



# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date :.....

## Notice -1

Dated: 29.07.2019

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 06.08.2019 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

### Agenda

- 1) Submission of AQAR 2018-2019
- 2) Plan for 2019-2020
- 3) Feedback from different stakeholders
- 4) Innovative Practice
- 5) Observation of different important days
- 6) Miscellaneous

*Subhas Singha Roy*  
(Subhas Singha Roy)  
**Coordinator** 29.7.19  
Internal Quality Assurance Cell (IQAC)  
Chandidas Mahavidyalaya  
Khujutipara, Birbhum, W.B.

# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 06.08.2019

Meeting starts under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal of our institution.

Dr. Rahaman welcomes all the members present and requests them to take part in the deliberation so that this meeting be a fruitful one.

Dr. Subhas Singha Roy, Coordinator, is asked to initiate the discussion and accordingly the agendas are placed for discussion one after another.

After discussion, agenda wise following resolutions are taken.

## Members present

- 1) Dr. Ataur Rahman
- 2)
- 3) Subhas Singha Roy 6.8.19
- 4) Mousumi Roy Choudhury 6.8.19
- 5) Abhinava Chakraborty 6/8/19.
- 6) Somendran Das 6.8.19.
- 7) Anup Kumar Mahto 6/8/19.
- 8) Kaustub Mukherjee 06/8/19
- 9) Md Alamgir Khan 06/08/19
- 10) Uttam K. Mondal 19
- 11)

## 1) Submission of AQAR 2018-2019

Dr. Subhas Singha Roy informs the members that AQAR- 2018-2019 is ready and it will be submitted to the NAAC soon.

It is also noted that the AQAR- 2018-2019 will be uploaded in our institutional website and for that Dr. Kaustub Mukherjee will assist him.

## 2) Plan for 2019-2020

After deliberation following plans of action for the session 2019-2020 are earmarked:



**a) Intra-college faculty exchange**

As the CBCS promotes multi-disciplinary approaches in almost every subject, the cooperation and help from different faculty members are required.

Resolved that faculty members from different colleges will be approached to deliver lectures in our institution.

As it involves larger policy measures, the Principal is requested to look into the issue.

Resolved that **MoU (Memorandum of Understanding) needs to be signed** and interested colleges will be approached.

**b) Intra-department faculty exchange**

Resolved that inter-department faculty exchange is need of the hour for better handling of the subject because CBCS promotes interdisciplinary approach. HoDs will be asked to find out the areas where other teachers will take their classes.

Resolved that routine should be adjusted accordingly.

**c) Use of Virtual Classroom**

Number of virtual classrooms is increasing with modern facilities like projector, internet connection, well furnished sitting arrangements, AC etc.

Resolved that teachers will be asked to take more classes in the virtual classroom.

As the audio-visual methods are preferred, virtual classrooms serve the purpose.

**d) Preparation of E-lectures and E-Content**

It will be an added advantage if the faculty members prepare E-lectures and develop E-Content. IQAC extends thanks to Prof. Barun Ball for preparing Video lectures and put them in his YouTube channels.

Resolved that other teachers will be encouraged to follow his suit.

Resolved that workshop will be organized to reorient and motivate the faculties to navigate this area.

**3) Feedback from different stakeholders**

Feedback from different stakeholders like a) students who provide their feedback on teaching-learning process and infrastructural facilities; b) parents and alumni who give feedback on overall facilities available in the institution along with discipline maintenance, c) employers on the efficacy of the syllabus for employability and the faculty members on the overall ambience, is collected like every year, analyzed and submitted to the principal for further action. Resolved that this year this will continue.

Resolved that the questionnaire pattern will follow the basic essence of NAAC format for Student Satisfaction Survey (SSS).

Resolved that the Coordinator will compile the questions in consultation with the principal and senior faculty members.



On the suggestion of Afroz Parvin Sultana ( Students; Representative), feedback will be collected prior to the internal class test to overcome the last minute rush of the students.

#### **4) Innovative Practice**

Resolved that the institution will give emphasis on the following aspects:

a) **Clean campus, green campus and well disciplined campus:**

Green campus is our pride. Institution maintains the green campus as per the advice tendered by the IQAC in different points of time.

The institution provides awards and recognizes the good conduct of the students.

**Best code of conduct, best library users and best performers in the examinations** are awarded publicly on Teachers day so that other students get inspired.

b) **Extensive use of ICT**

Modern teaching methods should be used extensively in the class room teaching. Within its limits, the institution creates ICT facilities and virtual classrooms.

Resolved that faculty members will be asked to use ICT in their class.

Resolved that at 30% classes will have to be taken through ICT and the HoDs will be informed accordingly.

#### **5) Observation of different important days**

Resolved that following days will be observed throughout the year to commemorate and generate awareness about the importance of observation.

Independence day	Teachers' day
Milad-un-Nabi	Constitution day
World AIDS day	Human Rights day
Republic day	National Voters day
National Science day	International Women's day
Rabindra Jayanti	World Environment day
International Youth Day	International Mother Tongue day
No- tobacco Day	Saraswati puja

#### **6) Miscellaneous**

- a) Resolved that **workshop on Quality Higher Education and Research Promotion** will be organized.



- b) Institutional academic journal Inquest- A Journal of Social Sciences and Humanities having( ISSN 2349-5472) will be published. Editors will be asked to take appropriate steps in this direction. Editors will be requested to take necessary steps to include our research journal into the UGC CARE List.
- c) Resolved that the library has to take feedback from the final year students about its performance.
- d) **Academic Audit and Green Audit** to be done, it is resolved. Concerned teachers will be asked to prepare the report and to take appropriate measures.
- e) Resolved that institution will participate in **NIRF** and other quality measuring programmes.
- f) Resolved that the best performing teacher and the department will be awarded on the basis of students' feedback.
- g) Resolved that **inter-college cultural competition** be organized to promote Indian cultures before the students. Cultural Committee will be requested to organize the same possibly before Puja vacation.
- h) **Awards to the students** on various issues like attendance, performance in the final examination, library use, good conduct will be continued.

The Principal extends thanks to all the members for taking an active part in the meeting and putting forward valuable suggestions.

Meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandides Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**



# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date :.....

## Notice-2

Dated: 05.11.2019


Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 11.11.2019 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.


All are requested to attend the same and make it a success,

### Agenda

- 1) Ratification of last resolution
- 2) Generation of Innovative Teaching-learning
- 3) Use of ICT in the classroom
- 4) Miscellaneous

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy) 5.11.19  
**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujutpara, Birbhum, W.B.**

 Khujutpara, Birbhum, 731215, WB.

 [www.chandidasmahavidyalaya.ac.in](http://www.chandidasmahavidyalaya.ac.in)



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 11.11.2019

Meeting starts under the Chairmanship of Dr. Sk. Aaur Rahaman, Principal of our institution. Dr. Rahaman welcomes all the members present and requests them to take part in the deliberation so that this meeting be a fruitful one.

Dr. Subhas Singha Roy, Coordinator, is asked to initiate the discussion and accordingly the agendas are placed for discussion one after another.

After discussion, agenda wise following resolutions are taken.

## Members present

- 1) Dr. Aaur Rahaman
- 2) Subhas Singha Roy 11.11.19
- 3) Nalinada Chakraborty 11/11/19
- 4) Anup Kumar Mahto 11/11/19
- 5) Kartik Mishra 11/11/19
- 6) Mausumi Ray Chakraborty 11.11.19
- 7) Somendra Das 11/11/19
- 8) Md. Alamgir Khan 11/11/19
- 9) Uttam Kr. Mondal 11.11.19

## 1) Ratification of last resolution

Dr. Subhas Singha Roy, Coordinator, reads out the resolutions one after another and asks the members to ponder over the issues and if any change or omission needs to be accommodated, they will be inserted. As no other issue crops up, the last resolutions are ratified unanimously.

## 2) Generation of Innovative Teaching-learning

Resolved that the departments will be asked to design innovative teaching-learning methods. The progress of the students has to be noted. The Department of English started innovative measures to promote healthy competition among the students. Better students are asked to sum up the discussion.

Resolved that other departments will design their own according to their convenience. Spoken English and Spoken Sanskrit will be given importance.

Resolved that the student seminar will continue.

**3) Use of ICT in the classroom**

Resolved that the faculty members will make use of Smart classroom and the HoDs will be asked to allot at least 01 (one) class per teacher per week.

**4) Miscellaneous**

- a) Resolved that Add-on Courses will continue.
- b) Resolved that **college magazine and wall magazines** have to be published
- c) **Subject-wise quiz** to be organized
- d) **Student-seminar** will be organized.
- e) Resolved that **Parents-teachers** meeting to be organized.
- f) Resolved that Re-union programmes of the former students to be continued.
- g) Resolved that an Outreach programme or excursion will be organized.
- h) Resolved feedback to be collected and analyzed at the time of internal test examination.
- i) Resolved that awareness generation programmes will be organized on various issues like women empowerment, AIDS awareness, communal harmony, environment awareness etc.
- j) Resolved job oriented programmes to be continued by NSDC.
- k) Resolved that the institution will participate in the assessment to be done by the different agencies like NIRF, AISHE etc.

No issue to discuss, the meeting ends with thanks to the chair.

*Subhas Singha Roy* "1"  
(Dr. Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandrase Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**





# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date :.....

## Notice-3

Dated: 14.01.2020

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 20.01.2020 from 1.30 pm in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

### Agenda

- 1) Ratifying last resolution
- 2) Continuous Internal Evaluation (CIE)
- 3) Project work
- 4) Digital correspondence with the students
- 5) Parents-teachers meeting
- 6) Organization of National level seminar on ICT, Library and Higher Education
- 7) Feedback collection and analysis
- 8) Miscellaneous

*Subhas Singha Roy 14.1.2020*  
(Dr. Subhas Singha Roy)

 Khujutipara, Birbhum, 731215, WB.

 [www.chandidasmahavidyalaya.ac.in](http://www.chandidasmahavidyalaya.ac.in)



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 20.01.2020

Meeting starts under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal of our institution. Dr. Rahaman welcomes all the members present and requests them to take part in the deliberation so that this meeting be a fruitful one. Dr. Subhas Singha Roy, Coordinator, is asked to initiate the discussion and accordingly the agendas are placed for discussion one after another. After discussion, agenda wise following resolutions are taken.

## Members present

- 1) Sk. Ataur Rahaman
- 2) Uham Kr. Mondal
- 3) Subhas Singha Roy 20/1/20
- 4) Md. Alamgir Khan 20/01/20
- 5) Anup Nr. Mondal 20/01/20
- 6) Kuntal Mulya 20/1/20
- 7) Mousumi Bha Choudhury 20.1.20
- 8) Immaculata Das 20.1.20
- 9) Abhinanda Chakraborty 20/1/20
- 10) Snyoula Bha 20.01.20

### 1) Ratifying last resolution

Under the instructions of the Principal, Dr. Subhas Singha Roy, Coordinator, reads out the last resolutions. He asks the members to suggest any changes they need. As no other changes come up for discussion, the resolution of the last meeting is regarded as unanimously accepted.

### 2) Continuous Internal Evaluation (CIE)

Noted that the performance of the students in the final examination is satisfactory. Class tests, project work, seminar etc yield positive results on the performance of the students. Resolved that academic exercises would continue in the coming days also. Regular monitoring of the progress of the students should continue.

### 3) Project Work



Resolved that project work to be undertaken by the departments. Pass course students need to prepare projects also. For project works, students will be notified about the submission date, words limit, bibliography, etc.

4) **Digital correspondence with the students**

Resolved that digital correspondence with the students should be given more emphasis. Digital platforms like WhatsApp, email etc should be used extensively. Principal informs the members the process of introduction of college Apps has already started and soon it will be a reality.

5) **Parents-teacher Meeting**

Resolved that the earlier convention of Parents-teachers meeting should continue. At least one parents-teachers meeting should be organized once a year. HoDs will be asked to take proper steps for the successful organization of P-T meeting.

6) **Organization of National level seminar**

Resolved that a national level seminar will be organized by the college library on ICT and Library in Higher Education. Librarian Md Alamgir Khan is requested to collaborate with professional organizations and other higher educational institutions. Md Alamgir Khan informs the members that he is in touch with the Library and Information Science Professional Association of Bengal and other colleges for financial and other assistance.

Resolved that the above-mentioned seminar will be organized tentatively at the end of February this year. Members wish the librarian all the best for this upcoming national event and promise all possible cooperation.

7) **Feedback collection and analysis**

Resolved that Feedback from different stakeholders- Students, Alumni, Parents, Teachers Employers were collected and analyzed by the Coordinator with the help of other members. The feedback will be submitted to the Principal for further actions. Coordinator is empowered to convey the reports to the Principal as per his convenience.

8) **Miscellaneous**

- a) Resolved that the students seminar will continue.
- b) Mentoring programme to continue, it is resolved. Mentors will be asked to take care the students' needs and problems.
- c) Library will note down the data of regular users. Faculty members will be asked to use Digital and online resources.
- d) More publications, -research papers and books- will be encouraged. Token money to be given to the faculty members for participation in the seminar or publication of papers.

As no such issue to discuss the meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy) *Roy*

**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Chandidee Mahavidyalaya  
Khujuipara, Birbhum, W.B.





# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Date : .....

Ref. No.....

## Notice-4

Dated: 03.03.2020

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 12.03.2020 from 2.15 pm in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,


### Agenda

- 1) Ratifying last resolution
- 2) Action taken
- 3) Digital documentation for presentation
- 4) Research activities
- 5) Publication of college journal
- 6) Miscellaneous

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

03.3.2020

**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Chandidas Mahavidyalaya  
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# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 12.03.2020

Meeting starts under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal of our institution in the chamber of IQAC Coordinator. Dr. Rahaman welcomes all the members present and requests them to take part in the deliberation so that this meeting be a fruitful one.

Dr. Subhas Singha Roy, Coordinator, is asked to initiate the discussion and accordingly the agendas are placed for discussion one after another.

After discussion, agenda wise following resolutions are taken.

## Members present

- 1) Dr. Ataur Rahaman
- 2) Subhas Singha Roy 12.3.20
- 3) Md Alamgir Khan 12/03/2020
- 4) Tongridon Das 12/03/20
- 5) Abhinanda Chakraborty 12/3/2020
- 6) Jitip Mr. Maiti 12/3/20
- 7) Karim Mursip 12/3/20
- 8) Mousumi Roy Choudhury 12.3.20
- 9) Sayantan B. 12.03.20
- 10) Uttam K. Mondal

## 1) Ratifying last resolution

Dr. Subhas Singha Roy, Coordinator, reads out the resolutions one after another and asks the members to ponder over the issues and if any change or omission needs to be accommodated, they will be inserted. As no other issue crops up, the last resolutions are ratified unanimously.



2) **Action taken**

Date	Events	Level
10.07.2019	<b>Ice Breaking Sessions</b> <a href="https://drive.google.com/file/d/1oyk1SkqqujXG51nA7FBtPxhtI9tT0U-l/view?usp=share_link">https://drive.google.com/file/d/1oyk1SkqqujXG51nA7FBtPxhtI9tT0U-l/view?usp=share_link</a>	Institutional
10.8.02019	<b>World Sanskrit Day Observation</b> <a href="https://drive.google.com/file/d/1N4pldS3l_QNin4EZ-5o7Dj_LLEWFtBiK/view?usp=share_link">https://drive.google.com/file/d/1N4pldS3l_QNin4EZ-5o7Dj_LLEWFtBiK/view?usp=share_link</a>	Institutional
15.8.2019	<b>Independence Day Celebration</b>	Institutional
04.09.2019	<b>Awards and Prizes Distribution Celebration</b> <a href="https://drive.google.com/file/d/13g3PcTcDdM4Hb28FuPkISPP_dyTyKVpH/view?usp=share_link">https://drive.google.com/file/d/13g3PcTcDdM4Hb28FuPkISPP_dyTyKVpH/view?usp=share_link</a>	Institutional
05.09.2019	<b>Teachers' Day Celebration</b> <a href="https://drive.google.com/file/d/1hJ6MOYMfpHCPSZt9EMAgDLNpC5uCI2am/view?usp=share_link">https://drive.google.com/file/d/1hJ6MOYMfpHCPSZt9EMAgDLNpC5uCI2am/view?usp=share_link</a>	Institutional
1.11.2019	<b>MOOCS Workshop</b> <a href="https://drive.google.com/file/d/1kRC3C09RE70VKYaJty7Ooj9ocD47KGf/view?usp=share_link">https://drive.google.com/file/d/1kRC3C09RE70VKYaJty7Ooj9ocD47KGf/view?usp=share_link</a>	Institutional
24.09.2019	<b>Career Talks</b> <a href="https://docs.google.com/document/d/1H0tAwGLDrpE0ZaCHseJUcYeWTW60hWV-OxrSjxLtp4/edit?usp=share_link">https://docs.google.com/document/d/1H0tAwGLDrpE0ZaCHseJUcYeWTW60hWV-OxrSjxLtp4/edit?usp=share_link</a>	Institutional
01.07.2019-12.03.2020	<b>Community Services by NSS</b>	Institutional
26.01.2020	<b>Republic Day Celebration</b>	Institutional
28.02.2020	<b>One day National Seminar on ICT and Library in Higher Education: An Indian Perspective</b>	National
03.03.2020	<b>Save Girl Child</b> <a href="https://docs.google.com/document/d/1np27QKhH4HhN72QBdmgSjYAlSjHwOw6hdh92bZ1X29Xs/edit?usp=share_link">https://docs.google.com/document/d/1np27QKhH4HhN72QBdmgSjYAlSjHwOw6hdh92bZ1X29Xs/edit?usp=share_link</a>	Institutional



3) **Digital documentation for presentation**

As earlier resolved that the department in collective way and the individual faculty in his/her own way would prepare and preserve documents digitally as per the instructions provided by the college authority.

Digital documentation has its own merits - easy to communicate and accessibility anywhere anytime.

4) **Research activities**

Coordinator informs the members that progress in PhD registration has been made. Some full time teachers and SACTs have registered in PhD programmes and some of them are in an advanced stage.

Publications of articles and books, book chapters have significantly increased.

5) **Publication of college journal**

As earlier resolved that our institutional journal should be published on a regular basis, editors will be asked to expedite the process of publication.

Efforts to be given to enlist the journal to the UGC CARE List.

6) **Miscellaneous**

- a) It is informed that the departments informed the Coordinator about the syllabus completion and progression in due time. Resolved that syllabus progression and completion should be periodically verified by the departments semester wise.
- b) Resolved that Parents-teachers meeting s to be organized
- c) Resolved that Alumni meeting of the departments to be organized.
- d) Resolved that Add-on courses to continue.
- e) Resolved that awareness programmes be organized.

As no other issue to discuss, the meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

12.3.2020

**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Chendidas Mahavidyalaya  
Khujulpara, Birbhum, W.B.





# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....

Date :.....

## Notice-5

Dated: 11.05.2020

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 12.05.2020 from 6 pm on Google platform to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

### Agenda

- 1) Ratification of the last resolution
- 2) Consideration of collaboration proposal for organizing national webinar with Malda college
- 3) E-Communication and group formations
- 4) Miscellaneous

*Subhas Singha Roy* 11.5.2020  
(Dr. Subhas Singha Roy)

**Coordinator**  
Internal Quality Assurance Cell (IQAC)  
Chandidas Mahavidyalaya  
Khujutipara, Birbhum, W.B.



## Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya  
[meet.google.com/ywy-frjs-mzo](https://meet.google.com/ywy-frjs-mzo)

Dated: 12.05.2020

Meeting starts under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal of our institution. Dr. Rahaman welcomes all the members present and requests them to take part in the deliberation so that this meeting be a fruitful one.

Dr. Subhas Singha Roy, Coordinator, is asked to initiate the discussion and accordingly the agendas are placed for discussion one after another.

After discussion, agenda wise following resolutions are taken.

### Members present

- 1) Sk. Ataur Rahaman
- 2) Subhas Singha Roy 12.5.20
- 3) Karan Mulejke 12/5/20
- 4) Arup N. Maik. 12.5.20
- 5) Abhinanda Chakraborty 12/5/20
- 6) Mousumi Roy Choudhury 12/5/20
- 7) Somadon Das 12.5.20
- 8) Md. Alamgir Khan 12.05.20
- 9) Sayantika Das 12.05.20

#### 1) Ratification of last resolution

Dr. Subhas Singha Roy, Coordinator, reads out the resolutions one after another and asks the members to ponder over the issues and if any change or omission needs to be accommodated, they will be inserted. As no other issue crops up, the last resolutions are ratified unanimously.

#### Collaboration proposal

- 2) The department of Political Science resolved to collaborate with the Malda College to organize a national webinar on Indian Politics, possibly to be held in the third week of May this year. Malda College Principal sent a proposal in this regard on 10.05.2020 accordingly the department of Political Science of our college met and resolved affirmatively. Members laud the proposal and ask the Head of the department to move forward in this regard.

#### E-Communication

- 3) Resolved that E-communication with the students should be enhanced. Covid situations will cast a long shadow for academic activities. Group formations through Whatsapp and collecting emails will be given more emphasis.

#### Misc.



- 4) a) Resolved that all online activities like mentor-mentee programme, parent-teacher meeting, students seminar, continuous internal assessment, quiz competition, e-resource supply should continue.
- b) Resolved that the faculty members should take extra care to motivate the students to carry out their studies.

As no other issue to discuss the meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

12.5.2020

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**