

From: Coordinator, IQAC

+91 3213 255282 ; +91 9474021041

SARAT CENTENARY COLLEGE



DHANIAKHALI, HOOGHLY, WB, PIN – 712302

Founded in 1976 :: Accredited by NAAC :: Affiliated to The University of Burdwan

e-Mail: iqac.scc@gmail.com

Website: www.sccollegednk.ac.in

Date: 23/07/2022

To

Subject: Meeting of IQAC, Sarat Centenary College, on 01/08/2022 at 11.30AM

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on 01/08/2022 at 11.30AM in the Meeting Room (Room No. 122) to consider the agenda as mentioned below:

Agenda:

1. Confirmation of previous meeting held on 18/06/2022.
2. Review of student attendance reports.
3. Initiatives for student attendance enhancement.
4. Review on preparation of organizing two day National seminar.
5. Misc.

Your presence in the meeting is highly solicited.

Thanking you

Yours sincerely

Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Resolutions of Meeting of IQAC, Sarat Centenary College, on 01/08/2022 at 11.30AM

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Satyabrata Bhattacharyya, Teacher Member
5. Dr Bidyut Santra, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Principal, as the Chairperson of IQAC takes the chair and conducts the meeting as follows:

Agenda 1: Confirmation of previous meeting held on 18/06/2022.

Resolutions: The resolutions of IQAC meeting held on 18/06/2022 are placed read and are resolved to be confirmed.

Agenda 2: Review of student attendance reports.

Resolutions: Convenor, Academic Council reports that he has received reports on student attendance from the Honours departments. The reports are placed and scrutinised in the meeting. It is observed that about 30% of the students are irregular in attending classes. Members observe that due to lockdown and online habits some students have lost the habit of attending physical classes in institution. Members discuss initiatives that could be taken to alert the students and ensure their presence in the campus. It is resolved that all attendance reports be published as notification to alert all the students.

Agenda 3: Initiatives for student attendance enhancement.

Resolutions: The discussions started in Agenda 2 of this meeting and are being continued here as well. On the basis of discussion it is resolved that following initiatives be recommended to the college authority for being carried out under the direct supervision of IQAC for the sake of enhancement of student attendance and making them come out of the online habits and understand the importance of in-person classes in the campus:

- a. Resolved that Orientation Programme be conducted for semesters to make them understand the curriculum, the rules of regulations of the college and the affiliating university, the importance of attendance and in-person classes in the campus.
- b. Parent Teacher meeting be held to talk and understand why some of the students are irregular in classes.
- c. Skill development programme be initiated for the students to make them job-ready and linkage with agency/NGO be established for running such programme/course
- d. Events be organised for publicity of Student credit card scheme of the Govt. Of WB so that financially weaker students get to know about this support system available in this college.

Agenda 4: Review on preparation of organizing two day National seminar.

Resolutions: The preparation for two day national seminar on "Popular and Basic Sciences: A Quest Towards Foundation of Science" to be organised by Sarat Centenary College, sponsored by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal on Friday & Saturday 23-24 September, 2022, are reviewed in the meeting. Resolved that following Organising Core Committee be formed for this event:

Patron :MdHanif, President, Governing Body
Chairperson :Dr.Sandip Kumar Basak
Principal Convener :Dr.Ujjal Kumar Mukherjee
Co-Conveners :Dr.SanjoyMondal&Dr.PramitRej
Treasurer :Dr.Satyabrata Bhattacharya
Asst. Treasurer : Sri Shyamal Bhattacharya

Principal reports that he is talking to by Professor Gautam Kumar Das, IIT Guwahati, for delivering the Keynote Address. Convenor, Academic Council, reports that he is talking to Amiya Kumar Kalidaha, DSTBT, Govt. of West Bengal for Invited lecture. IQAC Coordinator proposes names of Professor BiswaranjanMistri, Burdwan University, and Professor BijanSarkar, Kalyani University, as other invited lectures.

Agenda 5: Misc.

Coordinator requests discussion on renovation, modernisation and new construction related works; Chairperson allows

Resolution: Coordinator points out the necessity of the following renovational work, modernisational and upgradation work and new construction work:

- a. The student dealing at office takes place from inside the building and on the day of registration or form filling a huge number of students jostle and queue up inside the main building office section where the entrance is inside the building. It increases risk and also blocks path of other students and teachers. Coordinator proposes modernisation of office in such a way that student can queue up comfortably from the playfield side. He also proposes creating space for Vice-Principal Office Chamber and larger IQAC Office space for better functionality. A notified record room and ICT server room is also required.
- b. He proposes converting the erstwhile Girls' Hostel Kitchen and Dining Room into Canteen since there is no boarder in the hostel for more than a decade and the rooms are now being used as classroom. Repurposing will save cost, he suggests.
- c. He proposes construction of Yoga Centre on the rooftop of the building where Gym is situated. The space is well aerated and will serve this purpose well, he argues.
- d. He also proposes a larger examination control room with necessary safety measures and safekeeping arrangements of the scripts.
- e. He proposes upgradation of the teachers' room to make it more spacious and comfortable for the teachers.

The above five suggestions are discussed in the meeting and the members agree that these are much needed. However, actualisation of these will cost an amount and that the college authority needs to decide on first. Principal assures that he will take these suggestions from IQAC to the finance committee and then to building committee and to GB as well and argue for approval, depending on the availability of funds.

There being no other item for discussion the meeting ends with a vote of thanks to and from the chair.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report of Meeting of IQAC, Sarat Centenary College, on 01/08/2022

Agenda 1: Confirmation of previous meeting held on 18/06/2022.

Action Taken: Does not apply.

Agenda 2: Review of student attendance reports.

Action Taken: Reports of attendance were publicised as notification.

Agenda 3: Initiatives for student attendance enhancement.

Action Taken: Student Orientation Programme was conducted to make them understand the curriculum, the rules of regulations of the college and the affiliating university, the importance of attendance and in-person classes in the campus. Parent Teacher meetings were held. Skill development programme was initiated for the students to make them job-ready through linkage with Anudip Foundation for running the programme.

Awareness and publicity seminar on Student credit card scheme of the Govt. Of WB was organised so that students get to know about this support system available in this college.

Agenda 4: Review on preparation of organizing two day National seminar.

Action Taken: Two day national seminar on “Popular and Basic Sciences: A Quest Towards Foundation of Science” was organised by Sarat Centenary College, sponsored by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal on Friday & Saturday 23-24 September, 2022. Professor Gautam Kumar Das, IIT Guwahati, delivered the Keynote Address. Amiya Kumar Kalidaha, DSTBT, Govt. of West Bengal, Professor Biswaranjan Mistri, Burdwan University, and Professor Bijan Sarkar, Kalyani University delivered invited lectures. A total number of 40 papers were presented by researchers and academicians affiliated to different institutes at different corners of the country. A total number of 34 students from neighbouring schools attended the event with their teachers (total 5).

Agenda 5: Misc.

Action Taken: Principal carried forward the recommendation of the IQAC regarding renovation, modernisation, upgradation, repurposing and new facility creation to the building committee who helped in forming an estimated expenditure and then to the Finance Committee who approved funds and then the estimated plans and cost estimates was forwarded, with approval from GB, to the competent authority for vetting.


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e-Mail: iqac.scc@gmail.com

Website: www.sccollegednk.ac.in

Date: 25/11/2022

To

Subject: Emergency Meeting of IQAC, Sarat Centenary College, on 26/11/2022 at 11.30AM

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene an emergency meeting of IQAC, Sarat Centenary College, on Saturday, 26/11/2022 at 11.30AM in the Meeting Room (Room No. 122) to consider the agendum as mentioned below:

Agendum:

To consider the scrutinisation, verification and finalisation for approval of the PBAS, submitted by Sheuli Hazra, Former Librarian, for CAS from Stage-I to Stage-II.

Your presence in the meeting is highly solicited.

Thanking you

Yours sincerely

Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Resolutions of Emergency Meeting of IQAC, Sarat Centenary College, on 26/11/2022 at 11.30AM

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Satyabrata Bhattacharyya, Teacher Member
5. Dr Bidyut Santra, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Principal, as the Chairperson if IQAC takes the chair and conducts the meeting as follows:

Agendum: To consider the scrutinisation, verification and finalisation for approval of the PBAS, submitted by Sheuli Hazra, Former Librarian, for CAS from Stage-I to Stage-II.

Resolution: PBAS as submitted by Sheuli Hazra, Former Librarian, for CAS from Stage-I to Stage-II was placed, verified with office records and scrutinised. Resolved that on the basis of the verification and scrutinisation the PBAS be handed over to the Principal, MUC Women's College, Burdwan, where Sheuli Hazra is presently working so that CAS be processed in favour of the incumbent from Stage-I to Stage-II.

There being no other item for discussion, the meeting ends with a vote of thanks to and from the chair.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report of Emergency Meeting of IQAC, Sarat Centenary College, on 26/11/2022

Agendum: To consider the scrutinisation, verification and finalisation for approval of the PBAS, submitted by Sheuli Hazra, Former Librarian, for CAS from Stage-I to Stage-II.

Action Taken: PBAS was handed over to the Principal, MUC Women's College, Burdwan, where Sheuli Hazra is presently working so that CAS be processed in favour of the incumbent from Stage-I to Stage-II.


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e-Mail: iqac.scc@gmail.com

Website: www.sccollegednk.ac.in

Date: 30/01/2023

To

Subject: Meeting of IQAC, Sarat Centenary College, on 06-02-2023 at 11.30AM

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on, 06-02-2023 at 11.30AM in the Meeting Room (Room No. 122) to consider the agenda as mentioned below:

Agenda:

1. Confirmation of previous regular meeting held on 01/08/2022.
2. Planning of college office extension and new construction.
3. Misc.

Your presence in the meeting is highly solicited.

Thanking you

Yours sincerely

Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Resolutions of Meeting of IQAC, Sarat Centenary College, on 06-02-2023 at 11.30AM

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Bidyut Santra, Teacher Member
5. Dr Satyabrata Bhattacharyya, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Principal, as the Chairperson if IQAC takes the chair and conducts the meeting as follows:

Agenda 1: Confirmation of previous regular meeting held on 01/08/2022

Resolution: The resolutions of last IQAC regular meeting held on 01/08/2022 are placed, read and are resolved to be confirmed.

Agenda 2: Planning of college office extension and new construction.

Resolution: Observed that the matter has been in partially discussed in the last regular meeting and some action in that regard has already taken since then. Hence, the Chairperson suggests coming directly to the second part of the agenda - new construction. Academic Council Convenor reports that due to the renovational and repurposing work some classrooms are being merged with the new office-record room-ICT server room setup. He proposes construction of new classrooms, subject to availability of funds. Head clerk says that new classrooms can be built on the 1st floor of ZP funded Modern Toilet. Principal suggests that if IQAC guides in the size and orientation of the classrooms he will place the proposal to Building Committee for estimated cost expenditure and expedite the matter to Finance Committee and GB as required. Resolved that proposal of Academic Council Convenor be forwarded through Principal and IQAC is entrusted to ensure that classroom shortage is resolved.

Agenda 3: Misc.

No issues raised, hence no discussion and nothing to resolve.

There being no other item for discussion the meeting ends with a vote of thanks to and fro the chair.



Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report of Meeting of IQAC, Sarat Centenary College, on 06-02-2023

Agenda 1: Confirmation of previous regular meeting held on 01/08/2022

Action Taken: Does not apply

Agenda 2: Planning of college office extension and new construction.

Action Taken: Principal ensured onward transmission of proposal of Academic Council Convenor at IQAC meeting to the Building Committee and placed the for estimated cost expenditure at the Finance Committee who approved funds and then the estimated plans and cost estimates was forwarded, with approval from GB, to the competent authority for vetting.



Coordinator, IQAC
Sarat Centenary College
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