

Meeting No.29th

Place:Principal's Room

Date:23/11/2021

Time:2pm

A meeting of IQAC is held on 23/11/2021 in Principal's room in the new building at 2pm in the presence of members. The following resolutions are made in the meeting.

Agenda 1:

Minutes of the last meeting dated 18/08/ 2020 are read and confirmed.

Agenda 2:

Qualitative initiative are taken according to the action plans of the last meeting dated 18/08/2020. The resolutions undertaken are as follows:

- According to the plan of IQAC, some of the departments are allocated specific class rooms namely, Bengali, History, Commerce, Mathematics.
- Educational tours of different departments are planned to materialize soon. The faculties of History, Bengali, Commerce and Mathematics confirmed the same to the IQAC.
- Increase of classroom are made possible with the inauguration of the new building where IQAC played an important role to resolve the matter with the cooperation of the Principal.
- IQAC with the positive move of the Principal has arranged for Solar-power available as a non-conventional source of power.
- IQAC made it possible to provide more benefits of infrastructure with the inauguration of the new building. Further infrastructural benefits are its one of the basic objectives/goals to achieve.
- IQAC advised and helped to prepare time-table for offline mode after a long period of online class session, which will be the basis of Academic Audit.

Agenda 3:

- The Principal stated the necessity of doing NAAC, 3rd cycle which was pending due to unavoidable circumstances in the COVID situation. To speed up the process the Principal proposed the name of Purbita Bose as the new NAAC coordinator seconded by Dr.SudeshnaChakravorty. AsPurbita Bose was physically absent in the meeting for testing COVID positive, the Principal asked the following teachers to form a new Steering Committee stated bellow:
 - Purbita Bose (Coordinator)
 - Dr. Amit Tribedi
 - Dr. Basab Kumar Sil
 - Dr. Raju Dutta

It was also resolved in the meeting that the pending AQAR of the previous years must be submitted within the beginning of the session 2022-23. Finally, it was decided that criterion wise convenors and the members of each criterion would be selected in the first meeting of the new Steering Committee and the other stake holders after the arrival of Dr. Purbita Bose.

Agenda 4: Misc

- Principal directed IQAC Coordinator to conduct Academic Audit as well as Administrative Audit Sub- Committee functional accordingly as the duties of their stated earlier before the Pandemic situation. The IQAC coordinator confirmed him to make the processes functional once again. It is also emphasized that the internal type of financial audit of the office would be done for the following years shortly.
- Fresh NAAC Coordinator Purbita Bose, handed over IQAC Coordinators list of seven criteria convenors and the name of the members.
- Measures are taken by the IQAC making the ambience of the institution These Qualitative upgraded. The meeting ended with a vote of thanks and the members present.
- Measures are taken by the IQAC making the ambience of the institution These Qualitative upgraded. The meeting ended with a vote of thanks and the members present.

The meeting ended with a vote of thanks to in the the chair and the members present meeting.

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

Meeting No.30th

place:principal's Room

Date -30/05/2022

Time:2PM

A meeting of IQAC is held on the Principal's room at 2:00PM in presence of all teaching, support staffs and other stakeholders to discuss and resolve the agenda stated in the notice served on the date:

Resolutions

Agenda 01: Minutes of the meeting dated 22/11/21 are read and confirmed.

Agenda 02: Regarding plan of actions for the upcoming period the following resolutions are made.

- a) It has been resolved that the college will go for NAAC , 3rd cycle that could not be done due to some unavoidable circumstances and the preparation for the same would be done as soon as possible. To speed up the process the principal suggested the name of Prof. Purbita Bose as new NAAC coordinator A new NAAC steering committee , therefore, under the co-ordinatorship of Prof. Purbita Bose are also formulated in the same meeting heads and groups of different criteria are also proposed and made. It is resolved that the process of preparing SSR would be started without delay and the submission of the same would be done within 31/12/22.
- b) It has also been resolved that the submission of AQARS of the previous years that remained pending due to the Pandemic situation would be prepared and submitted in the beginning of the next session to make the NAAC, 3rd cycle possible as planned. IQAC requested the concerned criterion heads and members to collect and prepare quantitative as well as qualitative documents with best efforts.

Agenda 03: Miscellaneous.

(a) A fresh body of IQAC is formulated in the meeting under the co-ordinatorship of Prof. Tapas Sarkar. The new body comprises the members as below:

- (i) Principal, Ex-officio chairperson (Dr. Manas Kr. Adhikari)
- (ii) Prof. Tapas Sarkar Co-ordinator.
- (iii) Dr. Nilanjana Biswas---G.B member,
- (iv) Mr. AkhilMondal---Senior administrative officer
- (v) Mr. Sukumar Das---Local society/Trusts (BIRD NGO)
- (vi) Mr. PriyabrataSardar---students representative
- (vii) Mr. SourinMondal---- Member of Alumni Association
- (viii) Mr. BapiMondal-----Office nominee from employer
- (ix) Mr. Avijit Roy---Stakeholder
- (x) ~~Mr. Ananta Chatterjee~~ Industrialist (attached to Parley Company)
- (xi) Teachers member

(a) Dr. Amit Basak

(b) Dr. RupaChattapadhyay

(c) Dr. Amit Trivedi

(d) Dr. SudeshnaChakravorty

(e) Purbita Bose

(b) NAAC co-ordinator Prof. Purbita Bose provide the seven criterion-wise conveners and their group members names as below:

~~Agenda 03- Miscellaneous~~

The meeting ended with vote of thanks to the chair and the members present in the meeting and all other participants.

Academic Audit sub-committee and Administrative Audit sub-committee started functionally by checking routine-wise class distribution and departmental meeting resolution regarding the curricular activities. Administrative audit sub-committee functioning by way of regular visit with support staffs, financial audit for the period 2018-19 started, some kind of internal type financial audit for the following years initiated to be done.

Handwritten notes:
Ashutosh
Shampa
P. Bose
Stop
B
A

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

Signature: Tapas Sarkar
COORDINATOR
IQAC
Susil Kar College
Champahati, 24 Pgs. (S)

Handwritten note: R. Basak

Handwritten note: S. Chatterjee

Handwritten note: A

Handwritten note: Functionality

