RABINDRA MAHAVIDYALAYA
CHAMPADANGA, HOOGHLY

NOTICE

Date: 01.02.2023

An urgent meeting of IQAC will be held on **03/02/2023 from 2:15 pm at Room No. 06** to discuss the following agenda:

1. Procedure for preparation of AQAR's from session 2016-17 to 2021-22.

2. Workload distribution as per requirement.

3. Miscellaneous

All the staffs of this college are requested to attend the meeting

(Dr. Prasanta Bhattacharyya)
PRINCIPAL

Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly(W.B)

Shuvojit Mondal. 01.02.23

for (Dr. Krishna Kumar Mondal)
COORDINATOR (IQAC)

Coordinator
IQAC
Rabindra Mahavidyalaya
Champadanga, Hooghly.
712401- West Bengal

Proceedings of the IQAC meeting held on 03.02.2023 from 1:30 p.m. at Board Room,

Members present:

1. Dr. Prasanta Bhattacharyya (Principal)

2. Prof. Tanmay Bandyopadhyay (IQAC Coordinator)

3. Dr. Krishna Kumar Mondal

4. Dr. Uday Kumar Khan

5. Dr. Paritosh Chandra Sinha

6. Dr. Chirodip Majumder

7. Dr. Shuvojit Mondal

8. Dr. Sumanti Gupta

9. Dr. Susmita Sengupta

10. Prof. Sujata Bandyopadhyay

11. Dr. Sucheta Joy

12. Dr. Sadananda Chatterjee

13. Prof. Bratati Ghosal

14. Prof. Soumitra Das

15. Dr. Pampa Mukherjee

16. Sri Binay Kumar Sadhukhan

Proceedings:

1. The proceedings of the last meeting of the IQAC were read and confirmed.

2. The Principal. Dr. Prasanta Bhattacharyya of our College requested to coordinator to arrange all staff meeting of this college to discuss procedure of preparation of AQAR form Session 2016-2017 to 2021-2022, in brief.

3. IQAC. Coordinator, Dr. Kristina Kr. Mondal welcomed everyone in the meeting and he stated the IQAC structure in detail in front of all members. He also discussed the importance of AQAR, preparation for conducting NAAC visit in our college. Principal sir also discussed in details about the partial in-completion of some of the AQAR's in each year and give proper inputs for thorough completion of such AQAR's. He also upholds that the AQAR of 2016-17 and 2017-18 were completes & but the final complete AQAR of those two years were not in the IQAC computer which was breakdown during the lockdown period and hence it needs virtual completion of those two years AQAR's from the worksheets which were maintained intact.

For finalization of all 5 years AQAR's, the IQAC coordinator distributed the necessary portions of the AQAR's in hard copies to the respective Nodal officers as per decisions of the previous meeting.

4. Each Nodal officer of the IQAC cell discussed thoroughly with the members regarding the process of filling up of the AQARS after 2020, as amended by the NAAC and taking into consideration the various important points and features of each item while completing their data. The Nodal officers along with their teammates prepared a routine for meeting during college hours for prompt completion of their work.

5. The Principal of the College endowed responsibilities upon his non-teaching staff to support the Nodal officers and their respective Teammates as and when required for the said task. He repeatedly tried to make all members to understand that why it is important in the to fetch proven and correct data AQAR's and also said that the true and fair view of the Institution's performance is completely based on the true and correct data as input-ed in the AQAR. He also agreed to help each and every member individually and as well as a team as and when required by them.

6. The IQAC Coordinator asked the Principal of the College to induct the SACT of the College as members of the Nodes along with the non-teaching casual staff. The Principal of the College agreed to the proposal of the IQAC coordinator and the coordinator spell out the names of 15 SACTS and appointed them under the four Nodal officers to increase more work force to complete the work promptly. All members of the house gladly accepted the proposal which slight modification of SACT's name from one allotted Node to another.

7. The Nodal officers asked the Coordinator to give access to separate computers and printers along with robust Wi-Fi connectivity within the College campus which is very much required for the completion of the work promptly. The IQAC Coordinator and the Principal agreed and they both said to facilitate the Officers to provide some more Internet connections in the College campus.

Having nothing to discuss, the members thanked the Chair and the meeting ended.

Principal
Rabindra Mahavidyalaya
Champadanga, Hooghly(W.B)

(Dr. Krishna Kumar Mondal)   Principal
    IQAC Coordinator