



Shree Agrasain College

(Affiliated to University of Chittagong)



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

NOTICE

Date: 28.11.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of Shree Agrasain College will be held on **02.12.2022 (Friday) at 11AM in the Office room of the Teacher-in-Charge** to discuss the following agenda

- 19th Foundation day 2022.
- The College Annual Magazine (Pratibimb).
- Departmental academic affairs.
- Internal Examination.
- Subcommittee affairs.
- ADD ON Course.
- Material purchase procedure.
- AOB

All the members are requested to kindly attend the meeting.

Teacher-in-Charge
T. S. G. & Chairperson, IQAC

5/2A, Height Road

Liluah, Howrah-711204

Members of IQAC

Coordinator, IQAC

Coordinator

Internal Quality Assurance Cell

Shree Agrasain College

5/2A, Height Road, Liluah, Howrah-711204

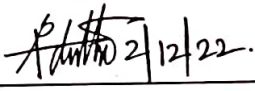
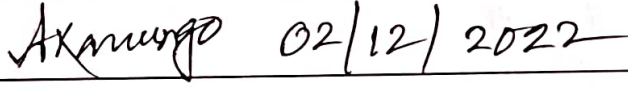
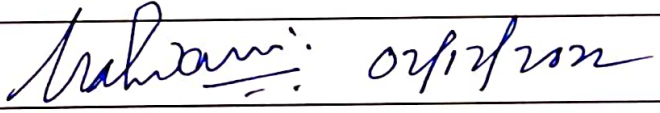

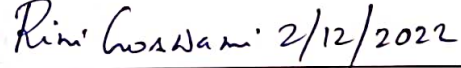
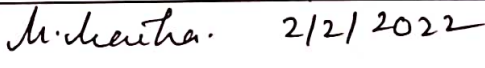
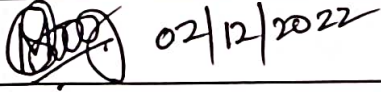
- Mrs. Sovonita Datta (Teacher-in-Charge, Chairperson, IQAC)
- Shri Arijit Kanungo (Coordinator, IQAC)
- Shri Mahabir Prasad Shroff
- Shri Chandan Gopal Shroff
- Shri (Dr.) Nibir Goswami
- Shri Kumarjit Mondal
- Shri Lal Saheb Verma
- Shri Surajit Saha
- Ms. Rini Goswami
- Mrs. Maitreyee Maitra
- Shri 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 02.12.2022 (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)	 2/12/22.
Shri Arijit Kanungo (Coordinator, IQAC)	 02/12/2022
Shri Mahabir Prasad Shroff	
Shri Chandan Gopal Shroff	
Shri (Dr.) Nibir Goswami	 02/12/2022
Shri Kumarjit Mondal	
Shri Lal Saheb Verma	L.S. Verma 2/12/2022.
Shri Surajit Saha	 2/12/2022
Ms. Rini Goswami	 2/12/2022
Mrs. Maitreyee Maitra	 2/12/2022
Shri Malay Sinha Ray	 02/12/2022
Shri Somnath Ghosh	



MINUTES OF THE IQAC MEETING **HELD ON 02.12.2022**

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 (Dr.) Nibir Goswami
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.

Mr. Arijit Kanungo, Coordinator, IQAC welcomed all members and briefed them about the agenda.

The minutes of the last meeting (13.09.2022) were read and confirmed.

- The IQAC members decided that this year the 19th Foundation day programme will be organised at "Sarat Sadan", Howrah on 7th December. IQAC decided not to allow any ex-students except prize winners. All staff members as well as students have to report at the venue between 11:30 a.m to 12:30 p.m.
Security personnel (at least six) are to be deployed at the entrance to restrict trespassers, to ensure smooth entry and exit.
Strict disciplinary action will be taken, if any student is found creating nuisance.



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After completion of the programme, food packets will be distributed among the students.

- The annual college magazine (Pratibimb) will be inaugurated on the Foundation day (i.e. 07.12.2022). It was decided that the undistributed magazines will be kept carefully in safe custody in the library for further distribution among the students.
- Every department must complete the syllabus before commencement of internal examination.
It was decided that every department will conduct their internal examination according to University notification. Setting of question papers, evaluation of answer scripts and uploading of marks by the teachers are to be fixed by the respective departmental co-ordinations.
- Conveners of every subcommittee must arrange and conduct a meeting half yearly regarding their affairs and submit their report to the T.I.C.
- A review was taken from Shri Kumarjit Mondal about the ongoing ADD ON course and response from the students. It was decided that some new ADD ON courses will be introduced after getting overwhelming responses from the students.
- It was decided that the materials purchase subcommittee must be more active in coordinating the purchase process.
- No point was raised in AOB.
The meeting was adjourned with a vote of thanks.

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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