



SREE CHAITANYA COLLEGE, HABRA

(GOVT. SPONSORED)

Affiliated to West Bengal State University, Barasat

NAAC GRADING- B++

P.O. – HABRA PRAFULLANAGAR, HABRA, 24 PARGANAS (N),
PIN. - 743268

Website: sreechaitanyacollege.in

e-mail: sreechaitanyacollege@rediffmail.com

Tel: 03216-236767/ 237020, FAX: 03216-237020

Ref. No.

Date- 19/08/2021

Internal Quality Assurance Cell Sree Chaitanya College, Habra

Minutes of IQAC meeting held on 19.08.2021

An online meeting of IQAC was held through Google meet on 19/08/2020 at 7:00 PM. The meeting was presided over by the Principal, however he left the meeting after some time due his health issues. The meeting was commenced with a thanks-giving by Dr. Samarendranath Chatterjee (Bursar) to the members of IQAC.

Members present in the meeting were as follows:

1. Dr. Indramohan Mondal, Principal
2. Dr. Samarendranath Chatterjee, Bursar
3. Dr. Dibyendu Panigrahi, Ex- Coordinator, IQAC
4. Dr. Sobhana Palit Paul, Coordinator, IQAC
5. Dr. Sanchayita Debnath, TCS
6. Sri Artatrana Gochchayat, Member, IQAC
7. Dr. Lina Sarkar, Member, IQAC
8. Smt. Sanchita Mistry, Member, IQAC
9. Sri Jibananda Gayen, Member, IQAC
10. Dr. Swapan Kumar Biswas, Member, IQAC
11. Dr. Amrita Chakraborty, Member, IQAC
12. Sri Rupam Mandal, Member, IQAC
13. Dr. Priyankar Sanphui, Member, IQAC
14. Dr. Partha Sarathi Saha, Member, IQAC
15. Smt. Riddhi Chatterjee, Member, IQAC

Agenda:

1. Discussion regarding part B of AQAR.
2. Miscellaneous

Minutes of the meeting:

- Sri Jibananda Gayen and Smt. Sanchita Mistry explained the Criterion I and II, IV respectively to the members.
- Sri Jibananda Gayen suggested to apply to UGC for seed money for 1QAC development. He talked about tuning the Academic Calendar of University and College. He mentioned that we need to properly document the teaching aids, use of practical instruments under the supervision of the teachers. All these documentations, meeting resolutions need to be uploaded to the College website as record keeping. The teachers must submit the first page of their appointment letters of the assignments as documents of their involvement in curriculum development and evaluation process of the University. A suggestion came about to introduction of add-on Course involving the students.
- Dr. Dibyendu Panigrahi informed that certificate course on Communicative English, Computer Application, Blood donation can be started. A lot of work has done in this direction.
- Dr. Partha Sarathi Saha suggested that a certificate course on Mushroom Cultivation can be started for the students of Botany as well as Zoology.
- Sri Jibananda Gayen told that for feedback fact, we need to do a feedback analysis with students, parents and alumni & document it.
- The Criterion 2 is mostly student related data and could be obtained from the office and admission committee. Student's survey and ICT teaching & video can be submitted and documented.
- Dr. Priyankar Sanphui suggested to allot a class in the routine for mentor-mentee discussion and the list of mentor and mentee must be published in the departmental notice board and College website.
- It was suggested that for Human Resource Development, we need to introduce value added course or skill development Courses.
- It was suggested to create a platform for 6th semester students, so that the pass out students also remain Connected to the departments, and through this platform the information about the higher studies and employment of the students could be obtained.
- It was resolved that the student's feedback will be obtained every year in a prescribed format and the students satisfactory survey must be obtained from the final year students before registration of the final examination.

- Dr. Dibyendu Panigrahi said to do the academic audit for 2020 and if possible, obtain feedback from pass out students of 2019.
- Smt. Sanchita Mistry explained Criterion III & IV by power point presentation. She informed that the research grant received, name of the project, funding agency, types of project related information could be obtained from the departments.
- She mentioned that an activity report must be made and uploaded in the college website.
- Dr. Dibyendu Panigrahi informed that the activity report of 2019-20 is ready with him.
- Smt. Sanchita Mistry informed that NSS and NCC data could be obtained from Dr. Biswanath Sarkar and Dr. Bedprakash Roy respectively. She also mentioned to include the student's awards.
- The class room details, ICT Rooms details, sports equipment must be documented.
- The audited utilization certificate & budget needs to be uploaded.
- The Committee wanted one of the librarians to be a part of extended IQAC. Dr. Dibyendu Panigrahi informed that Dr. Mousumi Satpati would be an ex-officio member.
- IT information could be obtained from Bursar Sir.
- The internet connection is needed in each department immediately.
- Data for expenditure for maintenance of campus infrastructure will be provided by office.
- The Audit report is also needed.
- The details of new building construction and purchase of books will be provided by RUSA committee.

Zobhana Pain
19.08.2021

Co-Ordinator, IQAC
Sree Chaitanya College, Habra
(Govt. Sponsored)
P. Tallanagar, Habra, 24 Pgs. (N)

X
19.08.21
Principal
Sree Chaitanya College, Habra
Principal
Sree Chaitanya College, Habra
North 24 Parganas


MEETING MINUTES (28-02-2021)


- It was resolved that all the members of the IQAC will prepare one pointwise report - the AQAR and submit it to the Coordinator for further compilation.
- The following members are the members of the new IQAC committee

IQAC MEMBERS 2021

Members:

1. Dr. Samaredranath Chatterjee, Bursar
2. Dr. Sanchayita Debnath, TCS
3. Sri Artatrana Gochhayat, Member, IQAC
4. Dr. Lina Sarkar, Member, IQAC
5. Smt. Sanchita Mistry, Member, IQAC
6. Sri Jibananda Gayen, Member, IQAC
7. Dr. Swapan Kumar Biswas, Member, IQAC
8. Dr. Amrita Chakraborty, Member, IQAC
9. Sri Rupam Mandal, Member, IQAC
10. Dr. Priyanka Sanphui, Member, IQAC
11. Dr. Partha Sarathi Saha, Member, IQAC
12. Smt. Riddhi Chatterjee, Member, IQAC
13. Dr. Deeptanil Roy, Member, IQAC
14. Smt. Mousumi Satpathi (Ghosal) Member, IQAC
15. Sri Manas Roy, Member, IQAC
16. Dr Prabir Kumar Das - External expert
17. Dr Subhasis Dutta - External Expert
18. Dr. Harekrishna Mondal- Principal, Gobardanga Hindu College.
19. Smt Rehana Khatun - Community representative
20. Dr. Abhijit Das - Alumni


28.08.21
Principal
Sree Chaitanya College, Habra
North 24 Parganas


Dr. Sobhana Palit
Co ordinator, IQAC

Co-Ordinator, IQAC
Sree Chaitanya College, Habra
(Govt. Sponsored)
Prafullanagar, Habra, 24 Pgs. (N)

Minutes of IQAC meeting (23.12.21)

- Dr Sobhanapalit presented a plan related to infrastructural development and pointed out 16 points
- Dr. Palit proposed , introduction of new courses in Education , computer science. She also mentioned that principal sir is doing the needful and that application for opening PG courses in History, Geography and physics has been made.
- Dr. Palit pointed out to the benefits of installation of solar panel. Principal sir mentioned that this part is looked upon by DM office as the Minister has directed them .
- The proposal for submission of AQAR of 2019-2020 and 2020-2021 was placed in the meeting and the permission for submission was granted .
- Dr. Palit mentioned that some programmes relevant to NAAC were conducted by different departments. The details of the programme was mentioned by Dr. Palit. She also mentioned that in future more such programmes will be conducted which will help us score marks in NAAC.
- Prabir Kumar Das enquired whether the plan proposed by Dr Palit in the beginning have any sanctioned grants or it was just a proposal. In reply Principal Sir mentioned that it was just a proposal.

About new courses in college Dr Das mentioned that govt. is not giving permission to any new courses and new post. This aspect must be thought of. He also mentioned that introduction of computer science must be thought twice as the viability of such subject are difficult.

Principal sir mentioned that few subjects have sanction from university as old proposal.

Dr Das suggested not to open any new course without prior permission from higher education council.

- Dr Das requested a green audit in the college and a committee be formed for such audit. he also mentioned that installation of solar panel is obviously a step towards green audit but sunlight in west Bengal is no very favourable for solar panel.
- Dr Palit suggested if the nature club can work as the gree audit committee. However Dr Prabir k Das said a separate committee for green audit will be better as the green initiative needs to be incorporated in young students
- Sri jibananda Gayan enquired whether EIA is needed. Dr. P K Das mention that EIA is no needed.
- For feed back from employer, Dr Das mentioned that the feedback from different companies where the students are employed may be received. it may be difficult for us to get it. however the employed students may get it from their employer and provide us
- Dr. Avijit Das mentioned that he is happy to be a part of IQAC of this college. He was satisfied with the planning of infrastructural development and mentioned that it needs to be implemented . he also suggested that the IQAC must request different committees to conduct programmes for getting good marks in NAAC. He also mentioned that green audit is very much important.

- DrAvijit das mentioned that social impact assessment is very important and needed as NAAC is wanting this. He also mentioned that people around the college should give a feedback on impact of the college on the surrounding. He suggested to look into how the historical profile, social cultural profile and administrative development impact the surrounding.
- It was proposed that nutritional status, blood gr of local ppl can be done. Micro research team may be made from different departments. Birthday of the legends may be celebrated. Medical awareness programme may be conducted.
- It was mentioned that the NAAC said that the college may be deemed university.
- Drpalit proposed clear surrounding initiative
- It was proposed that a program may be conducted with the tribe hamlet in Habra. This programmes may be implemented after the covid situation is over.
- DrPalit enquired whether any fund could be provided by college for conducting programme of different departments, clubs and cells of IQAC. Principal sir mentioned that small amount of fund could be allotted for such programme for travel and refreshment of external guest/ Resource person and banners.
- MrArthatranGuchaiyat mentioned that we need to first check which are the heads under which we can score marks in NAAC
- Principal sir mentioned that drinking water facility must be improved and labs should be upgraded
- Principal sir mentioned about the requirement of laboratory development

Sobhana Palit

23-12-21

Coordinator, IQAC

College, Habra

24 Pgs. (N)

Principal 23.12.21

Principal

Resolutions : →

1. It has been observed that many of the Arts departments are facing problems regarding the rooms for taking classes.
2. Sri Dhiman Roy of English Department proposed that if rotation of classes is feasible for the semester so that burden of excessive students of English Department may be reduced.
3. Dr. Utpal Dasgupta, Convenor of Academic sub-committee stated that he will carry forward all the resolutions to the authority.
4. It has been suggested that blended mode of teaching may be introduced for solving the problems of crisis of rooms.
5. Convenor of Routine subcommittee informed us that Principal Sir has given permission to open the auditorium and Room No. 12 for solving the problem of rooms.
6. Sri Manidipa Mitra Chakraborty has raised the question that if online classes continue then ~~years~~ students may again demand for online examination, that may cause problem in future.
7. Sri Sibranana Broyen stated that we should go for online classes.

8. Priyanka Santhi, Convenor of Routine subcommittee proposed that if ^{if possible} ~~it~~ ^{may be} held from 4.30pm - 5.30pm.
9. IQAC Co-ordinator, Dr. Sakhona Palit proposed that if rotation of classes is possible then it may solve the crisis of number of classes.
10. A Rakhi Mitta of Political Science suggested that ^{rooms for} ~~if~~ unallotted classes may not be given.
11. Principal sir has also given consent to create some temporary rooms on the roof of our college building.
12. It has been resolved that some assignment may be given ~~to~~ to the students for maintaining the credit system.
13. ~~It has~~ Convenor of Routine subcommittee
i) requested ^{to all Arts department} give information regarding unallotted classes with Thursday (24.03.2022).
ii) If unallotted classes may be counted then to discuss with ^{the concerned} department that if ~~those~~ ^{it is possible that these} classes may ^{not} ~~not~~ be taken.
iii) to request Chemistry Department to give information regarding unallotted classes.
14. Room allotment for SEM IV and V for Arts department has been done and has been mailed to the mail ids of the respective department. Science departments (Maths & Physics) are also facing the

problems of rooms.

15. Sobhana Palit
22.03.2022

Co-Ordinator, IOAC
Sree Chaitanya College
(Govt. Sponsored)
Prafullanagar, Habra, 24 Pgs. (N)



22.03.22

Principal
Sree Chaitanya College, Habra
North 24 Parganas

3. Proposal for gender equity programme
4. Proposal for MOU
5. Proposal for Internal academic audit
6. Formation of Alumni association
7. Proposal for PAC
8. Preparation for AQAR 2021-2022
9. Miscellaneous

Minutes of the meeting:

- It has been decided that the AQAR (2020-2021) will be submitted within 31st March 2022, however, information regarding mentor & mentee ratio and geo-tag photos are not available currently for submission.
- The IQAC members have proposed that the existing Nature club will take the charges of Green audit and act accordingly. Submission of Green audit should be done within June 2022.
- The location of our college has been considered and accepted as 'Urban' for preparation of AQAR.
- For gender equity programme, both online and offline mode of seminars will be arranged on 7th April'22 and 7th May'22 respectively.
- For preparation and execution of MoU, a committee will be formed including the previous MoU committee members.
- For Internal academic audit, a comprehensive report will be prepared within June 22. Dr. Indramohan Mondal (Principal) will ask and invite other Principals from neighbor colleges for the peer review of external audit report.
- An association for alumni members will be formed following the criteria of the alumni association composition. The association will embrace Dr. Abhijit Das, Manager of SBI Habra Branch, Smt Sipra Biswas (NTS) and other dignitaries.
- The proposal of webpage for ICT tools have been placed and information viz. KOHA software from Library, QJ from Dept of Geography, NTPL, Python from Dept of Physics etc. are need to be collected for the same.
- **Ms.** Satpathi has requested all the faculty members to visit and sign the attendance register of Library regularly.
- For the preparation of AQAR 2021-2022, a template will be prepared first regarding the student related information viz. name, roll number, passing year, percentage of

marks etc. and the office staffs will be engaged to collect the data directly from the students.

- Annual report of the Institution will be prepared by Smt. S. Mistry, Dr. P. Sanphui, Smt R. Chatterjee and Sri R. Mandal and the manuscript should include reports from all the Departments, Committees, club, cell, NSS, NCC and sports data etc.
- The Coordinator of IQAC placed a proposal for preparing PAC report (Provisional Accreditation for colleges) and requested the NAAC Steering Committee to compile it within June 22.

Sobhana Palit
29.03.2022

Co-Ordinator, IQAC
Sree Chaitanya College, Habra
(Govt. Sponsored)
Prafullanagar, Habra, 24 Pgs. (N)

[Signature]
Principal 29.03.22

Sree Chaitanya College, Habra

Principal
Sree Chaitanya College, Habra
North 24 Parganas



SREE CHAITANYA COLLEGE, HABRA

(GOVT. SPONSORED)

Affiliated to West Bengal State University, Barasat

NAAC GRADING - B++

P.O. – HABRA PRAPULLANAGAR, HABRA, 24 PARGANAS (N), PIN 743268

Website : sreechaitanyacollege.in

e-mail : sreechaitanyacollege@rediffmail.com

Tel : 03218-236767, 237020, FAX : 03218-237020

Ref No :

Date : 15/06/2022

INTERNAL QUALITY ASSURANCE CELL, SREE CHAITANYA COLLEGE, HABRA

MINUTES OF THE IQAC MEETING HELD ON 15.06.2022

A meeting of the IQAC was held on 15.06.2022 at 11.30 AM.

The meeting was presided by the Principal, and attended by the following members:

- Dr. Samarendranath Chatterjee, Bursar
- Dr. Sobhana Palit Paul, Coordinator, IQAC
- Dr. Sanchayita Debnath, TCS
- Sri Artatrana Gochhayat, Member, IQAC
- Sri Jibananda Gayen, Member, IQAC
- Dr. Lina Sarkar, Member, IQAC
- Smt. Sanchita Mistry, Member, IQAC
- Dr. Swapan Kumar Biswas, Member, IQAC
- Dr. Amrita Chakraborty, Member, IQAC
- Sri Rupam Mandal, Member, IQAC
- Dr. Priyankar Sanphui, Member, IQAC
- Dr. Deeptanil Ray, Member, IQAC
- Dr. Partha Sarathi Saha, Member, IQAC
- Smt. Riddhi Chatterjee, Member, IQAC
- Smt. Mousumi Satpathi Ghosal, Member, IQAC
- Sri Manas Roy, Member, IQAC

The meeting commenced with the Principal and the IQAC Coordinator initiating discussion on the following points of the pre-given agenda:

1. Formation of internal academic audit team

Smt. Sanchita Debnath proposed the formation of three teams to conduct the academic audit of all the departments of the college.

Dr. Sanphui proposed a structured pattern to expedite the work.

Three teams, chosen from members of the IQAC, were unanimously approved:

Team 1: Sri Jibananda Gayen, Smt. Riddhi Chatterjee, Dr. Partha Sarathi Saha, Smt. Mousumi Satpathi Ghosal

Team 2: Dr. Lina Sarkar, Smt. Sanchita Mistry, Sri Rupam Mandal, Dr. Priyankar Sanphui

Team 3: Sri Artatrana Gochhayat, Dr. Amrita Chakraborty, Dr. Deeptanil Ray, Dr. Swapan Kumar Biswas

The Principal requested a briefing from the IQAC on detailed departmental activities during the last academic year.

2. Fixing the date of departmental visits for the academic audit

It was unanimously decided that the audit process be conducted on 24.06.2022 and on 28.06.2022.

3. Finalization of the date for the gender equity programme

The date for the gender equity programme was finalized for 29.06.2022.

Dr. Palit reported that Dr. Manabi Bandopadhyay, prominent gender rights activist and reputed academic, and Principal, Dhola Mahabidyalay, had agreed to be the principal speaker for the programme.

4. Analysis of student satisfaction survey

Dr. Palit reported on the completion of the survey in June 2022. She requested Dr. Partha Sarathi Saha and Smt. Riddhi Chatterjee to analyse the data.

5. Miscellaneous

- a) Discussion on the mentor-mentee programme: Dr. Priyankar Sanphui stressed the need for proper implementation and follow-up as per UGC guidelines, and detailed execution to be planned by the departments in the following academic year.
- b) Smt. Mousumi Satpathi Ghosal informed of a forthcoming special lecture organized by the Library Committee and the IQAC on 21.06.2022. Dr. Sk. Abdul Salam, Librarian, Dinabandhu Institution will be speaking on MOOC and Online Teaching Learning and Evaluation.
- c) The Principal suggested the inclusion of NCC as a subject combination in the Prospectus.
- d) Dr. Palit reported that a workshop on Gender Harassment at the Workplace would be taking place on 17.6.2022. The workshop is being jointly organized by the college's Anti-Sexual Harassment Cell, the Internal Complaints Committee, and the IQAC, in collaboration with the Habra Police Station.

Sobhana Palit
15.06.2022
Co-Ordinator, IQAC
Sree Chaitanya College, Habra
Sree (Govt. Sponsored)
Prafullanagar, Habra, 24 Pgs. (Nya)
Prafullanagar

Principal 15.06.22
Sree Chaitanya College, Habra
Principal
Sree Chaitanya College, Habra
North 24 Parganas