty
3. Sukumar Pal
- 4.
5. Anandol
- 6.
7. Aminul Islam
8. Manoj Kumar Mishra
9. Anup Roy 05/9/18
10. Prabir Mondal
11. Anup Roy




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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 05.09.2018 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Dr C.H.Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Sukumar Pal, Member
4. Dr Sanjib Talukdar, Member
5. Sri Santanu Mondal
6. Dr Suwendu Saha
7. Dr. Aminul Islam
8. Sri Manoj Kumar Mitra, Member
9. Sri Anup Roy, Member
10. Sri Prabir Kumar Dey, Member

Dr C.H.Sengupta, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1

The house unanimously confirmed the proceedings of the previous meeting held on 13/08/2018.

Resolution No. 2

As per appointment letter of the college vide reference no SCM/21/22/18, dated 13.08.2018 and according to the recommendation of The West Bengal College Service Commission vide memo no. 31/CSC/WBSU/24(N)/38/17, dated 26.07.2018 Dr. Subrata Chatterjee joined in the post of Principal on 24.08.2018 forenoon. The house unanimously approved the appointment of Dr. Subrata Chatterjee as Principal of this college. The house also decided that the necessary papers be send to the D.P.I, Dept. of Higher Education, Govt. of West Bengal for pay fixation and pay protection with counting of past service of Dr. Subrata Chatterjee.

Resolution No. 3

- (a) Dr Subrata Chatterjee joined in this college in the post of Principal on 24.08.2018. The house decided that henceforth Dr Subrata Chatterjee will act as the Drawing and Disbursing Officer (D.D.O.) during his tenure as Principal and Secretary to the Governing Body of the college w.e.f. the forenoon of 24.08.2018.
- (b) The house resolved that Dr. Subrata Chatterjee, Principal and Secretary to the Governing Body of the college shall henceforth operate the following Bank accounts with either Dr Chintaharan Sengupta, President of the G.B. or with Sri Manoj Kumar Mitra, Member of the G.B.

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E-mail : srchma@gmail.com


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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. Date :

State Bank of India, Barasat Branch, Current Account No. - 11216765396
State Bank of India, Hijalpuria Branch, Savings Account No. - 35966982499
United Bank of India, Habra Branch, Savings Account No. - 0130011508501
United Bank of India, Sree Chaitanya College Branch, Savings Account No. - 1595010060871
Punjab National Bank, Habra Branch, Savings Account No. - 4206000100008454
Punjab National Bank, Habra Branch, Current Account No. - 4206002100004173

Resolution No. 4
The college has 7 (seven) sanctioned teaching posts in the Department of Commerce at present. The three teaching posts are already filled up and remaining four posts are still lying vacant. The college runs both B.Com. (Hons. & General) as well as regular M.Com. course. The college has submitted requisition for filling up four vacant teaching posts in the Department of Commerce to The West Bengal College Service Commission.

The West Bengal College Service Commission informed the college authority that they will recommend only two posts for filling up out of four vacant posts. The house decided that the college should pray to the DPI, Department of Higher Education, Govt. of West Bengal for retention of the rest two teaching posts in the Department of Commerce as the department is suffering from insufficient number of permanent full time teachers in the present CBCS pattern due to college has regular Post Graduate Course in Commerce (M.Com.), in addition to Undergraduate Course in Commerce (B.Com. Hons. & General). The Principal is authorized to send the necessary papers to the DPI at the earliest.

Resolution No. 5
Resolved that henceforth Dr. Subrata Chatterjee, Principal of the college will act as Ex-Officio Chairman of the different sub-committees in place of Dr. Prasenjit Chattopadhyay. Further resolved that the following sub-committees be reconstituted and newly created as follows:

Academic Sub-Committee
1. Dr. Subrata Chatterjee- Chairman
2. Dr. Suvendu Saha-Convenor
3. Dr. Piyali De Maitra-Member
4. Dr. Sukumar Pal-Member
5. Dr. Prasenjit Chattopadhyay-Member
6. Sri Manab Samaddar-Member

Examination Sub-Committee
1. Dr. Subrata Chatterjee- Chairman
2. Dr. Piyali De Maitra-Convenor
3. Prof. Santanu Mondal-Member
4. Dr. Sukumar Pal-Member
5. Sri Bansi Badan Dey-Member

Anti Ragging Cell
1. Dr. Subrata Chatterjee- Chairman
2. Dr. Prasenjit Chattopadhyay-Nodal Officer and Member Secretary
3. Dr. Sanjib Talukdar-Member
4. Prof. Nimai Chandra Mondal-Member
5. Sri Anup Roy-Member

UGC Sub-Committee
1. Dr. Subrata Chatterjee- Chairman
2. Dr. Sukumar Pal -Convenor
3. Sri Manas Saha-Member

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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

4. Sri Bansi Badan Dey-Member
5. Sri Manab Samaddar

Leave and Service Book Sub-Committee

1. Dr. Subrata Chatterjee- Chairman
2. Dr. Sanjib Talukdar-Convenor
3. Dr. Pulakesh Sen-Member
4. Sri Shibananda Mridha-Member
5. Sri Ashok Acharya-Member
6. Sri Surbrata Sarkar-Member

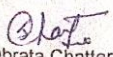
Resolution No. 6
In partial modification of the resolution No. 4 (b) of the meeting of the Governing Body held on 08.01.2016 regarding the confirmation of service of Sri Ashok Acharya, Library Peon of the college, the following resolution is adopted:
It is resolved that the appointment of Sri Ashok Acharya, Library Peon of the college, who has completed one year of continuous service on 06/01/2016 be confirmed w.e.f. 07/01/2015 and the Principal is requested to operationalise his P.F. contribution from the date of joining this college.

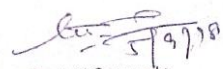
Resolution No. 7
The application of Sri Manas Kumar Das, Bearer (Gr. D) of this college praying for sending the reverent papers for his retirement benefits who will retire on 28.02.2019 on superannuation is considered in this meeting. Sri Das joined this college on 25.08.1989 and received ten & twenty years service benefits on 25.08.1999 & 25.08.2009 respectively. The principal is requested to send the necessary papers to the appropriate authority for the settlement of retirement benefits of Sri Manas Kumar Das as early as possible.

Resolution No. 8

- (i) The house resolved that Rs. 40,000/- per month be paid as advance against salary to Dr. Subrata Chatterjee, Principal of the college until his fixation of pay from DPI, Govt. of West Bengal.
- (ii) The water cooler be repaired immediately as it is essential for the students of the college.
- (iii) The Holiday list-2018 of the college is approved.
- (iv) The house resolves that the International, National, and State Level seminars be organized by the different departments of the college. It is also resolved that if necessary the college may provide financial assistance for holding the seminars subject to approval of the Finance Sub-Committee.
- (v) The house decided that no enhancement will be made regarding the remuneration of the Guest Teachers at present.
- (vi) The house resolved that Puja exgratia, Festival Advance and Special Festival Allowance for the year 2018 be paid to the staff of the college as paid in the year 2017.
- (vii) According to the prayer of the students of the college, the house resolves that The Academic Sub-Committee of the college will submit viability study report for opening of the new subjects.
- (viii) Biometric attendance of the staff has been placed in the meeting of the Governing Body and discussed in detailed. It is resolved that the Biometric attendance is to be considered only the official record for the attendance of the employees. The Principal is authorized to take necessary action in this regard. The Biometric attendance report should be placed in the meeting of the Governing Body.

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


Dr Subrata Chatterjee
Principal & Secretary

Read & confirmed

Dr C.H. Sengupta
President, G.B.

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Meeting of the Governing Body of
Sree Chaitanya Mahavidyalaya, Prafullanagar, P.O.-
Habra, held on 24.11.2018 in the Conference Room
of the College.

Members Present

- 1.
- 2.
3. Sukumar Pal
4. Manoj Kumar Mitra
5. Paritosh Kumar Das
- 6.
7. Shashanka Senhar Roy
8. Prabodh Kumar Datta
9. Aminul Islam
10. Manab Samaddar
- 11.

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Sree Chaitanya Mahavidyalaya

Formerly Sree Chaitanya College of Commerce

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

Ref. No.

Date :

Proceedings of the meeting of the Governing Body held on 24.11.2018 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Dr C.H.Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Sukumar Pal, Member
4. Sri Manoj Kumar Mitra, Member
5. Sri Prabir Kumar Dey, Member
6. Dr Suwendu Saha, Member
7. Prof. Shashanka Sekhar Roy, Member
8. Sri Prabodh Kumar Dutta, Member
9. Dr. Aminul Islam, Member
10. Sri Manab Samaddar, Member
11. Sri Anup Roy, Member

Dr C.H.Sengupta, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1

The house unanimously confirmed the proceedings of the previous meeting held on 05/09/2018.

Resolution No. 2

The Department of Higher Education, Govt. of W.B. send a letter vide Ref. no. 1001-UGC/5A-213-UGC/09(PT-I), Dt. 27.08.18 regarding the clarification for delay of filling-up existing non-teaching posts. After discussion it has been resolved that communication be sent to the Department of Higher Education, Govt. of W.B. mentioning unintentional delay occurred for filling up the vacant non-teaching posts and this will not be recur in future.

Resolution No. 3

The Department of Higher Education, Government of West Bengal recently framed a new policy regarding creation of teaching posts for the State aided colleges as per G.O. No. 1199-Edn(CS)/10M-62/2001, dated 27/09/2018. The House unanimously decided that according to the order the college should pray for the sanction of the following teaching posts of our college to the DPI, Govt. of West Bengal. Principal is authorized to do the needful:



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Ref. No.

Date :

Stream	Subject	Teaching Posts		
		Admissible	Sanctioned	Posts to be created
Arts (B.A.)	Bengali (For Honours & General courses)	05	02	03
	English (For Honours & General courses)	05	02	03
	History (For Honours & General courses)	05	01 (CWTT)	05
	Sanskrit (For Honours & General courses)	05	Nil	05
	Education (For Honours & General courses)	05	Nil	05
	Human Development (For Honours & General courses)	05	Nil	05
Science (B.Sc.)	Physical Education (For General courses)	04	Nil	04
	Chemistry (For General courses)	05	01 (CWTT)	05
	Physics (For General courses)	05	Nil	05
	Microbiology (For General courses)	05	Nil	05
	Mathematics (For General courses)	05	01	04
	Computer Science (For General courses)	05	Nil	05
	Physiology (For General courses)	05	Nil	05
Commerce	Post Graduate in Commerce (M.Com.)	02	Nil	02
	Economics (For General courses)	04	02	02

Resolution No. 4

Resolved that the Budget for the financial year 2019-20 be prepared and placed in the next meeting of the Governing Body.

Resolution No. 5

The promotion under CAS of Sri Manas Saha (Librarian Senior Scale Stage -2 to Librarian Senior Scale Stage -3) has fallen due on 26/09/2018. The screening committee be constituted as per guidelines of UGC and DPI, Government of West Bengal. The Principal is authorized to seek the names of the DPI's nominee and the University's nominee and do the necessary formalities.

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Ref. No. _____

Date : _____

Resolution No. 6

The house unanimously resolved that the Conveyance Allowance of Rs. 6,000/- and Communication Allowance of Rs. 1,000/- be allowed to the Principal of the college as per G.O. No. 1163-Edn (CS)/4A-10/2017, dated 23.10.2017 w.e.f. 1.12.2018.

Resolution No. 7

Resolved that further prayer be sent to UGC (ERO), Kolkata for reconsider the refund of Rs. 43,829/- alongwith interest on inadmissible amount towards equipment purchased under the head Equipment PTAC and Extension Activity under College Development Assistance (UG) during Tenth Plan period as college has already utilized the amount for purchase of equipments.

Further resolved that if the prayer is rejected by the UGC then the said amount be refunded to the UGC from the college fund.

Resolution No. 8

The house approved and ratified the leave applications of the following incumbents:

- Dr. Pulakesh Sen. (Short term course from 23.05.18 to 06.06.18)
- Sri Shibananda Mridha (Orientation Programme from 04.09.18 to 03.10.18)
- Sri Manab Samadder (Medical Leave from 20.08.18 to 19.09.18)

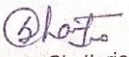
Resolution No. 9

The application of Sri Debabrata Majumder, Ex-Liberian of this college praying for sending the relevant papers for his leave encashment according to Memo No. ED-751/2015, dated 2nd July, 2015 Govt. of W.B. is considered in the meeting. Resolved that principal is authorized to send all the necessary documents to the appropriate authority as early as possible.

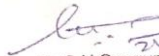
Resolution No. 10

- The Holiday list for 2019 of the college is approved.
- Regarding organization of Fresher's Welcome- 2019 the house resolved that Fresher's Welcome- 2019 may be held after getting permission from the DPI, Government of West Bengal as there is no recognized Students' Union presently.

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


Dr Subrata Chatterjee
Principal & Secretary

Read & confirmed
[Signature]
9-3-19


Dr C.H. Sengupta
President, G.B.



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Meeting of the Governing Body of Sree Chaitanya
Mahavidyalaya, Prafullanagar, P.O. - Habra, held on 6.7.2019
in the Conference Room of the College.

Members Present: -

- 1.
2. Subrata Chatterjee
3. Sukumar Pal
4. Manoj Kumar Mishra
5. Present in Day 05/07/19
6. Shashanka Sekhar Kar 05/07/19.
7. Santanu Mandal
- 8.
- 9.
10. Manab Samaddar
11. Anup Roy 06/7/19


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Sree Chaitanya Mahavidyalaya

Habra-Prafullanagar, North 24 Parganas, PIN - 743468

Website: www.sreechaitanyamahavidyalaya.ac.in Email ID: srchma@gmail.com

 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 06.07.2019 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Dr C.H.Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Sukumar Pal, Member
4. Sri Manoj Kumar Mitra, Member
5. Sri Prabir Kumar Dey, Member
6. Prof Shashanka Sekhar Roy
7. Prof. Santanu Mondal, Member
8. Dr Suwendu Saha, Member
9. Dr Sanjib Talukdar, Member
10. Sri Manab Samaddar, Member
11. Sri Anup Roy, Member

Dr C.H.Sengupta, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1

The house unanimously read and confirmed the proceedings of the previous meeting held on 09/03/2019.

Resolution No. 2

The house unanimously approved and ratified the resolution taken by the Finance Sub-committee in its meeting held on 26.03.2019 and 02.07.2019.

Resolution No. 3

The house unanimously resolved that utilization certificate regarding different UGC Grants be submitted immediately in consultation with President of the Governing Body and UGC Sub Committee.

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

Ref. No.

Date :

Resolution No. 4

The house unanimously resolved that as per G.O. No. 930-Edn(CS)/10M-59/2019, dated 20.06.2019 of Department of Higher Education, C.S. Branch, Govt. of West Bengal, the college may prepare the plan and estimate for submission of proposal for following two components:

- (1) Construction of Annex Building 2 and repairing works of the existing college building.
- (2) Development grant for purchase of furniture, laboratory equipment, computers and peripherals.

The Principal is authorized to do the needful as per line of the Government order.

Resolution No. 5

After threadbare discussion the house unanimously approved the proposal for setting up of Study Centre under Directorate of Distance Education, The University of Burdwan for the different Post Graduate Courses to inculcate higher education amongst the students of the locality who are unable to avail higher study in regular mode. The Principal is authorized to send the necessary papers in this regard.

Resolution No. 6

The house resolved that the college should make a feasibility study for opening up of the study centre under The Institute of Company Secretaries of India and act accordingly.

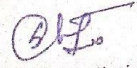
Resolution No. 7

The promotion under CAS of Dr Pulakesh Sen (Assistant Professor Stage -3 to Associate Professor Stage 4) has fallen due on 10/03/2019. The Selection Committee be constituted as per guidelines of UGC and DPI, Government of West Bengal. The Principal is authorized to seek the names of the DPI's nominee and the University's nominees and do the necessary formalities.

Resolution No. 9


Miscellaneous:

- (i) The house resolved that Dr. Prasenjit Chattopadhyay be included as a member of Internal Quality Assurance Cell.
- (ii) The house resolved that Sri Manoj Mitra and Sri Prabir Dey will act as member of the Interview Board for the selection of Guest Teachers to be held on 09.07.2019 and 11.07.2019.
- (iii) Resolved that a Committee was constituted on 16.01.2017 in the meeting of the Governing Body for the purpose of leasing out of the pond located in the College compound. The said committee will oversee the matter and do accordingly.
- (iv) The house resolved that permission be sought from West Bengal State University for enhancement of intake capacity of the students of B.A. General Course.
- (v) The house resolved that Sri Shibananda Mridha, Librarian of the college will act as Social Media Champion on behalf of the college as per order of the Ministry of Human Resource Development Government of India vide D.O. No. Secy(HE)/07/2019 dated, 03.07.2019.


Dr Subrata Chatterjee
Principal & Secretary

Confirmed

Prabodh Kumar Datta
29.8.2019


Dr C.H. Sengupta
President, G.B.

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Habra-Prafullanagar, North 24 Parganas, PIN - 743468



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Meeting of the Governing Body of Sree Chaitany

Mahavidyalaya, Prafullanagar, P.O. - Habra, held on

29.08.2019 in the Conference Room of the College.

Members Present :

1. Anup Roy
2. Subrata Chatterjee
3. Sukumar Pal.
4. Manoj Kr. Mishra
5. Shashanka Sekhar Roy 29/08/19.
6. Santanu Mandal.
7.  29/08/19
8. 
9. Manab Samaddar
10. Prabodh Kumar Satta
11. Pratik Mondal


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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Pratullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 29.08.2019 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Sri Prabodh Kumar Datta, Member
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Sukumar Pal, Member
4. Sri Manoj Kumar Mitra, Member
5. Prof Shashanka Sekhar Roy
6. Prof. Santanu Mondal, Member
7. Dr Sanjib Talukdar, Member
8. Dr Suwendu Saha, Member
9. Sri Manab Samaddar, Member
10. Sri Anup Roy, Member
11. Sri Prabir Kumar Dey, Member

In absence of the President of the Governing Body, the house unanimously selected Sri Prabodh Kumar Datta, senior member of the Governing Body as president of the today's meeting. i.e. on 29.08.2019. Thereafter, he took the Chair and presided over the meeting.

Resolution No. 1

The house unanimously read and confirmed the proceedings of the previous meeting held on 06/07/2019 and one resolution by circulation on 29.07.2019 and two resolutions by circulation on 13.08.2019.

Resolution No. 2

The house unanimously resolved that:

- (i) In terms of the recommendation of the West Bengal College Service Commission vide its letter no. 564-CSC/WBSU/24N-37/17, Dt. 16.08.2019 for the post of Assistant Professor in Commerce against the vacancy with Roster Point No. 17 on substantive basis in favour of Sri Saikat Dutta, the Principal be advised to issue appointment letter according to the prescribed format.
- (ii) In terms of the recommendation of the West Bengal College Service Commission vide its letter no. 565-CSC/WBSU/24N-37/17 Dt. 16.08.2019 for the post of Assistant Professor in Commerce against the vacancy with Roster Point No. 15 on substantive basis in favour of Sri Abhisek Saha, the Principal be advised to issue appointment letter according to the prescribed format.

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Ref. No. _____ Date : _____

Resolution No. 3

It is resolved that the appointment of Dr. Subrata Chatterjee, Principal of the college be confirmed w.e.f. 24.08.2018 and his P.F. contribution be operationalised from the date of joining of this college .i.e. 24.08.2018.

Resolution No. 4

As per decision taken in the meeting of the Governing Body on 09.03.2019, the college approached before the P.W.D. Govt. of West Bengal for construction of the Ground Floor of the Annex Building from the grant received amounting to Rs. 92,57,000.00, sanctioned by the Department of Higher Education, Govt. of West Bengal, Bikash Bhavan, Kolkata, vide memo no. 951 (SANC)/EHP/CS/6B-08/2019, dated 30.01.2019. The P.W.D. prepared a separate plan and estimate for the proposed construction wherein the estimated amount shows Rs.1,67,66,871.00, which is too far from the sanctioned amount of Rs. 92,57,000.00 by the Higher Education Department, Govt. of West Bengal. So, to complete the proposed construction a huge amount of Rs. 75,09,871.00 has to be met from college fund, which is in anyway impossible. After threadbare discussion the house resolved that the college should intimate PWD regarding inability to start the said construction work and withdraw the proposal from them.

The Principal also reported to the house that the West Bengal Agro Industries Corporation Ltd. (A Govt. Undertaking), 23-B, N. S. Bose Road, 3rd Floor, Kolkata-700001, performs such type of construction works as Project Implementing Agency. Hence, the Principal is advised to make correspondence with West Bengal Agro Industries Corporation Ltd. as per the vetted plans & estimate approved by the Higher Education Department, Govt. of West Bengal.


Resolution No. 5

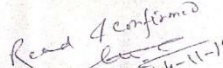
The house expressed its satisfaction towards the endeavour taken for holding the forthcoming one day International Seminar entitled 'Trends, Issues and Development in Physical Education and Sports Sciences' scheduled to be held on 20.09.2019. The house also empowered the Finance Sub-committee to sanction the amount if any over and above the revenue generated out of the delegates' registration fee to meet the expenses regarding the said seminar.

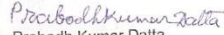
Resolution No. 6
Miscellaneous:

Resolved that a new generator set of 25 KVA be purchased subject to the approval of the Finance Sub-committee.

The meeting ended with vote of thanks to the chair.


Dr Subrata Chatterjee
Principal & Secretary


Dr C.H. Sengupta
President, G.B.


Prabodh Kumar Datta
President of the meeting

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Meeting of the Governing Body of Sree Chaitanya
Mahavidyalaya, Prafullanagar, Habra, held on 14.11.2019
in the conference room of the college.

Members Present

1. ~~Prof. Dr. S. K. Das~~
2. Subrata Chatterjee
3. Sukumar Pal
4. Sanjib Talukder
5. ~~Dr. S. K. Das~~
6. Santanu Mandal
7. Pankaj Mondal
8. Manoj Kumar Mishra
9. Manab Samadder
10. Anup Roy 14/11/19




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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268
Date : _____

Ref. No. _____

Proceedings of the meeting of the Governing Body held on 14.11.2019 at 11 a.m.
in the Conference Room of the college

Members Present:

1. Dr C.H.Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Sukumar Pal, Member
4. Dr Sanjib Talukdar, Member
5. Dr Suvendu Saha, Member
6. Prof. Santanu Mondal, Member
7. Sri Prabir Kumar Dey, Member
8. Sri Manoj Kumar Mitra, Member
9. Sri Manab Samaddar, Member
10. Sri Anup Roy, Member

Dr C.H.Sengupta, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meeting held on 29.08.2019.

Resolution No. 2
The house unanimously approved and ratified the resolution taken by the Finance Subcommittee in its meeting held on 26.03.2019 and 02.07.2019.

Resolution No. 3
The Principal reported to the house that correspondence was made to the West Bengal Agro Industries Corporation Ltd. (A Govt. Undertaking), 23-B, N. S. Bose Road, 3rd Floor, Kolkata- 700001 (Project Implementing Agency) and they have shown their interest in this regard. They have also accepted the vetted plan and estimate in to to. After threadbare discussion the house unanimously decided that West Bengal Agro Industries Corporation Ltd. be deployed as the Project Implementing Agency for the said construction. Hence, the Principal is advised to make an agreement with the West Bengal Agro Industries Corporation Ltd. and he is also authorized to release the fund accordingly complying with the standing rules & regulations.

Resolution No. 4
On the basis of the application submitted by Sri Abhisek Saha, it is resolved that extension of 15 days time granted to join in our college as Assistant Professor in Commerce who has been recommended by CSC for the substantive post vide its recommendation letter No. 565-CSC/WBSU/ (24-N)- 37 / 17, Dt. 16.08.2019.

Resolution No. 5
The house unanimously resolved that:
(i) The action taken by Principal in appointing Sri Saikat Dutta as Assistant Professor in Commerce against the vacancy with Roster Point No. 17 on substantive basis in terms of the recommendation of the West Bengal College Service Commission vide its letter no. 564-CSC/WBSU/24N-37/17, Dt. 16.08.2019 who joined the college in the morning (at 8.30 a.m.) on 03.09.2019 is approved. The Principal is requested to send the necessary papers to the competent authority for his fixation of pay.

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 **Sree Chaitanya Mahavidyalaya** 176
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. (i) The action taken by Principal in appointing Sri Abhisek Saha as Assistant Professor in Commerce against the vacancy with Roster Point No. 15 on substantive basis in terms of the recommendation of the West Bengal College Service Commission vide its letter no. 565-CSC/WBSU/24N-37/17, Dt. 16.08.2019 who joined the college in the morning (at 8.30 a.m.) on 20.09.2019 is approved. The Principal is requested to send the necessary papers to the competent authority for his fixation of pay. Date: _____

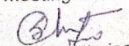
Resolution No. 6
The house considered the proposal for opening up of new Self-financing course in BBA in Tourism, Aviation and Hospitality to be run by Avlon Siksha Niketan under the aegis and affiliation of West Bengal State University. The Principal is authorized to make a draft Memorandum of Understanding with Avlon Siksha Niketan and to be placed before the next meeting of the Governing Body.

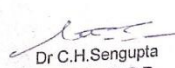
Resolution No. 7
The promotion under CAS of Sri Shibananda Mridha (Librarian Stage -1 to Librarian Stage -2) has fallen due on 31/10/2019. The Screening Committee be constituted as per guidelines of UGC and DPI, Government of West Bengal. The Principal is authorized to seek the names of the DPI's nominee and the University's nominee and do the necessary formalities.

Resolution No. 8
The house approved the leave applications of following incumbents:
(i) Medical leave application of Dr. Prasenjit Chatterjee from 22.09.2019 to 01.10.2019
(ii) Medical leave application of Sri Swapan Banik from 05.08.2019 to 29.08.2019
(iii) Earned Leave application of Smt. Sandhya Sarbagya from 09.09.2019 to 23.09.2019

Resolution No. 9
The house considered that proposal for dereservation of vacant substantive teaching post of Economics (SC), Roster Point No. 11, vacancy arose due to retirement of Sri Sekhar Chandra Chakraborty w.e.f. 01.04.2005. The Principal is requested to send the necessary papers regarding dereservation to the BCW department, Govt. of West Bengal.

Miscellaneous:
(i) The Principal informed the house that the DPI, Govt. of West Bengal has selected our college as North 24 Parganas District Host-College to organize Inter-College Games & Sports 2019-2020 for the following events:
(a) Athletic-Men & Women
(b) Football-Men
(c) Khoko-Women
The Principal is requested to organize the said events in a befitting manner.
(ii) The house resolved that the Savings A/c (A/c No.- 1595010060871) maintaining with United Bank of India, Sree Chaitanya College Branch A/c opened for only admission purpose be converted into general savings A/c.
The meeting ended with vote of thanks to the chair.


Dr Subrata Chatterjee
Principal & Secretary


Dr C.H. Sengupta
President, G.B.

(Office) 03216-237086; Fax : 03216-237189.

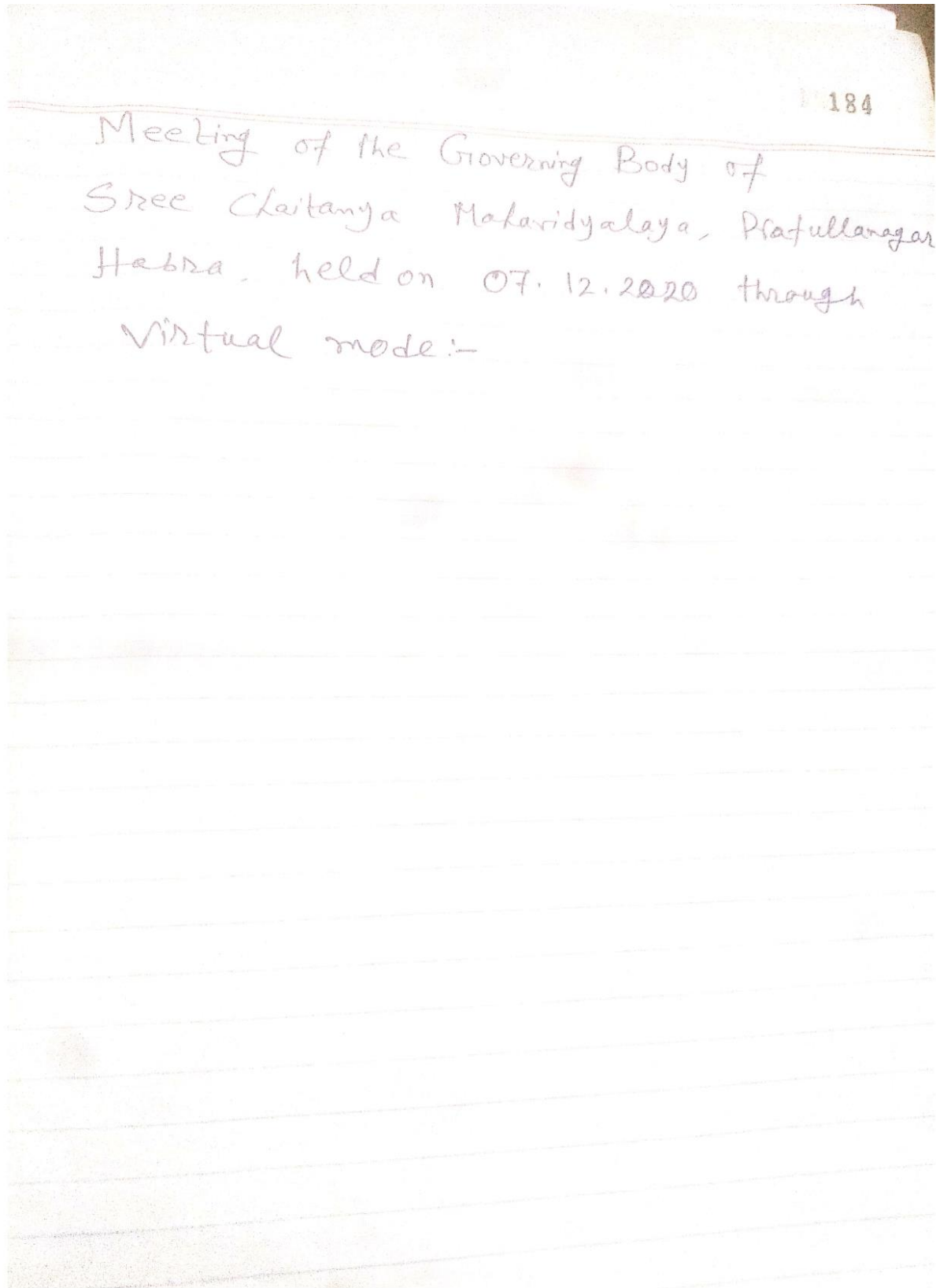
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Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 07.12.2020 at 6.30 p.m. through virtual mode.

Members Present:

1. Dr. C.H. Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Suvendu Saha, Member
4. Prof. Santanu Mondal, Member
5. Dr Sanjib Talukdar, Member
6. Dr Sukumar Pal, Member
7. Prof. Shashanka Sekhar Roy, Member
8. Sri Prabir Kumar Dey, Member
9. Sri Manoj Kumar Mitra, Member
10. Sri Manab Samaddar, Member

Dr C.H.Sengupta President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meetings held on 22.02.2020 and 23.06.2020 (through virtual mode).

Resolution No. 2
The house unanimously deferred the resolution taken by the Finance Sub-committee in its meeting held on 17.08.2020 & 02.10.2020.

Resolution No. 3
The house deferred the matter regarding the confirmation of the service of Sri Saikat Dutta and Sri Abhisek Saha in the next meeting of the Governing Body as the matter of police verification and medical examination is still pending. The Principal is authorized to communicate the matter to the D.P.I. for further action.

Resolution No. 4
Resolved that as per the Government Order No. 892-Edn (U)/1U-79/13 dated 04/11/2016, 896-Edn (U)/1U-79/13 dated 08/11/2016, 503-Edn (U) dated 12/05/2017 and 120 (22)-Edn (U)/EH/1U-77/17 dated 03/02/2020 advanced increments be given for acquiring Ph.D./M.Phil and higher qualifications to Dr. Subrata Chatterjee, Principal of the college w.e.f.13/07/2005 i.e. from the date of award of Ph. D. degree.

The Principal is authorized to send the necessary papers to the D.P.I., Higher Education Department, Govt. of West Bengal.

Resolution No. 5
The house resolved that the 20 years service benefit be given to Sri Uttam Kanti Bhattacharya, Sweeper and Smt. Dipu Guha, Lady Attendant whose 20 years service will be completed on 28.02.2021. The Principal is authorized to send the necessary papers to the D.P.I. Govt. of West Bengal.




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Ref. No. _____ Date : _____

Resolution No. 6
Resolved that the proposal for Leave Encashment for 300 days (vide G.O. No. 380-Edn (CS) /21-5/99, dated 20.03.2001) amounting to Rs. 3,71,000/- (Rupees Three lakh seventy one thousand only) along with requisite papers relating to retirement of Sri Banshi Badan De, Accountant of this college who joined the college on 01.09.1995 and retired on 30.11.2020 after completion of continuous satisfactory service be sent to the appropriate authority.

Resolution No. 7
The house resolved that Principal should communicate with the West Bengal State University and/or Govt. of West Bengal regarding the uniform fees structure of P.G. Course in Commerce and act accordingly.

Resolution No. 8
The house resolved that renovation/development of the Website of the College be made maintaining the proper procedure.

Resolution No. 9
The house appreciates the endeavour for sharing of resources and collaboration with different colleges and resolved that approval be taken from Higher Education Department, Govt. of West Bengal in this regard.

Resolution No. 10
The house resolved that the progress of the construction of the building be inspected technically and report be placed before the Monitoring Committee. Fund be released thereafter as per MOU with the West Bengal Agro Industries Corporation Ltd, A Govt. Undertaking..

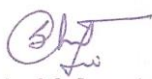
Resolution No. 11 (Table Agendum)
The house deferred the approval of Audit Reports for the years ended 2017-18 and 2018-19 and it will be placed in the next meeting of the Governing Body.


Resolution No. 12 (Table Agendum)
The house unanimously resolved that vacant post of Accountant due to retirement of Sri Banshi Badan De be filled up immediately. Principal is authorized to send the necessary documents to the D.P.I. Govt. of West Bengal for approval of filling up the said vacant post of Accountant.

Resolution No. 13

- The house resolved that the E-magazine entitled "SCM Commerce Digest" be brought out bi-annually and action be taken for approval of RNI and ISSN accordingly.
- The house resolved that repairing works of Shed of Solar Panel be done.
- The house approved the wooden works to be made in different rooms.
- The house resolved that ISO certificate be obtained from competent authority and approved Rs. 11,000 as application fees in this regard.
- The house accepted the resignation letter of Sri Prabir Kumar Dey from the capacity of the member of the Monitoring Committee of the building under construction.

President
Governing Body


Principal & Secretary
Governing Body

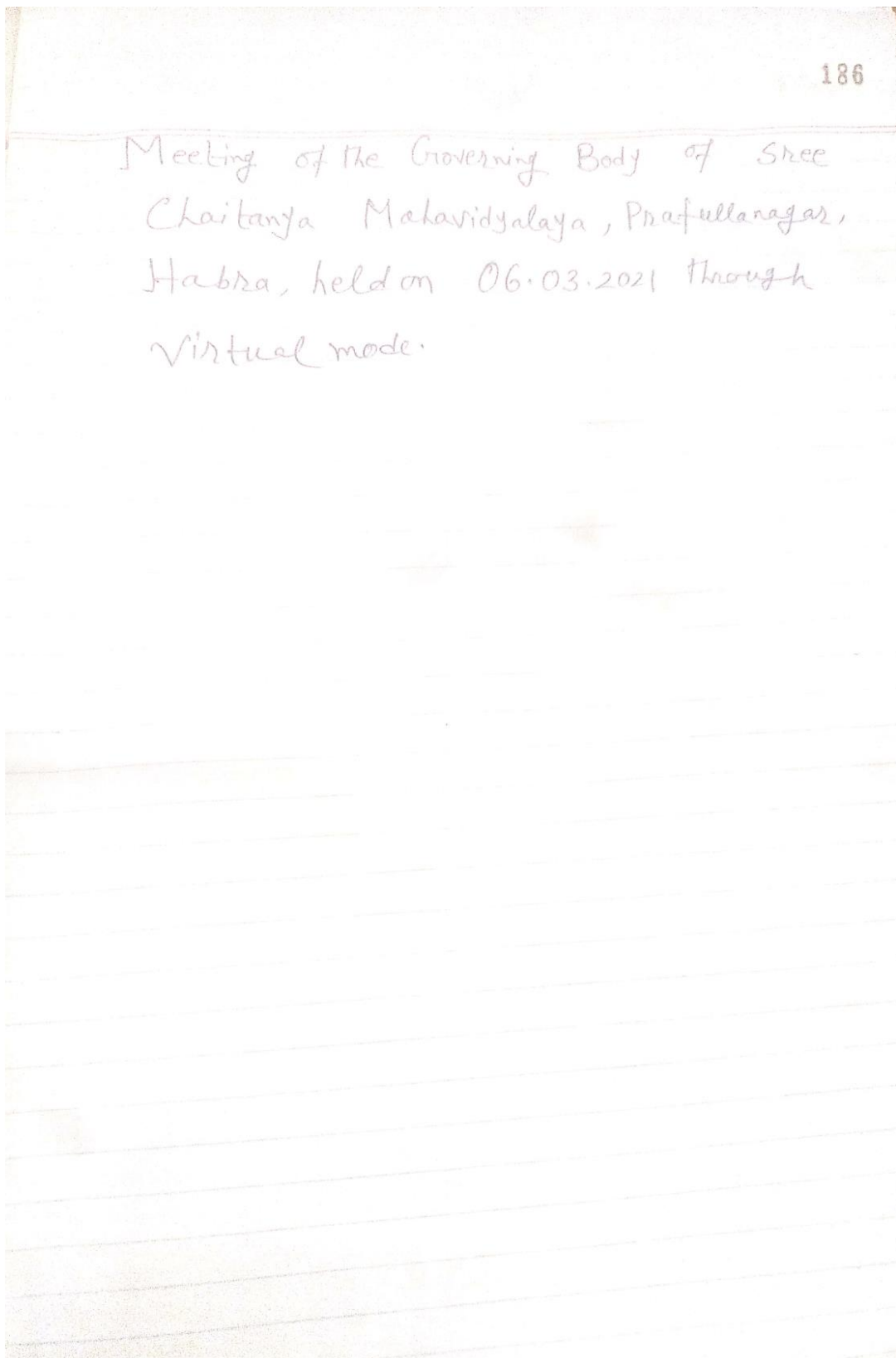
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 **Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Pratfullanagar, North 24 Parganas, Pin - 743268
Date : _____
Ref. No. _____

Proceedings of the meeting of the Governing Body held on 06.03.2021 at 6.00 p.m. through virtual mode.

Members Present:

1. Dr. C.H. Sengupta, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Dr Suvendu Saha, Member
4. Prof. Santanu Mondal, Member
5. Dr Sanjib Talukdar, Member
6. Dr Sukumar Pal, Member
7. Sri Prabir Kumar Dey, Member
8. Sri Manoj Kumar Mitra, Member
9. Sri Manab Samaddar, Member

Dr C.H.Sengupta President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meeting held on 07.12.2020 (through virtual mode).

Resolution No. 2
The house unanimously read and confirmed the resolution taken by the Finance Sub committee in its meeting held on 17.08.2020 & 02.10.2020.

Resolution No. 3
(a) The house resolved that the service of Sri Saikat Dutta, Assistant Professor i Commerce, who completed one year continuous service, be confirmed w.e. 03.09.2019 i.e. from the date of his joining. The Principal is requested operationalise his P.F. contribution from the date of his joining.
(b) The house resolved that the service of Sri Abhisek Saha, Assistant Professor Commerce, who completed one year continuous service, be confirmed w.e. 20.09.2019 i.e. from the date of his joining. The Principal is requested operationalise his P.F. contribution from the date of his joining.

Resolution No. 4
(i) The Governing Body in its meeting held on 06.03.2021 resolved that on the basis the recommendation made by the Screening/ Selection Committee constituted the purpose of considering the matter of promotion under CAS, Shri/ Smt/ Manas Saha, Librarian of the Department of Library of this College be promoted the post of Librarian (Selection Grade) in the scale of pay of 15600 - 39100/- 37400-67000/- with AGP of 7000 / 8000 / 9000 with effect from 26.09.2018. It is resolved that the post held by Shri/ Smt/ Manas Saha be upgraded to the p of Librarian (Selection Grade) in the scale of pay of 15600-39100/- or 374 67000/-with AGP of 7000/ 8000/ 9000 and the same will be reverted to the pos Librarian (Stage 2) as soon as it falls vacant. Resolved further that the Principal / T.I.C/ Secretary would take up the matter v the DPI, West Bengal by providing with the following in respect of the incumbent:
i. All Pay Fixation memos countersigned by the Principal/T.I.C.
ii. Year wise detailed leave statement countersigned by the Principal/T.I.C.
Phone : (Principal) 03216-237189; (Office) 03216-237086; Fax : 03216-237189.
E-mail : srchma@gmail.com; Website : www.sreechaitanyamahavidyalaya.ac.in




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iii. The Governing Body in its meeting held on 06.03.2021 resolved that on the basis of the recommendation made by the Screening/ Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/ Smt/-Dr. Shibananda Mridha, Librarian of this College be promoted to the post of Librarian (Senior Scale) in the scale of pay of 15600 - 39100/- or 37400-67000/- with AGP of 7000 / 8000 / 9000 with effect from 31.10.2019.

It is resolved that the post held by Shri/ Smt/ Shibananda Mridha be upgraded to the post of Librarian (Senior Scale) in the scale of pay of 15600-39100/- or 37400-67000/- with AGP of 7000 / 8000/ 9000 and the same will be reverted to the post of Librarian (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / T.L.G/ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- All Pay Fixation memos countersigned by the Principal/T.L.G.
- Year wise detailed leave statement countersigned by the Principal/T.L.G.

Resolution No. 5
The house resolved that the 10 years service benefit be given to Sri Niranjana Sardar, Guard of this college. 10 years service of Sri Sardar is completed on 13.01.2021. The Principal is authorized to send the necessary papers to the D.P.I. Govt. of West Bengal in this regard.

Resolution No. 6
The house unanimously resolved that Dr. Sukumar Pal, Associate Professor in Commerce is selected as Co-ordinator of Post Graduate Department in Commerce (M.Com.) for the next four years. It is also resolved that Principal is authorized to send the name of Principal's Nominee along with the name of Co-ordinator of Post Graduate Department in Commerce (M.Com.) to WBSU for formation of new P.G. Board of Studies for Commerce in Sree Chaitanya Mahavidyalaya.

Resolution No. 7
The members of the house expressed their great satisfaction regarding the completion of the audit of the accounts of the college for the financial years 2017-18 and 2018-19. The Principal is authorized to submit the said Audit Reports for the financial years 2017-18 and 2018-19 to the Audit Cell, Higher Education Department, Govt. of West Bengal, Bikash Bhavan.

Resolution No. 8
As per notification issued by West Bengal College Service Commission dated 04/01/2021 the members of the Governing Body of Sree Chaitanya Mahavidyalaya adopts the following resolution on 06.03.2021 regarding filling up two teaching posts that are lying vacant. In this respect, the Principal is requested to move the West Bengal College Service Commission for necessary action to fill up the vacant posts caused due to retirement/resignation mentioned below.

Sl. No	Name of the previous incumbent	Vacant w.e.f.	Roster Point	Post	Category
1.	Sri Sekhar Chandra Chakraborty	01/04/2005	11	2 nd post in Economics	SC
2.	Dr. Ashoke Kumar Mondal	06/12/2016	19	3 rd post in Commerce	OBC-B(EC)

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Resolution No. 9
The house appreciates the endeavour for sharing of academic resources with the Barrackpore Rastraguru Surendranath College, Rishi Bankim Chandra College for Women, Nabadwip Vidyasagar College and Krishnagar Women's College. Resolved that for enrichment of knowledge of the students this endeavour may be taken. The Principal is authorized to do the needful.

Resolution No. 10
The house resolved that the progress of the construction of the building be inspected technically and report be placed before the Monitoring Committee. Fund be released thereafter as per MOU with the West Bengal Agro Industries Corporation Ltd, A Govt. Undertaking.

Resolution No. 11
The house approved the draft M.O.U. made between Sree Chaitanya Mahavidyalaya and AVLON Shiksha Niketan for the introduction of BBA course in Tourism, Hospitality Management and Aviation. The Principal is authorized to do the needful.

Resolution No. 12
As the Principal reported the house being verbally advised by the Hon'ble Vice Chancellor of W.B.S.U to resolve through Governing Body meeting regarding the technical mistakes which occurred during uploading of marks of some students of U.C semester-II and IV. Thus the house resolved that Principal be empowered to submit the marks of different subjects of the students who have failed in B.A/ B.Sc/ B.Com 2nd and 4th semester end examination, 2020 due to some technical faults.

Resolution No. 13
Subrata Sarkar, Part-time Gym Attendant (Govt. Approved) of the college died on 21.09.2020 as died-in harness. Smt. Banasree Sarkar wife of Late Subrata Sarkar applied for employment in the college in compassionate ground. The house resolve that the application of Smt. Banasree Sarkar be forwarded to D.P.I. Higher Education Department, Govt. of West Bengal as died-in harness case. The Principal is authorized to do the needful.

President
Governing Body

Principal & Secretary
Governing Body

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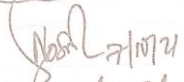



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Meeting of the Governing Body of Sree
Chaitanya Mahavidyalaya, Pratfullanagar, Habra
held on 07.10.2021 in the conference room of the college.

Members Present:-

1.  N. S. Chatterjee
2. Sunita Chatterjee
3. Rahul Dev Biswas
4.  P. Sankar
5. P. Sankar 7/10/21
6. N. S. Chatterjee
7. P. Chattopadhyay
8.  Ankur Das
9.  Anup Roy




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Proceedings of the first meeting of the Governing Body for the term 2021-25 held on 07.10.2021 at 11.00 a.m. in the Conference Room of the college.

Members Present:

1. Sri Narayan Goswami, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Smt. Debasree Bhattacharyya
5. Sri Probodh Sarkar, Member
6. Sri Bikash Das, Member
7. Dr. Prasenjit Chattopadhyay, Member
8. Dr Sukumar Pal, Member
9. Sri Anup Roy, Member

Sri Narayan Goswami, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meetings held on 07.06.2021 and 28.06.2021 (through virtual mode).

Resolution No. 2
The house unanimously read and confirmed the resolution taken by the Finance Sub-committee in its meeting held on 09.09.2021.

Resolution No. 3
The house resolved that due to formation of new Governing Body of the college henceforth, Dr. Subrata Chatterjee, Principal and Secretary to the Governing Body of the college shall operate the following Bank accounts with either Sri Probodh Sarkar, Member of the G.B. or with Sri Bikas Das, Member of the G.B.
The bank accounts are:
State Bank of India, Barasat Branch, Current Account No.- 11216765396
State Bank of India, Hijalpuria Branch, Savings Account No.- 35966982499
Punjab National Bank, Habra Branch, Savings Account No.- 0130011508501
Punjab National Bank, Sree Chaitanya College Branch, Savings Account No.- 1595010060871
Punjab National Bank, Habra Branch, Savings Account No.- 4206000100008454
Punjab National Bank, Habra Branch, Current Account: No.- 4206002100004173

Resolution No. 4
The house unanimously formed the Finance Sub-Committee of the new Governing Body for the term 2021-25 consisting of the following members:

1. Dr Subrata Chatterjee, Ex-officio Chairman
2. Dr Sanjib Talukdar, Convener
3. Dr Prasenjit Chattopadhyay, Member
4. Dr Sukumar Pal, Member
5. Sri Anup Roy, Member
6. Sri Probodh Sarkar, Member
7. Sri Bikas Das, Member

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Resolution No. 5
The house ratified the newly formed Internal Complaint Committee (ICC) vide D.P.I. Memo No. ED-79/2021, dt. 21.09.2021. The Composition of the ICC is as follows:

1. Dr Piyali De Maitra, Associate Professor- Presiding Officer/Chairperson
2. Mrs. Rina Singha Roy Majumder Women Development Officer-External Member
3. Mrs. Kakali Chatterjee, Advocate -External Member
4. Dr Sanjib Talukdar, Associate Professor- Member
5. Dr Prasenjit Chattopadhyay,- Associate Professor- Member
6. Mrs. Adrita Das Bhawmik, SACT- Member
7. Mrs. Dipu Guha, Lady Attendant-Member

Resolution No. 6
The house unanimously formed the following Sub-Committees and their members (other than Finance Sub-Committee) of new Governing Body for the term 2021-25:

1. **Academic Sub Committee:**
 - a. Dr Subrata Chatterjee, Chairman
 - b. Dr Piyali De Maitra, Joint Convener
 - c. Dr Prasenjit Chattopadhyay, Joint Convener
 - d. Dr Suwendu Saha, Member
 - e. Dr Sanjib Talukdar, Member
 - f. Dr Sukumar Pal, Member
 - g. Dr Pulakesh Sen, Member
 - h. Dr Manabendra Sekhar Bhadra, Member
 - i. Sri Bapi Das, Member
 - j. Sri Rahul Dev Biswas, Member
2. **Development & Maintenance Sub Committee:**
 - a. Dr Subrata Chatterjee, Chairman
 - b. Dr Sukumar Pal, Convener
 - c. Dr Prasenjit Chattopadhyay, Member
 - d. Dr Sanjib Talukdar, Member
 - e. Sri Anup Roy, Member
 - f. Sri Probodh Sarkar, Member
3. **Provident Fund Sub Committee:**
 - a. Dr Subrata Chatterjee, Chairman
 - b. Dr Pulakesh Sen, Convener
 - c. Dr Sanjib Talukdar, Member
 - d. Dr Prosenjit Mahapatra, Member
 - e. Sri Amal Roy, Member
4. **Purchase Sub Committee:**
 - a. Dr Subrata Chatterjee, Chairman
 - b. Dr Manabendra Sekhar Bhadra, Convener
 - c. Dr Sanjib Talukdar, Member
 - d. Dr Sukumar Pal, Member
 - e. Sri Manas Saha, Member
 - f. Sri Anup Roy, Member
 - g. Sri Bikas Das, Member
 - h. Sri Dipankar Das, Member

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5. Admission Sub Committee:
a. Dr Subrata Chatterjee, Chairman
b. Sri Shibananda Mridha, Convener
c. Sri Abhisek Saha, Member
d. Sri Kuntal Das, Member
e. Sri Amitava Das, Member
f. Sri Partha Das, Member

6. Library Sub Committee:
a. Dr Subrata Chatterjee, Chairman
b. Sri Manas Saha, Convener
c. Sri Shibananda Mridha, Member
d. HODs of all Departments
e. Sri Ashok Acharya, Member
f. Students' Representative

7. Women's Hostel Sub Committee:
a. Dr Subrata Chatterjee, Chairman
b. Dr Piyali De Maitra, Convener
c. Dr Sanjib Talukdar, Member
d. Smt. Tanushree Biswas (Nag), Member
e. Smt. Adrita Das Bhawmik, Member
f. Smt. Dipu Guha, Member

8. S.C. /S.T. Sub Committee:
a. Dr Subrata Chatterjee, Chairman
b. Sri Shibananda Mridha, Convener
c. Sri Santanu Mandal, Member
d. Sri Abhisek Saha, Member
e. Smt. Bula Dey, Member
f. Sri Anup Roy, Member

9. Student Welfare Sub Committee:
a. Dr Subrata Chatterjee, Chairman
b. Dr Prasenjit Chattopadhyay, Convener
c. Sri Manas Saha, Member
d. Dr Sukumar Pal, Member
e. Sri Saikat Dutta, Member
f. Sri Biswabandhu Nayek, Member
g. Sri Arup Maity, Member
h. Sri Repon Roy, Member
i. Sri Dipak Dey, Member
j. Sri Anup Roy, Member
k. Students' Representative


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10. Leave and Service Book Sub Committee:

- Dr Subrata Chatterjee, Chairman
- Dr Sanjib Talukdar, Convener
- Dr Piyali De Maitra, Member
- Sri Manas Saha, Member
- Dr Pulakesh Sen, Member
- Sri Shibananda Mridha, Member
- Smt. Srijita Bhattacharyya, Member
- Sri Ashok Acharya, Member
- Sri Amal Roy, Member

11. Career Development Cell:

- Dr Subrata Chatterjee, Chairman
- Dr Suvendu Saha, Convener
- Sri Nimai Chandra Mondal, Member
- Sri Abhisek Saha, Member
- Dr Prosenjit Mahapatra, Member
- Smt. Namrata Bhattacharya, Member
- Sri Uttam Kanti Bhattacharya, Member
- Students' Representative

12. Cultural Sub Committee :

- Dr Subrata Chatterjee, Chairman
- Dr Piyali De Maitra, Convener
- Dr Prasenjit Chattopadhyay, Member
- Dr Sanjib Talukdar, Member
- Smt. Shatabdi Chakrabarty, Member
- Sri Repon Roy, Member
- Sri Anup Roy, Member
- Smt. Debasree Bhattacharya, Member
- Students' Representative

13. College Environmental Sub Committee:

- Dr Subrata Chatterjee, Chairman
- Dr Ankita Bhattacharjee, Convener
- Dr Sanjib Talukdar, Member
- Sri Saikat Dutta
- Dr Pulakesh Sen, Member
- Sri Dipak Kr. Dey, Member
- Sri Bimal Majumder, Member

14. Sports Sub Committee

- Dr Subrata Chatterjee, Chairman
- Dr Biswabandhu Nayek, Convener
- Sri Nimai Chandra Mondal, Member
- Mrs. Moumita Mitra, Member
- Sri Anup Roy, Member
- Sri Dipak Dey, Member
- Sri Mihir Bhuiya, Member
- Students' Representative




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15. Women's Cell
a. Dr Subrata Chatterjee, Chairman
b. Dr Piyali De Maitra, Convener
c. Mrs Bula Dey, Member
d. Mrs. Tanushree Biswas, Member
e. Mrs. Sandhya Sarbagya, Member

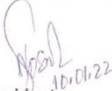
16. Website Sub Development
a. Dr Subrata Chatterjee, Chairman
b. Dr Prasenjit Chattopadhyay, Convener
c. Dr Piyali De Maitra, Member
d. Sri Shibananda Mridha, Member
e. Sri Kuntal Das, Member
f. Sri Amitava Das, Member
g. Sri Arup Maitly, Member

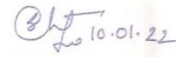
Resolution No. 7
The application of Sri Bapi Das, Cashier of the college who will retire on 31.01.2022 on superannuation praying for sending the relevant papers for his retirement benefits is considered by the house. Sri Das joined this college on 23.09.1982 as a Library Bearer and subsequently he was promoted to Typist on 09.08.2008. Further, he became Cashier on 21.09.2017. He also received 10 & 20 years' service benefits on 23.09.1992 & 23.09.2002 respectively. The principal is requested to send the necessary papers to the appropriate authority for the settlement of retirement benefits of Sri Bapi Das as early as possible.

Resolution No. 8
Resolved that the proposal for Leave Encashment for 300 days (vide G.O. No. 380-Edn (CS) /21-5/99, dated 20.03.2001) amounting to Rs. 6,29,180/- (Rupees six lakh twenty nine thousand one hundred eighty only) along with requisite papers relating to retirement of Sri Manab Samaddar, Head Clerk of this college who joined the college on 16.07.1986 and retired on 30.09.2021 after completion of continuous satisfactory service be sent to the appropriate authority.

Resolution No. 9
The house approved the purchase/manufacture of high and low benches, chairs, tables, lecture platforms, black boards, etc. for the class rooms of new building. The Principal is authorized to procure the above items after maintaining proper rules and regulations in this regard.

Resolution No. 10
Miscellaneous:
No other matter is discussed. The meeting ended with vote of thanks to the chair.


President
Governing Body


Principal & Secretary
Governing Body

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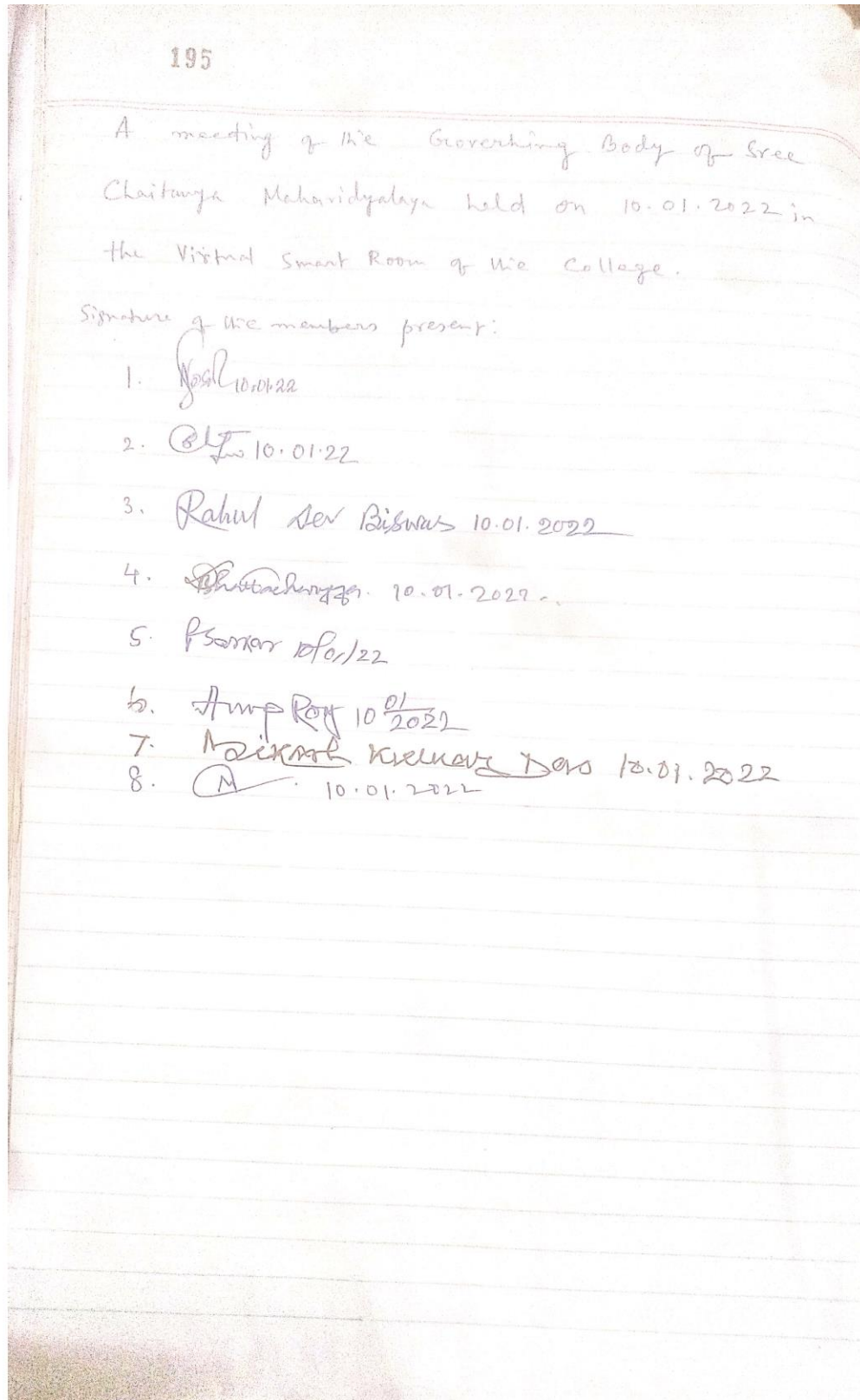
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Rel. No. _____ Date : _____

Proceedings of the of the Governing Body for the term 2021-25 held on 10.01.2022 at 12.00 p.m. in the Conference Room of the college.

Members Present:

1. Sri Narayan Goswami, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Smt. Debasree Bhattacharyya
5. Sri Probodh Sarkar, Member
6. Sri Anup Roy, Member
7. Sri Bikash Das, Member
8. Dr Sanjib Talukdar, Member

Sri Narayan Goswami, President of the Governing Body took the Chair and presided over the meeting.

The Secretary & Principal to the G.B. proposed to present a Table Agendum regarding the proposal for opening up a Study Centre of Netaji Subhas Open University. The house unanimously accepted the proposal.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meeting held on 07.10.2021.

Resolution No. 2
The house unanimously read and confirmed the resolution taken by the Finance Sub-committee in its meeting held on 03.12.2021.

Resolution No. 3
The house unanimously reconstituted the Internal Quality Assurance Cell (IQAC) consisting of the following members:

1. Dr Subrata Chatterjee, Principal, Chairman
2. Dr Pulakesh Sen, Co-ordinator
3. Sri Bikas Das, Member (Management Nominee)
4. Dr Piyali De Maitra, Member
5. Dr Prasenjit Chattopadhyay, Member
6. Dr Suwendu Saha, Member
7. Dr Sanjib Talukdar, Member
8. Dr Sukumar Pal, Member
9. Sri Shibananda Mridha, Member
10. Sri Probodh Sarkar, Member (Employers' Nominee)
11. Mrs. Krishna Chakraborty, Member (Nominee from the Local Body)
12. Sri Partha Chakraborty, Member
13. Sri Ashoke Acharya, Member




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Resolution No. 4
The house unanimously reformed the NAAC Steering Committee consisting of the following members to expedite the 3rd cycle NAAC assessment:

1. Dr Subrata Chatterjee, Principal - Chairman
2. Dr Sanjib Talukdar - Co-ordinator
3. Dr Pulakesh Sen - IQAC Co-ordinator
4. Dr Piyali De Maitra - Member
5. Dr Prasenjit Chattopadhyay- Member
6. Dr Suvendu Saha - Member
7. Dr Sukumar Pal - Member
8. Dr Manabendra Sekhar Bhadra- Member
9. Dr Shibananda Mridha- Member
10. Sri Amal Roy - Member
11. Sri Anup Roy- Member
12. Sri Ashok Acharya- Member
13. Sri Partha Das- Member

Resolution No. 5
The house resolved that the service of Dr Prosenjit Mahapatra,, Assistant Professor in Bengali, who completed one year continuous and satisfactory service, be confirmed w.e.f. 24.02.2020 i.e. from the date of his joining. The Principal is requested to operationalise his P.F. contribution from the date of his joining.

Resolution No. 6
The house thoroughly discussed the following matter relating to drawing lesser pay of Dr Subrata Chatterjee, Principal and Dr Sukumar Pal, Associate Professor in Commerce in comparison to Dr Sanjib Talukdar, Associate Professor in Economics who despite being junior in service having equal qualifications and draws a higher pay than the incumbents mentioned earlier:

Sl. No.	Name of the Incumbent	Date of Joining in the substantive post	Date of award of Ph.D.	Date of promotion of Associate Professor (Stage-IV) (According to UGC 6 th Pay Commission)	Existing Scale of pay (As on 31.12.2021) (Rs.)	Existing Gross Salary drawn (As on 31.12.2021) (Rs.)
1.	Dr Subrata Chatterjee	06.01.2001	13.07.2005	13.07.2013	1,57,600	1,74,828
2.	Dr Sukumar Pal	10.08.2001	12.04.2011	10.08.2015	1,56,900	1,74,107
3.	Dr Sanjib Talukdar	11.07.2003	28.08.2017	11.07.2016	1,66,400	1,83,892

The house resolved that propriety should be maintained to Dr Subrata Chatterjee and Dr Sukumar Pal in respect of salary according to their seniority and the above matter be brought into notice to the D.P.I., Higher Education Department, Govt. of West Bengal with necessary documents and papers. The Principal is authorized to do the needful.

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Sree Chaitanya Mahavidyalaya

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**Sree Chaitanya Mahavidyalaya**
Formerly Sree Chaitanya College of Commerce
P.O. : Habra-Prafullanagar, North 24 Parganas, Pin - 743268

Ref. No. _____ Date : _____

Resolution No. 7
The house approved the Medical leave application of Dr. Prasenjit Chattopadhyay, Associate Professor in English from 29.11.2021 to 09.12.2021.

Resolution No. 8
The house approved the Paternity leave application of Mr. Shibananda Mridha, Librarian from 24.11.2021 to 03.12.2021 as per G.O. No. 103-Edn(CS)/2L-34/2016, dated 07.02.2017 of C. S. Branch, Higher Education Department, Govt. of West Bengal.

Resolution No. 9
The house unanimously reinstated Dr Sanjib Talukdar, Associate Professor in Economics as a Bursar of the college for a further period of two years.

Resolution No. 10
The house ratified the formation of Women's Cell of the college consisting of the following members:
1. Dr Subrata Chatterjee, Principal, Chairman
2. Dr Piyali De Maitra, Member
3. Mrs. Bula Dey, Member
4. Mrs. Tanushree Biswas, Member
5. Mrs. Sandhya Sarbagya, Member

Resolution No. 11
The house appreciates the endeavour for sharing of academic and extra-curriculum resources with the **New Alipore College**, Kolkata, **Vijaygarh Jyotish Roy College**, Kolkata and **Banwarilal Bhalotia College**, Asansol (B. B. College, Asansol). Resolved that this endeavour may be taken for enrichment of knowledge of the students. The Principal is authorized to do the needful.

Resolution No. 12
Dr Subrata Chatterjee, Principal of the college informed the house that **BAJAJ FINSERV** has expressed the willingness a 100-hour Certificate Programme in Banking, Finance and Insurance (CPBFI) for final year graduation students and Post-Graduation students of our college for Employability Training Initiative.
The house unanimously approved the proposal and resolved that an agreement be made with BAJAJ FINSERV as per standing rules and regulation and proceed accordingly.

Resolution No. 13 (Table Agendum)
The house discussed the proposal for opening up a Study Centre of Netaji Subhas Open University. After threadbare discussion the house resolved that the following courses/programmes may be introduced through the study centre of Netaji Subhas Open University to inculcate higher education amongst the students of the locality who are unable to avail higher study in regular mode.
The proposed courses/programmes may include the following subjects (course-wise and programme wise):
a. School of Humanities- B.A. Courses in Political Science, Sociology
b. School of Special Education-BLIS, MLIS

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
Ref. No. _____ Date : _____

c. School of Humanities -Post Graduate courses in Bengali, English, English Language Teaching, Education, History and Political Science
d. Diploma Courses in English Language Teaching
e. Post Graduation Diploma in Journalism and Mass Communication
f. School of Vocational Studies- Post Graduate Course in Social Work-MSW

The Principal is authorized to send the necessary papers in this regard.

Resolution No. 14
Miscellaneous:
The house resolved that college pond be leased out after maintaining proper rules and regulation.
The meeting ended with vote of thanks to the chair.


President
Governing Body

 12.04.22
Principal & Secretary
Governing Body

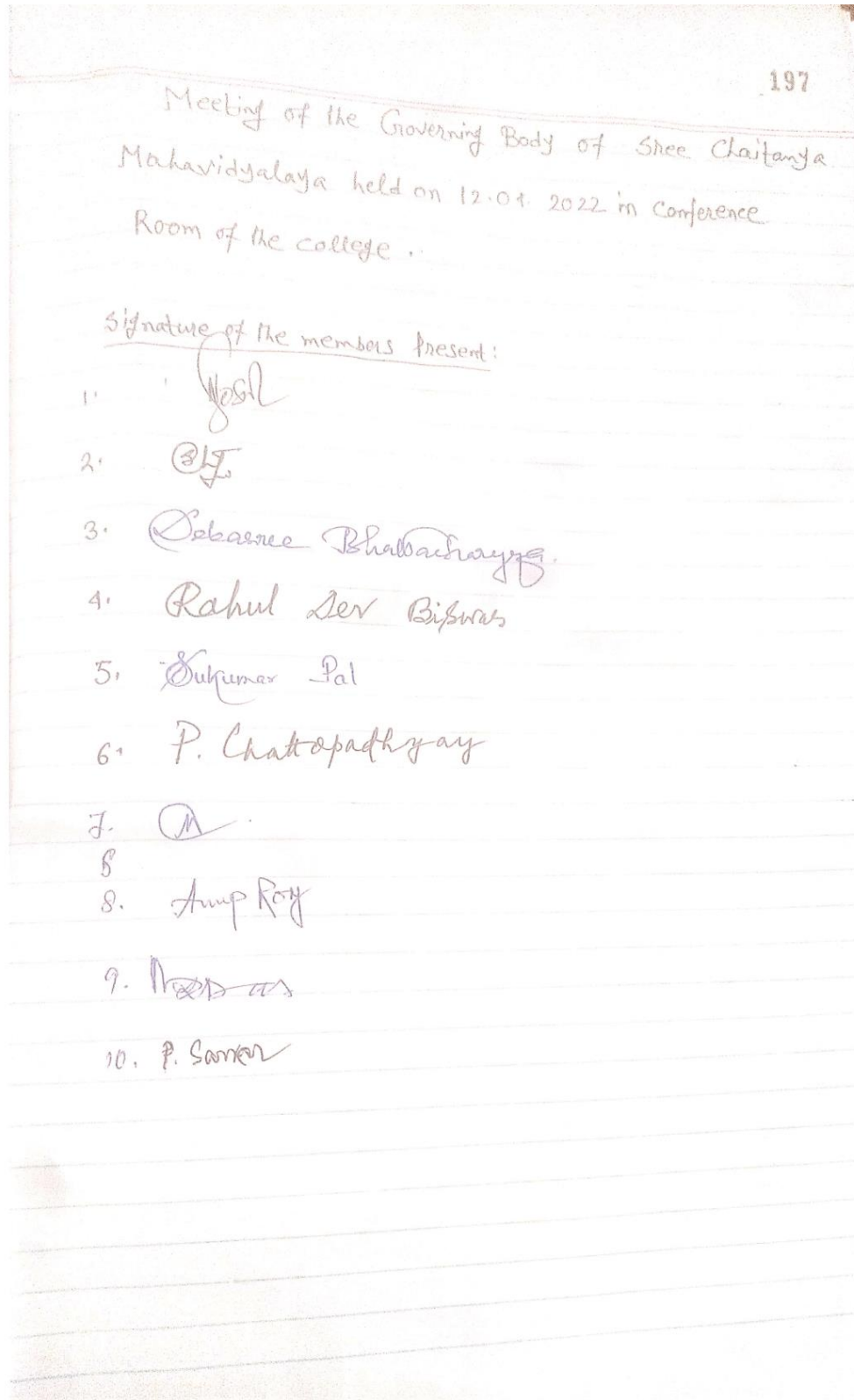
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Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body for the term 2021-25 held on 12.04.2022 at 12.00 p.m. in the Conference Room of the college.

Members Present:

1. Sri Narayan Goswami, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Smt. Debasree Bhattacharyya, Member
5. Sri Probodh Sarkar, Member
6. Sri Anup Roy, Member
7. Sri Bikash Das, Member
8. Dr Sanjib Talukdar, Member
9. Dr Sukumar Pal, Member
10. Dr Prasenjit Chattopadhyay Member

Sri Narayan Goswami, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meeting held on 10.01.2022

Resolution No. 2
The house unanimously read and confirmed the resolution taken by the Finance Sub-committee in its meeting held on 11.03.2022.

Resolution No. 3
The house unanimously approved the Financial Budget for the financial year 2022-23.

Resolution No. 4
The house unanimously resolved that necessary permission be sought from the competent authority for filling up of the following vacant posts of the college due to retirement of previous incumbents:

Sl No.	Name of the Vacant Post	Name of the Previous incumbent	Date of occurrence of Vacancy
1	Head Clerk	Sri Manab Samaddar	01.10.2021
2	Cashier	Sri Bapi Das	01.02.2022

The Principal is authorized to do the needful.

Resolution No. 5
The house discussed regarding the upgradation of service of Dr Ankita Bhattacharya, SACT-II, Environment Science/Studies from SACT-II to SACT-I as per G.O. No. 2081-Edn (CS)/10M-83/2019, dated 23.12.2019 due to her acquirement of Ph.D degree on 18.12.2020 from University of Kalyani. The Principal is authorized to send the necessary papers in this regard to the DPI, Higher Education Department, Government of West Bengal.

Resolution No. 6
The house deferred the matter regarding engagement of Sri Shibnath Saha in the college.

Resolution No. 7
The house considered the matter of Smt. Banasree Sarkar, wife of Late Subrata Sarkar, part-time Gym attendant sympathetically and resolved that Smt. Sarkar be engaged on purely temporary basis on daily basis as and when required.


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Ref. No. _____ Date : _____

Resolution No. 8
The house appreciates the endeavour for sharing of academic and other collaborations with the Gobardanga Hindu College, Gobardanga, North 24 Parganas, P.N. Das College, Palta, North 24 Parganas and Dinabandhu Mahavidyalaya, Bangaon, North 24 Parganas. Resolved that this endeavour may be taken for enrichment of knowledge of the students. The Principal is authorized to do the needful.

Resolution No. 9
Miscellaneous:

(i) The house approved the repairing works of Non teaching staffs' toilet.

(ii) The house approved the repairing works of A/C Machines installed in the different places of the college.

(iii) The house unanimously approved the Leave and Service Book Committee consisting of the following members:
(a) Dr Subrata Chatterjee, Principal and Chairman
(b) Sri Manas Saha, Convener
(c) Smt. Piyali De Maitra, Member
(d) Dr Sanjib Talukder, Member
(e) Dr Pulakesh Sen, Member
(f) Sri Shibananda Mridha, Member
(g) Smt. Srijita Bhattacharya, Member
(h) Sri Amal Roy, Member
(i) Sri Ashoke Acharya, Member

(iv) The house resolved that contribution towards Students Health Home including arrear contributions be paid according to the rules & regulations.

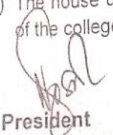
(v) (a) The house unanimously resolved that intake capacity of M.Com course be increased from 25 to 40 seats from the academic session 2022-23 due to good demand for the said course from the B.Com (Honours) passed out students. The Principal is authorized to do the needful.
(b) The house unanimously resolved that intake capacity of B.A. Programme/General be increased from 650 to 800 seats from the academic session 2022-23 due to good demand for the said course from the passed out students of Higher Secondary (10+2). The Principal is authorized to do the needful.


(vi) The Holiday list of the college for the year 2022-23 is approved.

(vii) The house unanimously resolved that the following certificate courses be introduced:
1. Physiotherapy Certificate Course (PCC)
2. Yoga Certificate Course (YCC)
3. Kavita's Cake, licensed Bakery Food Products, Licensed by Ashoknagar-Kalyangarh Municipality.
Principal is authorised to do the needful

(viii) The house unanimously approved the report submitted by the Internal Complaint Committee.

(ix) The house unanimously resolved that college should undergo the 'Green Audit' and 'Environmental Audit' of the college for the year 2020-21 & 2021-22 and the Principal is entrusted to do the needful in this regard.


President
Governing Body


Principal & Secretary
Governing Body

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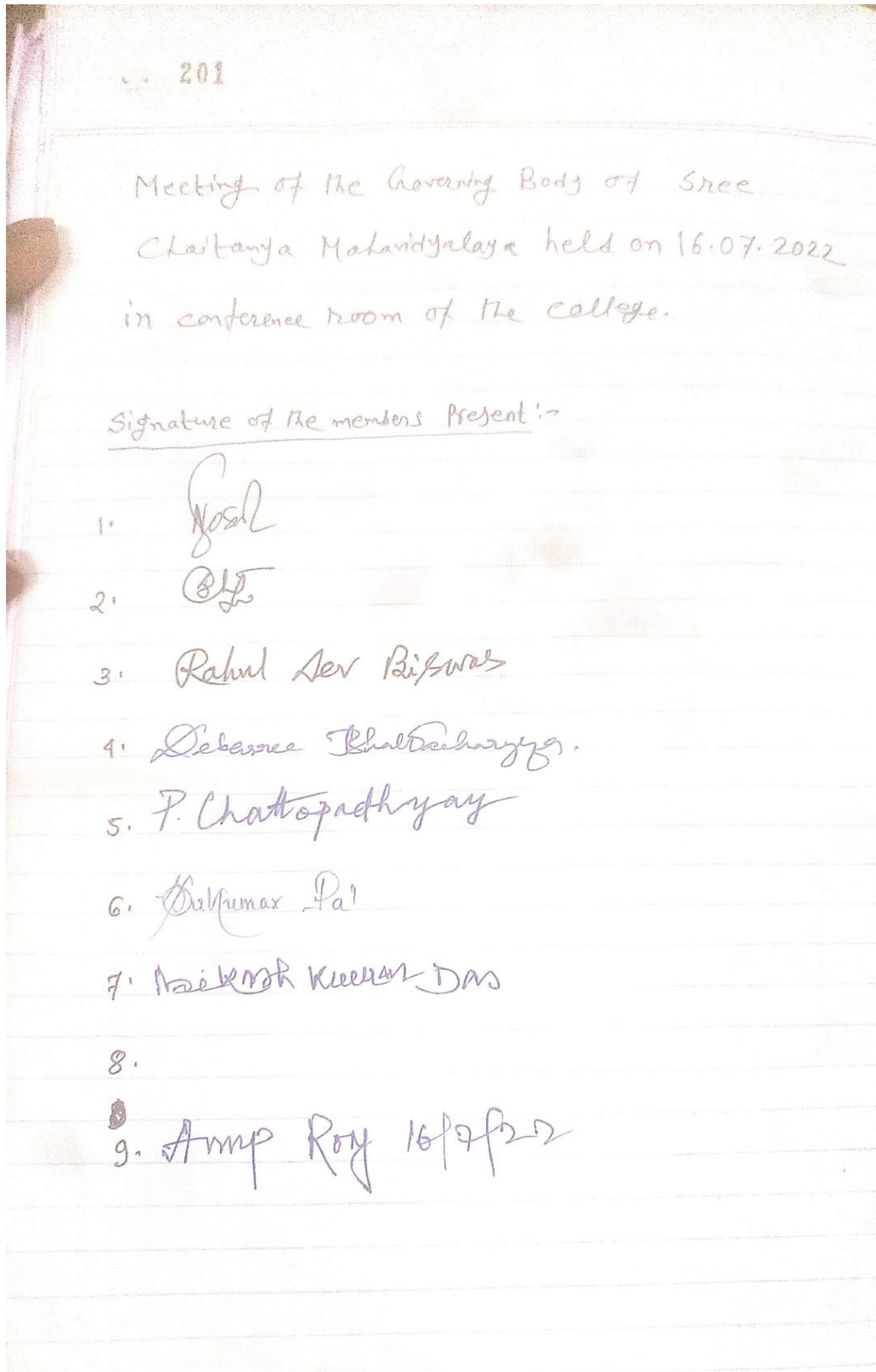
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Ref. No. _____ Date : _____

Proceedings of the Emergent meeting of the Governing Body held on 16.07.2022 at 12.00 noon in the Conference Room of the college.

Members Present:

1. Sri Narayan Goswami, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Smt. Debasree Bhattacharyya, Member
5. Dr Prasenjit Chattopadhyay Member
6. Dr Sukumar Pal, Member
7. Sri Bikash Das, Member
8. Sri Anup Roy, Member

Sri Narayan Goswami, President of the Governing Body took the Chair and presided over the meeting.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meetings held on 12.04.2022 and an emergent meeting held on 07.06.2022.

Resolution No. 2
The house ratified the recommendations of the Finance Sub-committee in its meetings held on 23.05.2022 and 15.07.2022.

Resolution No. 3
The Principal informed the house that a letter issued by the of University Grants Commission (ERO) as final reminder regarding the Non-Settlement of UGC grants under various schemes during 10th, 11th and 12th plan period Vide Letter No. F.1 -1/2022/SET AC/ ERO, dated 06/06/2022. The house discussed the content of the letter with utmost gravity and unanimously resolved that unsettled accounts of various schemes of abovementioned plan periods be settled immediately.
It is further resolved that inadmissible amount of Rs. 43,829/- in respect of grants received towards Equipment, PTAC and Extension Activity under College Development Assistance (UG) during Xth Plan period be refunded to the UGC, ERO as per details given in their letter. Principal is authorized to do the needful.

Resolution No. 4
The Principal informed the house that compliance report against the letter of Internal audit Cell, Directorate of Public Instruction, Bikash Bhawan, Salt Lake vide Ref. No. IAC/Review Report/20-21/26, dated 26/05/2022 in respect of continuing observations of Statutory Audit Report of the college for the year 2017-18 & 2018-19 pertaining to the year 2015-16 & 2016-17.
The house unanimously resolved that Compliance Report be sent immediately to the Competent Authority. Principal is authorized to do the needful.

Resolution No. 5
The house resolved that an agreement be made with Ashoknagar-Kalyangarh Municipality, Ashoknagar regarding waste disposal and management of the college.

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Date : _____


Resolution No. 6
The house unanimously resolved that following Students' Representative and External Members be included in the IQAC of the college:
(a) Sri Sourajit Ghosh, B.Sc (Gen)- Semester-5- Students' Representative
(b) Dr Sharmila Dey, Principal, P.N. Das College-External Member

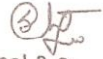
Resolution No. 7
The house resolved that Foundation Day of the College be observed in a befitting manner on 17th August, 2022.

Resolution No. 8
The house approved the Medical Leave of Dr Suvendu Saha, from 23/01/2022 to 04/03/2022.

Resolution No. 9
The house unanimously resolved that an application may be submitted to the Department of Youth Services & Sports, Government of West Bengal regarding financial grant towards development playground. Principal is authorized to do the needful.

Resolution No. 10
Miscellaneous
No other matter is discussed. The meeting ended with of thanks to the chair.


President
Governing Body


Principal & Secretary
Governing Body

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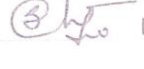



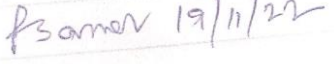
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Meeting of the Governing Body of Sree
Chaitanya Mahavidyalaya held on 19.11.22 at
12 noon ⁱⁿ the meeting room of the college.

Signature of the members present :-

1. 
2.  19.11.22
3. P. Chattopadhyay
4.  Kumar Pal
5. Rahul Dev Biswas 19.11.2022.
6. Anup Roy 19/11/22
7.  19/11/22
8.  Kumar DTS
9.  19/11/22


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Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 19.11.2022 at 12.00 noon in the Conference Room of the college.

Members Present:

1. Sri Narayan Goswami, President
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Sri Probodh Sarkar, Member
5. Sri Bikash Das, Member
6. Dr. Prasenjit Chattopadhyay
7. Dr Sanjib Talukdar
8. Dr Sukumar Pal, Member
9. Sri Anup Roy, Member

Sri Narayan Goswami, President of the Governing Body took the Chair and presided over the meeting.

The Secretary & Principal to the G.B. proposed to present following four Table Agenda for discussion.

- (i) To discuss regarding the opening of Study Centre of Rabindra Bharati University, D.D.E.
- (ii) To discuss the engagement of one sweeper on purely temporary basis for new Annex building.
- (iii) To discuss the proposal for introduction of two Add-on courses on Yoga and Self defense with S.S.B.
- (iv) To discuss the engagement of one Accounts Assistant purely on contract basis for preparation of college accounts.

The house unanimously accepted the proposals.

Resolution No. 1
The house unanimously read and confirmed the proceedings of the previous meeting held on 19.11.2022.

Resolution No. 2
The house unanimously resolved that the matter regarding the change of college hours be deferred.

Resolution No. 3
The house thoroughly discussed the recommendation of M/s. Sudip Ghosh & Co., Chartered Accountant regarding the write off the balances shown in the liabilities side as well as in the assets side of the Balance Sheet, which are no longer in existence and resolved that the observations of the Statutory Auditor and the recommendation of the Chartered Accountant be followed strictly in the financial year 2022-23.

Resolution No. 4
The house unanimously resolved that M/s. Sudip Ghosh & Co., Chartered Accountant be engaged as Internal Auditor of the college. The Principal is requested to negotiate the terms and conditions with the firm and do the needful.

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Ref. No.

Date :

Resolution No. 5

The house considered the necessity of introducing the following new subjects in the college and the Principal is authorized to send the necessary papers to the competent authority:

- (i) Political Science
- (ii) Sociology
- (iii) Geography

Resolution No. 6

The house unanimously resolved that the following Certificate Courses be introduced:

- (a) Communicative English
- (b) FACT and Tally

The Principal is authorized to do the needful.

Resolution No. 7

The house appreciates the endeavour for sharing of academic and other collaborations with the Maheshtala College, South 24 Parganas, K. K. Das College, Garia and Raidighi College, South 24 Parganas. Resolved that this endeavour may be taken for enrichment of knowledge of the students. The Principal is authorized to do the needful.

Resolution No. 8

The house resolved that renewal of Memorandum of Understanding be made with Chandidas Mahavidyalaya, Khujutipara, Birbhum. The Principal is authorized to do the needful.

Resolution No. 9

The house resolved that quotations be invited through tender for empanelment of collection of E-Waste. The Principal is authorized to do the needful.

Resolution No. 10

The house resolved that the recommendations taken by the Purchase Sub Committee in its meeting held on 19.11.2022 be routed through Finance Sub Committee.

Resolution No. 11

The house unanimously approved Rs. 4,00,000/- (Rupees Four lakh only) for the Annual Cultural Function, 2022 of the college.

Resolution No. 12 (Table Agendum)

- (i) The Principal proposed for opening up a Study Centre of Rabindra Bharati University, D.D.E. in our college. He also informed the house that there are two existing study centres, one is in Bongaon Dinabandhu Mahavidyalaya and another is in Barasat College, which are in the far distance from this college. Besides, there is a local demand for a long period to open a Study Centre of the DDE, Rabindra Bharati University in our College.

After threadbare discussion the house resolved that the following subjects may be introduced through the study centre of Rabindra Bharati University, D.D.E to inculcate higher education amongst the students of the locality who are unable to avail higher study in regular mode.

The Principal is authorized to send the necessary papers in this regard.

The subjects are as follows:

1. Bengali
2. English
3. Education
4. Sanskrit
5. History

6. Sociology
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Ref. No. _____ Date : _____

(ii) The house resolved that one sweeper be engaged on purely temporary basis for new Annex building for smooth running of the college. The Principal is authorized to do the needful.

(iii) The house unanimously resolved that apart from syllabus oriented curriculum as framed by WBSU our college proposes to introduce the following Add-on Courses for making our students skilled and job oriented:

1. Yoga Add-on Course (Sashastra Seema Bal)
2. Self Defense Add-on Course (Sashastra Seema Bal)

Necessary permission be sought from the competent authority. The principal is authorized to do the needful.

(iv) The house resolved that an Accounts Assistant be engaged purely on contract basis for preparation of college accounts as there is no permanent Accountant in the college. The principal is authorized to do the needful.

Resolution No. 13

Miscellaneous:

(a) The house unanimously resolved that due to easy operation of the Bank Account the Savings Account lying with Punjab National Bank, Habra Branch bearing Account No. 4206000100008454 be transferred to Punjab National Bank, Sree Chaitanya College Branch. The mode of operation and signatories will remain same. Principal is authorized to do the needful.


(b) The house unanimously approved E-tender Committee consisting of the following persons:

- (i) Dr Subrata Chatterjee
- (ii) Dr Sanjib Talukdar
- (iii) Dr Sukumar Pal
- (iv) Dr Pulakesh Sen

The meeting ended with vote of thanks to the chair.

President
Governing Body

*Recd and Confd
P. Sarin
25/4/23*


Principal & Secretary
Governing Body

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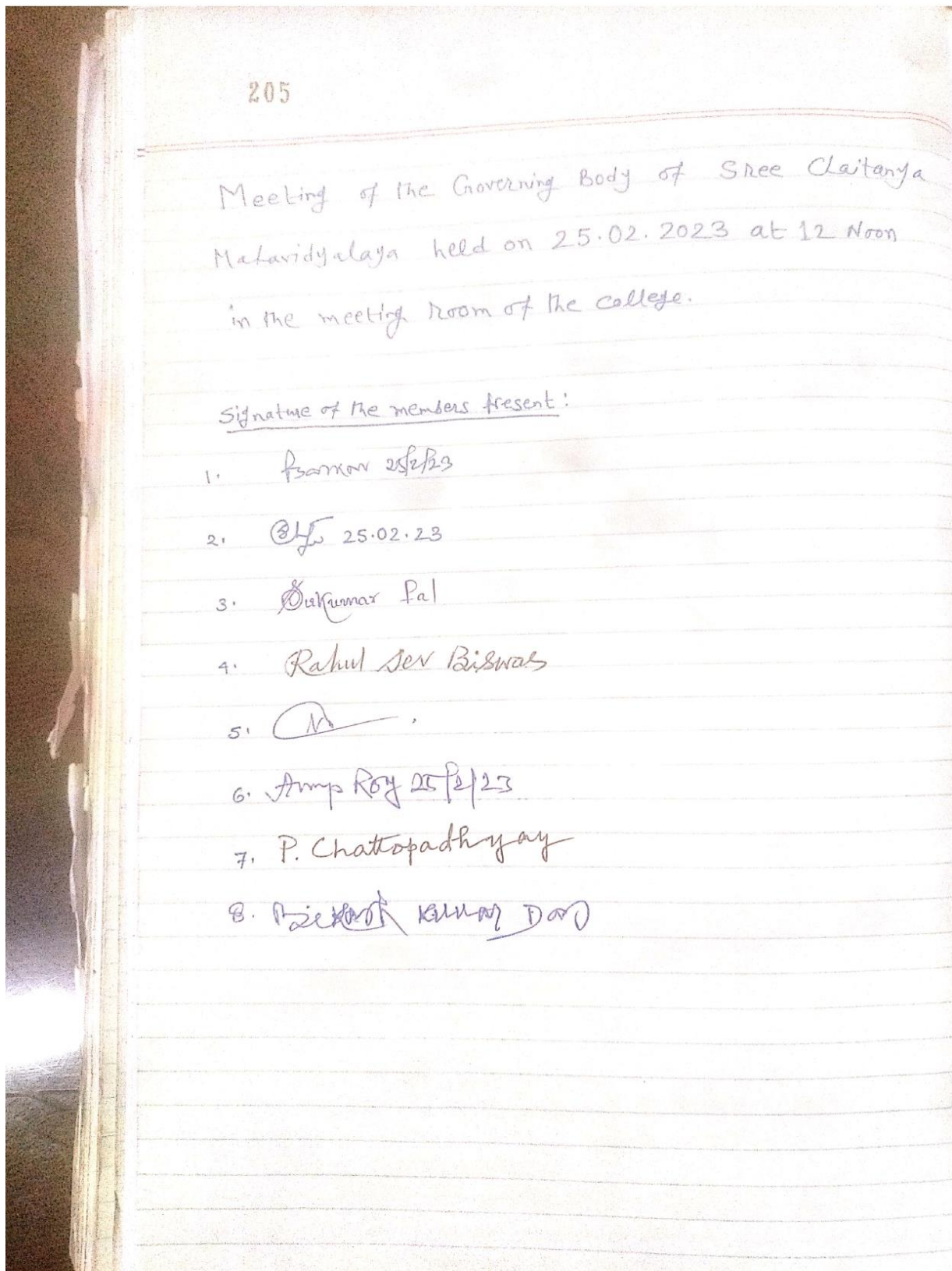
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Signature of the members present:

1. Banwar 25/2/23
2. Banwar 25.02.23
3. Dakumar Pal
4. Rahul Dev Biswas
5. Banwar
6. Anup Roy 25/2/23
7. P. Chattopadhyay
8. B. Biswas Kumar Das


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Ref. No. _____ Date : _____

Proceedings of the meeting of the Governing Body held on 25.02.2023 at 12.00 noon in the Conference Room of the college.

Members Present:

1. Dr Subrata Chatterjee, Principal & Secretary
2. Sri. Rahul Dev Biswas, Member
3. Sri Probodh Sarkar, Member
4. Sri Bikash Das, Member
5. Dr. Prasenjit Chattopadhyay, Member
6. Dr Sanjib Talukdar, Member
7. Dr Sukumar Pal, Member
8. Sri Anup Roy, Member

In absence of Sri Narayan Goswami, President of the Governing Body, Dr Subrata Chatterjee, Principal & Secretary of the Governing Body proposed the name of Sri Probodh Sarkar, Government Nominee and Senior most member of the Governing Body as the Chairman of this meeting. Dr. Sanjib Talukdar, member of the Governing Body seconded the proposal. Thereafter, Sri Probodh Sarkar took the Chair and presided over the meeting.

The Secretary & Principal to the G.B. proposed to present following six Table Agenda for discussion.

- (i) To discuss the submission of proposal for Development Grant for purchase of Books, Laboratory equipment, reagents, Computers and Peripherals.
- (ii) To discuss the Financial Budget of the college for the financial year 2023-24.
- (iii) To discuss the introduction of two NCC Wings (men and women, both) under the 1 (Bengal) Naval Unit NCC, 8, Southern Avenue Kolkata-700026.
- (iv) To discuss the introduction of 2nd of NSS under West Bengal State University.
- (v) To discuss the introduction of Add-on-Course entitled "Filing of Tax Returns (Income Tax & GST)" for the students of M.Com and B.Com (Honours & General) for 30 hours duration to be organized by Department of Commerce.
- (vi) To discuss the introduction of Add-on-Course entitled "Stress & Anxiety Management Through Yoga" for the students of our college for 40 hours duration through physical and virtual mode of classes to be organized by Department of Physical Education.

The house unanimously accepted the proposals.

Resolution No. 01
The house unanimously read and confirmed the proceedings of the previous meeting held on 19.11.2022 and resolution by circulation taken on 10.02.2023.

Resolution No. 02
The house ratified the recommendations of the Finance Sub-committee in its meetings held on 10.02.2023.

Resolution No. 03
The Principal informed the house that the AQARs for the academic year 2018-19, 2019-20, 2020-21, 2021-22 have already been submitted before NAAC for the 3rd Cycle NAAC Assessment. In addition, it is to be mentioned that Green Audit, Environmental Audit, Gender Audit and Energy Audit of the college have already been completed. The house unanimously resolved that requisite expenditure be incurred for the developmental works in connection with the 3rd Cycle NAAC Assessment.

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Resolution No. 04

(i) The Governing Body in its meeting held on 25.02.2023 resolved that on the basis of the recommendation made by the Screening/ Selection Committee constituted for the purpose of considering the matter of promotion under CAS, Shri/-Smt/ Dr. Suvendu Saha of the Department of Commerce of this College be promoted to the post of Assistant/ Associate Professor in the scale of pay of 15600-39100/- or 37400 - 67000/- with AGP of 7000 / 8000 / 9000 with effect from 01.12.2015.

It is also resolved that the post held by Shri/ Smt/ Dr. Suvendu Saha be upgraded to the post of Assistant/ Associate Professor in the scale of pay of 15600-39100/- or 37400-67000/- with AGP of 7000/ 8000/ 9000 and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal / T.I.C/ Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- All Pay Fixation memos countersigned by the Principal/T.I.C.
- Year wise detailed leave statement countersigned by the Principal/T.I.C.

(ii) The Governing body in its meeting held on 25.02.2023 resolved that on the basis of the recommendation of the screening/selection committee for the purpose of considering the matter of promotion under CAS, Sri/Smt./Dr. Pulakesh Sen of the Department of Mathematics of this college be promoted to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/-—39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 (i.e. at Academic Level – 13A, from Rs. 1,31,400/- to Rs. 2,17,100/-) with effect from 08.02.2022.

It is resolved that the post held by Sri/Smt./Dr. Pulakesh Sen of the Department of Mathematics be upgraded to the post of Assistant/ Associate Professor in the scale of pay Rs. 15600/-—39100/- or Rs. 37400/- - 67000/- with AGP of Rs. 7000/8000/9000 (i.e. at Academic Level – 13A, from Rs. 1,31,400/- to Rs. 2,17,100/-) and the same will be reverted to the post of Assistant Professor (Stage 1) as soon as it falls vacant.

Resolved further that the Principal/HIC/Secretary would take up the matter with the DPI, West Bengal by providing with the following in respect of the incumbent:

- All Pay Fixation memos countersigned by the Principal/HIC.
- Year-wise detailed leave statement countersigned by the Principal/HIC.

Resolution No. 05

The house appreciates the endeavour for sharing of academic and extra-curricular affairs with the Coochbehar College, Coochbehar, West Bengal. Resolved that this endeavour may be taken for enrichment of knowledge of the students. The Principal is authorized to do the needful.

Resolution No. 06

The house discussed the proposal for implementation of Employability and Domain Training Programme for final year female students under Mahindra and Mahindra's CSR initiative "Mahindra Pride Classroom" and resolved that the said programme be organized and principal be authorized to do the needful.

Resolution No. 07

The Principal informed the house that existing Boys' Hostel remained vacant last few years. The notice regarding admission in the Boys' Hostel was given for several times but no application was received from the students. After prolonged discussion the house resolved that existing Boys' Hostel be renovated and after renovation partly may be used for academic purposes in the vacant rooms. The matter is forwarded to the Development Sub-committee for further course of action.


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Resolution No. 08 (Table Agenda)

(i) The house unanimously resolved that as per G.O. No. 930-Edn(CS)/10M-59/2019, dated 20.06.2019 of Department of Higher Education, C.S. Branch, Govt. of West Bengal, the college has prepared the estimate amounting to Rs. 29,87,644/- (Rs. Twenty nine lakhs eighty seven thousand six hundred forty four only) as per lowest quotations for submission of proposal for Development grant for purchase of Books, Laboratory Equipment, Reagents, Computers and Peripherals etc. The item wise details of the proposals are given below:

Sl. No.	Name of the Item	Amount (Rs.)	Estimated Amount (Rs.)
1.	Laboratory Equipment:		
a.	Department of Physics	1,38,100.00	1,38,100.00
b.	Department of Microbiology	3,72,200.00	3,72,200.00
c.	Department of Physiology	3,35,470.00	3,35,470.00
d.	Department of Chemistry	4,77,600.00	4,77,600.00
e.	Department of Food & Nutrition	1,03,500.00	1,03,500.00
f.	Department of Physical Education	2,74,750.00	2,74,750.00
g.	Department of Human Development	63,250.00	63,250.00
2.	Computers and peripherals:		
a.	Computer & Accessories	4,95,000.00	4,95,000.00
3.	Books	7,27,774.00	7,27,774.00
	Grand Total	29,87,644.00	29,87,644.00

(ii) The Principal placed the Financial Budget of the college for the financial year 2023-24 before the house. After threadbare discussion the house unanimously approved the Financial Budget of the college for the financial year 2023-24.

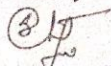
(iii) The house unanimously resolved that two NCC Wings (men and women, both) under the 1 (Bengal) Naval Unit NCC NCC, 8, Southern Avenue Kolkata-700026 may be introduced in our college for the welfare of the students as well as for the society.
The Principal is authorized to send the necessary papers to the concerned office and fulfill the other formalities as required.

(iv) The house unanimously resolved that 2nd Unit of NSS under the West Bengal State University may be introduced in our college for the benefit of the students as well as for the society. The Principal is authorized to initiate the process for opening the 2nd unit of NSS and send the necessary papers to the University and fulfill the other formalities as required.

(v) The house unanimously resolved that apart from syllabus oriented curriculum as framed by WBSU, Department of Commerce of our college proposes to introduce an Add-on Course entitled "Filing of Tax Returns (Income Tax & GST)" for the students of M.Com and B.Com (Honours & General) from 04.04.2023 to 30.05.2023 for 30 hours duration for making our students skilled and job oriented. Necessary permission be sought from the competent authority. The principal is authorized to do the needful.

(vi) The house unanimously resolved that apart from syllabus oriented curriculum as framed by WBSU, Department of Physical Education of our college proposes to introduce an Add-on Course entitled "Stress & Anxiety Management Through Yoga" for the students of our college from 18.04.2023 to 16.05.2023 for 40 hours duration for stability of mind and mental relaxation of our students. Necessary permission be sought from the competent authority. The principal is authorized to do the needful.

Resolution No. 09
Miscellaneous:
The house approved the leave applications of following incumbents:
(i) Study leave application of Prof. Santanu Mondal from 31.01.2023 to 13.02.2023
(ii) Paternity leave application of Sri Ashok Acharya from 22.02.2023 to 06.03.2023

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Meeting of the Governing Body of Sree
Chaitanya Mahavidyalaya held on 17.06.2023
at 12 noon in the meeting room of the college.

Signature of the members Present:-

1. 
2. 
3. Rahul Dev Biswas
4. 
5. Sukumar Pal
6. P. Chattopadhyay
7. Anup Roy 17/6/23


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Date : _____

Proceedings of the meeting of the Governing Body held on 17.06.2023 at 12.00 noon in the Conference Room of the college.

Members Present:

1. Sri Bikash Das, Member
2. Dr Subrata Chatterjee, Principal & Secretary
3. Sri. Rahul Dev Biswas, Member
4. Dr Sanjib Talukdar, Member
5. Dr Sukumar Pal
6. Dr Prasenjit Chattopadhyay
7. Sri Anup Roy, Member

In absence of Sri Narayan Goswami, President of the Governing Body, Dr Subrata Chatterjee, Principal & Secretary of the Governing Body proposed the name of Sri Bikash Das, Government Nominee and Senior most member of the Governing Body as the Chairman of this meeting. Dr. Sanjib Talukdar, member of the Governing Body seconded the proposal. Thereafter, Sri Bikash Das took the Chair and presided over the meeting.

The Secretary & Principal to the G.B. proposed to present following Table Agendum for discussion.

(i) To discuss the proposal for up-gradation of College Library to Higher Education, Government of West Bengal.

The house unanimously accepted the proposals.

Resolution No. 01

The house unanimously read and confirmed the proceedings of the previous meeting held on 19.11.2022 and resolution by circulation taken on 25.02.2023.

Resolution No. 02

The house ratified the recommendations of the Finance Sub-committee in its meetings held on 02.06.2023.

Resolution No. 03

The application of Sri Dipak Kumar Dey, Library Clerk of the college who will retire on 31.10.2023 on superannuation praying for sending the relevant papers for his retirement benefits is considered by the house. Sri Dey joined this college on 01.02.1991 as an Assistant Hostel Cook and continued in the same post up to 28.12.2015. Subsequently he freshly joined in the post of Library Clerk w.e.f. 29.12.2015. He also received twenty years' service benefits on 01.02.2011. The principal is requested to send the necessary papers to the appropriate authority for the settlement of retirement benefits of Sri Dipak Kumar Dey as early as possible.

Resolution No. 04

The application of Sri Amal Kumar Roy, Bearer (Group-D) of the college who will retire on 31.12.2023 on superannuation praying for sending the relevant papers for his retirement benefits is considered by the house. Sri Roy joined this college on 01.07.1986 as a Bearer. He also received ten & twenty years' service benefits on 01.07.1996 & 01.07.2006 respectively. The principal is requested to send the necessary papers to the appropriate authority for the settlement of retirement benefits of Sri Amal Kumar Roy as early as possible.

Resolution No. 05

The house discussed regarding the upgradation of service of Dr Sourav Sarkar, SACT-II, Department of History from SACT-II to SACT-I as per G.O. No. 2081-Edn (CS)/10M-83/2019, dated 23.12.2019 due to his acquirement of Ph.D degree on 10.01.2023 from Rabindra Bharati University, West Bengal. The Principal is authorized to send the necessary papers in this regard to the DPI, Higher Education Department, Government of West Bengal.



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Resolution No. 06
The house discussed regarding the upgradation of service of Smt. Bula Dey, SACT-II, Department of Food and nutrition from SACT-II to SACT-I as per G.O. No. 2081-Edn (CS)/10M-83/2019, dated 23.12.2019 due to her quality of SET Examination on 31.03.2023 conducted by The West Bengal College Service Commission, West Bengal. The Principal is authorized to send the necessary papers in this regard to the DPE, Higher Education Department, Government of West Bengal.

Resolution No. 07
The house ratified the Memorandum of Understanding with Uluberia College, Howrah, Kolkata, Netaji Satabarshiki Mahavidyalaya, North 24 Parganas, Nazrul Charcha Kendra, Barasat, Hingalganj College, North 24 Parganas, Anudip Foundation for Social welfare for sharing of academic and extra-curricular affairs.

Resolution No. 08
The house discussed the Govt. Order of Higher Education Department, Govt. of West Bengal regarding online admission for the Academic Session 2023-24 to all UG Courses, vide Memo No. 354-Edn(CS)/10M-95/14 dated 2nd June 2023 and resolved that online admission procedure be initiated immediately. Principal is authorized to the needful.

Resolution No. 09
The Principal informed the house that two Diploma Courses may be introduced on (i) Medical Lab Technician and (ii) Physiotherapy with S.M.T.R. Vocational Training Centre, Barasat. After threadbare discussion the house constituted a committee consisting of the following members for feasibility study.
(i) Dr Prasenjit Chattopadhyay
(ii) Dr Manabendra Sekhar Bhadra
(iii) Sri Kuntal Das

Resolution No. 10
The house ratified the obtaining of Corporate Net Banking facilities in Savings Bank Account No. 1595010060871 with Punjab National Bank especially for the NAAC related transactions.

Resolution No. 11
The house unanimously resolved that the following proposal for up-gradation of College Library amounting to Rs. 29,33,450 (Rupees Twenty nine lakh thirty three thousand four hundred fifty only) be submitted to the Department of Higher Education, C.S. Branch, Govt. of West Bengal.

Sl. No	Name of the Item	Present Quantity	Required Quantity	Amount per unit	Approximate Amount (Rs.)
1	KTMC Single mode Shielded Metal Arc Welding (SMAW) DIESEL Driven Welding Generator / 400 MP- GEN	01	01	6,50,000	6,50,000
2	Canon Multifunction Machines Mfs,	01	01	12,60,000	12,60,000
3	Magi card Ltd (RIO360 NEO)	00	01	60,000	60,000
4	Kangaroo Spiral Punch Machine	00	01	3,450	3,450
5	Acer AMD Ryzen 5 4600G 16 GB/1000 GB HDD Windows 10 professional	09	03	30,000	90,000
6	RFID Tags for Books	00	20000	9	1,80,000
	Anti-theft Stickers/ Institutional Labels	00	20000	1	20,000
	Integrated RFID Staff Station for Tagging / Circulation	00	1	65,000	65,000
	Integration of Koha ILMS with RFID Services	00	1	35,000	35,000
	RFID Security Gate Antenna System (1Pair)	00	1	2,40,000	2,40,000
	RFID Security Gate Antenna System (1Pair)	00	1	90,000	90,000
	RFID Hand Held Reader for Stock Verification	00	1	2,40,000	2,40,000
	RFID Self Touch Kiosk for Issue-Return	00	1	2,40,000	2,40,000
	Total				29,33,450

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Resolution No. 12
Miscellaneous:


(i) The house unanimously resolved that Smt. Arpita Bose, SACT-II, Department of Bengali of our college will be the new NSS Programme Officer, NSS Unit of our college w.e.f. 01.07.2023. Smt. Bose will take charge in place of Sri Saikat Dutta, existing programme Officer. The Principal is authorized to do the needful.

(ii) The house deferred the prayer for enhancement of the college submitted by the Casual Staff of the college.

(iii) The house unanimously approved the Legal Fees of Rs. 40,000/- (Rupees Forty Thousand Only) to Sri Anjan Bhattacharya for appearance before the Hon'ble justice Kausik Chanda on several dates in the case of Samiran Maity vide W.P.A. No. 6925 of 2021.

The meeting ended with vote of thanks to the chair.


President
Governing Body


Principal & Secretary
Governing Body

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