

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

A DEGREE COLLEGE OF ARTS & COMMERCE

Affiliated to the University of Calcutta
Recognized by the University Grants Commission



Memo No. :

Date :

Notice

A Meeting of the IQAC is being convened on 3rd July, 2018 at 12.30 p.m. in the IQAC room.

All the members are requested to attend the meeting positively.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Finalization of the academic policies for the session 2018-19 for Annual System and for the Semester – I of the New Semester- wise CBCS system.
3. Planning for the curricular transaction and implementation of the Semester-wise CBCS as per C.U. regulations.
4. Finalization of the different departmental programmes regarding co-curricular and extra - curricular activities.
5. Planning for activities of different committees, cells and clubs.
6. Preparation of the AQAR for the session 2017-18.
7. Misc.


Principal/Chairman

IQAC
Principal
Saheed Anurup Chandra
Mahavidyalaya


Coordinator

IQAC
Co-ordinator
IQAC
Saheed Anurup Chandra Mahavidyalaya

Proceedings of the meeting of IQAC held on 03/7/2018 at 12:30 p.m. in IQAC Room.

Signatures of the members present in the meeting

- ① Manideep Chandra 03.07.2018
- ② Nimaj Poddar 03/7/2018
- ③ Raja Patra 3/7/18
- ④ Subhritee Sarda 03/07/18
- ⑤ Pallab Saha Biswas 03/07/18
- ⑥ Gopaldeb Kantha 03/07/18
- ⑦ Sonu De 03/07/18
- ⑧ Shyamoli Mondal 03/07/18
- ⑨ Mridu Mani 03/07/18
- ⑩ Sunil Kumar Maiti 03/07/18
- ⑪ Kamalamba Das 03.07.18
- ⑫ Pabitra Halder 03.07.18
- ⑬ Faruk Mallik 03/07/18
- ⑭ Anjana Mukherjee 3.7.18
- ⑮ Arijit Ghosh 3/7/18

Chairman Dr. Manideep Chandra initiated the meeting

- ① The proceedings of the previous meeting held on 23rd March, 2018 was read & confirmed in the meeting.
- ② Dr. Chandra explained briefly the new academic policies for the present session (2018-19), particularly the issues regarding implementation of CBCS. He stated the importance of Student's attendance in the new structure, as 10% weightage had been given in attendance in class.
- ③ Coordinator Prof. Himaj Poddar, stated in detail, the course structure of Semester-I as per C.U. Regulation regarding Semester-wise CBCS, particularly the ~~and~~ issue of Core Course & Generic Elective course in B.A.

General Course. Students of this course had to choose two subjects as CC and one as GE. He ~~stated~~ emphasized on ^{two} separate workshops for (Hons.) & (Gen) course students for clarification of the course structure of the new system.

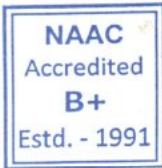
③ The issue of implementation of Semester-wise CBCS was also discussed in the meeting. Prof. Poddar presented the academic calendar of Sem-I & Ist year of the Annual System before the meeting. It was stated that 80-84 actual teaching days would be available in the Sem-I, so all the department should fix the target of curricular transaction accordingly.

④ The Coordinator distributed the format among HODs of all the academic departments and requested to submit the same regarding different co-curricular & extra-curricular activities for the first phase (July to December, 2018). Within July, 2018.

⑤ The format for different activities of the various cells, clubs and committees was also distributed among the convenor and they were asked to submit the same to the Co-ordinator within, July, 2018. for the first phase (July to December, 18)

⑥ The coordinator stated that the AQAR for the Session 2017-18, should be prepared as early as possible. He requested all the members to co-operate and engage themselves in this process. The format for ^{feedback of different} departmental & administrative sections, library would be circulated shortly.

⑦ This was discussed in the ² meeting ~~with~~



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Memo No. :

Date :

NOTICE FOR MEETING

All the members of the IQAC are hereby informed that a meeting will be held on 24TH September, 2018 at 2.00 P..M. to discuss the following agenda:

AGENDA

1. Confirmation of the last meeting of IQAC Dated 03/07/2018
2. Preparation of AQAR 2017-18
3. Miscellaneous


Co-ordinator
IQAC


Principal 19.09.18

Proceedings of the IOAC meeting held on 24th September, 2018 at 2 p.m. in the Principal's Room.

Signatures of the member present in the meeting

- ① Manideep Chandra 24.09.18
- ② Nimai Goudar 24/9/18
- ③ Pallab Saha Biswas 24/09/18
- ④ Fareek Mallik 24/09/18
- ⑤ Shyamoli Mondal 24/09/18
- ⑥ Arundhati Bledin 24.09.18.
- ⑦ Somnath D. 24/09/18.
- ⑧ Manisha Basu 24/09/18.
- ⑨ Gopaldet Kanthi
- ⑩ Kamalavanta Das 24.09.18
- ⑪ Anup Mondal. 24/9/18

Chairman presided over the meeting. Dr. Manideep Chandra initiated the meeting.

- ① The proceedings of the previous meeting held on 3rd July, 2018 was read and confirmed.

Chairman reported the Scenario of implementation of the Semester-wise CBCS in B.A and B.Sc. from this session.

- ② The Co-ordinator requested all the HODs to submit the filled-in proforma of departmental inputs regarding revision of syllabus, transaction of the curriculum, Faculty participation in academic activities etc. He also requested to submit the requisite data for the AQAR-2017-18. All the Sections of the administration including Library.

Detailed discussion was held for Part-A and Part-B including all the seven criteria of the AQAR.

It was unanimously resolved that final draft of the AQAR-2017-18 would be prepared during Puja vacation and the same would be placed in the next UOAC meeting.

It was also resolved that after ~~the~~ formation of the Governing Body of the College, the final AQAR be placed in the COB for its approval.

Resolved that the approved AQAR be uploaded by 20th December, 2018.

(3) The curricular transaction of the Semesterwise CBSS was also discussed in the meeting - All the HOD's are requested to follow the C.O. guidelines regarding Internal ~~Assessment~~ Assessment and are requested to give the assignments of tutorials ~~before~~ to the students before closing for ~~vacation~~ Puja vacation.

The meeting was ended with a thanks to the Chair,

Mamindra Chandra
Chairman 11.12.18



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Memo No. : 295/ISAC-Mg/2018

Date : 03/12/2018


Notice

It is hereby notified that a meeting of the IQAC is being convened on 11.12.2018 Tuesday at 12 noon in the IQAC room. All the members are requested to attend the meeting.

Agenda:

1. Confirmation of the proceedings of the previous meeting.
2. Finalization of the AQAR for the session 2017-18.
3. Finalization of the different departmental programmes regarding co-curricular and extra-curricular activities for the second term of the session 2018-19
4. Planning for activities of different committees, cells and clubs for the second term of the session 2018-19
5. Review of the curricular transaction and implementation of the semester-wise CBCS.
6. Decision regarding Seminar/workshop to be organized by the IQAC.
7. Misc.


03/12/2018
Co-ordinator/IQAC
Co-ordinator
IQAC
Saheed Anurup Chandra Mahavidyalaya


Principal/Chairman, IQAC
Principal
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Parganas

Proceedings of the IQAC meeting held on 11th December, 2018 at 12 noon in the IQAC Room.

Signatures of the members present in the meeting:

- ① Manideep Chandra 11.12.2018
- ② Nimai Poddar 11/12/2018
- ③ Gopaldeb Kanhu 11/12/2018
- ④ Subrata Pan. 11.12.2018
- ⑤ Samrat De 11.12.18.
- ⑥ Raja Pathak 11.12.18
- ⑦ Anyana Mukherjee 11.12.18.
- ⑧ Arjit Shaha 11/12/18
- ⑨ Faruk Mallick 11/12/18
- ⑩ Shyamism Mondal 11/12/18

Chairman Dr. Manideep Chandra presided over the meeting.

① The proceedings of the previous meeting held on 24/09/2018 was read out in the meeting & confirmed.

② Chairman & Coordinator of the IQAC presented the draft AQR for the session 2017-18 ~~before~~ the meeting. After some modification the draft was finalised and it was resolved the same be uploaded by 3rd week of ~~the~~ December, 2018.

③ The format for different departmental programmes, co-curricular and extra-curricular activities was given to all HODs.

Resolved that filled-in format should be returned to the Co-ordinator by 20/12/18. All HOD's are requested to transact all programmes within due dates.

④ All the Conveners of different cells & Committees are requested to collect format for different programmes and to finalize the Schedules for the next six months.

⑤ The Chairman reported that 1st Semester of B.A/B.Sc and 3rd Semester of B.Com was going to be completed. HODs of different departments reported that ^{target of} transaction of syllabus of the Annual system (2nd yr. & 3rd year) ~~is~~ remained unfulfilled due to different academic works (internal assessments/Tutorial assignment & evaluation) of the Semester ~~or~~ wise CBCS. They also stated that ^{the target of} curricular transaction of the 1st Semester of B.A/B.Sc. ~~is~~ had been successfully completed.

⑥ It was reported in the meeting that a proposal ~~of~~ ~~proposals~~ of State Level Seminar to be sponsored by the NAAC was prepared and the same be submitted to NAAC by December, 2018. The topic ~~was~~ of the ~~seminar~~ proposed Seminar was "New NAAC Accreditation System: Challenges and Opportunities for the Colleges of Rural and Semi-urban areas."

The date of the proposed Seminar: 29/3/2019.

⑦ Nothing was discussed in this agenda.

The meeting was ended with a thanks to the Chair.

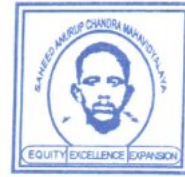
Confirmed
Gopal Deb Kanta
27/03/2019

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Memo No. :

Date : 26/03/2019

Notice

An urgent meeting of the IQAC is being convened on **27th March, 2019 at 12 noon** in the chamber of the Principal/Teacher-in charge to discuss the following agenda. All members are hereby requested to attend the meeting.

Agenda:

1. To read and confirm the proceedings of the previous meeting.
2. Decision regarding change of date of the NAAC sponsored seminar.
3. Misc.

Co-ordinator

IQAC

Co-ordinator

IQAC

Saheed Anurup Chandra Mahavidyalaya

Chairman

IQAC

Teacher-in-Charge

Saheed Anurupchandra Mahavidyalaya
Burul, South 24 Pgs.

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The proceedings of the IOAC meeting held on 27th March, 2019 at 12 noon.

Signatures of the member present in the meeting.

1. Gopaldeb Kantha 27/3/19
2. Nimai Poddar 27/3/19
3. Faruk Mallik 27/3/19
4. Raja Patra 27/3/19
5. Tulenhi Bera 27/3/19
6. Avijit Ghosh 27/3/19
7. Shyamasi Mondal 27/03/19
8. Sampradip Das 27/03/19
10. Pallab Saha Biswas 27/03/19
11. Anjana Mukherjee 27/03/19
12. Kamalendu Das 27.03.19
13. Soumyamandal 27/3/19

Chairman of the IOAC Prof. Gopal deb Kantha presided over the meeting.

① The proceedings of the previous meeting held on 11th December, 2018 was read and confirmed.

② The Co-ordinator, IOAC Prof. Nimai Poddar reported in the meeting about the acceptance of ~~the~~ the proposal of State level Seminar by NAAC. The letter received on 26/3/2019 stated ^{the acceptance of} the proposal of financial assistance of Rs. 50,000, and the event must be completed by 31/3/2019. as per NAAC's letter.

It was resolved that the said Seminar cannot be organized within such a short period and it would be communicated to Eastern Regional advisor of NAAC. A request would also be made to NAAC for rescheduling of the date on 03/05/2019. for organizing the said event.

Resolved that the venue of the Seminar as per

Proposal ~~is~~ ^{is} also confirmed on 03/05/2019. and the Resource persons would also be informed and confirmed for the rescheduled date of the event.

⑧ All HOD's reported in the meeting about the timely transaction of Syllabus of SEM -II & ~~III~~ ^{III} and 3rd year classes for the session 2018-19.

The meeting was ended with a thanks to the Chair.

Sas 28/6/19
Chairman
Confirmed.



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Memo No. :

Date :

Notice

An extended meeting of the IQAC is being convened on 5th April, 2019 at 2 p.m. in the staff room. All available members of the IQAC and faculty council are hereby requested to attend the meeting.

Agenda:

1. Discussion and decision on the initiatives taken by the Department of Higher Education, Government of West Bengal regarding self-assessment on the revised framework of NAAC.
2. Meeting of different committees, cells and clubs.


Coordinator
27/3/19

IQAC



Chairman/Teacher-in-charge

IQAC

Teacher-In-Charge
Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Pgs.

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Proceedings of the extended IQAC meeting held on 05/4/2019, at 2 p.m.

Signatures of the members present in the meeting.

- 1) Gopal Deb Kantha 05/04/19
- 2) Nirmal Poddar 05/4/19
- 3) Raja Patra 5/4/19
- 4) Swarnap 5/4/19
- 5) Sonali Chakraborty → 5.04.19
- 6) Wojita Guha 5.4.19
- 7) Kausik Das. 5.4.19
- 8) Shyamasi Mondal 05.04.2019
- 9) Sougat Ghosh 05.04.2019
- 10) Subanlin Bera 05/04/19
- 11) Debabrata Saha 05/04/19
- 12) Arjit Ghosh 05/04/2019
- 13) Ishani Bose 5.4.2019
- 14) Anup Mondal. 5/4/19
- 15) Pallab Saha Biswas 05/04/19

The Chairman of the IQAC, Prof. Gopal Deb Kantha initiated the meeting by welcoming all the members.

Proceedings of the extended IQAC meeting held on 5th April, 2019 at 2 p.m.

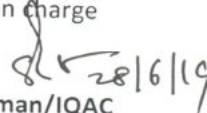
1. The Co-ordinator reported in the meeting that as a part of the initiatives from the Department of Higher Education, Government of West Bengal for measuring of our present preparedness for the forthcoming NAAC Assessment (3rd Cycle), a self-assessment excel file has been sent to us for working out of a report on the NAAC's Framework of assessment. It is necessary to do the job collectively and systematically within the 3rd week of April, 2019.

On the basis of the discussion in the meeting seven teams are constituted for the purpose for each of the seven criteria of assessment for preparing the said assessment report.

The Co-ordinator requested all the team members to fill the excel sheet (by putting score in between 0 – 4) on the basis of the supporting metrics objectively. They are also requested to collect and keep the required and supporting data/documents for future reference and uploading for the same to NAAC.

Cr. nos	Criteria	Name of the Members Of the team	No. of key indicators (KIs)	No. of Quantitative metrics (L)	No. of Qualitative metrics (N)	Total no. of metrics (L+N)	Essential metrics
1	Curricular Aspects	S.De, SM, KK, DD	4	9	2	11	1
2	Teaching – Learning and Evaluation	RP,AG,KR, S.Maity, MD	7	14	9	23	3
3	Research, Innovations and Extension	IB,FM, S.Das ,PM	5	12	2	14	2
4	Infrastructure and Learning Resources	PSB, CB,SC, S.Dinda	4	10	6	16	2
5	Student support and Progression	DB, AM, SG, PPR,	4	13	2	15	1
6	Governance, Leadership and Management	NP, BS, KD, GM	5	7	12	19	2
7	Institutional Values and Best Practices	AB, DS, SI, CM	3	13	8	21	0

- All the conveners of different committees, cells and clubs are requested to convene meetings and prepare reports for forwarding to the IQAC and the teacher-in charge within 25th of April, 2019.


Chairman/IQAC