

Dinabandhu Andrews College

Notice

DAC/IQAC/19, dated 02.03.2018

A meeting of the Internal Quality Assurance Cell is hereby convened on 12.03.2018 at 2-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.

Amitabha Ray

Coordinator, IQAC
Dinabandhu Andrews College

Agenda:

1. Consideration of the adoption of new College Management ERP including restructuring of the college website
2. Grant of three non-compounded increments in favour of Dr. Sumana Manik Giri, Associate Professor of English
3. Consideration of the dearth of Non-teaching staff due to (1) retirement of a number of Non-teaching staff, and (2) non-filling up of the vacant posts of Non-teaching staff.
4. Miscellaneous

Proceedings of the meeting of the Internal Quality Assurance Cell held on 12.03.2018 in the Conference room in terms of the Notice bearing No. DAC/IQAC/19, dated ⁰²17.03.2018

Agendum-1

Consideration of the adoption of new College Management ERP including restructuring of the college website

The Coordinator of the IQAC reported that the college invited some of the local vendors and the WEBEL Technologies Ltd. for presenting their product in connection with providing software support including customization of the college ERP for managing student support services, fee collection, students' admission, students' registration with the affiliating university and the designing and maintaining the college website. The members discussed the matter with due importance and adopted the following resolution unanimously:

Resolved unanimously that the Principal be requested to take necessary action for engaging M/s Technosoft India for providing software support including customization of the college ERP for managing student support services, fee collection, students' admission, students' registration with the affiliating university and the designing and maintaining the college website.

Agendum-2

Grant of three non-compounded increments in favour of Dr. Sumana Manik Giri, Associate Professor of English

The Coordinator of the IQAC reported that Smt. Sumana Manik Giri of the Department of English obtained Ph.D. degree while in service. The Coordinator further reported that Smt. Sumana Manik Giri of the Department of English is now eligible for three (03) non-compounded increments for obtained Ph.D. degree while in service as per prevailing rules. The members discussed the matter with due importance and adopted the following resolution unanimously:

Resolved unanimously that the Principal be requested to take necessary action so that Smt. Sumana Manik Giri of the Department of English gets three (03) non-compounded increments for obtained Ph.D. degree while in service

Agendum-3

Consideration of the dearth of Non-teaching staff due to (1) retirement of a number of Non-teaching staff, and (2) non-filling up of the vacant posts of Non-teaching staff.

The Coordinator of the IQAC reported that the Department of Higher Education of Government of West Bengal did not issue permission the college authority to fill up the vacant posts against retirement of the non-teaching staff. Moreover, the proposals for creation of non-teaching pots in various capacities (Gr.D, Lower Division Clerk, Upper Division Clerk etc.) are pending at the

office of the Director of Public Instruction of the Education Directorate. In the meantime, retirement of the members of Non-teaching staff contuses causing the augmentation problem. The members discussed the matter with due importance and adopted the following resolution unanimously:

Agendum-4
Miscellaneous

The following resolutions where unanimously adopted under the agendum 'Miscellaneous'.

Misc. 4/1:

The coordinator of IQAC informed the members that the audit of PF accounts for the year 16-17 has already been completed. The IQAC resolved that the members of the IQAC should extend their cooperation to all concerned for such up-dation of financial work.

Misc. 4/2:

The IQAC unanimously resolved that the principal be requested to take necessary action for the incremental benefits of Group-D non-teaching staff namely Suva Sengupta, Nikhil Ghosh, Subodh Kanti Roy and Raju Adhikary.

Misc. 4/3:

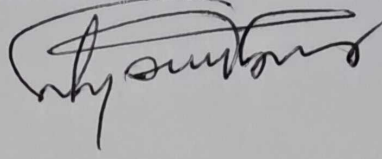
The members of the IQAC unanimously decided to come into agreement in the form of MoU with the undermentioned Organization:

- a. Vital Waste, Kolkata 700 027

The meeting ended with vote of thanks to the Chair

Members present in the meeting of the Internal Quality Assurance Cell (IQAC) held on 12.03.2018

Somnath Mukhopadhyay, Chairman



Debasish Chattopadhyay, Member

Amitabha Roy, (Co-ordinator)

Amitabha Roy

Tarun Pradhan, Member

Tarun Pradhan

Jayanti Guha Roy, Member

Jayanti Guha Roy

Mandrita Bhattacharya, Member

Mandrita Bhattacharya

Sharmistha Sarkar, Member

Sharmistha Sarkar

Maitrayee Bhattacharyya, Member

Rajesh Bera, Member

Rajesh Bera

Dibakar Sardar, Member

Dibakar Sardar

Joy Sarkar, Member

Joy Sarkar

Mithun Maji, Member

Mithun Maji

Sukanta Guha, Member

Sukanta Guha

Students' Representative