



## Internal Quality Assurance Cell

### Sudhiranjan Lahiri Mahavidyalaya

P.O. - MAJDIA, DT. NADIA PIN - 741507 WEST BENGAL, INDIA  
Phone: 276-206 ( STD 03472 ) Email: srlmahavidyalaya@rediffmail.com website:www.srlm.org

**Dr.Sarojendra Nath Kar**  
Chairman

**Dr. Somnath Bandyopadhyay**  
Coordinator

Ref.No:SRLM/IQAC/01/2018

Date: 03.02.2018

**Proceedings of the Meeting of the Internal Quality Assurance Cell (IQAC), Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, West Bengal held on 03.02.2018 at 2.30 pm in the IQAC Office (Charles Babage Kaksha) within the College premises:**

Members present:

1. Sd/- Dr.Sarojendra Nath Kar ;
2. Sd/- Kabiranjana Saha;
3. Sd/-Dr.Sanjoy Sarkar;
4. Sd/- Arindam Chakraborty;
5. Sd/- Dr.Somnath Bandyopadhyay;
6. Sd/- Shubhaiyu Chakraborty;
7. Sd/- Sanat Kumar Biswas;
8. Sd/- Arup Biswas
9. Sd/-Laxman Ghosh Chowdhury;
10. Sd/- Subhadeep Sarkar.

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**Dr.Sarojendra Nath Kar, Principal & Chairman , IQAC assumed the chair and presided over the meeting.**

**Agenda No:1: To read and confirm proceedings of the meeting held on 19.08.2017 and emergent meeting held on 11.09.2017:**

The Proceedings of the meeting of the IQAC held on 19.08.2017 were tabled for discussion.After discussion resolved that the Proceedings of the meeting of the IQAC held on 19.08.2017 be confirmed. In course of the decision following points were raised:

- i) Submission of self-appraisal of all the teachers be mandatory from the session 2017-18 and appropriate action be taken for defaulters;
- ii) Seminar paper presenters be allowed to arrange internal seminar and paper presenter abroad be facilitated with the reimbursement of registration fees;
- iii) For submission of PG in Bengali , History and English Dr.Bhabesh Majumder , Sri Shubhaiyu Chakraborty be entrusted with the responsibility of preparation class routine and Dr.Somnath Bandyopadhyay be entrusted with the responsibility with the preparation of fees structure.
- iv) Ph.D. of Dr.Prabir Kumar Ghosh has been accepted by the Governing Body in its meeting held on 11.11.2017.

Further proceedings of the emergent meeting held on 11.09.2017 were tabled for discussion. After discussion resolved that proceedings of the emergent meeting of the IQAC held on 11.09.2017 be confirmed.

  
Chairman  
Internal Quality Assurance Cell  
Sudhiranjan Lahiri Maha Vidyalaya  
Majdia, Nadia, 741507

**Agenda No.2: To recommend Career Advancement of Dr.Somnath Bandyopadhyay:**

The matter was tabled for discussion. The Principal & Chairman , IQAC reported that in view of the decision of the Governing Body in its meeting held on 16.01.2018 by resolution no.05 Dr.Somnath Bandyopadhyay , who joined this college on 01.09.2006 as Assistant Professor(stage-I) in Commerce (erstwhile Lecturer in Commerce) and subsequently re-designated as Assistant Professor (stage-II) in Commerce by virtue of his Career Advancement , is eligible for Career Advancement from his present position Assistant Professor ( stage-II) in Commerce at the scale of pay of Rs.15,600-39,100/- with AGP Rs.7,000/- to the post of Assistant Professor(Stage-III) in Commerce at the scale of pay of Rs.15,600-39,100/- with AGP Rs.8,000/- with retrospective effect from 01.09.2017.After examining all the relevant papers resolved that Career Advancement of Dr.Somnath Bandyopadhyay from the position of Assistant Professor ( stage-II) in Commerce at the scale of pay of Rs.15,600-39,100/- with AGP Rs.7,000/- to post of Assistant Professor(Stage-III) in Commerce at the scale of pay of Rs.15,600-39,100/- with AGP Rs.8,000/- with retrospective effect from 01.09.2017 be recommended and the Principal be requested to instruct his office to communicate with the concerned authorities of the Government of West Bengal and the University of Kalyani seeking the name of experts for formation of screening committee as per G.O.No. 920 –Edn(CS), dated 31.12.2012 read with G.O.No.1373-Edn(CS) dated 07.12.2017.

**Agenda No:3: To allocate responsibilities among the members of IQAC:**

The matter was tabled for discussion.After discussion resolved that responsibilities among the teacher-members and the librarian of the IQAC be allocated as:

Sl.no.	Criteria	Name of the teacher-members and librarian
1.	Curricular Aspects	Sri Kabiranjana Saha and Smt.Manasi Maiti
2.	Teaching-Learning and Evaluation	Sri Arindam Chakraborty
3.	Research , Innovations and Extensions	Dr.Sanjoy Sarkar
4.	Infrastructure and Learning Resources	Sri Sanat Kumar Biswas
5.	Student Support and Progression	Sri Shubhaiyu Chakraborty
6.	Governance, Leadership and Management	Dr.Somnath Bandyopadhyay
7.	Institutional Values and Best Practices	Dr.Somnath Bandyopadhyay

Further resolved that the members may coopt any other teachers and staff for interest of discharging their allocated responsibilities.

**Agenda No.4: To organize Workshop on CBCS:**

The matter was tabled for discussion. The coordinator, IQAC and the Principal reported that the University of Kalyani is going to implement CBCS and semester system at UG level from the coming academic session. So, it is the need of the hour to sensitize the all concerned about the same.After discussion resolved that a Workshop be organized by the IQAC on CBCS and Semester System sentization and Dr.Bimalendu Biswas, Controller of Examinations, University of Kalyani be invited as the speaker for the same.

Further resolved that Rs.20,000 (INR twenty thousand only) be approved for organization of the said workshop.

**Agenda No.5: Miscellaneous:**

- a) On the basis of proposal raised by Sri Laxman Ghosh Chowdhury resolved that Students' Charter be printed at the prospectus to make aware the students about their duties and responsibilities.
- b) On the basis of the proposal raised by the members resolved that student aid fund and all other facilities of the students be linked with the student attendance and poor attendance of the students be strictly identified.
- c) On the basis of the proposal of Sri Laxman Ghosh Chowdhury resolved that students be introduced with the teachers on the day of freshers' welcome.
- d) On the basis of the proposal raised by Dr.Somnath Bandyopadhyay resolved that teachers-student meeting be regularized and Sri Shubhaiyu Chakraborty and Sri Subhadeep Sarkar be entrusted with the responsibilities for the same.
- e) On the basis of the proposal raised by the members present resolved that one add on course for basic computer knowledge be opened and in order ensure effective communication within the campus internal microphone system be installed.
- f) On the basis of the proposal raised by the members present resolved that feedback from alumni members be introduced and vocational course be introduced with due affiliation from the University.
- g) On the basis of the proposal raised by Sri Sanat Kumar Biswas resolved that one mobile app for the College be opened for communicating all the necessary notices to all concerned effectively.

The meeting was ended with vote of thanks to the chair.

  
**(Dr.Sarojendra Nath Kar)**  
**Principal & Chairman**  
**Internal Quality Assurance Cell**  
*Chairman*  
**Internal Quality Assurance Cell**  
**Sudhiranjan Lahiri Maha Vidyalaya**  
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*Dr.Sarojendra Nath Kar*  
*Chairman*

*Dr. Somnath Bandyopadhyay*  
*Coordinator*

#### **Follow up action of the proceedings of the meeting of the IQAC held on 03.02.2018:**

Agenda No.2:Career Advancement of Dr.Somnath Bandyopadhyay was duly approved by the DPI, West Bengal;

Agenda No.3: Allocation of criteria-wise responsibilities among the teacher-members and librarian was duly notified by the office of the Principal and the members duly assumed their responsibilities.

Agenda No.4:CBCS and Semester System Sensitization workshop with the students of nearby schools was held on 08.03.2018 and Dr.Bimalendu Biswas, Controller of Examinations, University of Kalyani was acted the Resource Person at the same.

**(Dr.Sarojendra Nath Kar)**  
**Principal & Chairman**  
**Internal Quality Assurance Cell**