



# Shree Agrasain College

(Affiliated to University of Calcutta)



5/2A, Height Road, Liluah, Howrah-711204, Ph. : 2655-4917, 7604084414, 7604084413

## NOTICE

Date: 20.09.2019

A meeting of the Internal Quality Assurance Cell (IQAC) of Shree Agrasain College will be held on **27.09.2019 (Friday) at 11AM in the Office room of the Teacher-in-Charge** to discuss the following agenda

- **Odd semester examinations.**
- **Educational excursion.**
- **Maintenance Policy.**
- **AOB**

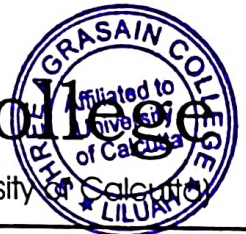
All the members are requested to kindly attend the meeting.

**T.I.C & Chairperson, IQAC**  
**Teacher-in-Charge**  
**Shree Agrasain College**  
**5/2A, Height Road**  
**Liluah, How-711204**

**Coordinator, IQAC**  
**Coordinator**  
**Internal Quality Assurance Cell**  
**Shree Agrasain College**  
**5/2A, Height Road, Liluah, Howrah-711204**

### Members of IQAC

- Mrs.Sovonita Datta (Teacher-in-Charge,Chairperson,IQAC)
- Shri Arijit Kanungo (Coordinator, IQAC)
- Shri Mahabir Prasad Shroff
- Shri Chandan Gopal Shroff
- Shri (Dr.) Nibir Goswami
- Shri Kumarjit Mondal
- Shri Lal Saheb Verma
- Shri Surajit Saha
- Ms. Rini Goswami
- Mrs. Maitreyee Maitra
- Shri Malay Sinha Ray
- Shri Somnath Ghosh



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

A meeting of the Internal Quality Assurance Cell (IQAC) of Shree Agrasain College held on 27.09.2019 (Friday) at 11 AM in the Office room of the Teacher-in-Charge.

### Members present:

NAME	SIGNATURE
Mrs.Sovonita Datta (Teacher-in-Charge, Chairperson, IQAC)	<i>S. Datta</i>
Shri Arijit Kanungo (Coordinator, IQAC)	<i>A. Kanungo</i>
Shri Mahabir Prasad Shroff	
Shri Chandan Gopal Shroff	
Shri (Dr.) Nibir Goswami	
Shri Kumarjit Mondal	<i>Kumarjit Mondal</i>
Shri Lal Saheb Verma	<i>Lal Saheb Verma</i>
Shri Surajit Saha	<i>Surajit Saha</i>
Ms. Rini Goswami	<i>Rini Goswami</i>
Mrs. Maitreyee Maitra	<i>Maitreyee Maitra</i>
Shri Malay Sinha Ray	<i>M. Sinha Ray</i>
Shri Somnath Ghosh	



## **MINUTES OF THE IQAC MEETING** **HELD ON 27.09.2019**

**Time: 11:00 AM**

**Place: Office room of the Teacher-in-Charge**

### **The following members were present:**

Mrs.Sovonita Datta (Teacher-in-Charge, Chairperson, IQAC)  
Shri Arijit Kanungo (Coordinator, IQAC)  
Shri Kumarjit Mondal  
Shri Lal Saheb Verma  
Shri Surajit Saha  
Ms. Rini Goswami  
Mrs. Maitreyee Maitra  
Shri Malay Sinha Ray

Mrs. Sovonita Datta, T.I.C. and Chairperson, IQAC presided over the meeting.  
Shri Arijit Kanungo, Coordinator, IQAC welcomed all members and briefed them about the agenda.  
The minutes of the last meeting (16.08.2019) were read and confirmed.

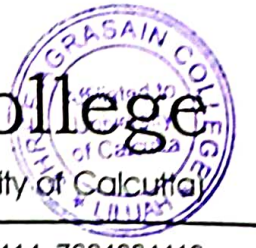
- A detailed discussion was held pertaining to the upcoming internal and odd-semester examinations scheduled during the months of November and December. It was decided that the departmental coordinators will





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distribute and allocate the responsibility of paper-setting, corrections and uploading of marks within the stipulated time as given by the university in the university portal among the teachers.

- The members had a thorough discussion on the educational excursion that would be conducted by the department of Arts. The date, site, refreshments and mode of transport were finalised. It was also decided that a consent letter from parents/guardian would be mandatory for the students in order to go for the educational trip.
- The committee unanimously decided that Mrs. Maitreyee Maitra will maintain a purchase log book pertaining to all IT related products.
- As no other business was to be transacted, the meeting ended with a vote of thanks to the Chair.

**T.I.C & Chairperson, IQAC**  
Teacher-In-Charge  
Shree Agrasain College  
5/2A, Height Road  
Liluah, How-711204

**Coordinator, IQAC**  
Coordinator  
Internal Quality Assurance Cell  
Shree Agrasain College  
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