


21-07-2021

NOTICE

This is to inform all concerned that a meeting of the IQAC (Internal Quality Assurance Cell) will be held on 28th July-2021(Wednesday) at 4:00 pm to discuss the following agenda. The members are being requested to attend the same.

1. To prepare the AQARs (Annual Quality Assurance Report) for the sessions: 2019-2020 and 2020- 2021for submission
2. Misc.

  
Dr. K.K. Monda 21.7.2021  
Principal  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

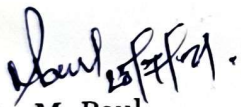
  
Dr. M. Paul  
Co-ordinator

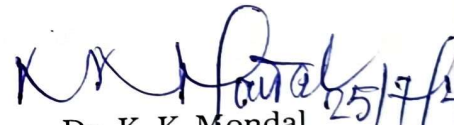
25-07-2021

NOTICE - (Extended)

For information of all:

Dr. V. N. Debnath, ex- Coordinator of IQAC and Prof. S. Mandal, ex- member of the IQAC are being invited to attend the meeting dated 28.07.2021.

  
Dr. M. Paul  
Coordinator, IQAC

  
Dr. K. K. Mondal 25/7/21  
Principal  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

Minutes of the Meeting dated 28-07-21 (Notice: 21-07-21)

Minutes of the virtual meeting of the IQAC Sub-committee held on 28th July, 2021 at 4:00 pm.

Members attended:

1. Dr. K. K. Mondal, *K.K. Mondal 28/7/21*
2. Dr. M. Paul (Coordinator), *M. Paul 28/7/21*
3. Dr. N. Metiya, *Nikhilesh Metiya*
4. Dr. Ms. M. Pal, *M. Pal 28.7.21*
5. Dr. G. C. Sett, *G. C. Sett*
6. Dr. S. Chattopadhyay (Phys.), *S. Chattopadhyay*
7. K. Tarafdar (Bursar), *K. Tarafdar*
8. Dr. A. K. Routh, *A. K. Routh*
9. Ms. P. Sarkar, *Paronita Sarkar 28/7/21*
10. Dr. V. N. Debnath (Invitee) and *V. N. Debnath 28/7/21*
11. S. Mandal (Invitee) *S. Mandal*

Dr. K. K. Mondal, Principal of the college presides over the meeting.

1. To prepare the AQARs (Annual Quality Assurance Report) for the sessions: 2019-2020 and 2020-2021 for submission

At the outset, he (Principal) points out that there has been delay due to the ongoing pandemic situation, in submission of two AQARs for the sessions 2019-2020 and 2020-2021. Then he reminds the members that the deadline of submission of the 1<sup>st</sup> one has been extended from 31<sup>st</sup> May, 2021 to 31<sup>st</sup> August, 2021 and the 2<sup>nd</sup> one needs to be submitted by 31<sup>st</sup> December, 2021. He also states that considering their efficiency, Dr. V N Debnath, ex-Coordinator of IQAC and S. Mandal, ex-member of IQAC have been invited in the meeting to share their experience and give valuable suggestions. Then he (Principal) requests the Coordinator to apprise the members about the issues of the meeting.

Thereafter, the Coordinator takes the pleasure to apprise the members, in short, the background to convene the meeting virtually in this pandemic situation though he was waiting for a physical meeting since his acceptance of this new assignment on 19-02-2021, the date of physical Teachers' Council meeting in the college. Considering the tediousness as well as volume of works, he prefers for joint efforts with division of work to overcome the time constraint.

Both Prof S. Mandal and Dr. V.N. Debnath express their opinion in favour of team works. Prof. Mandal points out the latest technical procedures for uploading information. Dr. Debnath states the new approach of AQAR which must present the picture of performance which is to be uploaded regularly. Again he suggests for going ahead (drafting of SSR, etc) as far as possible to reduce the back log caused during this unforeseen situation. The proposal is unanimously accepted for execution of works instantly just after job distributions among the different members.

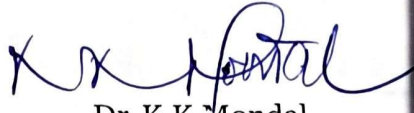
At this stage, the Coordinator places the actual work-schedule for submission of AQAR. Considering the complexity, under noted members have been requested to look into the jobs under the section Part-B. The Coordinator is requested to download and provide the details of AQAR- format, previous AQAR, SSR of our college as well as some other colleges.

<u>PART</u>	<u>Entrusted to</u>
Criterion 1 – Curricular Aspects	<u>AKR &amp; MP</u>
Criteria 2- Teaching- Learning and Evaluation	P Sarkar
Criteria 3- Research, Innovations and Extension	S. Chatto (P)
Criterion 4 - Infrastructure and Learning Resources	AKR & NM
Criterion 5- Student Support and Progression	MP
Criterion 6- Governance, Leadership and Management	MP(z)
Criterion 7 – Institutional Values and Best Practices	GS

**2. Miscellaneous:**

It is resolved that for review purpose, the next meeting will be held on 07-08-2021 at 4.00 pm

The meeting ends with vote of thanks to chair


  
Dr. K.K. Mondal  
Principal of the College  
& Chairman of the meeting  
28/07/2021  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah


29-07-2021

NOTICE

This is to inform all concerned that an online (using G-meet) meeting of the IQAC (Internal Quality Assurance Cell) will be held on 7th August, 2021(Saturday) at 4:00 pm to discuss the following agenda. The members are being requested to attend the same.

1. Confirmation of proceedings of last meeting dated 28-07-21
2. To review the progress of preparation of AQARs for the sessions: 2019-2020
3. Misc.

  
Dr. K.K.Mondal  
Principal <sup>Principal</sup>  
Sovarani Memorial College  
Jagatballavpur, Howrah


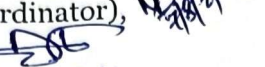

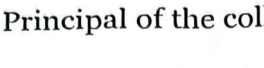
  
Dr. M. Paul  
Co-ordinator




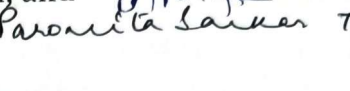
Minutes of the virtual meeting dated 07-08-21

(Notice: 29-07-21)

Minutes of the virtual meeting of the IQAC Sub-committee held on 07 August, 2021 at 4:00 pm

Members attended:

1. Dr. K. K. Mondal, 
2. Dr. M. Paul (Coordinator), 
3. Dr. N. Metiya, 
4. Dr. M. Pal, 

5. Dr. G. C. Sett, 
6. Dr. S. Chattopadhyay (Phys.), 
7. Dr. A. K. Routh, and 
8. Ms. P. Sarkar  Paromita Sarkar 7/8/21

Dr. K. K. Mondal, Principal of the college presides over the meeting.

**Agenda**

**1: Confirmation of proceedings of last meeting dated 28-07-21**

The minutes of the last meeting are read out by the Coordinator and the same are confirmed by the members.

**2: To discuss on the review on the progress of preparation of AQARs for the sessions.** The coordinator apprises the members that the Part – A of the AQAR Format contains only the general items which can be filled up, most probably, without any trouble, though it is important. After discussion all members agree with the same. It is resolved that it will be filled up after considering the different items of Part-B.

The coordinator then reports to the members chronologically the different criteria of Part-B.

a) On the discussion of criteria-1 (Curricular Aspects), Dr. M. Paul, Coordinator of IQAC, who along with Dr. A. K. Routh is entrusted for these criteria, points out the different items of Academic Calendar, involvement of teachers in curriculum development activities, CBCS implementation, different certificate course implementation, Curriculum enrichment activities, Feedback from different stakeholders.

It has been decided that the previous years' practices have to be followed for all these matters, as Covid-19 situation has affected everything fully during this session. In respect of certificate course, it has been stated that the Beautician Course cannot be appropriate here as it has not been approved by any authority of the State Government/ the University though the effort of Shri S. Porel in this respect has been appreciated. In this context, it is also stated that the computer centre which conducted Certificate Course has now been inoperative.

After discussion on Students' feedback, it is decided that it may be collected from the then 4<sup>th</sup> Semester students who are now in 6<sup>th</sup> Semester. By collecting somehow the previous Feedback Format, it may be collected from the students through online filling of Google Form

In this regard, the Coordinator has agreed to look into the matter.

b) On discussion on 2<sup>nd</sup> criteria (Teaching, Learning and Evaluation) for which Prof Paromita Sarkar is entrusted, it is decided that Prof Sarkar may proceed to fill the same, but it will be possible for her, whenever the detailed Proforma of AQAR be available. The Coordinator has assured of sending the copy of the complete Proforma (74 pages) in 'IQAC Group' with some of the previous AQARs of our college.

c) On discussion of 3<sup>rd</sup> criteria (Research, Innovation and Extension) for which Prof Souvik Chottopadhyay has been entrusted, it has been stated that Principal will notify to all our staff to send the details of their activities (papers published, seminars / conferences / workshops attended, MRP, etc.) during that period to the coordinator. Thereafter Dr Chottopadhyay would be able to perform the jobs. assigned to him. In this respect, he mentioned that the previous years' AQAR, which has already been sent in the IQAC group, is essential. It has been assured by the Principal to take the appropriate action at the earliest.

d) In respect of Criteria-4 (Infrastructure and Learning Resources), Prof Dr. Nikhilesh Metiya, who has been entrusted for the same, has requested for complete assistance, specifically from Prof Dr. Mousumi Pal. In this respect Prof Pal has pointed out some of the very practical problems of not having the printed or hard copies of different documents, etc due to close of college for a long period. But all these required data have to be collected from the college only. In this respect, at least 5 years AQAR and SSR may, to some extent, be used to tackle the situation. In this position Dr. AnupKr. Routh, the Librarian has assured to supply the previous 5 years AQAR of our college.

e) In respect of 5<sup>th</sup> Criteria (Student Support and Progression) Prof Dr. Mahadeb Paul who has been entrusted for the same has requested to inform how to proceed. It has been stated to go through the last AQAR.

f) For the next 6<sup>th</sup> Criteria (Governance, Leadership and Management) Prof Dr. Mousumi Pal, who has been entrusted for this, has stated to perform on going through the previous AQARs.

g) For the last Criterion-7 (Institutional Values and Best Practices) Prof Dr. Gopal Chandra Sett who has been entrusted for the same also has pointed out his difficulties. Again, he has stated that with the help of Dr. AnupKr. Routh and previous AQAR he would try to proceed. In this respect the AQARs of other colleges may be consulted. For best practices, the different students' Awareness Programme as well as Science Club Programme may be conducted. Tree plantation programme as in last year may be continued. In this respect Prof M. Paul, coordinator mentioned that the students of our college which is situated in a rural area, have been familiar with the application of online teaching-learning process as well as examinations techniques, online admission as well as cash less transactions for various payments to college, etc.

Dr. A. K. Routh has proposed that Library department is desirous of organising a webinar with IQAC of our college. It has been stated that it has to be decided in the seminar sub-committee.

### 3. Misc.

Tentative date of next meeting, for review purpose, is fixed to be 17-08-2021 at 4.00 pm

The meeting ends with vote of thanks to chair



Dr. K.K. Mondal  
Principal of the College  
& Chairman of the meeting

07/08/2021  
Principal

Sovarani Memorial College  
Jagatballavpur, Howrah

17-08-21

**NOTICE -04**

This is to inform all concerned that an emergent physical meeting of the IQAC will be held on Friday, the 20th August, 2021 at 11:30 am in the Principal's chamber. The members are being requested to make it convenient to attend the same positively and to do some works which can't be done online.

Agenda

1. To discuss how to proceed further with regards to preparation of the IQARs.

*Paul*

Dr. M. Paul  
Coordinator, IQAC (17-08-21)

*K. K. Mondal*

Dr. K. K. Mondal  
Principal

Principal  
**Sovarani Memorial College**  
Jagatballavpur, Howrah

Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

Minutes of the physical emergent meeting held on 20.08.2021

Members present:

1. Dr. K. K. Mondal, Principal

2. Dr. M. Paul, Coordinator

3. Dr. Ms. M. Pal, ~~Coordinator~~ *M. Pal*

4. Dr. G. C. Seta

5. Dr. N. Metiya

6. Ms. P. Sarkar

7. Sri K. Tarafdar

8. Dr. A. Routh

*K.K. Mondal 20/8/21*

*M. Paul*

*Prof. N. Metiya 20/8/21*

*Parongita Sarkar*

*K. Tarafdar*

*A. Routh*

Dr. K. K. Mondal, Principal of the college takes the chair to preside over the meeting.

At the very beginning, the members propose not just to discuss various issues but to start working by collecting data from various sources in different small groups comprising two or three members in keeping with their assignments. Accordingly, they start gathering necessary information. Dr. M. Pal, the Coordinator monitors these works. Prof. K. Tarafdar, the Bursar takes part in this work also. In some cases, the members discuss some matters relating to filling up of the formats prescribed by the NAAC with the Principal. He (Principal) is requested to provide some data at the earliest and he agrees to do so.

Though there has been progress, to some extent, in today's attendance of most of the members, yet it is realised that more attendance would be required for this purpose.

The physical meeting, in another format, gets ended.

*K.K. Mondal 20/8/2021*

Dr. K. K. Mondal  
Principal of the College  
& Chairman of the meeting  
20.08.2021



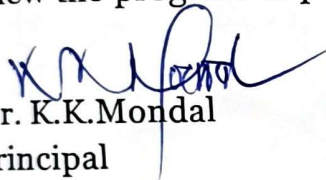
4

10-08-2021


## NOTICE

This is to inform all concerned that an online (using G-meet) meeting of the IQAC (Internal Quality Assurance Cell) will be held on 17th August, 2021(Tuesday) at 4:00 pm (rescheduled to 8.30pm) to discuss the following agenda. The members are being requested to attend the same.

1. To Confirmation of proceedings of last meeting dated 07-08-21
2. To review the progress of preparation of AQARs for the sessions: 2019-20
3. Misc.

  
Dr. K.K.Mondal  
Principal




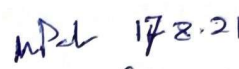


*Principal*  
Sovarani Memorial College  
Jagatballavpur, Howrah

  
Dr. M. Paul  
Co-ordinator

Minutes of the virtual meeting of the IQAC dated 17-08-21  
(Notice-10-08-21)

Minutes of the virtual meeting of the IQAC Sub-committee held on 17 August, 2021  
at 8.30 pm

Members attended:

1. Dr. K. K. Mondal, 
2. Dr. M. Paul (Coordinator), 
3. Dr. N. Metiya, 
4. Dr. M. Pal, 
5. Dr. G. C. Sett, and 
6. Dr. A. K. Routh 

Dr. K. K. Mondal, Principal of the college presides over the meeting.

At the outset, the Principal clarifies the reasons behind the change in timing of today's meeting from 4.00 pm to 8.30 pm and then requests the Coordinator to apprise the members about the issues to be discussed.

Thereafter, the Coordinator takes the pleasure to start reporting to the members. First of all, he expresses his inability to perform what was assigned to him up to the mark due to his busy schedule relating to the ongoing Part-III & Even Semester examinations-2021 which will continue upto 03-09-21.

Then he congratulates to Sri Suresh Mandal, Assistant Professor in the dept. of Zoology and Dr. Anup Kr. Routh, Librarian for their quick response and co-operation in performing the AQAR-preparation- related activities.

He (Dr. Paul) gladly reports to the members that the students' feedback for the session 2019- 20 of all departments has been collected smoothly and the analysis part is in process. The word file of the AQAR Form and PDF copies of previous 5 years' AQAR have been posted in the WhatsApp group.

Principal  
Sovani Memorial College  
Jodhpur, Rajasthan

## Agenda

### 1: Confirmation of proceedings of last meeting dated 07-08-2021

The minutes of the last meeting are read out by the Coordinator and the same are duly confirmed by the members.

### 2: To review the progress of preparation of AQARs for the sessions.

On this point, most of the members opine that in order to perform this job quickly, physical presence of minimum 2 to 3 members of the IQAC by rotation in the college on regular basis at least two days in each week is essential. In this respect, the IQAC-room and availability of net connection in the room would be necessary. The Principal, as Dr. Pal mentions, has been requested to take necessary step in this regard. The Principal asks Dr. Paul whether he has received any feedback on publications, participation in FIP/RC, attendance in Seminar/Conference/Workshop etc. from the teachers so far. In reply, Dr. Paul says 'No'. At this juncture, the Principal expresses disappointment. Dr. Pal (Z) stresses upon the need for approaching the teachers and others individually, excepting those who are supposed to have nothing to share, and this initiative has to be taken by Dr. S. Chattopadhyay( Phys.) who has been assigned this task to do.

Resolved that the members of the IQAC will attend the college by rotation, as per requirement, to expedite preparation of the IQARs

### 3. Misc.

Tentative date of next physical emergent meeting, for review purpose, is fixed to be 20-08- 2021 at 11:30 am.

The meeting ends with vote of thanks to the chair



Dr. K.K. Mondal  
Principal of the College  
& Chairman of the  
meeting 17/08/2021

Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

5


17-10-21


**NOTICE - 05**

This is to inform all concerned that an emergent meeting (using G-meet) of the IQAC will be held on Monday, the 18th October, 2021 at 4.00 pm. The members are being requested to make it hopeful by attending the same positively.

**Agenda**

1. a) To review the progress of AQAR for previous two (2019-20 & 2020-21) years  
b) To develop the process for preparation of current (2021-22) AQAR

  
Dr. M. Paul  
Coordinator, IQAC (17-10-21)

  
Dr. K. K. Mondal  
Principal  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

Sovarani Memorial College  
Jagatballavpur, Howrah

Minutes of the virtual emergent meeting of the IQAC Dated 18-10-21  
(Notice-17-10-21)

Minutes of the virtual emergent meeting of the IQAC held on 18th October, 2021 at  
00 pm

Members attended:

- Dr. K. K. Mondal, *K.K. Mondal 18/10/21*  
Dr. M. Paul (Coordinator), *M. Paul 18/10/21*  
Dr. N. Metiya, *N. Metiya*  
Dr. M. Pal, *M. Pal 18.10.21*  
Dr. G. C. Sett, *G. C. Sett*  
6. Dr. A. K. Routh, *A. K. Routh*  
7. K. Tarafdar, *K. Tarafdar*  
8. Dr. S. Chattapadhyay and *S. Chattapadhyay*  
9. P. Sarkar Paro nika Sarkar 18/10/21

Dr. K. K. Mondal, Principal of the college presides over the meeting.

At the outset, the Principal requests Dr. M. Paul, the Coordinator of the IQAC to apprise the members about the issues to be discussed. Thereafter, Dr. M. Paul takes the pleasure to proceed.

(a) On the issue of review of the progress in preparation of the AQARs for previous two years (2019-20 & 2020-21), Dr. Paul then intimates to all the progress of tasks already allotted to various members. He also points out some sticky situations, which he (Dr. Paul) thinks to be tackled by physical presence in the college. All members have chronologically described the progress of their particular assignments and in most cases it is in a satisfactory position. Finally, all of them have agreed for completion of their part by individual attendance in the college as per necessity and attending the college in group on the 09th November, 2021 (Tuesday) for the final touch. The Principal sir is requested to make an arrangement needed for the same considering the pandemic situation.

(b) On the issue of expediting the process for preparation of current AQAR (2021-2022), Dr. M. Paul, the Coordinator of the IQAC proposes to maintain a regular diary in Google Form for collection of different information / data regarding the personal academic performance as well as social contribution on behalf of our college with valid documents of all staff including Principal. At the initial stage, it will be framed only for the period July-September '21 and from October, 2021 onwards the same would be provided at the end of each month. He has also desired to make it obligatory tasks for all staff of our college for each month on regular basis. After prolonged discussion, all members unanimously accept the proposal and the Principal have been requested to take initiative for implementation of the same immediately.

It is decided that another meeting may be called any time as per requirement.

The meeting ends with vote of thanks to the chair

*K.K. Mondal*  
Dr. K.K. Mondal  
Principal of the College  
& Chairman of the meeting  
18/10/2021  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

6

20-10-21

**NOTICE**

This is to inform all concerned that a virtual meeting (using G-meet) of the IQAC will be held on Thursday, the 28th October, 2021 at 4.00 pm. The members are being requested to make it constructive by attending the same positively.

**Agenda**

1. Confirmation of proceedings of previous three meetings dated 17-08-21, 20-08-21 (physical) and 18-10-2021
2. To activate the Alumni committee
3. To take feed-back from other stake-holders
4. To include SDO, Howrah Sadar as IQAC member
5. To discuss provisions for reimbursement of different expenses of IQAC
6. To open an Employment opportunity cell
7. To organize IT workshop on regular basis
8. Misc.



Dr. M. Paul  
Coordinator, IQAC (20-10-21)



Dr. K. K. Mondal  
Principal  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

**Minutes of the virtual meeting of the IQAC Dated 28-10-21**  
(Notice / 20-10-21)

Minutes of the virtual meeting of the IQAC held on 28th October, 2021 at 4:00 pm

Members attended:

- |                               |                            |                     |                          |
|-------------------------------|----------------------------|---------------------|--------------------------|
| 1. Dr. K. K. Mondal,          | <i>K K Mondal 28/10/21</i> | 5. Dr. G. C. Sett,  | <i>G C Sett</i>          |
| 2. Dr. M. Paul (Coordinator), | <i>M Paul 28/10/21</i>     | 6. Dr. A. K. Routh, | <i>A K Routh</i>         |
| 3. Dr. S. Chattapadhyay       | <i>S Chattapadhyay</i>     | 7. K. Tarafdar and  | <i>K Tarafdar</i>        |
| 4. Dr. M. Pal,                | <i>M Pal 28-10-21</i>      | 8. P. Sarkar        | <i>P Sarkar 28/10/21</i> |

Dr. K. K. Mondal, Principal of the college presides over the meeting.

At the outset, the Principal requests Dr. M. Paul, the Coordinator of the IQAC to apprise the members about the issues to be discussed. Thereafter, Dr. M. Paul takes the pleasure to continue the same.

1. To confirm the proceedings of previous three meetings dated 17-08-21, 20-08-21 (physical) and 18-10-21

The proceedings and resolutions of the above last three meetings are read out by the Coordinator and the same are duly confirmed by the members.

2. To discuss the matter of activation of the Alumni committee

The Coordinator reports to the members that in preparation of AQAR, too much emphasis has been given on Alumni Association and its Committee. It has been mentioned here that our college has such committee, but that has to be activated immediately considering its essentialities. Then the Principal clarifies, in detail, that at least 6 meetings had been held since 18/09/2018 to 12/11/2020. A Core committee consisting of 13 members had been formed to perform different activities specifically to do the needful in regards to formation of Alumni Association as per the regulations. But due to pandemic situation, all these have been jeopardised. To revive the same, after a prolonged discussion, decision is taken to seek opinion in favour of 'wants to be a member or not' in the SMC-Alumni Association and for this purpose, a Google Form has to be framed. This has to be shared to all, at least previous final semester / year students (as far as possible) and existing members of the Alumni. For this purpose Principal is requested to inform all departmental heads to take initiative so that their ex-students can take part in the same. All these activities have to be done as early as possible.

3. To discuss the matter of taking feed-back from other stake-holders

The Coordinator apprises the members about the stress given in AQAR on the feed-back from the different stake-holders (Alumni, parents and Teaching & Non-teaching staff). After detailed discussion it has been decided that the feed-back from all of the above stake-holders has to be collected. For this purpose, next steps (basically preparation of feed-back questionnaires) have to be taken as early as possible. In this respect Coordinator has been requested to initiate for the same and along with the Principal, other members have to cooperate with him for its immediate action.

4. To discuss about the inclusion of the SDO, Howrah Sadar as IQAC member

In this context, the Coordinator requests the Principal to report to the members. The Principal is glad to intimate that as per proposal of IQAC members, he had requested the SDO of Howrah Sadar who has been appointed by the State Government to act as an Administrator of our college, to be a member of IQAC from Management and he (SDO) has agreed to be so. Then it is resolved that the SDO, Howrah Sadar, Administrator of our college be inducted as IQAC member from the Management.

5. To discuss the provisions for reimbursement of different expenses of IQAC

The Coordinator apprises the members about the need for reimbursement of different expenses relating to IQAC. In this respect, he has referred that during 2012-13 to 2016-17 financial years, the UGC had reimbursed the same under different heads. After discussion, it has been stated that presently there has been no such provisions. Hence all such reimbursements have to be made by the college authority.

It is resolved that as there is no such requirements during covid-19 and college lock down period, the matter has been deferred to physical IQAC meeting during unlock period.

6. To discuss about opening of an Employment Opportunity Cell

The Coordinator apprises the members about this cell (Career counselling cell instead of Employment opportunity cell). In this respect he has referred to the willingness of some staff in taking part in the same. After detailed discussion it has been resolved that the detailed discussion be deferred to a physical IQAC-meeting during unlock period and with immediate effect along with three IQAC members [Prof. K. Tarafdar, Prof. (Dr.) S. Chottopadhyay (Phys) and Dr. A. K. Routh (Librarian)] and Prof. G. Mishra (Sanskrit) has been requested to play an active role in respect of different activities of Career Counselling Cell.



7. To discuss about the organisation of IT workshop on regular basis

The Coordinator informs the members about the organisation of IT workshop(s) on regular basis along with irregular workshop programme. He has also clarified the importance of this. In this respect the essentialities of different IT training (Marks uploading, online teaching and learning, etc) to be imparted to the willing TS, NTS and students have been considered. After detailed deliberation, it has been resolved that presently two different virtual workshops have been scheduled to be organized by Prof. (Dr.) M. Saha and Prof. K. Tarafdar in two separate dates. The matter of workshop on regular basis has been deferred to IQAC (physical) meeting during unlock period.

8. Miscellaneous:

a) To discuss on the filling up of AQAR for previous years

The Coordinator reports about the filling and uploading problems of the AQAR which is already in progress. It has been decided that all these have to be done during the physical presence in college on 09/11/2021

b) To discuss matter of recording of proceedings of all meetings held through G-meet

The Coordinator proposes to do the recording of proceedings using e-technology of all meetings keeping in mind its various necessities. Dr. G. C. Sett, the TCS has also supported the same. Detailed discussion on this matter has been required in different physical meeting in college. Hence it has been deferred to physical meeting after reopening of the college.

As there is no other item to discuss, the meeting ends with vote of thanks to the chair



Dr. K.K.Mondal  
Principal of the College  
& Chairman of the meeting  
28/10/2021

Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

7

**NOTICE – 09**

24-11-2021

This is for information of all concerned that an emergent physical meeting of the IQAC will be held on Friday, the 26th November, 2021 at 1:45 pm in the Principal's chamber. The members are being requested to make it convenient to attend the same.

**Agenda**

1. a) To discuss various issues related to conduct of webinars,
- b) To review preparation of the pending AQARs and their submissions (online)

 24.11.2021

(Dr. K. K. Mondal)


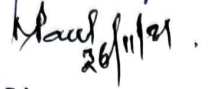
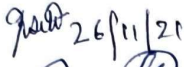



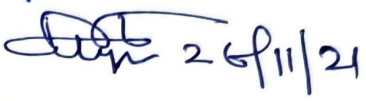
Principal

*Principal*  
**Sovarani Memorial College**  
Jagatballavpur, Howrah

**Minutes of the emergent meeting of the IQAC Dated 26-11-21 (Notice-09/ 24-11-21)**

Minutes of the emergent physical meeting of the IQAC held on Friday, the 26th November, 2021 at 1:45 pm in the Principal's chamber.

Members attended:

1. Dr. K. K. Mondal,  26/11/21
2. Dr. M. Paul (Coordinator),  26/11/21
3. Dr. G. C. Sett  26/11/21
4. Dr. A. K. Routh 
5. Dr. S. Chattopadhyay(Phys.) 
6. K. Tarafdar 
7. Dr. N. Metiya  26/11/21

Dr. K. K. Mondal, Principal of the college presides over the meeting.

At the outset, the Principal requests Dr. M. Paul, the Coordinator of the IQAC to apprise the members about the issues to be discussed. Thereafter, Dr. M. Paul takes the pleasure to proceed.

1(a) On the issue of organising any International-level or National-level or State-level or Departmental seminar / webinar/conference/workshop / symposium or any other academic or non-academic activities, it is decided that all of these must incorporate IQAC and be brought to the knowledge of IQAC as well as Seminar subcommittee prior to official notification.

It has also been decided that the concerned departments or organisers have been requested to make an arrangement on behalf of college as well as IQAC to provide the Certificates, if required, to the Participants, Presenters and Speakers. The Principal has agreed to provide the Certificates to the Internal Speakers, presenters, if needed. On this matter, he (Principal) has also been requested to convince all the departmental heads.

In respect of honorarium to outside Speakers/Resource persons, it has been decided that in case of Webinar the Cell recommends for payment @ ₹2000/- (Rupees two thousand) only where as ₹2000/- (Rupees two thousand) plus travelling expenses for the speakers of Seminars and others. Any other expenses related to above have to be reimbursed by the college subject to the prior permission of the principal. All these will have retrospective effect from 20<sup>th</sup> October, 2021 (the date of notification made by the Principal). The Principal has also been requested to persuade all the departmental heads / organisers to submit a budget for the same well in advance

1(b) On the issue of review on preparation of the pending AQARs and their submissions (online) it has been settled that activities relating to the checking the form of AQAR (2019-20) which is in process along with its uploading process has to be performed jointly by all the members of IQAC on 7<sup>th</sup> December 2021 (Tuesday).

The meeting ends with vote of thanks to the chair,

 26.11.2021

(Dr. K.K.Mondal)  
Principal of the College  
& Chairman of the meeting  
26/11/2021

Principal  
Sovarani Memorial College  
Jagatballiapur, Howrah

06/05/2022


NOTICE - 10

This is for information of all concerned that a physical meeting of the IQAC will be held on Friday, the 13th May, 2022 at 11:30 am in the Principal's chamber. The members are being requested to make it convenient to attend the same.

Agenda:

1. To confirm the proceedings of the last meeting
2. To review preparation of the pending AQARs and their submissions. (online)
3. Miscellaneous

  
(Dr. K.K. Mondal)  
Principal  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

  
(Dr. M. Paul)  
Co-ordinator, IQAC

13-05-22

A physical meeting of the IQAC is held today, 13.05.2022 at ~~12:30~~ 11:30 am at the principal's chamber

Member's present.

1. K.K. Mondal 13/5/22
2. Maul 13/05/22
3. Chaitanyadhyay 13/05/22
4. Mausumi Paul
5. Paronita Sarker 13/05/22
6. Anuradha 13/05/22
7. Anuradha 13/5/22
8. Anuradha 13/5/22

Dr. K. K. Mondal, Principal of the college presides over the meeting.

At the outset, the Principal requests Dr. M. Paul, the Coordinator of the IQAC to apprise the members about the issues to be discussed. Thereafter, Dr. M. Paul takes the pleasure to proceed.

1. To confirm the proceedings of previous two meetings dated 28-10-21 and 26-11-21. The proceedings and resolutions of the above last two meetings are read out by the Coordinator and the same are duly confirmed by the members.



2. Agendum, on the issue of status of the pending two AQARs (2019-20 and 2020-21) for submission, Dr. M. Paul, Coordinator points out that the related information for those sessions had mostly been collected from different corners, but due to uncertainty of the online and or offline classes as well as online examinations during this period proper arrangements for preparing the reports have been delayed. It has been decided that joint efforts have to be made to complete these jobs of submission of the last two AQARs.

Dr Soubhik Chattopadhyaya, member of the IQAC boldly wishes for fixing up a deadline which he states to be 31<sup>st</sup> July' 2022, within which the both AQARs have to be submitted. All the members present have accepted the proposal.

On the issue of IQAC activities for current session, the Coordinator points out that college related upto date different activities of staff have already been jotted down, students' feedback and about 75 guardian feedback have already been collected. Contact Nos of about 125 alumni have been collected. During this session about seven IQAC meetings have already been convened. NSS unit had already organised a Blood Donation Camp successfully. YOGA Course has been started from current year with about 60 participants. Beautician Course has been re-started from current year with about 32 students.

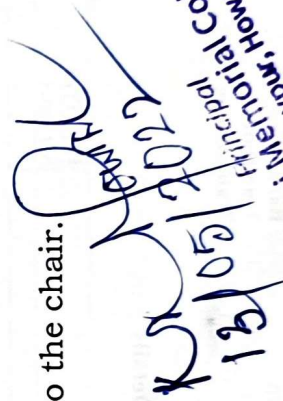
Dr. Mousumi Pal, member of the IQAC suggests that necessary activities / steps have to be done / taken as quick as possible as such all those can be implemented or at least held within current session (2021-22) and can be mentioned in this AQAR. In this respect she mentions that the programmes which were recommended by the Peer team during the last NAAC Assessment should be taken into account one by one. Of these, Mushroom room Culture may be arranged immediately.

Dr. A. K. Routh, member of IQAC proposes to revive Fishy Culture Programme and for this purpose pond, owned by our college may be used.

3. No other points are raised in the meeting

The meeting then ends with vote of thanks to the chair.

(Dr. K.K.Mondal)  
Principal of the College  
& Chairman of the meeting  
13/05/2022

  
Principal  
Sovani Memorial College  
Kagabatiapur, Howrah