



# CHHATNA CHANDIDAS MAHAVIDYALAYA

(Affiliated to Bankura University)

THE OFFICE OF INTERNAL QUALITY ASSURANCE CELL

Academic Session : .....

Ref. No. : CCMV/IQAC/02/Notice

Date 24/03/21.....

Notice for Second Meeting of the IQAC, Chhatna Chandidas Mahavidyalaya

All the respected members of the IQAC, Chhatna Chandidas Mahavidyalaya, are hereby notified that an online meeting will be held on **31.03.2021** at 12.30 P.M. to discuss the following agenda:

1. Online class Routines
2. Maintain Daily Diary of Teachers
3. Prepare Question for the Internal Exam
4. Collection of Published Articles/Chapters from the Teachers
5. Miscellaneous

Each of the members is solicited to participate and contribute his or her valuable suggestions.

Date: 24-03-2021

P. Kumbhakar  
24.03.21

IQAC Co-ordinator

**IQAC Co-ordinator**  
**Chhatna Chandidas Mahavidyalaya**

Copy Forwarded to

1. Dr. Sujay Sain, Teacher-in-Charge-
2. Dr. Saoli Mukhopadhyaya (Teach Member)
3. Dr. Dolon Ray, Assistant Professor in English, Teacher Member
4. Mr. Nilanjan Chaki, Assistant Professor in History, Teacher Member
5. Mr. Dipanjay Mukherjee, Assistant Professor in English, Teacher Member
6. Mr. Shyamal Roy, Alumni Member
7. Mr. Bikash Paladhi, Stake Holder Member
8. Dr. Rajendra Prasad Mondal, (Management) GB Member
9. Mr. Prasanta Kumbhakar, Assistant Professor in Bengali, IQAC Co-ordinator



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Academic Session : .....

Ref. No. : C.C.M.V./IQA/C/02/M

Date: 31/03/21

## Minutes of the 2<sup>nd</sup> IQAC Meeting

Date and Time of the meeting: 31-03-2021, 12:30 p.m.

The meeting started with a welcome address of the IQAC Co-ordinator. He read out the minutes of the previous IQAC Meeting, which were unanimously approved by all the members present.

1. In the backdrop of the contemporary Corona virus pandemic, and subsequent government measure of lockdown, the online master Routine was formulated and approved. Each of the Heads of the Departments were instructed to formulate their online routine accordingly. It was also decided that online classes will be held through Google Meet, and WhatsApp Groups will be created for distribution of Study materials as well as for providing important information.
2. The IQAC requested the teachers to follow the online class routine and maintain daily diary.
3. The Teachers, who were in various administrative roles, will perform their duties via work-from-home mode. A dedicated Whatsapp group will be formed to co-ordinate the various works.
4. Admission Committee has been asked to convey an online meeting to discuss admission procedures to be undertaken under these extra-ordinary circumstances.
5. Google Meet has been decided as the app for conducting online classes as well as online meetings, and Whatsapp to be used for dissemination of vital information.
6. The Co-ordinator asked the teachers to send their published articles and chapters through email.
7. The meeting concluded with the decision that there will be regular communication with the student community.

The IQAC Co-ordinator brought the meeting to an end by offering a vote of thanks to the present members.

P. Kundhakar  
31.03.21

**IQAC Co-ordinator**  
Chhatna Chandidas Mahavidyalaya

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Date.....

Members Present:

1. Dr. Sujay Sain Teacher-in-Charge ✓
2. Dr. Saoli Mukhopadhyay, Assistant Professor in Bengali, Teacher Member S. Mukhopadhyay
3. Dr. Dolon Ray, Assistant Professor in English, Teacher Member Dolon Ray
4. Mr. Nilanjan Chaki, Assistant Professor in History, Teacher Member Nilanjan Chaki 31.03.21
5. Mr. Dipanjoy Mukherjee, Assistant Professor in English, Teacher Member D. Mukherjee
6. Mr. Shyamal Roy, Alumni Member Shyamal Roy 31.03.21
7. Mr. Bikash Paladhi, Stake Holder Member B. paladhi
8. Dr. Rajendra Prasad Mondal, (Management) GB Member Rajendra mandal
9. Mr. Prasanta Kumbhakar, Assistant Professor in Bengali, IQAC Co-ordinator P. Kumbhakar 31.03.21



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