

Dinabandhu Andrews College
Notice
DAC/IQAC/23, dated 04.01.2019

A meeting of the Internal Quality Assurance Cell is hereby convened on 19.01.2019 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.

Amitalaha Ray

Coordinator, IQAC
Dinabandhu Andrews College

Agenda:

1. Consideration of the promotion of four teachers under CAS [Dr.Dibakar Sardar (Chemistry), Dr.Mithun Maji (Botany), Dr.Rajesh Bera (Chemistry) and Smt. Sumana Datta Economics)]
2. Consideration of the promotion of two members of non-teaching staff under CAS [Sri Shantanu Barua (Peon; Gr.D) and Sri Tarun Manna (Library Peon; Gr.D)]
3. Consideration of the monetary benefit for the members of non-teaching staff including the Management-appointed members of non-teaching staff (once in a year)
4. Launching of a Mobile-based application for the students
5. Consideration of the engagement of one trained teacher for looking after the NCC unit of the College
6. Miscellaneous

Proceedings of the meeting of the Internal Quality Assurance Cell held on 19.01.2019 in the Conference room in terms of the Notice bearing No. DAC/IQAC/23, dated 04.01.2019

1. Consideration of the promotion of four teachers under CAS [Dr.Dibakar Sardar (Chemistry), Dr.Mithun Maji (Botany), Dr.Rajesh Bera (Chemistry) and Smt. Sumana Datta Economics)]

The Coordinator of the Internal Quality Assurance Cell (IQAC) reported that the promotion under CAS of the following teachers is already due. All these teachers have duly submitted the necessary papers in support of their claim for promotion under CAS as written hereunder:

S/N	Name	Subject	Designation	From to
1	Dr.Dibakar Sardar	Chemistry	Assistant Professor	Stage-2 to Sate-3
2	Dr.Mithun Maji	Botany	Assistant Professor	Stage-1 to Sate-2
3	Dr.Rajesh Bera	Chemistry	Assistant Professor	Stage-2 to Sate-3
4	Smt.Sumana Datta	Economics	Assistant Professor	Stage-1 to Sate-2

The Coordinator of the Internal Quality Assurance Cell (IQAC) further reported that the documents submitted by the teachers under reference are valid and acceptable in congruence with the rules of promotion now in force, and requested the members present in the meeting to adopt the following resolution unanimously:

Resolved unanimously that the Principal be requested to kindly take necessary action for the promotion of four teachers under CAS as detailed below:

S/N	Name	Subject	Designation	From To
1	Dr.Dibakar Sardar	Chemistry	Assistant Professor	Stage-2 to Sate-3
2	Dr.Mithun Maji	Botany	Assistant Professor	Stage-1 to Sate-2
3	Dr.Rajesh Bera	Chemistry	Assistant Professor	Stage-2 to Sate-3
4	Smt.Sumana Datta	Economics	Assistant Professor	Stage-1 to Sate-2

2. Consideration of the promotion of two members of non-teaching staff under CAS [Sri Shantanu Barua (Peon; Gr.D) and Sri Tarun Manna (Library Peon; Gr.D)]

The Coordinator of the Internal Quality Assurance cell (IQAC) informed the members of IQAC that the members of Non-teaching staff are entitled to move to their respective next higher scale on completion of 10 years continuous and satisfactory service in terms of the West Bengal Government Order bearing No. 245-Edn(CS), dated 17.03.1994. Accordingly, the Coordinator added, Sri Shantanu Barua (Gr.D, Peon) and Sri Tarun Manna (Gr. D, Library Peon) are entitled for the same since both of them have rendered 10

years continuous and satisfactory service to the college in their respective capacities. The members of IQAC duly considered the matter and adopted the following resolution unanimously:

Resolved unanimously that the Principal be requested to kindly take necessary steps for the financial benefit of Sri Shantanu Barua (Peon; Gr.D) and Sri Tarun Manna (Library Peon; Gr.D) in terms of the West Bengal Government Order bearing No. 245-Edn(CS), dated 17.03.1994.

3. Consideration of the monetary benefit for the members of non-teaching staff including the Management-appointed members of non-teaching staff (once in a year)

The Coordinator of the IQAC informed the members that the members of Non-teaching staff of the college traditionally get one financial benefit once in a year for their services beyond schedule. For example, the Coordinator added, the member of non-teaching staff (Laboratory Attendants) often carries answer scripts to the university although that is not included in the prescribed service conditions. The members of non-teaching staff also act as bearer and transmit letters/documents to different Government Offices such as Office of the Director of Public Instruction, Office of the Treasury Officer, Office of the Vice Chancellor, Office of the Inspector of colleges, Office of Local Police Station etc. Moreover, they often shoulder such which are not defined in their service rules in addition to their normal duties.

The Coordinator of the IQAC further informed the members that a system of payment of Rs.3500.00 already exists in the college. The members of the Non-teaching staff requested to Principal for enhancement of the quantity of such financial benefit by raising the amount from Rs.3500 to Rs.5000.00 once in a year. The members discussed the matter at length and adopted the following resolution unanimously:

Resolved unanimously that the Principal requested to please consider the verbal request of the members of the Non-teaching staff of rising the quantum of financial benefit from Rs.3500.00 to Rs.5000.00 once in a year.

4. Launching of a Mobile-based application for the students

The Coordinator of the IQAC informed the members that the Mobile-based application for the students has been made ready for use. Accordingly, the IQAC Coordinator added, the Principal be requested to please invite the Hon'ble President of the Governing Body to kindly inaugurate the Mobile-based application for the students on some suitable date.

5. Consideration of the engagement of one trained teacher for looking after the NCC unit of the College

The NCC Unit of the college which is more than 60 years old is currently run under the supervision of a teacher in the capacity of Caretaker. For proper functioning of the NCC Unit the college need one trained teacher of the rank of **Lieutenant**.

The Principal of the college be requested to take necessary steps for the training of one willing teacher for undergoing the Training Programme and subsequently take charge of the NCC Unit of the college in the capacity of **Lieutenant**.

6. Miscellaneous

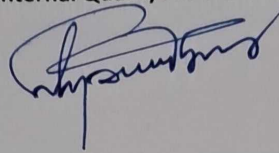
The members of the IQAC unanimously decided to come into agreement in the form of MoU with the undermentioned Organization:

- a. Deshbandhu College for Girls', Rashbehari Avenue, Kolkata 700 026
- b. Al Ameen Memorial Minority College, South 24 Parganas
- c. Rabindra Mahavidyalaya, Hooghly
- d. Mahishadal Raj College, Purba Medinipur, West Bengal
- e. Jogesh Chandra College. Kolkata

The meeting ended with vote of thanks to the Chair

Members present in the meeting of the Internal Quality Assurance Cell (IQAC) held on 19.01.2019

Somnath Mukhopadhyay, Chairman

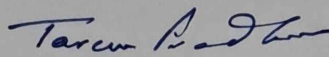


Debasish Chattopadhyay, Member

Amitabha Roy, (Co-ordinator)

Amitabha Roy.

Tarun Pradhan, Member



Jayanti Guha Roy, Member

Jayanti Guha Roy

Mandrita Bhattacharya, Member

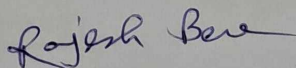
Mandrita Bhattacharya

Sharmistha Sarkar, Member

Sharmistha Sarkar.

Maitrayee Bhattacharyya, Member

Rajesh Bera, Member



Dibakar Sardar, Member

Dibakar Sardar

Joy Sarkar, Member

Joy Sarkar

Mithun Maji, Member

Mithun Maji

Sukanta Guha, Member



Students' Representative