



CHHATNA CHANDIDAS MAHAVIDYALAYA

(Affiliated to Bankura University)

THE OFFICE OF INTERNAL QUALITY ASSURANCE CELL

Academic Session :

Ref. No. CCMV/IQAC/04/N

Date. 22/09/21

Notice for **Fourth** 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 **29.09.2021**, at 12.30 p.m. to discuss the following agenda:

1. NAAC documentation
2. Evaluation of Internal Exam
3. Online routines for the upcoming Even Semesters
4. Stress on Remedial Classes
5. AISHE
6. Miscellaneous

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

Date: 22-09-2021

P. Kumbhakar
22.09.21

IQAC Co-ordinator

IQAC Co-ordinator
Chhatna Chandidas Mahavidyalaya

Copy forwarded to:

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





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Date..29.09.21.....

Minutes of the 4th IQAC Meeting

Meeting held on 29.09.2021 at 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.

- Keeping in mind the importance of NAAC for the overall growth and development of the college, There was discussion on processes and procedures to be initiated and followed. The importance of proper documentation for the entire accreditation process is highlighted.
- To follow the Government instruction regarding online classes, the IQAC Co-ordinator discussed on the management of online classes as well as the submission of online routine for the upcoming Even Semesters .
- It was proposed that the process of submitting AISHE should be completed before due date. All the data required for furnishing details in AISHE must be exact and authentic. Dr. Sujay Sain, Teacher-in-Charge will complete the AISHE process
- Relevant steps to be taken for the CAS promotion for Dr. Sujay Sain and Dr. Dolon Ray are discussed. Proposed that application to be made to DPI, Department of Higher Education, Govt. of West Bengal, be made soliciting for the name of the DPI Nominee.
- Due to the transfer of Dr. Saoli Mukhopadhyay, Department of Bengali, as well as for filling up the existing vacancies prayer to be presented before the WBCSC. It was proposed the Roster of Appointment be sent to the District Social Welfare Office for necessary updating and authentication





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- There was discussion on the importance of participation in Faculty Development Programmes. The importance of carrying out research for seminars and publications as well as attending various FDPs, Refresher Courses and Orientation courses are discussed. It was proposed that teachers will be allowed to attend Conferences for paper presentations. Teachers are encouraged to enrich themselves by attending to various online FDPs and NPTEL and other SWAYAM courses.
- The teachers were reminded of including remedial classes in their individual workload/class routine.

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

Date: 29-09-2021

P. Kumbhakar
29.09.21

IQAC Co-ordinator

IQAC Co-ordinator
Chhatna Chandidas Mahavidyalaya

Members Present:

1. Teacher-in-Charge- Dr. Sujay Sain, ✓
2. Dr. Dolon Ray Dr., Teacher Member *Dolon Ray*
3. Mr. Nilanjan Chaki, Assistant Professor in History, Teacher Member *Nilanjan Chaki 29.9.21*
4. Mr. Dipanjoy Mukherjee, Assistant Professor in English, Teacher Member *D. Mukherjee*
5. Mr. Shyamal Roy, Alumni Member *Shyamal Roy 29.09.21*
6. Mr. Bikash Paladhi, Stake Holder Member *B. paladhi*
7. Dr. Rajendra Prasad Mondal, (Management) GB Member *Rajendra mandal*
8. Mr. Prasanta Kumbhakar, Assistant Professor in Bengali, IQAC Co-ordinator *P. Kumbhakar 29.09.21*



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