

Meeting - 01/20

10/08/2022

NOTICE

A meeting of the IQAC will be held on 10.08.22 at 12 noon at IQAC room to discuss over the following agenda. All members are requested to attend the same.

Agenda:

1. Students' Orientation Program for outgoing students.
2. Students' Induction Program for newly admitted SEM-I students.
3. Lesson plan preparation.
4. IQAC planning for the academic session 2022-2023.
5. MICS.

Mousumi Pal, 3.8.22

(Dr. Mousumi Pal)

Convenor, IQAC

SOVARANI MEMORIAL COLLEGE

 3.8.22

(Dr. K.K. Mondal)

PRINCIPAL

SOVARANI MEMORIAL COLLEGE  
Principal  
Sovarani Memorial College  
Jagatballavpur, Howrah

Members present.

1. ~~Ms~~
2. Mousumi Pal 10.8.22
3. Paronita Sarker 10/8/22
4. ~~Paronita Sarker~~ 10/8/22
5. ~~Paronita Sarker~~ 10/08/22
- 6.

Dr. Mousumi Pal, IQAC co-ordinator presides over the meeting.

Minutes.

A meeting of the IQAC was held at the ~~Principal's chamber~~ • IQAC room at 12 noon to discuss about the various topics regarding ~~the~~ planning of the IQAC.

1. Dr. M. Pal said that a student's Orientation program has to be organised by all the departments with the students who have

appeared for the final examination (Sem 6).  
The IQAC on their part would organise an orientation program with the students in collaboration with the institution which guides the students for various competitive exams. Dr. Saubhik Chatteropadhyay also suggested bringing an expert on career counselling.

2. Dr. M. Pal suggested that all departments have to conduct student's Induction Program for the newly admitted SEM-I students. It is also important to take Geo-tagged photographs of ~~the~~ all the programs. The Principal said he would conduct a student's Induction program with all the students. Prof. Tarafdar suggested ~~the~~ Principal Sir should mention the importance of timely submission of internal & historical projects to ~~the~~ avoid any kind of problem.

3. Dr. M. Pal enumerates that lesson plan has to be prepared by all the departments.

4. Dr. M. Pal suggested that some awareness program & the extension activities would be organised ~~with~~ ~~associ~~ along with the NSS ~~of~~ team of the college. A collaboration ~~of~~ project would be undertaken with the Krishi Vigyan Kendra located nearby. Some short term ~~of~~ certificate course would be conducted ~~with~~ in collaboration with KVK ~~on~~ for soft skill development.

~~The~~ Since nothing else is left to be

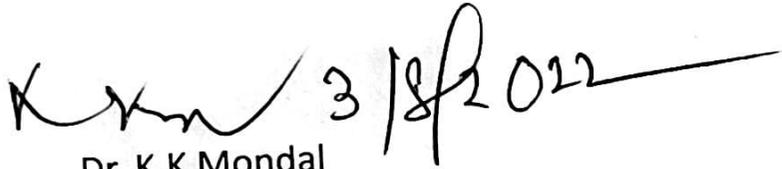
discussed, the meeting ends with a vote  
of thanks to the Chair.

M.P.  
10-8-22

## NOTICE

A meeting of the IQAC will be held on 10/08/2022 with the HODs at <sup>1-45</sup> ~~12~~ noon in Principal's Chamber to discuss over the following agenda:

1. To discuss various issues related to the IQAC with an eye to re- assessment. ( third cycle) of the College by NAAC.
2. Improvement of college website by including significant data and photographs.

 3/8/2022

Dr. K.K Mondal

Principal  
*Principal*

**Sovarani Memorial College**  
Jagatballeypur, Howrah

A meeting of Departmental heads / Acting heads / Incharges & the members of the IQAC is held today, the 10th August 2022. At 12:00 noon in the Principal's Chamber.

### Members Present.

1. K.K. Mondal 10/8/2022
2. Paronita Sarkar (IQAC & Dept of Pol. Sc.)
3. Nikhilesh Metiya (IQAC Coordinator & Dept. of Zoology) & Department of Maths)
4. Mausumi Pal (IQAC coordinator & Dept. of Zoology)
5. Georaldondal (H.C.O.), Dept. of Mathematics
6. Subrajit Panigrahi, Dept. of English
7. Goutam Mishra, Dept. of Sanskrit 10/08/2022.
8. Malay Saha, Dept. of Botany - 10/08/2022.
9. Anuruth, Librarian, 10/08/2022
10. Minnie Biswas. 10.08.22 - Commerce
11. Tabannu Akhtar, Dept. of Philosophy 10/8/22
12. Chaitali Pal, Dept. of Economics, 10.8.22
13. Abiral Subba, Dept. of History, 10.08.22

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

### Agenda.

1. To discuss various issues related to the IQAC with an eye to reassessment. (3rd cycle) of the college by the NAAC. The departments are requested to do the following activities before summer recess.
  - Making of Lesson Plan of various departments.
  - Documentation of Departmental meeting.
  - Student's induction program.
  - Student's orientation program
  - Mentor mentee program

- Educational Tour. Nov/Dec.
- Remedial Classes.
- Parent Teacher meeting. - 2nd week of September.
- Student Seminar.
- Wall Magazine.

The IQAC coordinators enumerated the above points to all the departmental heads.

Both the Principal & The IQAC coordinator emphasises that the college website needs to be improved & the necessary data needs to be updated.

The meeting ends with a vote of thanks to the Chair.

K. S. S. S. S.  
10/12/2022

## Minutes of the IQAC held on 2nd September 2022.

Dr. K.K. Mondal, Principal, presides over the 2nd September, 2022 meeting -

## Agenda:

Constitution of IQAC in Sovarani Memorial College, Howrah under the Chairmanship of The Principal Dr. K.K. Mondal.

1. Chairman: Head of the Institution: Principal  
K.K. Mondal 2/9/22
2. Teachers - a) Paromita Sarker. 02/09/22  
b) Koushik Tarafdar 2/09/22  
c) ~~ITB~~ 02/09/22
- Employee / <sup>shareholder</sup> Souvik Patra
3. Management - SDO, Mr. Tarun Bhattacharya  
HONYAK SODAR 02/09/22
4. Nominee from local society - Gopinath Banerjee  
2.9.22
5. Student - Pulak Das 02, 09, 22
6. Alumni - ~~Alam~~ <sup>Alam</sup> 02/29/2022
7. Stakeholder - Souvik Patra 02/09/2022
8. Coordinator of IQAC. Mausumi Pal, 2.09.22

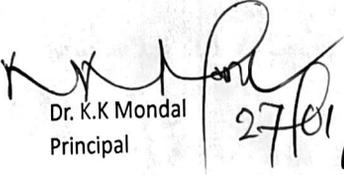
The above members of the IQAC have been whole heartedly accepted. The meeting ends with vote of thanks to the chair.

K.K. Mondal  
2/9/22

**NOTICE**

A meeting of the IQAC will be held on 01/02/2023 with the HODs at 1:45 pm in Principal's Chamber to discuss over the following agenda:

1. To discuss in detail the various performances to be organised by departments
2. Purchase of projector.

  
Dr. K.K Mondal  
Principal

27/01/2023

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

2022 - 2023 -

(4)

A meeting of the IQAC is held with the HODs in the Principal's chamber. Today (1st Feb, 2023) at 1:45 PM.

Dr. K.K. Mondal, Principal of the College presides the meeting.

Members present:

1. K.K. Mondal 01.02.2023
2. Mansumi Pal 1.2.23
3. ~~\_\_\_\_\_~~ 1/2/23.
4. Mansumi Chakrabarty 01.02.23
5. K. Jana 01.02.23
6. Parovita Sarkar 01.02.23
7. ~~\_\_\_\_\_~~ 01/02/23
8. ~~\_\_\_\_\_~~ 01/02/23
9. Chaitali Pal. 1/2/23
10. Samir Mandal 01/02/23
11. Tabasum Akter 01/02/23
12. Abiral Subba 01/02/23
13. Goutam Mishra. 01.02.23
14. Soubhik Chattopadhyay 01/02/23
15. Malay Sen 01/02/23

Minutes of the IQAC meeting held on 1/02/2023

1. Agenda: to discuss in detail the performances to be organised by various departments

All the departments are requested to organise various programs. The following departments expressed their willingness to organise the mentioned programs.

Dept of Economics: State Level Seminar

Dept of Education, Philosophy, Arabic, History, Chemistry, Physics, English, Political Science - Students' Seminar.

Dept of History, Bengali, English - Wall Magazine

Joint State Level Seminar by Dept of Philosophy and Political Science

Dept of Sanskrit to Organise Law and Self Defence Course (Female)

IQAC Coordinator requested that personal details of all Teachers and Departmental records are to be mailed to the IQAC within 7 days of completion of the program.

2. Agenda: Purchase of projector

A projector has to be bought very soon to facilitate organisation of various seminars.

Prof. Soubhik Chattopadhyay raised the issue of immediate completion of the Financial Audit which has been pending for a long time. The Principal assured to take necessary steps in this regard.

The meeting ends with vote of thanks to the Chair.

K.K. Mondal  
01/02/2023  
Principal  
Sovarani Memorial College  
Jagatballepur, Howrah

NOTICE

This is for information for all concerned that a physical meeting of the IQAC will be held on 2<sup>nd</sup> May 2023 at 12:45 pm in the IQAC room. The members are requested to make it convenient to attend the same.

Agenda:

1. To confirm the proceedings of the last meeting.
2. Collection and Analysis of Feedback

Mousumi Pal, 28.4.23

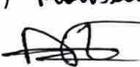
Dr. Mousumi Pal  
IQAC Coordinator

Minutes of the meeting of the IQAC dated 02/05/23

Dr. Mousumi Pal, IQAC co-ordinator presides the meeting.

Minutes of the meeting of the IQAC held on 02/05/2023

Members present:

Dr. M. Pal (Coordinator) Mousumi Pal 2.5.23  
 Dr. Nikhilesh Metiya  2/5/23  
 Prof. Paromita Sarkar Paromita Sarkar 2.5.23.  
 Prof Kaushik Tarafdar 

Agenda 1: Confirmation of proceedings of the last meeting.

The proceedings of the last meeting and resolutions are read out by the coordinator and the same are duly confirmed by the members.

Agenda2: Collection and analysis of feedback.

The IQAC coordinator reported that the college already has a set mechanism for collection of students' feedback data and its statistical analysis. She proposed that from now onwards we would try to arrange for feedback data collection from various stakeholders such as teachers and parents. The members are directed to take necessary steps to arrange for the same.

The Coordinator reported that she has contacted an agency for conducting environmental audit which is a necessary step for conducting NAAC. The team agreed to extend all help to arrange for the same.

Since there is nothing else to discuss, the meeting ends with vote of thanks to the Chair