### মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং/Meeting No. ০০ / ১ দ তারিখ/Date   ১০. ৭. ১৮	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place সময় / Time	1 QACK
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## 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.SomnathBandyopadhyay Chairman

Sri ShubhaiyuChakraborty Coordinator

Ref.No: SRLM/IQAC/04/2022 Date: 09.10.2022

Proceedings of the meetingwith all Internal Quality Assurance Cell (IQAC) held on 10/09/2022 (Saturday) at 12.30 p.m. at IQAC Office within the college premises:

Members Present:

- 1. Sd/- Dr. SomnathBandyopadhyay
- 2. Sd/- Sri. ShubhaiyuChakraborty
- 3. Sd/- Dr. ArindamChakraborty
- 4. Sd/- DrSreelataBiswas
- 5. Sd/- Dr. ShilpiBasak
- 6. Sd/- Dr. Animesh Andrew Lulam Rai
- 7. Sd/-Sri. Sandip saha
- 8. Sd/- Sri Arup Biswas

Dr. Somnath Bandyopadhyay, Teacher-in-Charge & Chairman, IQAC, assumed the chair and presided over the meeting.

Agenda No.1: To take decision regarding Annual Day of 2018-19,2019-2020 & 2020-2021.

It the meeting the following resolutions were taken:

- 1. The Annual Day of 2018-19,2019-2020 & 2020-2021 will be scheduled on 24<sup>th</sup> December 2023 tentatively.
- 2. The AQAR of 2019-2020 & 2020-2021 will be prepared by IQAC members.
- 3. The Self-appraisal for 2021-2022 will be notified and is mandatory for all concened to submit.
- 4. For online examinations only the first three position holders (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) will be awarded in Annual day for both honours (department wise) and general examinations.
- 5. For Sports, Spandan & Youth parliament competition, only rank holders to be awarded.
- 6. Faculty members who have secured a P.hD degree will be awarded.
- 7. For 2018-2019 session old convention for award will be followed. The meeting ended with vote of thanks to the Chair.

Dr. SomnathBandyopadhyay

Teacher-in-Charge & Chairman, IQAC

### মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

নিটিং নং/Meeting No. 105 20 22 তারিখ/Date 03.11.22	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	श्रान/Place 16 AC Room अभग/Time 2.45 p.m
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# Internal Quality Assurance Cell SudhiranjanLahiriMahavidyalaya

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Dr.SomnathBandyopadhyay Chairman

Sri ShubhaiyuChakraborty Coordinator

Ref.No: SRLM/IQAC/358/2022 Date: 01.11.2022

Proceedings of the meetingwith all Internal Quality Assurance Cell (IQAC) held on 03/11/2022 (Thursday) at 2.45 p.m. at IQAC Office within the college premises:

Members Present:

- 1. Sd/- Dr. SomnathBandyopadhyay
- 2. Sd/- Sri. ShubhaiyuChakraborty
- 3. Sd/- Dr. ArindamChakraborty
- 4. Sd/- Dr Sreelata Biswas
- 5. Sd/- Dr. Shilpi Basak
- 6. Sd/- Dr. Animesh Andrew Lulam Rai
- 7. Sd/- Dr. Sanat Kumar Biswas
- 8. Sd/- Sri. Sukumar Halder
- 9. Sd/- Sri Arup Biswas

Dr. Somnath Bandyopadhyay, Teacher-in-Charge & Chairman, IQAC, assumed the chair and presided over the meeting.

Agenda No.1: To take decision regarding Registration for NIRF 2023 in compliance with memo no. ED-166/2022 dated 01.11.2022 and Teachers' Information Portal

It the meeting the following resolutions were taken:

- 1. The IQAC Committee unanimously nominated Dr. Animesh Andrew Lulam Rai as the Nodal Officer for NIRF Ranking Portal.
- 2. The IQAC Committee unanimously nominated Sri Shubhaiyu Chakraborty, IQAC Coordinator as the operator of the Teachers' Information Portal

Dr. SomnathBandyopadhyay

Teacher-in-Charge & Chairman, IQAC

## মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No. 0   2023   তারিখ / Date 24-   . 2 }	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place সময় / Time	Smart Room 2p. m
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Dr.SomnathBandyopadhyay Chairman

Sri ShubhaiyuChakraborty Coordinator

Ref.No: SRLM/IQAC/30/2023 Date: 24.01.2023

Proceedings of the emergent meeting with all Internal Quality Assurance Cell (IQAC) held on 28/01/2023 (Saturday) at 2.00 p.m. at IQAC Office within the college premises:

Members Present:

- 1. Sd/- Dr. Somnath Bandyopadhyay
- 2. Sd/- Sri. Shubhaiyu Chakraborty
- 3. Sd/- Dr. Arindam Chakraborty
- 4. Sd/- Dr Sreelata Biswas
- 5. Sd/- Sri. Laxman Ghosh Chowdhury
- 6. Sd/- Sri. Sandip Saha
- 7. Sd/- Dr. Animesh Andrew Lulam Rai
- 8. Sd/-Sri. Tuhin Roy Choudhury
- 9. Sd/- Dr. Sanat Kumar Biswas
- 10. Sd/- Sri Anjan Mitra
- 11. Sd/- Sri Kabiranjan Saha (invitee)

Dr. Somnath Bandyopadhyay, Teacher-in-Charge & Chairman, IQAC, assumed the chair and presided over the meeting.

#### Agenda No.: Status of Preparation of SSR for 3rd Cycle of NAAC Accreditation:

At the inception the Teacher-in-Charge requested the Coordinator and members to place the report about pending criterions along with corresponding data capture format to review the state of preparedness of the Self-Study Report (SSR) for 3<sup>rd</sup> cycle of accreditation. On discussion the following SWOC analysis were pointed out:

- 1. STRENGTH: a Most students receive scholarship.
  - b. All full-time Faculty members have qualified NET/SET
  - c. 100% success rate in results during lockdown
  - d. The publication rate of teachers is quite commendable
  - e. NCC & NSS wing are running successfully.
  - f. Well developed infrastructure.
  - g. MOU with Krishnagar Women's College
  - h. Several Capacity building & job-oriented programmes conducted

- 2. WEAKNESS: a. The scholarship amount is disbursed in student's bank account which is difficult for the college to have access to
  - b. Poor student-teacher ratio: 261.3
  - c. No activity post MOU signing with Krishnagar Women's College
  - d. No scope foe syllabus framing as it is done by the University
  - e. Lack of proper Placement Cell. Hence lack of record of students getting placed. Only record received is from students who join jobs in which Police Verification is required.
  - f. No ramp for differently able students.
- 3. OPPORTUNITIES: a. Curriculum enrichment can be done by college.
  - b. Dedicated Sexual harassment cell
  - c. Outsiders not allowed in college hours.
  - d. Mobilization of Academic departments by Secretary Teacher's Council.
  - e. Wall magazine to be put up by different departments
- 4. CHALLENGES: a.. Data of Scholarship to be retrieved from BCW office or from concerned DPI, Bikash Bhavan.
  - b. Grant received for Reasearch
  - c. Audit for Pollution/ Green Energy
  - d. Getting data of Higher Education from Pass-out students.

Apart from the afore stated, Dr. Sanat Kumar Biswas was intimated to present the status of Maintainance of Accession Register/ Stock Register within the next seven working days.

It was further decided that Assessment year for NAAC Accreditaion Cycle will be 2014-2019 as NAAC is continuous process and SSR to be tentatively finalized by March 15<sup>th</sup> 2023.

The meeting ended with vote of thanks to the chair

Dr. SomnatlfBandyopadhyay

Teacher-in-Charge & Chairman, IQAC

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## Internal Quality Assurance Cell SudhiranjanLahiriMahavidyalaya

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Dr.SomnathBandyopadhyay Chairman Sri ShubhaiyuChakraborty Coordinator

43121.

Ref.No: 1. SRLM/IQAC/101/2023 Date: 19.03.2023 2. SRLM/IQAC/143/2023 Date: 06.04.2023

Proceedings of the meetingwith all Internal Quality Assurance Cell (IQAC) held on 11/04/2023 (Tuesday) at 2.30 p.m. at Virtual Class Room within the college premises:

#### Members Present:

- 1. Sd/- Dr. SomnathBandyopadhyay
- Sd/- Sri. Shubhaiyu Chakraborty
- 3. Sd/- Dr. Arindam Chakraborty
- 4. Sd/- Kabi Ranjan Saha (invitee)
- 5. Sd/- Ranjan Sarkar
- 6. Sd/- Sandip Saha
- 7. Sd/- Sri Arup Biswas
- 8. Sd/- Dr. Sanat Kumar Biswas
- 9. Sd/- Sri. Jhantu Halder
- 10. Sd/- Sri. Anjan Mitra

Dr. Somnath Bandyopadhyay, Teacher-in-Charge & Chairman, IQAC, assumed the chair and presided over the meeting.

Agenda No.1: Status for Prepartation of SSR for Assessment and Accreditation for 3<sup>rd</sup> cycle by NAAC submitted by Coordinator, IQAC dated 14.03.2023

It the meeting the following resolutions were adopted:

- For Data restructuring for DVV purpose for forthcoming NAAC Accreditation process, the option outsourcing has to be considered.
- 2. After IQAC meeting of 20.02.2020 till handover of charge to the present Coordinator, no IQAC meeting resolution is found at the IQAC Meeting resolution book.

3. After completion of the outsourced material and final report from the agency regarding the status of the data, the SSR will be prepared within 30 working days after receipt of the report.

The meeting ended with vote of thanks to the chair.

Dr. SomnathBandyopadhyay

Teacher in-Charge & Chairman, IQAC

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# Internal Quality Assurance Cell Sudhiranjan Lahiri Mahavidyalaya

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Dr.Dipankar Ghosh Chairman

केविक महर्ग

Sri Shubhaiyu Chakraborty Coordinator

Ref.No: Memo.No: SRLM/IQAC/ 188/2023 Date: 26.05.2023

Proceedings of the meeting with all Internal Quality Assurance Cell (IQAC) held on 30/05/2023 (Tuesday) at 11 a.m. at the Virtual Class Room within the college premises:

#### Members Present:

- 1. Sd/- Dr. Dipankar Ghosh
- 2. Sd/- Sri. Shubhaiyu Chakraborty
- 3. Sd/- Dr. Arindam Chakraborty
- 4. Sd/- Dr. Shilpi Basak
- 5. Sd/- Dr. Sreelata Biswas
- 6. Sd/- Sukumar Halder
- 7. Sd/- Sandip Saha
- 8. Sd/- Dr. Sanat Kumar Biswas
- 9. Sd/- Sri Arup Biswas
- 10. Sd/- Sri. Tuhin Roy Chowdhury
- 11. Sd/- Dr. Animesh Andrew Lulam Rai
- 12. Sd/- Sri. Anjan Mitra

Dr. Dipankar Ghosh, Principal & Chairman, IQAC, assumed the chair and presided over the meeting. The Coordinator IQAC welcomed him and introduced him to other IQAC members.

Agenda No.1: Present Status of NAAC for 3<sup>rd</sup> cycle.

It the meeting the discussions were held and the following resolutions were adopted:

- 1. From the outset the Coordinator clarified that the IQAC wants to complete the Accreditation process within the next 3 months, but the challenge of doing so this time is mammoth as the accreditation process have undergone significant transformation since the last cycle. Presently, 70 % of assessment will be done online and only 30% by peer team visit. Hence DVV is the main hurdle.
- 2. Dr. Sanat Kumar Biswas stated to the other members about his inability to frame a report on behalf of the Fact Finding Committee relating to the fact mentioned in the AQARs from 2015-2016 to 2018-2019.
- 3. The Chairman pointed out that the Assessment Years cannot be retrospective, hence, it was resolved that for cycle III the Assessment Years will be 2017-2018, 2018-2019, 2019-2020, 2020-2021 & 2021-2022. For the above pending AQAR of last three years have to be completed within the next 45 days (atleast the first draft).
- 4. All the members agreed to the fact that a Common Digital Platform is needed for data access and preservation mainly for: a. student related, b. curriculum related, c. finance related, d. academic & leave records related activities. It will also include up gradation of college website. The Chairman provided a brief outline of the estimated cost and all members agreed for complete package:
- 5. Since the college will remain functional on Mondays, Wednesdays & Fridays in the month of June, all members are requested to visit the college for data collection for their part of AQAR preparation.
- 6. It was a decided that the next meeting will be held on 19<sup>th</sup> June 2023 (Monday) at 12 noon at the Virtual Class Room to access the status of AQAR preparation of 2019-2020.

The meeting ended with vote of thanks to the chair.

Dr. Dipankar Ghosh

Principal & Chairman, IQAC

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Dr.Dipankar Ghosh Chairman Sri Shubhaiyu Chakraborty Coordinator

Ref.No: Memo.No: SRLM/IQAC/ 193/2023 Date: 30.09.2023

Proceedings of the meeting with all Internal Quality Assurance Cell (IQAC) held on 19/06/2023 (Monday) at 12 p.m. at the Virtual Class Room within the college premises:

#### Members Present:

- 1. Sd/- Dr. Dipankar Ghosh
- 2. Sd/- Sri. Shubhaiyu Chakraborty
- 3. Sd/- Dr. Arindam Chakraborty
- 4. Sd/- Dr. Shilpi Basak
- 5. Sd/- Dr. Animesh Andrew Lulam Rai
- 6. Sd/- Dr. Sanat Kumar Biswas
- 7. Sd/- Sri. Ranjan Sarkar
- 8. Sd/- Dr. Susmita Banerjee (invitee)
- 9. Sd/- Dr. Bhabesh Majumder (invitee)
- 10. Sd/- Sri. Hapejul Halsana (invitee)
- 11. Sd/- Sri. Sukumar Halder
- 12. Sd/- Sri. Sandip Saha
- 13. Sd/- Sri Arup Biswas
- 14. Sd/- Sd/- Sri. Anjan Mitra

Dr. Dipankar Ghosh, Principal & Chairman, IQAC, assumed the chair and presided over the meeting.

#### Agenda No.1: Preparation of AQAR of 2019-2020

In the meeting a demonstration was shown by Infotech Lab, AE Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700064 that comprised of the following items:

- 1. College Website Design & Institution E-mail Ids
- i. CMS driven responsive Website integrated with E governance for content wherever applicable.
- ii. Department wise website updation and publishing scope from respective department
- iii. Employee profile updation scope and publishing from respective employee
- iv. NAAC/ NIRF requirement based information publishing scope.
- v. All employees / committee to have institution email
- 2. Integrated E-governance solution for Institute core operations
- i. Student Data Management (Personal Profile, Academic & Examination Profile, Online & Offline Fees & Concession & Installment payments, Certificates, I cards, Notice, SMS/Email alerts)
- ii. Grievance Financial Cell and other Committee Management
- iii. Accounting and student fees system integrated
- iv. Human Resource Profile, Service book, Salary, PF, Income Tax, Leave records etc.
- v. Fixed Asset & Store and or Asset Register Management /Preparation
- vi. Library Management, user feedback and WEBOPAC etc
- vii. Learning Management
- viii. Academic Curriculum Management as per CBCS & NEP structure
- ix. Feedback for Students, Parents and Employees
- x. Controller Section for University related information management like Registration, Mark sheet, form fill up etc.
- xi. Meeting Management
- xii. Document Management with Inbound & Outbound registers
- xiii. Employee window for employee specific workings
- xiv. Student window for student specific workings
- xv. Alumni
- xvi. Placement Management
- 3. NAAC Content management INFORMATION: system

All the members of the IQAC agreed to the fact that in order to prepare for 3<sup>rd</sup> Cycle of NAAC the prime importance is dynamic website for the college where data validation and verification is primary criteria to qualify for NAAC. Hence the Chairman who is also the secretary of the Governing Body of the college is requested to take the matter up in the subsequent college Governing Body meeting.

The meeting ended with vote of thanks to the chair.

Dr. Dipankar Ghosh

Principal & Chairman, IQAC



### Internal Quality Assurance Cell

### Sudhiranjan Lahiri Mahavidyalaya

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Phone: 7432991235 Email: <a href="mailto:srlmahavidyalaya@rediffmail.com">srlmahavidyalaya@rediffmail.com</a> website:www.srlm.ac.in

Dr. Dipankar Ghosh Chairman

Sri Shubhaiyu Chakraborty Coordinator

#### Action Taken Report of All IQAC Meetings held in 2022-2023

#### 1. Meeting No. 4/2022 dated 10.09.2022:

- a. AQAR of 2019-2020 & AQAR of 2020-2021 was duly prepared.
- b. Rank holders of Sports & Spandan were awarded.

#### 2. Meeting No. 5/2022 dated 03.11.2022:

- a. Dr. Animesh Andrew Lulam Rai took charge as Nodal Officer of NIRF and started working accordingly.
- b. Shubhaiyu Chakraborty IQAC supervised the Teacher Information Portal.

#### 3. Meeting No. 1/2023 dated 24.01.2023:

a. The SWOC analysis of the physical as well as intellectual facilities of the college was done and documentation for NAAC is being prepared accordingly.

#### 4. Meeting No. 2/2023 dated 11.04.2023

- **a.** The IQAC decided to prepare the report themselves for DVV without outsourcing but the scattered ERP system was brought under one umbrella.
- **b.** The IQAC resolutions of meetings held between 20.02.2020 & 20.11.2021 were handed over to the present IQAC Coordinator.

#### 5. Meeting No. 3/2023 dated 30.05.2023

- a. The Assessment years of NAAC Accreditation were from 2018-19 to 2022-23 (5 years) and first drafts of pending AQARs were prepared accordingly.
- b. The Common Digital Platform (ERP) was introduced.

#### 6. Meeting No. 4/2023 dated 19.06.2023

a. The new dynamic website of the college is fully operational.

Dr. Dipankar Ghosh,

Principal & Chairman, IQAC

Principal

UDHNANUAN LAHIRI MAHAYIDYALAX