



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 : 21/6/2019

Notice

A meeting of the IQAC is being convened on **28th June, 2019 at 12 noon** in the IQAC room 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. Implementation of CBCS – Semester - III.
3. Preparation of AQAR for session 2018-19.
4. Preparation of schedule for Departmental and Extra- curricular Programme.
5. Decision regarding NAAC sponsored seminar.
6. Misc.


21/6/19

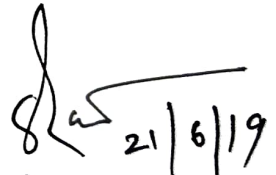
Co-ordinator

IQAC

Co-ordinator

IQAC

Saheed Anurup Chandra Mahavidyalaya


21/6/19

Chairman

IQAC

Teacher-In-Charge

Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Pgs.

The proceedings of the IQAC meeting held on 28/6/2019 at 12 noon in the IQAC Room.

Signatures of the members present in the meeting.

- ① Gopal Deb Kantha 28/6/19
- ② Nirmal Poddar 28/6/2019
- ③ Subrata San. 28.06.19
- ④ Clelandini Ban 28/6/19
- ⑤ Debabrata Sarda 28/06/19
- ⑥ Raja Patra 28/6/19
- ⑦ Samrat De. 28/6/19.
- ⑧ Arijit Ghosh 28/6/19
- ⑨ Shyamasi Mondal 28/6/19
- ⑩ Parul Malik 28/6/19
- ⑪ Manisha Basu 28/6/19
- ⑫ Rat Kumar Maht 28/6/2019
- ⑬ Anupama. 28/6/19
- ⑭ Kamalavanti Ban 28.06.19
- ⑮

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

- ① The proceedings of the previous meetings held on 27th March and 5th April was read and confirmed in the meeting.
- ② The detailed course structure & major changes in the Semester-III under CBCS was discussed and it was resolved that a workshop for the students be organized for smooth implementation of the same. All the departments (HODs) are requested to convene departmental meeting for fixation of dates for timely completion of the syllabus.
- ③ Resolved that the registration process of the college under NAAC for assessment and re-accreditation

be completed by 10/7/2019.

The new process of online submission of AQAR for 2018-19 onwards was also discussed in the meeting. It was resolved that the preparation of AQAR be started immediately.

All the concerned ~~team~~ members of Criteria-wise team and departments are requested to start the process of ^{collection of} required data for AQAR 2018-19.

Resolved the AQAR of 2018-19 be finalized before puja vacation.

- ④ Resolved that all the departments should prepare their programme of extra-curricular & Co-Curricular activities for the period of Sem-II/upto December, 2019. The departments are requested to organize maximum nos. of programme before puja vacation.

^{participation} Resolved that faculty members should aware about in the Seminar/workshops/publishing articles in the referred journals.

- ⑤ The Co-ordinator reported that one proposal of NAAC Sponsored Seminar was approved by the NAAC. But after repeated communication with NAAC regarding change of date of the activity, no response has yet been received from NAAC. Resolved that a further communication be made with NAAC for finalization of the date.

- ⑥ The Co-ordinator placed a report regarding implementation of the following project/programme from this session:

① Two certificate course under the department of enrichment courses: a) certificate course in Physiotherapy (in collaboration with the department of Physical Education).
b) certificate course in mobile ^{cell phone} preparation.

② Diploma course in computer applications I.T.

③ Replacement of Electric bulb/tublights with LED lights.

④ Installation of Sanitary napkin vending machine for girl students.

⑤ To explore the possibilities of rain-water harvesting.

⑥ To introduce solid waste & electronic waste management system.

⑦ To expedite the process of implementation of solar energy generation project already sanctioned by the government of W.B.

⑧ Yoga classes for internal/external students be re-started from this session.

⑨ Career Counselling Cell be functionally operative.

⑩ Alumni Association of the college should be registered and functionally operative.

⑪ Library automation should be completed by March 2020.

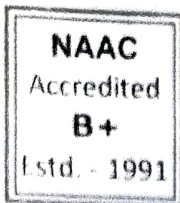
⑫ ICT training programme for all TS/NTS should be organized.

⑬ Mentoring system should be introduced as early as possible.

⑭ Online Feedback System should be introduced immediately for i) students ii) Parents iii) Staffs.

⑮ The meeting was ended with a vote of thanks to the chair.

[Signature]
20/09/19
Confirmed



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Memo No. :

Date :

Notice

A meeting of the IQAC will be held on 20/09/2019 Friday at 1 p.m. in the IQAC room. All members are requested to attend the meeting.

Agenda.

1. Confirmation of the proceedings of the previous meeting.
2. Preparation of the AQAR for the session 2018-19.
3. Collection and analysis of feedback from different stakeholders.
4. Expedite the development and maintenance of institutional database through MIS.
5. Decision regarding organization of different workshops/programmes.
6. Analysis of results of Semester-II under CBCS and improvement of quality benchmark
7. Misc.

 19/9/2019

Co-ordinator

IQAC

Co-ordinator/IQAC
Saheed Anurup Chandra Mahavidyalaya

 14/09/19

Teacher-In-Charge

Saheed Anurup Chandra Mahavidyalaya
Burul, South 24 Pgs.

Chairman/Teacher-in-charge

The Proceedings of the meeting of the IQAC, held on 20/9/2019 at 1 p.m in IQAC Room.

Signatures of the members present in the meeting

- ① Gopaldeb Kanthe 20/9/19
- ② Nimai Poddar, 20/9/19.
- ③ Utkarshi Bera 20/9/19.
- ④ Somnath De. 20/09/19.
- ⑤ Raja Pathak 20/9/19
- ⑥ Pallab Saha Biswas 20/09/19
- ⑦ Rajkumar Maiti 20.09.2019
- ⑧ Arundhati Bhadra 20.9.19.
- ⑨ Jejabrata Sardar 20/09/19
- ⑩ Anup Gayen 20/09/19
- ⑪ Kamalacanta Das 20.09.19
- ⑫ Arijit Ghosh 20/09/19
- ⑬ Anup Mandal 20.9.19
14. Faruk Malik 20/9/19
15. Shyamami Mondal 20/09/2019

Chairman and Teacher-in-Charge presided over the meeting.

- ① Proceedings of the previous IQAC meeting held on 28/6/19 was read and confirmed.
- ② The Co-ordinator, Prof. Poddar reported that preparation of Primary data Bank for AQAR-2018-19 is going on. He distributed criteria-wise AQAR format to all teams and asked everybody to submit filled-in format before puja vacation.
- ③ Resolved that on the basis of ^{primary} decisions taken in the Staff Committee & Academic Council Feedback would be collected from Part-III (outgoing batch) & Sem-II Pass-out batch after puja vacation & the same would be

analysed and forwarded to concerned unit/department for appropriate actions.

Resolved further, a feedback collection & analysis system should be initiated for the parents of students after puja vacation.

④ Resolved the work of MIS unit should be expedited and technical staff should be provided so that all data relating to students' academic performance & other administrative data would be processed from the introduction of new C.B.C.S. The convenor of the MIS unit was advised to act accordingly.

⑤ Resolved that following workshops/seminars would be organised after puja vacation in this Semester period.

(a) One ICT training programme for all Teaching & N.T. Staff for updating their skills.

(b) One workshop on the Students' Satisfaction Survey as per NAAC guidelines would be organised for the Sem-I & Sem-III students of in November, 2019.

(c) One Workshop on Gender Sensitization and Gender Equity for the current students would be organized within December, 18th Dec, 2019. Prof. A Bhadra, I. Basu and S Mondal were authorised to act accordingly.

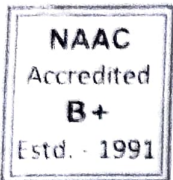
⑥ Semester-II Results was placed in the meeting. Resolved that (performance of ENG-A & BA-(General) Course students being very poor) Special attention be given to concerned Course results and remedial classes might be arranged for them.

It was also mentioned specially in the meeting that Students' class attendance ~~percentage~~ status be notified properly so that they might get chance to improve.

- ⑨ The Co-ordinator specially mentioned to give priority and to take effective measures for implementation of proposals forwarded to the chairman by the IQAC

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

Confirmed
24/12/19
✓ Chairman



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Memo No. :

Date :

18.12.2019

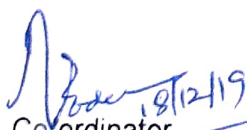
NOTICE

IQAC Meeting on 24th December 2019

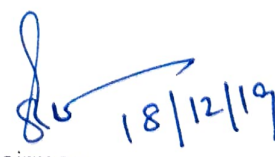
It is hereby notified to all the members of the IQAC that a meeting will be held on 24th December 2019, at 12 Noon, in the IQAC room. All the members are requested to attend the meeting.

Agenda:

1. Confirmation of the proceeding of the previous meeting.
2. Finalization of AQAR for the session 2018-2019
3. Discussion on maintaining of Quality Bench Mark in Semester wise CBCS
4. Miscellaneous.


Co-ordinator
IQAC




Chairman
IQAC
Teacher-in-Charge
Saheed Anurup Chandra Mahavidyalaya
P.O.- BURUL, 24 PGS (S)

Proceedings of the meeting of the IQAC held on 24th December, 2019 at 12 noon in the IQAC Room.

Signatures of the members present in the meeting.

- ① Gopaldeb Kantha 24/12/19
- ② Nirmal Poddar 24/12/2019
- ③ Arundhati Bhadra 24.12.19.
- ④ Richa Chatterjee 24.12.19
- ⑤ Shyamashree Mondal 24/12/19
- ⑥ Anup Gayen 24/12/19
- ⑦ Debabrata Sardar 24/12/19
- ⑧ Samrat De 24/12/19.
- ⑨ Rajkumar Paramonick 24.12.19.
- ⑩ Alankar Roy 24/12/19.
- ⑪ Arijit Ghosh 24/12/19
- ⑫ Faruk Mallik 24/12/19.
- ⑬
- ⑭

Chairman and Teacher-in-Charge Gopal Deb Kantha presided over the meeting.

- ① Proceedings of the previous IQAC meeting held on 20/9/2019 was read and confirmed.

The Chairman in the beginning, reported that the IQAC had been reconstituted as per IQAC Guidelines, w.e.f, 01/01/2020. ~~And~~ the same was published in the website.

- ② Co-ordinator reported that for the draft AQAR for the session 2018-19 had been prepared and was placed before the meeting for suggestions of the members. Detail discussion of Part-A and Part B, consisting of 7 different criteria was held. Resolved a hard copy would be kept in the staff room for reviewing and giving suggestions and inputs. The AQAR would be finalized in the next meeting.

The Co-ordinator also reported that the registration of the college in NAAC portal had been completed and an application for rectification of details regarding assessment status of the college ^{displayed in the portal} had been submitted.

- (3) The Chairman discussed and ~~re~~ raised the matter regarding poor performance of students particularly in English Honours and ^{B.A.} General Course in Semester-II examinations.

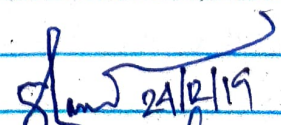
Resolved that strict monitoring of class attendance of students ^{be done} and the status would be published ~~in the~~ ^{at the} middle of Semester period for ~~improvement~~ ^{improvement}. Parent-Teacher meeting would be convened to address the issue of class attendance and performance.

- (4) The matter regarding decreasing of intake capacity was discussed and resolved that the same should be finalised in the academic Sub-committee meeting and would be approved by the G.D. The Intake Capacity, particularly in Philosophy (Hons.), Political Sc (Hons.), History (Hons.) and B. Com General Course might be decreased.

- (II) The proposal of ~~system~~ ^{System} of mentoring presented by the Co-ordinator was discussed in the meeting and it was decided ^{that} the same would be finalised in a meeting with the students.

- III Resolved that the certificate course in Physiotherapy and Yoga would be commenced ~~with~~ ^{with} a ~~work~~ Seminar in last week of January, 2020. A one time registration fee of Rs 500/- and Rs 250/- ~~would~~ ^{was} proposed to be collected from students of the said courses respectively.

The meeting was ended with a thanks to and from the chair


24/12/19
President.