

SARAT CENTENARY COLLEGE



DHANIAKHALI, HOOGHLY, WB, PIN – 712302

Founded:1976 :: Re-Accredited by NAAC(CGPA: 2.33) :: Affiliated to The University of Burdwan

e-Mail: saratcentenary@gmail.com ; principal_scollegednk@rediffmail.com

Website: www.scollegednk.ac.in ; www.scollegednk.org.in

SCC/IQAC/2018/L/5

Date: 07.12.2018

To

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Subject : Meeting of IQAC on 15 December,2018, Saturday at 01.00 PM.

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on 15.12.2018 at 01.00 PM in the Meeting Room (Room No. 122) to discuss the agenda as listed below.

Your presence in the meeting is highly solicited.

Dr. Ramanuj Konar
Coordinator, IQAC
Sarat Centenary College

Agenda :

1. To read and confirm the resolutions of the previous meeting.
2. To consider and finalize the AQARs of the academic session 2015-16, 2016-17 & 2017-18.
3. To review the CBCS system.
4. To consider mechanism for data procurement, processing and managements of AQARs.
5. Misc

IQAC Members:

1. Dr. Sandip Kumar Basak, Chairperson.
2. Dr. Susanta Bhattacharyya, Associate Professor & Former TIC (Hon. Invitee)
3. Dr. Apan Kumar Pan, Teacher Member
4. Dr. Jagannath Chattopadhyay, Teacher Member
5. Prof. Sasim Gangopadhyay, Teacher Member
6. Dr. Khandakar Mahammad Hasib, Teacher Member
7. Dr. Bidyut Santra, Teacher Member
8. Sri Shyamal Bhattacharyya, Member from Administration
9. Dr. Prajjwal Dutta, Quality Management (External Member)
10. Dr. Umesh Chandra Pan, Member From Local Society
11. Sri Ramendu Sinha Roy, Member from Management
12. Dr. Ramanuj Konar, Coordinator

IQAC Meeting on 15.12.2018 [Ref. SCC/IQAC/2018/L/5 dated 07.12.2018]

Members Present:

1. Dr.Sandip Kumar Basak, Chairperson
2. Dr.Susanta Bhattacharyya, Associate Professor & Former TIC (Hon. Invitee)
3. Dr. Apan Kumar Pan, Teacher Member
4. Dr. Jagannath Chattopadhyay, Teacher Member
5. Prof. Sasim Gangopadhyay, Teacher Member
6. Dr.Khandakar Mahammad Hasib, Teacher Member
7. Dr.Bidyut Santra, Teacher Member
8. Sri Shyamal Bhattacharyya, Member from Administration
9. Dr.Umesh Chandra Pan, Member From Local Society
10. Dr.Ramanuj Konar, Coordinator

Minutes of the meeting:

Principal takes the chair and conducts the meeting.

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Resolution(s) Adopted : The resolution(s) of IQAC meeting held on 26.03.2018 are placed and confirmed.

Agenda : 2. To consider and finalize the AQARs of the academic session 2015-16, 2016-17 & 2017-18.

Resolution(s) Adopted : The AQARs of the academic session 2015-16, 2016-17 & 2017-18 is to be submitted before 31.12.2018. It is reported in the meeting that preparation for all the AQARs mentioned above were almost complete except a few minor last minute finalization.

Agenda :3. To review the CBCS system.

Resolution(s) Adopted :It is reported in the meeting that the newly introduced system is posing a great challenge to the students and teachers alike and needs a thorough review for the betterment of the academic career of the students. After threadbare discussion it is resolved that to address the multi-disciplinary approach of the CBCS system interdisciplinary classes will be arranged as far as possible by the respective departments.

Agenda :4. To consider mechanism for data procurement, processing and managements of AQARs.

Resolution(s) Adopted : In continuation of the discussion regarding agenda no. 2, it is resolved that as the processing of collected data, are almost complete, a team headed by the Coordinator of IQAC will look into the process of uploading the AQARs. The team will be comprised of the following members –

1. Dr. RamanujKonar, Coordinator IQAC
2. Dr. Bidyut Santra
3. Dr. Satyabrata Bhattacharya
4. Mr. Sayan Roy

Agenda :5. Misc

Resolution(s) Adopted : It is reported in the meeting that an educational and science model exhibition will be organised in the College premises. Nearby schools may be approached to send their students with science models and charts. All the departments of the College will take part in the exhibition. After discussion it is resolved that on 12.01.2019 & 13.01.2019 the exhibition will be held. It is further resolved that the Alumni Association will be approached so that an Alumni reunion may be held on 13.01.2019.

As there is no other matter to be discussed the meeting ended with thanks to the chair.

Action Taken Report on MEETING DATED 15.12.2018

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Action Taken: Does not apply

Agenda : 2. To consider and finalize the AQARs of the academic session 2015-16, 2016-17 & 2017-18.

Action Taken:The AQARs were finalized.

Agenda :3. To review the CBCS system.

Action Taken:Interdisciplinary classes were arranged.

Agenda :4. To consider mechanism for data procurement, processing and managements of AQARs.

Action Taken:Committee started functioning and the AQARs were submitted by End of December.

Agenda :5. Misc

Resolution(s) Adopted : It is reported in the meeting that an educational and science model exhibition will be organised in the College premises. Nearby schools may be approached to send their students with science models and charts. All the departments of the College will take part in the exhibition. After discussion it is resolved that on 12.01.2019 & 13.01.2019 the exhibition will be held. It is further resolved that the Alumni Association will be approached so that an Alumni reunion may be held on 13.01.2019.

Action Taken: Exhibition was held. Alumni reunion was held.

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SCC/IQAC/2019/L/1

Date:01.02.2019

To

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Subject : Meeting of IQAC on 8th February,2019, Friday, at 01.00 PM.

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on 08.02.2019 at 01.00 PM in the Meeting Room (Room No. 122) to discuss the agenda as listed below.

Your presence in the meeting is highly solicited.

Dr. Ramanuj Konar
Coordinator, IQAC
Sarat Centenary College

Agenda :

1. To read and confirm the resolutions of the previous meeting.
2. Observation of National Science Day
3. ICT training programme for Teaching and Non-Teaching staff
4. Issues related to CBCS curriculum
5. Misc

IQAC Members:

1. Dr.Sandip Kumar Basak, Chairperson.
2. Dr.Apan Kumar Pan, Teacher Member
3. Dr. Jagannath Chattopadhyay, Teacher Member
4. Prof. SasimGangopadhyay, Teacher Member
5. Dr. Khandakar Mahammad Hasib, Teacher Member
6. Dr. Bidyut Santra, Teacher Member
7. Sri Shyamal Bhattacharyya, Member from Administration
8. Dr. Prajjal Dutta, Quality Management (External Member)
9. Dr.Umesh Chandra Pan, Member From Local Society
10. Sri RamenduSinha Roy, Member from Management
11. Dr. Ramanuj Konar, Coordinator

Members Present:

1. Dr.Sandip Kumar Basak, Chairperson
2. Dr. Apan Kumar Pan, Teacher Member
3. Dr. Jagannath Chattopadhyay, Teacher Member
4. Prof. Sasim Gangopadhyay, Teacher Member
5. Dr. Khandakar Mahammad Hasib, Teacher Member
6. Dr. Bidyut Santra, Teacher Member
7. Sri Shyamal Bhattacharyya, Member from Administration
8. Dr. Prajjal Dutta, Quality Management (External Member)
9. Dr. Ramanuj Konar, Coordinator

Minutes of the meeting:

Principal takes the chair and conducts the meeting.

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Resolution(s) Adopted : The resolution(s) of IQAC meeting held on 15.12.2018 are placed and confirmed.

Agenda :2. Observation of National Science Day

Resolution(s) Adopted : It is resolved that the college will observe National Science Day on 28th February, 2019 and a one day seminar shall be organised on this day. Botany Department and NSS Units of the college will organise the event with support from all quarters related.

Agenda :3. ICT training programme for Teaching and Non-Teaching staff.

Resolution(s) Adopted : It is resolved that ICT training on PPT for all teachers and LATEX for scientific writing meant for Science teachers will be imparted. Along with ICT training on office management will be provided to the Non-Teaching staff. Dr.Bidyut Santra, Dr. Satyabrata Bhattacharya, Mr. Shyamal Bhattacharya (Accountant) & Mr. Barun Nandy will conduct the training programme. All faculty members and Non-teaching staff will be requested to adopt ICT training in view of the challenge posed by the CBCS system.

Agenda :4. Issues related to CBCS curriculum

Resolution(s) Adopted: It is discussed that office as well as teaching staff face several questions from the students regarding CBCS curriculum as it is newly introduced. To answer those questions properly a discussion session should be organised so that all staff may got aware about the rules/ regulations/ options. It is decided that a discussion/internal training session shall be organised in this regard.

Agenda :5. Misc.

Resolution(s) Adopted : It is reported that the two day educational and science model exhibition held on 12.01.2019 & 13.01.2019 along with alumni reunion 13.01.2019, was a grand success on the part of the College. Different neighbouring schools and all the departments of the College whole heartedly participated in the event. It is resolved that such event may be repeated in the coming years.

As there is no other matter to be discussed the meeting ended with thanks to the chair.

Action Taken Report on Meeting dated 08.02.2019

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Action Taken: Does not apply

Agenda :2. Observation of National Science Day

Action Taken: The event was organized successfully. Dr Sampa Das (FNA), Eminent Scientist, Division of Plant Biology, Bose Institute delivered the Keynote address entitled 'Today's Plant Biotechnology Research in India for a Better Tomorrow'. Dr Debkanta Mondal, Assistant Director of Agriculture (Farm), Dhaniakhali delivered lecture on "Water Conservation". A health check up camp was also organised on that day.

Agenda :3. ICT training programme for Teaching and Non-Teaching staff.

Action Taken: Training Programme was organised.

Agenda :4. Issues related to CBCS curriculum

Action Taken: A discussion/ internal training programme was organised on 12.03.2019 to explore the Rules/regulations/ options under CBCS Curriculam. Academic Council Convenor & IQAC Coordinator briefly described the structure and addressed the questions asked by the staff.

Agenda ;5. Misc.

Resolution(s) Adopted : It is reported that the two day educational and science model exhibition held on 12.01.2019 & 13.01.2019 along with alumni reunion 13.01.2019, was a grand success on the part of the College. Different neighbouring schools and all the departments of the College whole heartedly participated in the event. It is resolved that such event may be repeated in the coming years.

Action Taken: IQAC encouraged science departments to take initiative to organize Science Popularization programme availing scheme of DSTBT, Govt of West Bengal in this regard and distributed the corresponding guideline.

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SCC/IQAC/2019/L/2

Date: 10.06.2019

To

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Subject : Meeting of IQAC on 18 June, 2019, Tuesday, at 01.00 PM.

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on 18.06.2019 at 01.00 PM in the Meeting Room (Room No. 122) to discuss the agenda as listed below.

Your presence in the meeting is highly solicited.

Dr. Ramanuj Konar
Coordinator, IQAC
Sarat Centenary College

Agenda :

1. To read and confirm the resolutions of the previous meeting.
2. Review of Teaching learning process under CBCS
3. Internal Academic Audit
4. Programme of social and emotional values
5. Interdepartmental Quiz programme
6. Misc

IQAC Members:

1. Dr.Sandip Kumar Basak, Chairperson.
2. Dr.Apan Kumar Pan, Teacher Member
3. Dr. Jagannath Chattopadhyay, Teacher Member
4. Prof. SasimGangopadhyay, Teacher Member
5. Dr.KhandakarMahammadHasib, Teacher Member
6. Dr.BidyutSantra, Teacher Member
7. Sri Shyamal Bhattacharyya, Member from Administration
8. Dr.PrajjwalDutta, Quality Management (External Member)
9. Dr.Umesh Chandra Pan, Member From Local Society
10. Sri Ramendu Sinha Roy, Member from Management
11. Dr.RamanujKonar, Coordinator

Members Present:

1. Dr.Sandip Kumar Basak, Chairperson
2. Dr. Apan Kumar Pan, Teacher Member
3. Dr. Jagannath Chattopadhyay, Teacher Member
4. Prof. Sasim Gangopadhyay, Teacher Member
5. Dr.Khandakar Mahammad Hasib, Teacher Member
6. Dr.Bidyut Santra, Teacher Member
7. Sri Shyamal Bhattacharyya, Member from Administration
8. Dr.Ramanuj Konar, Coordinator

Minutes of the meeting:

Principal takes the chair and conducts the meeting.

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Resolution(s) Adopted : The resolution(s) of IQAC meeting held on 08.02.2019 are placed and confirmed.

Agenda :2. Review of Teaching learning process under CBCS.

Resolution(s) Adopted :To cope with the new situation arised after the introduction of CBCS system the following resolutions are adopted:

1. Interdisciplinary Lecturers will be given by different faculty members to inculcate interdisciplinary inquisitiveness among all the faculty members.
2. Interdisciplinary classes will be held to provide honours students with more information.
3. Accordingly internal faculty exchange programme will be implemented.
4. Soft skill development programme will be organised for the maximum benefit of the students.

Agenda :3. Internal Academic Audit

Resolution(s) Adopted : All department will be requested to submit a report on their academic progress at the end of each semester in a prescribe format which will be prepared by the IQAC.

Agenda: 4. Programme of social and emotional values.

Resolution(s) Adopted: It is resolved that each department will arrange to hold talk and addressing social and emotional values for the students. At least one in each semester is prescribed.

Agenda: 5. Interdepartmental Quiz programme.

Resolution(s) Adopted: It is further resolved that to make the academic atmosphere of the College more healthy and inculcate deep interest in academic subjects, interdepartmental quiz programme may be organized by the faculties.

Agenda: 6. Misc.

Resolution(s) Adopted: It is discussed that the college needs to organise national / international seminar in the next academic session. A meeting in this regard shall be held with all departments.

As there is no other matter to be discussed, the meeting ended with thanks to the chair.

Action Taken Report on Meeting Dated 18.06.2019

Agenda : 1. To read and confirm the resolutions of the previous meeting.

Action Taken: Does not apply

Agenda :2. Review of Teaching learning process under CBCS.

Action Taken:

1. Interdisciplinary Lecturers were arranged.
2. Interdisciplinary classes were held.
3. Internal faculty exchange took place.
4. Soft skill development programme could not be arranged.

Agenda: 3. Internal Academic Audit

Resolution(s) Adopted : All department will be requested to submit a report on their academic progress at the end of each semester in a prescribe format which will be prepared by the IQAC.

Action Taken: Internal Academic Audit done as per proforma provided by Inspector of Colleges, Burdwan University.

Agenda : 4. Programme of social and emotional values.

Resolution(s) Adopted : It is resolved that each department will arrange to hold talk and addressing social and emotional values for the students. At least one in each semester is prescribed.

Action Taken: Some departments organised talks on social and emotional values.

Agenda :5. Interdepartmental Quiz programme.

Resolution(s) Adopted :Could not be arranged.

Agenda :6. Misc.

Resolution(s) Adopted: It is discussed that the college needs to organise national / international seminar in the next academic session. A meeting in this regard shall be held with all departments.

Action Taken: The Department of English has taken an initiative to organise an international seminar in 2019-20 session.