

Meeting Minutes

Jointly Organised by: IQAC & NAAC Committee

Ref. No. DAC/IQAC/N- 1/2022-23, Dated 23.06.2023

Meeting Date: 27.06.2023 Time: 1.30p.m.

Agendum1: Recommendation of the teaching members for the formation of different sub-committees for the smooth going of different academic and official activities of college.

Proposed Sub-Committees are as follows:

Sl No.	Name of the Sub-Committee(s)
1	Provident Fund and Income Tax Sub-Committee
2	Leave, Service Book & Terminal Benefit Sub-Committee
3	Routine Sub-Committee
4	Library Sub-Committee
5	Asset Cataloguing Sub-Committee
6	UGC Sub Committee
7	Online Admission & Registration Sub-Committee
8	Building & Infrastructure Management Sub-Committee
9	Examination Sub-Committee
10	ICT Sub-Committee
11	Seminar/ Workshop/ Conference Sub-Committee
12	Kanyasree Sub-Committee
13	Students' Welfare Sub-Committee
14	Backward Class Welfare Sub-Committee
15	Magazine Sub-Committee
16	Purchase Sub-Committee
17	CAS & Promotion Sub-Committee
18	Green Campus, Green Audit, Energy Audit and Environment Audit Sub-Committee
19	HRMS & CMS Sub-Committee
20	Result Publishing & Record Keeping Sub-Committee
21	Data Management Sub-Committee
22	Scholarship Sub-Committee
23	Sports & Cultural Sub-Committee
24	Research & Publication Sub-Committee
25	Women's Cell
26	Grievance Redressal Committee
27	Anti-Ragging Committee
28	Internal Complaints Committee
29	Environmental Consciousness and Sustainability and Waste Management Committee

Resolution 1: IQAC recommends the names of the teaching staff of this college for various sub-committees. IQAC also requests the secretary of teachers' council to make available this draft recommendation to all the teachers and get their feedback (if any) within three days. IQAC also requests the GB Member of Non-Teaching Staff to take necessary steps for the inclusion of the non-teaching staff in various sub-committees.

1. Finance Sub Committee (Already Published)		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Sri Tarakeswar Chakraborty (Govt. Nominee)	Member
3	Dr.Rajesh Bera	Member
4	Smt. Nabanita Chatterjee	Member (Convener)
5	Dr.Mithun Maji	Invitee Member
2. Provident Fund and Income Tax Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Tarun Pradhan	Member (Convener)
3	Dr.Dibakar Sardar	Member
4	Dr. Mithun Maji	Member
5	Dr. Sajal Jana	Member
6	Dr. Manik Das	Member
7	Smt. Arpita Barua	Member
8	Sri Sukanta Guha	Member
3. Leave, Service Book & Terminal Benefit Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Tarun Pradhan	Member (Convener)
3	Dr.Tania Das	Member
4	Dr. Jayanti Guha Roy	Member
5	Dr. Dola Debnath	Member
6	Dr. Sudarsana Chowdhury	Member
7	Dr. Soumen Shaw	Member
8	Dr. Sajal Jana	Member
9	Sri Suva Sengupta	Member
4. Academic Sub Committee (Already Published)		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Smt. Nabanita Chatterjee	Member (Convener)
3	All Head of the Academic Departments	Member
4	Secretary, Teachers' Council	Member
5	Employee members of GB	Member
6	Non-teaching Staff	Member
7	Students' Representative	Member
5. Routine Sub Committee		

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Dola Debnath	Member (Joint Convener)
3	Dr. Tania Das	Member
4	Dr.Jayanti Guha Roy	Member (Joint Convener)
5	Smt.Mandrita Bhattacharya Aich	Member
6	Dr.Sudarshana Chaudhury	Member
7	Dr. Soumen Shaw	Member

6. Library Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	C.M. Kabir	Member (Joint Convenor)
3	Sri Tarun Kumar Roy	Member (Joint Convenor)
4	Smt. Ranjini Lahiri	Member
5	Sri Apurba Mohan Mukhopadhyay	Member
6	Smt.Anuradha Ghosh	Member
7	Dr.Phalguni Gupta	Member
8	Dr.Arunima Chanda	Member
9	Dr. Sumana Manik Giri	Member
10	Smt. Kasturi Deb Chaudhury	Member
11	Smt. Moumita Nandi	Member
12	Dr. Sharmistha Sarkar	Member
13	Dr. Swapna Bandopadhyay	Member
14	Dr. Swapna Mukherjee	Member (Joint Convenor)
15	Dr. Ratna China	Member
16	Dr. Tridip Sardar	Member (Joint Convenor)
17	Smt. Subhasree Roy	Member
18	Dr. Sajal Jana	Member
19	Sri Arup Kumar Ghosh	Member
20	Sri Pradyot Nanda	Member
21	Sri Imtiaz Ahmed	Member
22	Sri Tarun Manna	Member
23	Students' Representative	Member

7. Asset Cataloguing Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. SudarsanBarui	Member (Convenor)
3	Sri Aniruddha Saha	Member
4	Sri Krishnendu Das	Member
5	Smt. Madhujaya Dasgupta	Member
6	Smt. Mrittika Sengupta	Member
7	Smt. Srabani Mitra	Member
8	Sri Avijit Pal	Member
9	Sri Bonomali Malik	Member
10	Sri Lakshmi Kanta Ghosh	Member
11	Sri Musaref Ali Laskar	Member

8. UGC Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Swapna Mukherjee	Member
3	Dr.Rajesh Bera	Member
4	Dr.Dibakar Sardar	Member (Convener)
5	Sri Madhusudan Shit	Member
6	Smt. Arpita Barua	Member
9. Online Admission & Registration Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Sri Arun Kumar Mukhopadhyay	Member (Convener)
3	Sri Gul Mahammad	Officer-in-Charge
4	Dr.Tarun Pradhan	Member
5	Dr.Jayanti Guha Roy	Member
6	Dr.Sudarshanbarui	Member
7	Dr.Asim Kumar Manna	Member
8	MS. Shima Dutta	Member
9	Dr. Rajesh Bera	Member
10	Dr. Madhusudan Shit	Member
11	Sri Imtiaz Ahmed	Member
12	Dr. Tridip Sardar	Member
13	Sri Samyabrata Dutta	Member
14	Sri Sukanta Guha	Member
15	Sri Suva Sengupta	Member
16	Sri Nikhil Ghosh	Member
17	Smt. Mira Manna	Member
18	Students' Representative	Member
10. Building & Infrastructure Management Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	CU Nominee	Member
3	Dr. Rajesh Bera (GB Member)	Member
4	Dr. Joy Sarkar (GB Member)	Member
5	Dr. Madhusudan Shit	Member (Joint Convener)
6	Sri Arup Kumar Ghosh	Member
7	Sri SudarsanBarui	Member (Joint Convener)
8	Sri Prodyot Nanda	Member
9	KMC Nominee	Member
10	College Appointed Engineer	Member
11	PWD Nominee	Member
12	Sri.Nayan Ray (GB Member)	Member
13	Sri Sanjoy Kumar Jha	Member
15	Sri Lakshmi Kanta Ghosh	Member
16	Sri Chandra Sekhar Bardhan	Member
11. Examination Sub Committee		

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	MS Shima Dutta	Member (Joint Convener)
3	Dr. Tania Das	Member
4	Dr.Sudarshana Chaudhury	Member
5	Dr.Rajesh Bera	Member (Joint Convener)
6	Smt. Sumana Dutta	Member (Joint Convener)
7	Dr. Soumen Shaw	Member (Joint Convener)
8	Dr. Maitreyee Mondal	Member
9	Dr. SudarsanBarui	Member
10	Gul Mahammad	Member
11	Dr. Tridip Sardar	Member
12	Dr. Pradyut Nanda	Member
13	Smt. Dipanwita Das	Member
14	Sri Samyabrata Dutta	Member
15	Sri. AmareshBej	Member
16	Miss Susmita Mazumder	Member
17	Sri Suva Sengupta	Member
18	Students' Representative	Member

12. ICT Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Rajesh Bera	Member
3	Dr.Joy Sarkar	Member (Joint Convener)
4	Sri Joydeep Das	Member
5	Dr. Mithun Maji	Member
6	Imtiaz Ahammad	Member
7	Gul Mahammad	Member (Joint Convener)
8	Sri AmareshBej	Member
9	Sri Aniruddha Saha	Member
10	Sri Sukanta Guha	Member
11	Sri Suva Sengupta	Member

13. Seminar/ Workshop/ Conference Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Smt.Ranjini Lahiri	Member (Joint Convener)
3	Smt. Anuradha Ghosh	Member
4	Sri Apurba Mohan Mukhopadhyay	Member
5	Dr. Sharmistha Sarkar	Member
6	Gul Mahammad	Member
7	Dr. Swapna Mukherjee	Member
8	Dr.Sutapa Gupta	Member
9	Sri Biswajit Halder	Member
10	Dr. Jhumur Sengupta	Member
11	Dr. Joy Sarkar	Member
12	Dr. Tridip Sardar	Member

13	Smt. Banani Bindhani	Member
14	Sri Arup Kumar Ghosh	Member
15	Dr. Sajal Jana	Member (Joint Convener)
16	Dr. Rupa Chakraborty	Member
17	Dr. Satarupa Dutta	Member
18	Sri Ganesh Das	Member
19	Sri Sanjoy Kumar Jha	Member
20	Students' Representative	Member

14. Kanyasree Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Ms.Shima Dutta	Member
3	Smt.Mandrita Bhattacharya Aich	Member
4	Dr.Sharmistha Sarkar	Member
5	Dr. Rupa Chakraborty	Member (Convener)
6	Smt. Banani Bindhani	Member
7	Dr.Jhumur Sengupta	Member
8	Dr. Debamita Banerjee	Member
9	Smt. Chandana Pramanik	Member
10	Dr. Maitreyee Mondal	Member
11	Dr. Satarupa Dutta	Member
12	Smt.Adrija Banerjee	Member
13	Smt. Munna Dutta Ghosh	Member
14	Miss Susmita Mazumder	Member
15	Smt.Ipsita Chakrabarty	Member
16	Smt. Mira Manna	Member
17	Smt. Arpita Barua	Member
18	Students' Representative	Member

15. Students'Welfare Sub Committee

S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Joy Sarkar	Member(Joint Convener)
3	Sri Arun Kumar Mukhopadhyay	Member
4	Dr. SudarsanBarui	Member
5	Dr. Swapna Mukherjee	Member
6	Dr. Maitreyee Mondal	Member
7	Dr. Tanmoy Ghosh	Member
8	Sri Joydeep Das	Member
9	Dr. Rupa Chakraborty	Member
10	Dr. Jhumur Sengupta	Member
11	Dr. Sajal Jana	Member
12	Imtiaz Ahammad	Member
13	Smt. Banani Bindhani	Member
14	Miss Ruksa Nur	Member
15	Sri Arpan Tamang	Member
16	Dr. Satarupa Dutta	Member

17	Sri Samyabrata Dutta	Member(Joint Convener)
18	Sri Suva Sengupta	Member
19	Sri Alok Das	Member
20	Sri Shantanu Barua	Member
21	Students' Representative	Member
16. Backward Class Welfare Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	C.M. Kabir	Member
3	Sri Imtaiz Ahmed	Member (Joint Convener)
4	Miss Ruksa Nur	Member
5	Sri Joydeep Das	Member (Joint Convener)
6	Sri Samirul Islam	Member
7	Sri Shantanu Barua	Member
8	Sri Alok Das	Member
9	Students' Representative	Member
17. Magazine Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Sri Apurba Mohan Mukhopadhyay	Member
3	Smt. Mandrita Bhattacharyya Aich	Member (Joint Convenor)
4	Dr. Amitava Roy	Member
5	Dr. Sharmistha Sarkar	Member
6	Smt.Anuradha Ghosh	Member
7	Dr.Arunima Chanda	Member
8	Smt. Barnali Barman	Member
9	Dr. Sajal Jana	Member
10	Dr. Tanmoy Ghosh	Member (Joint Convenor)
11	Dr. Maitreyee Mondal	Member (Joint Convenor)
12	Smt. Raya Bhattacharya	Member
13	Sri Subhonil Guha	Member
14	Sri Bonomali Malik	Member
15	Sri Avijit Pal	Member
16	Students' Representative	Member
18. Purchase and E-Tender Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Swapna Mukherjee	Member (Joint Convener)
3	Dr. Madhusudan Shit	Member (Joint Convener)
4	Dr. Joy Sarkar	Member
5	Dr. Mithun Maji	Member (Joint Convener)
6	Dr. SudarsanBarui	Member
7	Sri Gul Mahammad	Member
8	Smt. Arpita Barua	Member
9	Sri Alok Das	Member
10	Sri Suva Sengupta	Member

19. CAS & Promotion Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Dibakar Sardar	Member(Convener)
3	Dr. Madhusudan Shit	Member
4	Dr. Rajesh Bera (GB Member)	Member
5	Sri. Joydeep Das	Member
6	Dr. Tridip Sardar	Member
7	Dr. Sajal Jana	Member
8	Dr. Maitreyee Mondal	Member
9	Sri Suva Sengupta	Member
20. Green Campus, Green Audit, Energy Audit and Environment Audit Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr.Krishna Chaudhury	Member (Joint Convener)
3	Dr. Joy Sarkar	Member
4	Dr. Madhusudan Shit	Member
5	Dr. Rupa Chakraborty	Member
6	Sri. Joydeep Das	Member
7	Smt Banani Bindhani	Member
8	Dr. Mithun Maji	Member
9	Dr. Maitreyee Mondal	Member
10	Dr. Tanmoy Ghosh	Member
11	Dr. Ratna China	Member (Joint Convener)
12	Smt. Subhasree Roy	Member
13	Sri Alok Das	Member
14	Students' Representative	Member
21. HRMS & CMS Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Mithun Maji	Member(Convener)
3	Dr. Tarun Pradhan	Member
4	Gul Mahammad	Member
5	Sri Suva Sengupta	Member
6	Smt. Arpita Barua	Member
22. Result Publishing & Record Keeping Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Arun Kumar Mukhopadhyay	Member
3	MS. Shima Dutta	Member(Joint Convener)
4	Dr. Soumen Shaw	Member(Joint Convener)
5	Sri Moumita Nandi	Member
6	Sri Ruksa Nur	Member
7	Dr. Manik Das	Member
8	Sri Biswanath Das	Member
9	Sri Shantanu Barua	Member

23. Data Management Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Joy Sarkar	Member
3	Sri Joydeep Das	Member
4	Dr. Mithun Maji	Member
5	Gul Mahammad	Member (Joint Convener)
6	Dr. Tridip Sardar	Member
7	Dr. Manik Das	Member
8	Dr. SudarsanBarui	Member
9	Sri. AmareshBej	Member (Joint Convener)
10	Dr. Adrija Banerjee	Member
11	Smt. Munna Dutta (Ghose)	Member
12	Miss Susmita Mazumder	Member
13	Sri Aniruddha Saha	Member
14	Sri Supratim Chatterjee	Member
15	Sri Ganesh Das	Member
24. Scholarship Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. SudarsanBarui	Member
3	Sri Imtiaz Ahammad	Member(Convener)
4	Smt. Chandana Pramanik	Member
5	Dr. Rupa Chakraborty	Member
6	Smt. Moumita Nandi	Member
7	Miss Ruksa Nur	Member
8	Smt. Barnali Barman	Member
9	Sri Shantanu Barua	Member
10	Smt. Arpita Barua	Member
11	Students' Representative	Member
25. Sports & Cultural Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Smt. Sikha Bhaumik (Saha)	Member
3	Sri Himadri Mazumder	Member
4	Sri Ranjini Lahiri	Member (Joint Convener)
5	Smt. Mandrita Bhattacharyya Aich	Member
6	Dr. Mousumi Bhattacharya	Member
7	Dr. Rupa Chakraborty	Member
8	Dr. SudarsanBarui	Member
9	Dr. Swapna Mukherjee	Member
10	Sri Imtiaz Ahammad	Member
11	Dr. Rajesh Bera	Member
12	Dr. Sajal Jana	Member (Joint Convener)
13	Dr. Tanmoy Ghosh	Member
14	Sri Arup Kumar Ghosh	Member

15	Sri Pradyot Nanda	Member
16	Smt. Barnali Barman	Member
17	Smt. Nabanita Chatterjee	Member
18	Dr. Satarupa Dutta	Member
19	Dr. Sharmistha Sarkar	Member (Joint Convener)
20	Dr. Sutapa Gupta	Member (Joint Convener)
21	Dr. Tridip Sardar	Member
22	Dr. Joy Sarkar	Member
23	Sri Dilip Adhikari	Member
24	Students' Representative	Member
26. Research & Publication Sub Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Ipsit Chakraborty	Member (Joint Convener)
3	Dr. Tania Das	Member
4	Dr. Swapna Mukherjee	Member
5	Dr. Asim Manna	Member
6	Sri Apurba Mohan Mukhopadhyay	Member
7	Smt. Anuradha Ghosh	Member
8	Dr. Joy Sarkar	Member (Joint Convener)
9	Dr. Dibakar Sardar	Member
10	Dr. Madhusudan Shit	Member
11	Dr. Soumen Shaw	Member
12	Dr. Tridip Sardar	Member
13	Dr. Tanmoy Ghosh	Member (Joint Convener)
14	Dr. Mithun Maji	Member
15	Dr. Jhumur Sengupta	Member
16	Dr. Subhonil Guha	Member
27. Women's Cell		
S/N	Name of the member	Designation
1	Dr. Dola Debnath	Member(Convener)
2	Dr. Tania Das	Member
3	Dr. Rupa Chakraborty	Member
4	Dr. Maitreyee Mondal	Member
5	Dr. Sudarsana Chowdhury	Member
6	Smt. Swati Raut	Member
7	External Member (Advocate) (Female)	Member
8	Smt. Arpita Barua (Non-Teaching Staff Female Repretative)	Member
9	Students' Representative (Female)	Member
28. Grievance Redressal Committee (Already Sent to Govt.)		
29. Anti Ragging Committee (Already Sent to Govt.)		
30. Internal Complaints Committee (Already Sent to Govt.)		
31. Environmental Consciousness and Sustainability and Waste Management Committee		
S/N	Name of the member	Designation
1	Dr.Somnath Mukhopadhyay	Chairman
2	Dr. Joy Sarkar	Member(Joint Convener)

3	Dr. Rajesh Bera	Member(Joint Convener)
4	Smt. Nabanita Chatterjee	Member
5	Dr. Sajal Jana	Member
6	Dr. SudarsanBarui	Member
7	Sri Gul Mahammad	Member
8	Sri Arup Kumar Ghosh	Member(Joint Convener)
9	Dr. Tanmoy Ghosh	Member
10	Dr. Pradyat Nanda	Member
11	Sri Nayan Ray (GB Member)	Member
12	Sri Lakshmi Kanta Ghosh	Member
13	Sri Chandra Sekhar Bardhan	Member

Agendum 2: Selection of committees for various works of AQAR filing.

Resolution 2: IQAC distributes the workload to the members of different sub-committees for the filing of backlog AQARs. The specific works shall be assigned to specific staff subsequently.

Agendum 3: Detailed discussion on AQAR fill up for the academic sessions 2018-2019, 2019-2020, 2020-2021.

Resolution 3: IQAC entrusted the responsibility to the members of IQAC and NAAC committee for submitting the AQAR for the academic sessions 2018-2019, 2019-2020, 2020-2021.

Agendum 4: Distribution of workload to the various committee members for next NAAC accreditation (3rd Cycle).

Resolution 4: IQAC resolved to distribute the workload to the members of different sub-committees in its next meeting for the seven segments SSR for NAAC accreditation (3rd Cycle).

Agendum 5: Implementation of Feedback system (AQAR Criterion 1.4, 6.5.6 and 7.2.1) and Student Satisfaction Survey (SSS) (AQAR Criterion 2.7) in our college website with immediate effect.

Resolution 5: IQAC requests the joint convenors of “ICT Sub-Committee” to conduct a meeting with immediate effect and adopt appropriate

resolution for the implementation of the Feedback system and Student Satisfaction Survey (SSS) in connection with NAAC Accreditation.

Agendum 6: Procurement of ISO certification (AQAR Criterion 3.2.2 and 6.5.5).

Resolution 6: IQAC resolves unanimously that the college should go for ISO Certification from appropriate service provider as early as possible subject to the approval of the Governing Body.

Agendum 7: Implementation of waste management system for degradable and non-degradable waste with an immediate effect (AQAR Criterion 7.1.3).

Resolution 7: IQAC resolves to request the joint convenors of “Environmental Consciousness and Sustainability and Waste Management Committee” to take necessary action in congruence with the approval of the Governing Body in connection with waste management system for Bio-degradable and Bio-non-degradable wastes.

Agendum 8: Requirement of additional support for various works of ICT related services of college.

Resolution 8: The IQAC discussed the matter with due importance as desired by the Hon’ble President of the Governing Body and unanimously resolved that the external support is necessary for the various works related to ICT services and other software and ‘Computer Management’ related software support for ensuring the smooth conduct of the online support system pertaining to (1) Students’ Admission, (2) Students’ Registration, (3) Online Fee Collection, (4) Services relating to HRMS (Pay Fixation, E-billing, PF Billing), (5) Students’ Online Fee Set Up, (6) Management of the Internet service of the (Hardware), (7) LAN Management, (8) Support for IT Classes of the students of Commerce Department, (9) Antivirus software management, (10) Management of different software of different academic departments and the Library such as Geography, Physics, Mathematics, etc.

It is further resolved that the matter shall be discussed in the 'ICT' Committee" which will submit its resolution on this matter as soon as possible.

Agendum 9: Procurement of astronomical telescopes for sky watching as suggested in NEP 2023.

Resolution 9: This agenda will be duly considered in the subsequent meeting of the IQAC.

Agendum 10: Recommendation for the financial support to attend conferences/workshops and towards membership fees of professional bodies (AQAR Criterion 6.3.2).

Resolution 10: The IQAC recommends providing financial assistance to the teaching and non-teaching staff so they can attend conferences, workshops, and/or professional organisation dues (not applicable for refresher courses, orientation courses, or FDP). Dr. Dibakar Sardar suggests that there should be an upper ceiling upper limit of such financial assistance. Dr. Swapna Mukherjee, Associate Professor of Microbiology, and Smt. Anuradha Ghosh, Associate Professor of English, also expressed their opinions regarding the transportation support for faculty members who are invited to give lectures as invited speakers by various institutions or bodies but who are not required to pay participation fees. The matter will be discussed and finalized in the future meeting of the Governing Body.

Agendum 11: Acceptance of Green Audit for the academic year 2022-2023.

Resolution 11: IQAC resolves unanimously that the Green Audit for the academic year 2022-2023 be accepted.

Agendum 12: Acceptance of Academic Audit for the academic year 2022-2023.

Resolution 12: IQAC resolves unanimously that the academic year 2022-2023 be accepted and requests our respected Principal to take necessary steps to validate this audit report for the academic year 2022-2023.

Agendum 13: Acceptance of the report of National Seminar (held on 12.05.2023; jointly organized by Department of Botany & IQAC) and report of Seminar on Menstrual Hygiene (held on 13.05.2023; jointly organized by Kanyashree Committee & IQAC).

Resolution 13: IQAC resolves unanimously that the reports on National Seminar (held on 12.05.2023) jointly organized by the Department of Botany & IQAC, and the Seminar on Menstrual Hygiene (held on 13.05.2023) jointly organized by Kanyashree Committee & IQAC be accepted.

The IQAC further resolves that the same be uploaded on the college website.

Agendum 14: Distribution of responsibilities for preparing of Energy Audit and Environment Audit for the academic year 2023-2024.

Resolution 14: IQAC resolves to request the Co-convenors of “Green Campus, Green Audit, Energy Audit and Environment Audit Sub-Committee” for preparing Energy Audit and Environment Audit for the academic year 2023-2024.

Agendum 15: Encourage all the departmental heads to make collaboration with other colleges and also try to make MoU with them for various collaborative activities like Faculty Exchange Programme, Special Lectures etc.

Resolution 15: IQAC resolves to request all the Heads of the Departments to make collaboration with other college and also try to make MoU with them.

Agendum 16: Acknowledgement of the efforts of Principal and IQAC Committee for establishing MoU with Raidighi College, K. K. Das College and Pune Institute of Business Management.

Resolution 16: IQAC acknowledges the efforts of the Principal and IQAC for establishing MoU with Raidighi College, K. K. Das College and Pune Institute of Business Management.

Agendum 17: Acknowledgement of the efforts of Bengali Department (Dr. Dola Debnath, Dr. Sharmistha Sarkar and Dr. Mausumi Banerjee Saha), Economics Department (Dr. Jhumur Sengupta), English Department (Dr. Anuradha Ghosh), Mathematics Department (Dr. Manik Das) and Political Science Department (Sri Apurba Mohan Mukhopadhyay) for their Special Lectures arranged with the collaboration with other colleges.

Resolution 17: IQAC acknowledges the efforts of various faculty members for organizing Special Lectures arranged with the collaboration with other colleges.

Agendum 18: Acknowledgement of the efforts of Dr. Sajal Jana, Dr. Tridip Sardar and Sri Imtiaz Ahmed for their constant effort in inter-college sports and YPC programme during the last academic year.

Resolution 18: IQAC acknowledges the efforts of Dr. Sajal Jana, Dr. Tridip Sardar and Sri Imtiaz Ahmed for their constant effort in inter-college sports and YPC programme during the last academic year.

Agendum 19: Acknowledgement of the efforts of Microbiology Department for publishing one scientific calendar (2023-2024) in collaboration with Microbiologists Society of India.

Resolution 19: IQAC acknowledges the efforts of Microbiology Department for publishing one scientific calendar (2023-2024) in collaboration with Microbiologists Society of India.

Agendum 20: Acknowledgement of the efforts of Economics Department for organising a grand annual programme “Ecomatrix 3.0”.

Resolution 20: IQAC acknowledges the efforts of Economics Department for organising a grand annual programme “Ecomatrix 3.0”.

Agendum 21: Acknowledgement of the efforts of Botany Department & Economics Department for publishing their Departmental Annual E-Magazines, “Bio-Scope” and “The Economist’s Kaleidoscope” respectively.

Resolution 21: IQAC acknowledges the efforts of Botany and Economics Departments for publishing their Annual E-Magazines.

Agendum 22: Acknowledgement of the efforts of Principal, IQAC Committee, Promotion Committee, Leave and Service Book Committee, Routine Committee and all the office staff of this college for the CAS benefit of (a) Dr. Sajal Jana (Assistant Professor Stage 2 to Stage 3) (b) Dr. Tridip Sardar (Assistant Professor Stage 1 to Stage 2) (c) Smt. Banani Bindhani (Assistant Professor Stage 1 to Stage 2) (d) Sri Joydeep Das (Assistant Professor Stage 2 to Stage 3) (e) Dr. Madhusudan Shit (Assistant Professor Stage 3 to Associate Professor Stage 4) (f) Dr. Joy Sarkar (Assistant Professor Stage 3 to Associate Professor Stage 4) (g) Dr. Maitreyee Mondal (Assistant Professor Stage 1 to Stage 2) (h) Smt. Moumita Nandi (Assistant Professor Stage 1 to Stage 2).

Resolution 22: IQAC acknowledges the efforts of Principal, IQAC Committee, Promotion Committee, Leave and Service Book Committee, Routine Committee and all the office staff of this college for the CAS benefit of above-mentioned faculty members.

Agendum 23: Recommendation for the CAS benefit for Dr. Sudarsan Barui (Assistant Professor Stage 1 to Stage 2).

Resolution 23: IQAC recommends the CAS benefit of Dr. Sudarsan Barui (Assistant Professor Stage 1 to Stage 2).

Agendum 24: Acknowledgement of the efforts of Principal and Dr. Tarun Pradhan for the implementation of the centralized PF management system (Dinabandhu Andrews College was a College of the pilot project) under NGIPF of HRMS under IFMS, Govt. of West Bengal.

Resolution 24: IQAC acknowledges the efforts of Principal and Dr. Tarun Pradhan for the work in connection with implementation of the centralized PF management system (Dinabandhu Andrews College was a nodal College

of the pilot project) under NGIPF of HRMS under IFMS, Govt. of West Bengal.

Agendum 25: Miscellaneous

Agendum 25.1. Acknowledgement for the efforts of our teamwork for Banglar Uchchashiksha portal.

Resolution 25.1: IQAC acknowledges the efforts of teamwork of the faculty members and office staff for uploading the various information in the Banglar Uchchashiksha Portal.

Agendum 25.2. Inclusion of Sri Arpan Tamang (Assistant Professor of Commerce) in the “NAAC Committee”.

Resolution 25.2: For further discussion, IQAC requests that our esteemed Principal bring this agenda to the next GB Meeting.

Agendum 25.3. An alternative system will be required to get the OTP for marks uploading.

Resolution 25.3: IQAC requests that the joint convenors of the "Exam committee" talk to our Principal about this agenda and try to create a different email that all of our college's faculty members can access for uploading marks to the CU portal.

Agendum 25.4. Introduction of courses line B.Sc in Food and Nutrition and B.Sc in Psychology for our college students.

Resolution 25.5: IQAC discussed the matter with due importance and resolved unanimously that the matter be forwarded to the Academic Committee of the college to necessary action in this regard including the ‘Detailed Prospect Report’ pertaining to these courses.

Joy Sarkar

Co-ordinator
IQAC

Dinabandhu Andrews College

Dated 08.07.2023