

## **Sree Chaitanya College, Habra**

### **IQAC meeting held on 01.02.2019**

#### **Agenda:**

- i) AQAR preparation
- ii) CAS of Teachers
- iii) Initiation of different programme organized by IQAC
- iv) Club activities organized by IQAC
- v) Miscellaneous

#### **Members present:**

1. Dr. Indramohan Mandal -**Principal, Chairperson**
2. Dr. Prabir Kumar Das
3. Dr. Dibyendu Panigrahi- **Co-ordinator**
4. Dr. Sachindra Nath Paul
5. Sri Satyajit Biswas
6. Sri Jibananda Gayen
7. Sri Artatrana Gochhayat
8. Smt Srabani Biswas
9. Dr. Swapan Kumar Biswas
10. Smt Mousumi Sathpathi (Ghosal)
11. Sri Samir Kumar Ghosal
12. Smt Sanchita Mistry
13. Dr.Raja Basu

#### **Resolution:**

- i) The input Proforma of AQAR (2017-2018) will be sent to each Department within 5<sup>th</sup> Feb, 2019 and respective Departments are also requested to submit the duly filled in Proforma with 10 days of receipt.
- ii) Proforma for official input/ information will be prepared.
- iii) Upgradation and automation of library to be done for the convenience of users (students and faculties).
- iv) Automation of library and college software through KOHA will be monitored under the supervision of Dr. S.N. Chatterjee, Dr. Harasit Kr. Mandal and Sri Manas Mondal.
- v) The CAS of teachers to be finalized and its notice to be circulated tentatively on 15<sup>th</sup> Feb, 2019.
- vi) Different programmes namely, Thalassaemia awareness under NSS as well as Departmental, National/ International seminars and Lab visit programmes for school students to be monitored by IQAC.
- vii) Teams for school students for creating awareness programmes to be formed and career counseling programme to be initiated in collaboration with reputed companies. In addition, one Alumni-career counseling programme to be organized by the college.
- viii) Selection of conveners for different cells and clubs will be done through a Teachers' Council meeting. From the next academic session, the student must opt for two clubs at the time of filling up the admission form.
- ix) Initiation of Induction programme and inclusion of clubs in orientation programme to be done.
- x) A software training was conducted for non-teaching staff by the IQAC Co-ordinator on 16<sup>th</sup> and 19<sup>th</sup> Jan, 2019.

Sd/-  
Principal