

## **Sree Chaitanya College, Habra**

**IQAC meeting held on 12.03.2019**

### **Agendum:**

- i) Preparation of AQAR (2017-18)

### **Members present:**

1. Dr. Manik Bhakta – Preside the Chair
2. Dr. Dibyendu Panigrahi- **Co-ordinator**
3. Sri Artatrana Gochhayat
4. Sri Jibananda Gayen
5. Dr Raja Basu
6. Dr. Swapan Kumar Biswas
7. Smt Sanchita Mistry

### **Resolution:**

- I) Academic calendar to be prepared by Sri Jibananda Gayen and Dr. Swapan Kumar Biswas.
- II) Smt. Sanchita Mistry and Smt. Srabani Biswas will collect the data from office for the preparation of AQAR 2017-18.
- III) Library data to be collected by Smt. Mousumi Sathpathi (Ghosal).
- IV) Compilation of data to be done by Sri Artatrana Gochhayat with assistance of Dr. Manik Bhakta, Dr. Raja Basu and others (AQAR 2017-18).
- v) The letter will be issued to NSS and NCC to submit the annual reports.

Sd/-  
Principal