

Dinabandhu Andrews College
Notice
DAC/IQAC/22, dated 10.08.2018

A meeting of the Internal Quality Assurance Cell is hereby convened on 24.08.2018 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.

Amitalha Ray.

Coordinator, IQAC
Dinabandhu Andrews College

Agenda:

1. Consideration of the process of settlement of the benefit of Leave Encashment in favour of the members of teaching and non-teaching staff immediately after retirement
2. Introduction of a Mobile-based application for the students
3. Consideration of the procedure for refund of admission fees to the candidates against the withdrawal of their admission (UG and PG)
4. Proposal for organizing the student centric subject specific seminars/ workshops/ conference.
5. Proposal for organizing the out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme.
6. Miscellaneous

Proceedings of the meeting of the Internal Quality Assurance Cell held on 24.08.2018 in the Conference room in terms of the Notice bearing No. DAC/IQAC/22, dated 10.08.2018

1. Consideration of the process of settlement of the benefit of Leave Encashment in favour of the members of teaching and non-teaching staff immediately after retirement

Initiating the meeting, the Coordinator of the Internal Quality Assurance cell raised the issue of extending the benefit of Leave Encashment for the retiring employees and requested the members present in the meeting to find out a set of recommendation for the college administration. The members present in the meeting discussed the matter at length and pointed out the following to the Principal for his kind perusal:

- a. The Leave account of all Employees be made up to date as far as practicable.
- b. The concerned employee must ensure to submit all 'approved' leave applications to the Leave Committee of the college
- c. The Leave Committee is to submit complete Leave Record to the Principal
- d. The college office to make all papers ready for 'Leave Encashment' including (1) Calculation Sheet, (2) Last pay Certificate generated by HRMS etc. immediately after retirement of the employee
- e. The Principal be requested to place the matter before the Governing Body for its due approval
- f. The Principal be further requested to submit the documents for the benefit of Leave Encashment immediately after the approval of the Governing Body.

2. Introduction of a Mobile-based application for the students

Initiating the meeting, the Coordinator of the Internal Quality Assurance cell said that several students have verbally requested the teachers of the college for a Mobile-based Application wherefrom he/she can access the college website, Students' Login, Students' online payment gateway, important notices etc. in their Mobile Phone.

Members present in the meeting expressed the view that the students often need to spend considerable amount of money for such service through local

Cyber Shops. So, introduction of Mobile-based application will be a great help for the students. Other members of IQAC discussed the matter in detail and adopted the following resolution unanimously:

Resolved unanimously that a Mobile-based application be introduced for the students through which they can access the college website, Students' Login, Students' online payment gateway, important notices etc. in their Mobile Phone.

Resolved further that the Principal be requested accordingly.

3. Consideration of the procedure for refund of admission fees to the candidates against the withdrawal of their admission (UG and PG)

The Coordinator of the Internal Quality Assurance cell drew the kind attention of all members present in the 21st Meeting of the Internal Quality Assurance cell on the issue of the refund of Admission Fee to the students against the withdrawal of their admission.

The members present in the meeting discussed the issue and pointed out the following highlights:

As per UGC guideline, the Higher Educational Institutions are to refund the Admission fees under certain terms and conditions set forth by the University Grants Commission vide UGC D.O. no. 1-3/2007(CPP-II) dated 6.12.2016:

- 100% refund if admission is withdrawn 15 days before the formally-notified last date of admission. The HEIs concerned shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount
- 80% refund if admission is withdrawn not more than 15 days after the formally-notified last date of admission
- 50% refund if admission is withdrawn more than 15 days but less than 30 days after formally-notified last date of admission
- 0% refund if admission is withdrawn more than 30 days after formally notified last date of admission

The members then adopted the following resolution unanimously:

Resolved unanimously that the Principal be requested to adopt the norms of refund of Admission Fees in the light of the UGC Order bearing no. 1-3/2007(CPP-II) dated 6.12.2016.

4. Proposal for organizing the student centric subject specific seminars/ workshops/ conference.

The IQAC is requesting authorization from the Principal to organize subject-specific seminars, workshops, conferences, and other student-centered events on a yearly basis.

5. **Proposal for organizing the out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme.**

The IQAC is seeking permission from the Principal to organize various out-reach/ extension programme, awareness programme, gender sensitization programme, staff administrative training programme, cultural events and special day celebration programme year-wise.

6. **Miscellaneous**

Misc. 4a.

The IQAC unanimously resolved to request the Principal to take necessary action for issuing a release order in favour of Dr. Susmita Brahma, Govt. Approved Contractual Whole Time teacher in Political Science for enabling her to join another college in terms of WBCSC recommendation as early as possible.

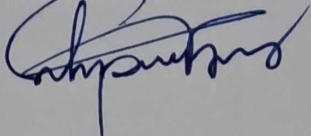
Misc. 4b.

The IQAC, after a detailed discussion resolved the following in the interest of the students at large:

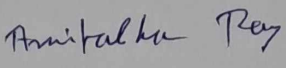
- Reinforcing/ rebuilding the boundary wall of the college
- Removing weeds around the bank of the pond.
- Concrete reinforcement of some of the college for minimizing the mosquito breeding centres in order to prevent mosquito-borne diseases like malaria, dengue, chikungunya etc.

The meeting ended with vote of thanks to the Chair

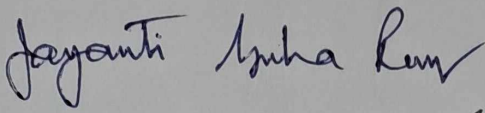
Members present in the meeting of the Internal Quality Assurance Cell (IQAC) held on 24/08/2018

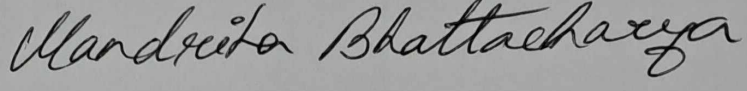
Somnath Mukhopadhyay, Chairman 

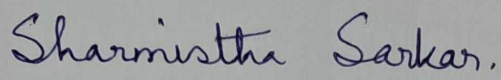
Debasish Chattopadhyay, Member

Amitabha Roy, (Co-ordinator) 

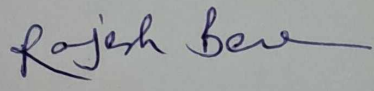
Tarun Pradhan, Member 

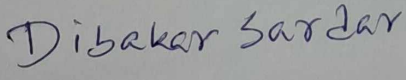
Jayanti Guha Roy, Member 

Mandrita Bhattacharya, Member 

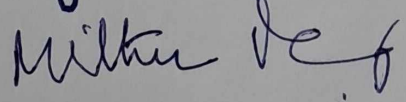
Sharmistha Sarkar, Member 

Maitrayee Bhattacharyya, Member

Rajesh Bera, Member 

Dibakar Sardar, Member 

Joy Sarkar, Member 

Mithun Maji, Member 

Sukanta Guha, Member 

Students' Representative