

Meeting No. 21st

Place: Principal's Room

Date: 12-02-2018

Time: 3PM

A meeting of IQAC in presence of the principal is held with all faculty members signed left to arrive at the following resolutions of the given agenda of the notice dated 02-02-2018 . Minutes of the meeting are as below :

Agenda 1:

Minutes of the last meeting held on 21-11-2017 are read and confirmed.

Agenda 2:

Discussion sessions with students are recommended. It is expected that the same would be obvious for skill enhancement. Debate ,quiz competition ,result evaluation and micro teaching are also prescribed.

Agenda 3:

Faculty members concerned with NSS and NCC are asked to conduct more constructive extension Activities.

Agenda 4:

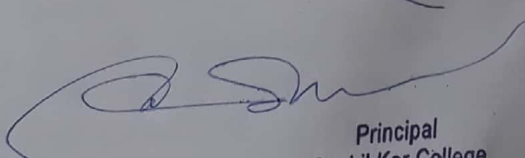
Faculty members are asked to collect feedback from parents and other stakeholders regarding academic activities and students amenities to develop a better atmosphere.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

Agenda 5:

IQAC coordinator de clared the plan of action for 2018-19 as given below:

- a) To prepare the SSR ,3rd cycle
- b) Initiative taken to send AQAR.
- c) To find sources of non –conventional funds from different sources.
- d) To complete the floors of the new building and shifting of physics and chemistry.
- e) Planed move to get more teachers in substantive posts.
- f) To make more student friendly routine & ambience.


Principal
Sushil Kar College
Champahati, 24 Pgs. (S)


COORDINATOR
IQAC
Susil Kar College
Champahati, 24 Pgs. (S)

,2NDMeeting No.22nd

Place:Teacher's Room

Date:14-08-18

Time:3pm

A meeting of IQAC in presence of the principal is held with all faculty members and non-teaching staff signed left to arrive at the following resolutions of the given agenda of the notice dated 08-08-18. Minutes of the meeting are as bellow:

Agenda 1

Minutes of the last meeting held on 12-02 -2018 are read and confirmed.

Agenda 2

It is stated that NAAC 2nd cycle period would be expired on upcoming September,2018.

Faculty members and NTS are asked to get prepared to face NAAC ,3rd cycle.

Agenda 3

It is resolved that to face NAAC accereditation for the 3rd cycle AQAR,2017-18 should be sent by December,2018.

Agenda 4

It is also resolved that the steering committee for NAAC accreditation,3rd cycle would be formulated in a Teacher's council 's meeting in future which would be placed in Governing Body's meeting to get approval.

As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

Agenda 5

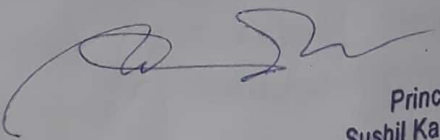
1)NSS & NCC confirmed to IQAC regarding more extension activities done by them.

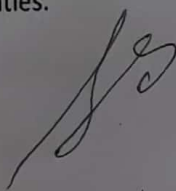
2)Faculties of various departments confirmed the proposal discussion session with the students different depts.reported about the debate,quiz competition, publishing of wall magazines.They also

Confirmed about the result evaluation activities & Microteaching with the students.

3)Teachers confirmed to IQAC about more academic activities with the students.Secretory, IC informed about more effective routines.

4)Principal confirmed to IQAC about enhancement of students amenties.


Principal
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Champahati, 24 Pgs. (S)


COORDINATOR
I Q A C
Susil Kar College
Champahati, 24 Pgs. (S)

Meeting No. 23rd

Date:16-11-18

Place:Teacher's Room

Time:3PM

IQAC arranges an emergent meeting with all faculty members, non-teaching staff and student's Representatives signed left to arrive at the following resolutions of the given agenda of the dated 7-11-18. Minutes of the meeting are as below:

Agenda 1:

It is resolved that the college would proceed for NAAC accreditation, 3rd cycle and it would apply to Avail the June, 2019 session for the same.

Agenda 2:

A 16-member steering committee is formed to prepare SSR and to do relevant works. Principal is requested to get Governing Body's approval. The formation of the steering committee is as below:

1. Principal, ex-officio chairman: Dr. Manas Kr. Adhikari 2. Coordinator: Prof. Tapas Sarkar Teacher's Representatives:

3. Dr. Amit Tribedi, 4. Dr. Raju Dutta, 5. Dr. Basab Sil, 6. Dr. Rupa Chattopadhyay, 7. Dr. Tusher Baran Halder, 8. Dr. Poppy Kundu, 9. Dr. Sudeshna Chakrabarty, 10. Prof. Purbita Bose, 11. Prof. Purnendu Bikash Chatterjee

12. Librarian: Sri Ashim Kr. Paul

NTS representatives: 13. Sri Akhil Mondal, 14. Sri Bikramjit Mjumdar, 15. Sri Swarup Mondal

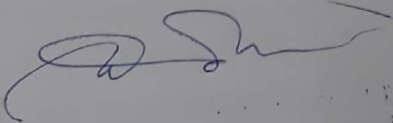
16. General secretary, Student's Council.


As there is no other matter to discuss the meeting ends with a vote of thanks to the chair and the members present.

Agenda 3:

Regarding non-conventional fund from different Dr. Raju Dutta, Assistant professor in math Department provides following facts:

- a) Unnat Bharat fund (central Govts) Rs50000.
- b) SN Bose National fund Rs50000
- c) IC SSR control fund Rs100000


Principal
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Meeting No.24th

Place:Teacher's Room

Date:08-01-19

Time:3PM

A meeting of IQAC In presence of the principal was held with all faculty members and non-teaching staff signed below to arrive the following resolutions of the given agenda of the notice dated 02-01-2019

Minutes of the meeting are as below:

Agenda 1:

Minutes of the last meeting held on 16-11-2018 are read and confirmed.

Agenda 2:

To form plan of action for the next period ,i.e,2019-20.

- a) To monitor activities of the members to prepare reports of NAAC, 3rd cycle so that SSR can be Submitted within the stipulated period.
- b) To encourage faculty members for collection of more non-conventional fund from different sources.
- c) To get entry to new buildings with teachers' staffroom,office as well as principal's room
- d) To make operative of physics & chemistry laboratories in the new building.
- e) To develop computer science department purchasing new computers.
- f) Purchase of sports equipments.

As there was no other matter to discuss the meeting ended with a vote of thanks to the chair and the members present.

Principal
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COORDINATOR
I Q A C
Susil Kar College
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Meeting No.25th

Date: 24-05-2019

Place: Teacher's Room

Time: 3PM

A meeting of IQAC in presence of the principal is held with all faculty members and non-teaching staff signed left to arrive at following resolutions of the given agenda of the notice dated

16-05-2019. Minutes of the meeting are as below:

Agenda 1, Agenda 2 & Agenda 3

Resolutions:

- a) Criterion heads confirmed their activities for collection of data so that SSR for 3rd cycle can be prepared. The progress as reported was hand some.
- b) Prof. Dr. Raju Datta again provided information about the funds collected from different sources and he has been encouraged to proceed accordingly for further collection.
- c) Principal confirmed to opening of new building within upcoming 2020.
- d) Principal provided complete account of preparation of physics & chemistry lab within the session 2020-21. He also gave an account of budget sanctioned by GB in this regard.
- e) Faculty of computer science dept. informed about the purchase of computers proposed by IQAC.
- f) Principal confirmed to IQAC regarding the purchase of sports equipments as advised by IQAC in the previous meeting.

To do some kind of academic as well as administrative audits internally.

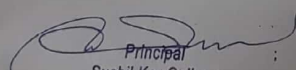
Resolutions:

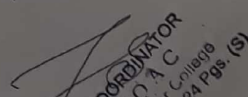
- a) Regarding internal methods of Academic audit IQAC verifies whether teacher wise classes distributed in the time table are taken properly with study materials supply and other supporting helps by every faculty member concerned. If any lacking of duty found the Principal according to the advice of IQAC meets the concerned faculty to rectify the same by mentioning his or her duty. A complete account of classes taken and presence in the college are required to maintain every faculty member as it is an unavoidable part of their promotion to hire stages and each one has to make a study plan as well as performance sheet.

Individual academic diaries/accounts self-appraisals maintained by every teachers showing classes taken and attendance which to be prepared in promotional papers may be taken as approve of documents of Academic Audit. The alternative documentation is the teachers' attendance registers where day to day classes taken and arrival/ departure timings of faculty members according to time table are reflected properly which is verified by the principal and IQAC regularly. Moreover, departmental meetings are regularly held where HOD's distribute classes according to parts of syllabi to their faculty members which may be a helpful documents of academic audit.

A committee to serve this purpose is formed by the Principal in IQAC meeting dated 24-05-2019 comprises the Principal, IQAC coordinator and secretary of teachers council.

- b) Regarding internal type of Administrative Audit the principal himself with the help of IQAC coordinator and members verify the office registers of different types whether the day to day activities of support staff are upto the mark with the students and teachers and others who meet the office counters in regular manner for different needs and activities. The Principal keeps his eyes regularly in all types of official activities which are of various kinds. For administrative Audit, Support staffs' attendance registers may be considered a vital source of documents to perform their daily workloads which is regularly checked by the principal and the IQAC coordinator. A committee to serve the purpose is formed in the IQAC meeting comprising of Principal, IQAC coordinator and to senior members of The GB. The Committee decided that all the support staff should be acquainted with the changes made by the government like the introduction of PFMS, HRMS, CBCS system of examinations. For this purpose, the support staffs were given training by the HE Departments, Government of West Bengal and University and when arranged.


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