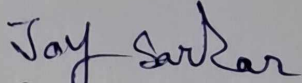


Dinabandhu Andrews College
DAC/IQAC/41, dated 07.11.2022

A meeting of the Internal Quality Assurance Cell is hereby convened on 15.11.2022 at 1-30 p.m. in the Conference Room to consider the following agenda. All members are requested to kindly attend the meeting.


Coordinator, IQAC
Dinabandhu Andrews College

Agenda

1. Proposal for better management of the Morning Shift of the college
2. The proposal of bringing forward the date of promotion of Dr. Mithun Maji, assistant Professor of Botany (From Stage 1 to Stage 2)
3. Proposal for CAS benefit of three members of non-Teaching staff, namely, Smt.Arpita Barua (Accountant), Sri Alok Das (Cashier) and Sanjay Kumar Jha (Generator/Pump/Gas Plant Operator cum Mechanic) on completion of 10 years' continuous service
4. Consideration of the programme of 'Fresher Welcome' organized by the students.
5. Preparation & Submission of AISHE report for the academic year 2021-2022.
6. Preparation & Submission of NIRF report for the academic year 2022-2023.
7. Miscellaneous

Proceedings and resolution of the meeting of Internal Quality Assurance cell of Dinabandhu Andrews College held on 15.11.2022 at 1-30 p.m. in the Conference Room

Agendum 1

Proposal for better management of the Morning Shift of the college

The IQAC Coordinator proposed that the Principal be requested to take necessary steps for better management of the Morning Shift of the college w.r.t. (1) Engagement of Morning-in-Charge, (2) Engagement of a Teacher in Commerce and (3) Engagement of a Teacher in English

Morning-in-Charge	Resolved unanimously that the Principal be requested to take necessary action for engaging a teacher as 'In-Charge' of the Morning Section as an additional responsibility without any remuneration.
Commerce Teacher	Resolved unanimously that the Principal be requested to take necessary action for engaging a Teacher, on temporary basis, in the Department of Commerce against reasonable remuneration on per class basis
English Teacher	Resolved unanimously that the Principal be requested to take necessary action for engaging a Teacher, on temporary basis, in the Department of English (Morning) in connection with English Compulsory Courses of B.A. General students against reasonable remuneration on per class basis

Agendum-2:

The proposal of bringing forward the date of promotion of Dr.Mithun Maji, assistant Professor of Botany (From Stage 1 to Stage 2)

The IQAC Coordinator informed the following facts to the members of the IQAC regarding preponing the date of promotion from Stage-I to Stage-II (AGP: Rs.7,000/-) under CAS of Dr. Mithun Maji, Assistant Professor of Botany with all details:

Rs.7,000/-) under CAS of Dr. Mithun Maji, Assistant Professor of Botany with all details:

- a. That Dr. Mithun Maji joined this college on 04.05.2010 as Assistant Professor of Botany.
- b. Under normal circumstances his date of promotion from Stage-I to Stage-II (AGP: Rs.7000/-) was due on 04.05.2016.
- c. Though Dr. Mithun Maji fulfilled the minimum API score for promotion under CAS from Stage-I to Stage-II within the above-mentioned due date but he did not complete the Refresher Course within the due date.
- d. As a result the date of promotion of Dr.Maji was deferred till the completion of Refresher Course in terms of G.O. No. 920-Edn(CS) dated 31.12.2012.
- e. Dr. Mithun Maji completed the Refresher course on 07.02.2017 and he has been promoted from Stage-I to Stage-II on 08.02.2017 in terms of G.O. No. 920-Edn(CS) dated 31.12.2012.
- f. In the meantime, Department of Higher Education, Government of West Bengal issued an order bearing No. 1909-Edn(CS) dated 19.11.2019 in the light of the UGC letter No. F.2-1612002(PS) Pt. FI II dated 16.10.2018 which allowed the promotees to get promotion on due date with retrospective effect even in the event of completion of RS/OP beyond due date but within 31.12.2018 provided that the incumbent fulfils all other criteria within original due date.
- g. Since Dr. Mithun Maji completed the Refresher Course on 07.02.2017 and fulfilled all other criteria including min. API for promotion from stage-I to stage-II within the actual due date of his promotion i.e., 04.05.2016, Dr. Mithun Maji may be considered eligible for promotion from stage-I to stage-II with effect from 04.05.2016.

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

Resolved unanimously that the Principal be requested to take necessary action so that the date of promotion of Dr. Mithun Maji, Assistant Professor of Botany from Stage-I to Stage-II (AGP: Rs.7000/-) be preponed from 08.02.2017 to 04.05.2016

Agendum-3:

Proposal for CAS benefit of three members of non-Teaching staff, namely, Smt. Arpita Barua (Accountant), Sri Alok Das (Cashier) and Sanjay Kumar Jha (Generator/Pump/Gas Plant Operator cum Mechanic) on completion of 10 years' continuous service

The IQAC Coordinator informed the members of the IQAC regarding the CAS benefits are already due for the three members of Non-Teaching staff namely

Smt. Arpita Barua (Accountant), Sri Alok Das (Cashier) and Sanjay Kumar Jha (Generator/Pump/Gas Plant Operator cum Mechanic) on completion of 10 years' continuous and satisfactory service.

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

Resolved unanimously that the Principal be requested to please consider the issue of CAS benefit of the three members of non-teaching staff namely, [1] Arpita Barua, Accountant, [2] Alok Das, Cashier and [3] Sanjay Kumar Jha, Generator/Pump/Gas Plant Operator cum Mechanic in terms of GO Nos. 245-Edn(CS), dated 17.03.1994, 17-Edn(CS), dated 10.01.1995 and 277-Edn(CS), dated 21.04.2009 R/W 28-Edn(CS), dated 09.01.2020

Agendum-4:

Consideration of the programme of 'Fresher Welcome' organized by the students

Resolved unanimously that the Principal be requested to sanction a sum of Rs.155000.00 for organizing Fresher Welcome, 2022 by the students under the supervision of a senior teacher.

Agendum-5:

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

AISHE report for the academic year 2021-2022 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-6:

Preparation & Submission of NIRF report for the academic year 2022-2023.

NIRF report for the academic year 2022-2023 has been prepared by the team members and submitted. The IQAC asked the Principal to upload the report to the NIRF site.

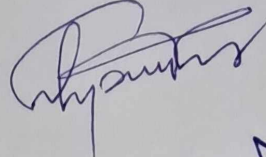
Agendum-7:
Miscellaneous

There were no agenda to discuss under the Head 'Miscellaneous'

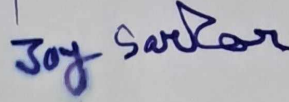
The meeting ended with a vote of thanks to the Chair.

Members present in the meeting of IQAC held on 15. 11. 22

1. Somnath Mukhopadhyay, Principal (Chairperson)



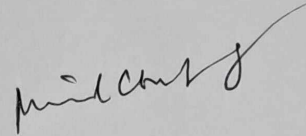
2. Joy Sarkar, Assistant Professor of Botany (Coordinator)



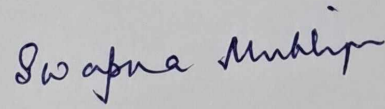
3. Arup Chakraborty, Member of the Governing Body

4. Swaraj Kumar Mondal, Councilor, KMC Ward No. 110

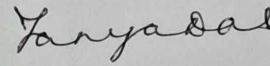
5. Mrinal Chakraborty, Associate Professor of English



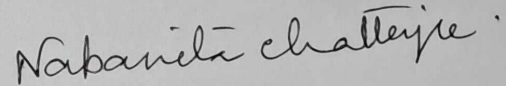
6. Swapna Mukherjee, Associate Professor of Microbiology



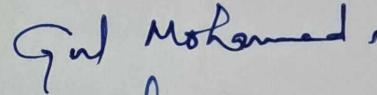
7. Tanya Das, Associate Professor of Chemistry



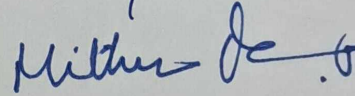
8. Nabanita Chatterjee, Assistant Professor of Philosophy



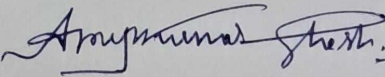
9. Gul Mohammad, Assistant Professor of Electronics



10. Mithun Maji, Assistant Professor of Botany



11. Arup Kumar Ghosh, Assistant Professor of Zoology



12. Secretary of the Students' Union/Body