

Notice
DAC/IQAC/37, dated 03.02.2022

A meeting of the Internal Quality Assurance Cell is hereby convened on 11.02.2022 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly join the meeting.

Amitabha Roy

Coordinator
Internal Quality Assurance Cell
Dinabandhu Andrews College

Agenda

1. Reconstitution of the Internal Quality Assurance Cell
2. Reconstitution of the Academic Sub Committees
3. Refixation of pay of 10 Teachers
4. Appointment of the Principal of the College as 'Officer on Special Duty' in the West Bengal College Service Commission
5. Collection and analysis of feedback of different stakeholders for the academic year 2020-2021
6. Preparation & Submission of AISHE report for the academic year 2020-2021
7. Preparation & Submission of NIRF report for the academic year 2021-2022.

Agendum-1

Reconstitution of the Internal Quality Assurance Cell

The Coordinator of the IQAC informed the members that the Governing Body of the college has recently been reconstituted. Accordingly, the Coordinator added, the IQAC must be reconstituted and reappointed by the new Governing Body as per convention. The members duly considered the matter and proposed the following panel of members for the IQAC to be reconstituted in the meeting of the Governing Body:

1. Dr.Somnath Mukhopadhyay, Principal (Chairperson)
2. Sri Arup Chakraborty, Member of the Governing Body (Member) [Management]
3. Sri Swaraj Kumar Mondal, Councillor, KMC Ward No. 110 (Member) [Local Body]
4. Sri Mrinal Chakraborty, Associate Professor of English (Member)
5. Dr.Swapna Mukherjee, Associate Professor of Microbiology (Member)
6. Dr.Tanya Das, Associate Professor of Chemistry (Member)
7. Dr.Joy Sarkar, Assistant Professor of Botany (Coordinator)
8. Smt. Nabanita Chatterjee, Assistant Professor of Philosophy (Member)
9. Gul Mohammad, Assistant Professor of Electronics (Member)
10. Dr.Mithun Maji, Assistant Professor of Botany (Member)
11. Sri Arup Kumar Ghosh, Assistant Professor of Zoology (Member)
12. Secretary of the Students' Union/Body [Student]

Agendum-2

The Coordinator of the IQAC informed the members that the Governing Body of the college has recently been reconstituted. Accordingly, the Coordinator added, the Academic Sub Committee must be reconstituted and reappointed by the new Governing Body as per convention. The members duly considered the matter and proposed the following panel of members for the Academic Sub Committee to be reconstituted in the meeting of the Governing Body:

The Academic Sub Committee be reconstituted as follows:

Heads of all academic departments (to be appointed by the Principal for a three-year term)

Departments	Existing Heads/Coordinator of the Departments	New Heads/Coordinator of the Departments
BENGALI	DR.AMITABHA ROY	DR.SHARMISTHA SARKAR

ENGLISH	KASTURI DEB CHAUDHURY	ANURADHA GHOSH
HISTORY	SUDARSANA CHAUDHURY	SHIMA DATTA
POLITICAL SCIENCE	APURBA MOHAN MUKHOPADHYAY	DR.DEBAMITA BANERJEE
PHILOSOPHY	MANDRITA BHATTACHARYA AICH	NABANITA CHATTERJEE
SANSKRIT	SIKHA SAHA BHOWMICK	SIKHA SAHA BHOWMICK
PHYSICS	DR.SUVRAKANTA DUTTA	DR.DIPANWITA DAS
CHEMISTRY	DR.DIBAKAR SARDAR	DR.MADHUSUDAN SHIT
MATHEMATICS	DR.TARUN PRADHAN	DR.SOUMEN SHAW
ELECTRONICS	DR.SUDARSHAN BARUI	GUL MAHAMMAD
ZOOLOGY	DR.MAUSUMI BHATTACHARYYA	DR.SUTAPA GUPTA
BOTANY	DR.MITHUN MAJI	DR.RUPA CHAKRABORTY
MICROBIOLOGY	DR.SWAPNA MUKHERJEE	DR.MAITREYEE MONDAL
SERICULTURE	DR.SWAPNA BANDOPADHYAY	DR.SWAPNA BANDOPADHYAY
ECONOMICS	SUMANA DUTTA	DR.JHUMUR SENGUPTA
GEOGRAPHY	MADHUMITA CHAKRABORTY	MOUMITA NANDI
COMMERCE	DR.ASIM KUMAR MANNA	DR.ASIM KUMAR MANNA

1. Smt. Nabanita Chatterjee, Assistant Professor of Philosophy as the Convenor
2. Dr. T.N. Chatterjee, Associate Professor of Electronics & In-Charge of the Morning Section (Member)
3. The Secretary of the Teachers' Council as Member Ex-Officio
4. Sri Sukanta Guha, Cashier (Morning) and Head Clerk In-Charge
5. Secretary of the Students' Union/Body as Member Ex Officio

Agendum-3

Refixation of pay of 10 Teachers

The Coordinator of IQAC informed the members that the Principal be requested to kindly take necessary steps to submit the documents for re-fixation of pay due to bunching effect of following Associate Professors of different subjects with effect notionally from 01.01.2016 and actually from 01.01.2020 in the revised pay structure in terms of G.O. Nos. 891-Edn(U) dated 01.10.2021, 120(22)-Edn(U) dated 03.02.2020 and 1306(22)-Edn(U) dated 30.12.2019 to the office of the Director of Public Instructions, Education Directorate, Government of West Bengal.

Details of the incumbents:

S/N	Name of Associate Professors	Associate Professor with effect from	Basic Pay as on 31.12.2015 in the pre-revised pay scale (Rs.)	Amount arrived after multiplication of the pre-revised basic pay as on 31.12.2015 by 2.57 (Rs.)	Pay fixed in the revised pay structure (ROPA 2019) w.e.f. 01.01.2016 (Rs.)
1	Dr. Rajsekhar Bhattacharyya	26.05.2012	50720	130350	131400
2	Dr. Tridibendra Narayan Chattopadhyay	01.07.2012	50720	130350	131400
3	Dr. Jayanti Guha Ray	01.07.2012	50720	130350	131400
4	Dr. Phalguni Gupta	16.11.2012	50720	130350	131400
5	Dr. Arunima Chanda	05.02.2013	49240	126547	131400
6	Dr. Sutapa Gupta	12.02.2013	49240	126547	131400
7	Dr. Sudarsana Choudhury	18.03.2013	49240	126547	131400
8	Dr. Swapna Bandyopadhyay	23.03.2013	49240	126547	131400
9	Dr. Tarun Pradhan	02.05.2013	49240	126547	131400
10	Dr. Swapna Mukherjee	01.08.2013	49240	126547	131400

Resolved further, that the Principal be requested to send necessary documents along with the new pay fixation proposals in favour of all of the teachers mentioned above to the office of the Director of Public Instructions, Education Directorate, Government of West Bengal.

Agendum-4

Appointment of the Principal of the College as 'Officer on Special Duty' in the West Bengal College Service Commission

The Coordinator of the IQAC informed the members that the Principal of the college has been appointed as 'Officer on Special Duty' by the Government of West Bengal as an additional duty in terms of Govt. Order bearing No. 140-Edn(CS), dated 18.02.2022.

The members duly considered the matter and adopted the following resolution unanimously:

Resolved unanimously that the members of the Governing Body be requested to kindly get the assignment of the Principal approved in the meeting of the next Governing Body.

Agendum 4

The members of the IQAC unanimously decided to come into agreement pertaining to the mutual help and support in the field of academics in the form of MoU with the undermentioned colleges:

- a. K.K. Das College, South 24 Parganas,
- b. Pune Institute of Business management, Pune 412115
- c. Banawarilal Bhalotia College, Paschim Burdwan
- d. Tarakeswar Degree College, Hooghly, West Bengal
- e. Pran Prahari (An NGO of Social work), Dutta Pukur, North 24 Parganas, West Bengal
- f. Dum Dum Matijhil College, North 24 Parganas, West Bengal
- g. Anudeep Foundation, Kolkata

Agendum 5

Collection and analysis of feedback of different stakeholders for the academic year 2020-2021.

During the academic year 2020–2021, feedback from different stakeholders was collected through a consolidated web-based platform available on the college website. Dr. Mithun Maji developed a report based on the analyzed feedback. After thorough consideration, IQAC decisively endorsed the report and carried out the necessary actions.

Agendum-6

Preparation & Submission of AISHE report for the academic year 2020-2021.

AISHE report for the academic year 2020-2021 has been prepared by the team members and submitted. IQAC requested the Principal to take necessary steps to upload the report to the AISHE portal.

Agendum-7

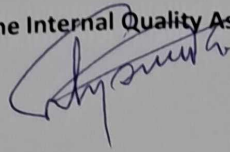
Preparation & Submission of NIRF report for the academic year 2021-2022.

NIRF report for the academic year 2021-2022 has been prepared by the team members and submitted. The IQAC asked the Principal to upload the report to the NIRF site.

The meeting ended with vote of thanks to the Chair.

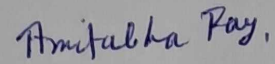
Members present in the meeting of the Internal Quality Assurance Cell (IQAC) held on 11.02.22

Somnath Mukhopadhyay, Chairman

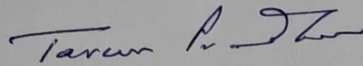


Debasish Chattopadhyay, Member

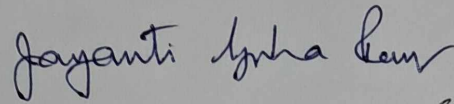
Amitabha Roy, (Co-ordinator)



Tarun Pradhan, Member



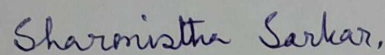
Jayanti Guha Roy, Member



Mandrita Bhattacharya, Member

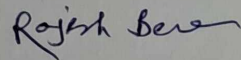


Sharmistha Sarkar, Member

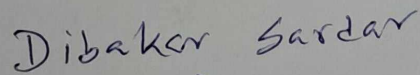


Maitrayee Bhattacharyya, Member

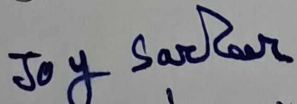
Rajesh Bera, Member



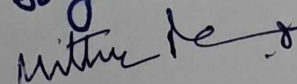
Dibakar Sardar, Member



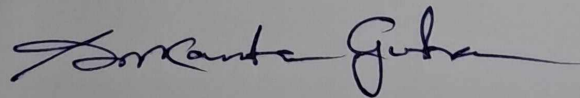
Joy Sarkar, Member



Mithun Maji, Member



Sukanta Guha, Member



Students' Representative