

## Swarnamoyee Jogendranath Mahavidyalaya

Amdabad, Nandigram, Purba Medinipur, PIN-721650  
[www.sjmahavidyalaya.in](http://www.sjmahavidyalaya.in) Email: [sjmahavidyalaya@gmail.com](mailto:sjmahavidyalaya@gmail.com)

Notice No. SJM/IQAC/1/2022-2023

Date: 04.06.2022

A meeting of the IQAC will be held on 17.06.2022 at 2.30 pm. in the Principal's chamber to discuss the following agenda-

1. Confirmation of the minutes of the previous meeting
2. Online orientation programme for the examiners of the End Semester, i.e. 6<sup>th</sup> Sem.
3. To note and approve Action Taken Report
4. Miscellaneous

All members are requested to remain present in the meeting.

1. Dr. Swapan Kumar Mishra (Principal of Mugberia Gangadhar Mahavidyalaya)
2. Sri Amrit Ranjan Acharya (Retired Headmaster)
3. Sri Dwijashish Bhoumik (S.J.Institute for Educational Research and Social welfare)
4. Sri Sanjit Debnath (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
5. Dr. Durba Basu (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
6. Mrs. Hiya Chatterjee (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
7. Sri Subrata Bera (Senior Clerk of Swarnamoyee Jogendranath Mahavidyalaya)

*Prasad Ranjan Chakrabarti*  
(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

I - Q - A - C  
Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Banda 04.06.2022*

(Dr. Ratan Kumar Samanta)

The Principal and Chairman

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650

# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	11	উপস্থিত সভ্যগণের নাম	স্থান / Place	Principal's Chamber
তারিখ / Date	17.06.2022	NAME OF MEMBERS PRESENT	সময় / Time	2.30 pm
১। 1.	Raman (Principal)	৮। 8.	১৫। 15.	
২। 2.	Prasad Ranjan Chakrabarti	৯। 9.	১৬। 16.	
৩। 3.	Swarpan Kumar Mishra	১০। 10.	১৭। 17.	
৪। 4.	Amrit Ranjan Acharya	১১। 11.	১৮। 18.	
৫। 5.	Smriti Debnath	১২। 12.	১৯। 19.	
৬। 6.	Ranu	১৩। 13.	২০। 20.	
৭। 7.	Dwijkish Bhowmik	১৪। 14.	২১। 21.	

Minutes of the Meeting of the IQAC

Date : 17.06.2022

Time : 2.30 pm

Venue : Principal's chamber

The Principal and Chairman of the IQAC takes the chair and the meeting starts.

**Agendum-1:** Confirmation of the minutes of the previous meeting

**Resolution:** The resolution of the previous meeting are read and after a brief discussion confirmed.

**Agendum-2:** Online orientation programme for the examiners of the End Semester, i.e. 6<sup>th</sup> Sem

**Resolution:** Resolved that the Academic Sub-committee be requested to organize an Online orientation programme for the examiners of the End Semester, i.e. 6<sup>th</sup> Sem.

**Agendum-3:** To note and approve Action Taken Report

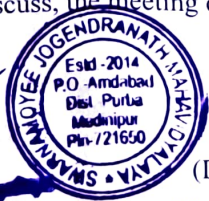
**Resolution:** The following actions were taken:-

Sl. No.	Action Taken Report
1.	<p><b>Resolution :</b> Proposal for organizing 30-hour course in "Spoken English" as Skill Development Programme.</p> <p><b>Action Taken :</b> The programme of 30-hour course in "Spoken English" organised from 25.03.2022 to 14.05.2022</p>
2.	<p><b>Resolution :</b> Workshop on 'Yoga'</p> <p><b>Action Taken :</b> Workshop on 'Yoga' organized from 23.05.2022 to 30.05.2022.</p>
3.	<p><b>Resolution :</b> One day Workshop on "Understanding NAAC and PAC Accreditation Process"</p> <p><b>Action Taken :</b> Workshop organized on 25<sup>th</sup> May 2022</p>

**Agendum -4 :** Miscellaneous

**Resolution:** As there is no such matter to discuss, the meeting comes to an end with a vote of thanks to and from the chair.

Prasad Ranjan Chakrabarti 17.06.2022  
(Mr. Prasad Ranjan Chakrabarti)  
I.Q.A.-C  
Co-ordinator  
IQAC Coordinator  
Jogendranath Mahavidyalaya  
Ambikad, Purba Medinipur - 721650



Raman 17.06.2022  
(Dr. Ratan Kumar Samanta)  
Principal  
Jogendranath Mahavidyalaya  
Ambikad :: Purba Medinipur :: Pin-721650

**Swarnamoyee Jogendranath Mahavidyalaya**

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Email: [sjmahavidyalaya@gmail.com](mailto:sjmahavidyalaya@gmail.com)

Notice No. SJM/IQAC/2/2022-2023

Date: 02.07.2022

A meeting of the IQAC will be held on 09.07.2022 at 2.30 pm. in the Principal's chamber to discuss the following agenda-

1. Confirmation of the minutes of the previous meeting,
2. Preparation for NAAC and PAC,
3. Workshop on "Understanding NAAC accreditation process",
4. Proposal submitted by the Dept. of Bengali for conducting 30 hours Add-on course on "Recitation".
5. Proposal submitted by the Dept. of Geography for conducting 30 hours Add-on course in "Fundamentals of Computer and Applications on Microsoft Office".
6. Proposal submitted by the Dept. of Sociology for conducting 30 hours Add-on course in "Health Inequalities and Social Justice".
7. Induction Meeting for the students of 1<sup>st</sup> semester
8. Teachers' Day observation
9. College Foundation Day observation(16.09.2022)
10. Analysis of feedback on **Department** taken from students(2021-22)
11. Analysis of feedback taken from **parents**(2021-22)
12. To note and approve the Annual report regarding the programmes undertaken by the teachers in the session of 2021-2022
13. Miscellaneous

All members are requested to remain present in the meeting.

1. Dr. Swapan Kumar Mishra (Principal of Mugberia Gangadhar Mahavidyalaya)
2. Sri Amrit Ranjan Acharya (Retired Headmaster)
3. Sri Dwijashish Bhoomik (S.J.Institute for Educational Research and Social welfare)
4. Sri Sanjit Debnath (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
5. Dr. Durba Basu (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
6. Mrs. Hiya Chatterjee (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
7. Sri Subrata Bera (Senior Clerk of Swarnamoyee Jogendranath Mahavidyalaya)

*Prasad Ranjan Chakrabarti*  
(Mr. Prasad Ranjan Chakrabarti) 02.07.2022

IQAC Coordinator

I - Q - A - C  
Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Raman*

(Dr. Ratan Kumar Samanta)

The Principal and Chairman

**Principal**

Swarnamoyee Jogendranath Mahavidyalaya  
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# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	12
তারিখ / Date	09.07.2022

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	2.30 pm

১। 1. <i>Bananta (Principal)</i>	৪। 8.
২। 2. <i>Swapan Kumar</i>	৯। 9.
৩। 3. <i>Amritranjan Acharya</i>	১০। 10.
৪। 4. <i>Sanjit Debnath</i>	১১। 11.
৫। 5. <i>Prasad Rajan Chakrabarti</i>	১২। 12.
৬। 6. <i>Nitya Chatterjee</i>	১৩। 13.
৭। 7.	১৪। 14.

১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

Minutes of the Meeting of the IQAC

Date : 09.07.2022

Time : 2.30 pm

Venue : Principal's chamber

The Principal and Chairman of the IQAC takes the chair and the meeting starts.

**Agendum-1:** Confirmation of the minutes of the previous meeting

**Resolution:** The resolution of the previous meeting are read and after a brief discussion confirmed.

**Agendum-2:** Preparation for NAAC and PAC

**Resolution:** The NAAC committee was asked about the progress for the PAC. The NAAC committee informed that the work of writing the answers to the qualitative questions as well as the documentation of the quantitative and qualitative questions had reached the final stage. The NAAC committee further stated that not all images taken as documents are geo-tagged. The IQAC resolves that all images with and without geo-tag be submitted as documents for PAC.

**Agendum-3:** Workshop on Understanding NAAC accreditation process

**Resolution:** The Coordinator raised the issue before the house for organizing One day Workshop on "Understanding NAAC Accreditation Process" and after a careful discussion it is resolved that the same be organized by the IQAC on 03.08.2022 at 2.30pm. in the Seminar hall(room No.-16).

**Agendum-4:** Proposal submitted by the Dept. of Bengali for conducting 30 hours Add-on course on "Recitation".

**Resolution:** Resolution: The Coordinator placed the proposal for organize 30 hours course in "Recitation" as Add-on course, and after a careful discussion it is resolved that the same be organized by the department of Bengali on and from 28.09.2022 to 13.01.2023.

**Agendum-5:** Proposal submitted by the Dept. of Geography for conducting 30 hours Add-on course in "Fundamentals of Computer and Applications on Microsoft Office".

**Resolution:** The Coordinator placed the proposal for organize 30 hours course in "Fundamentals of Computer and Applications on Microsoft Office" as Add-on course, and after a careful discussion it is resolved that the same be organized by the department of Geography on and from 28.09.2022 to 28.11.2022.

**Agendum-6:** Proposal submitted by the Dept. of Sociology for conducting 30 hours Add-on course in "Health Inequalities and Social Justice".

**Resolution:** The Coordinator placed the proposal for organize 30 hours course in "Health Inequalities and Social Justice" as Add-on course, and after a careful discussion it is resolved that the same be organized by the department of Sociology on and from 28.09.2022 to 12.01.2023.

**Agendum-7:** Induction Meeting for the students of 1<sup>st</sup> semester

**Resolution:** Classes of 1<sup>st</sup> semester is going to start on 19.09.2022. Since, the students of 1st semester are freshers, it is resolved that the Hon'ble Principal be requested to organize an online induction meeting to acquaint the freshers with the rules, regulations and overall environment of the college.

**Agendum-8:** Teachers' Day observation

**Resolution:** Resolved that N.S.S. Unit, Kanyashree Club, Cultural Committee will organize the Teachers' Day programme on that day, i.e. 05.09.2022 in collaboration with the IQAC of the college. The IQAC request the above mentioned committees to submit a report of the event to the Principal as early as possible.

**Agendum-9:** College Foundation Day observation(16.09.2022)

**Resolution:** Unanimously decided that the cultural sub-committee of the college will be conduct the event, and IQAC will be given every possible support to the committee.

**Agendum-10:** Analysis of feedback on **Department** taken from students(2021-22)

**Resolution:** After analyzing the feedback, the house unanimously decided that a proposal will be sent to the departments of the college for taking initiatives to improve the academic progress from their end, and that a copy of this proposal shall be sent to the college authority. The proposal comprised the following:

- In order to enhance students' knowledge and abilities beyond the requirements of the curriculum, departments should arrange add-on, certificate, value-added, and skill development courses uniformly.
- Activities like workshops, internships, career counseling sessions, field work be organized regularly as these would considerably enhance students' employability.
- ICT tools should be incorporated more frequently in the classrooms.

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

**Agendum-11:** Analysis of feedback taken from parents(2021-22)

**Resolution:** After analyzing the feedback, the house unanimously decided that a proposal comprising the following points will be sent to the Governing Body for overall development of the college:

- Sufficient amount of teaching aids to be provided in the classrooms.
- Number of ICT-enabled classrooms should be increased at least 5.
- The construction of permanent college building be completed as soon as possible.
- The laboratories be furnished with more equipments.
- To enhance students' employability, books for preparing for competitive examinations should be acquired for the library.
- At least 6 computers should be allocated to the students of the college.
- Steps be taken for repairing the road connected with the college and improving the transport system, to facilitate students' attendance.

**Agendum- 12: To note and approve the** Annual report regarding the programmes undertaken by the teachers in the session of 2021-2022

**Resolution :** The following report regarding the Faculty Induction Programme(FIP), Refresher Course(RC), FDP, etc undertaken by the teachers has been Unanimously approved.

### Annual report

List of the teachers session-wise, participated in the Faculty Induction Programme(FIP), Refresher Course(RC), FDP, etc in the session of 2021-2022(01.06.2021-31.05.2022).

Sl No.	Name of the Teacher	Course	Duration of the course	Universities/Colleges/Institutions
1.	Narugopal Das	An Eight Day Text Reading National Workshop	23.06.2021 to 30.06.2021	Government General Degree College, Manbazar-II, Purulia
2.	Shri Aparesh Mondal	Refresher Course	04.08.2021 to 17.08.2021	Ranchi University, Ranchi
3.	Dr. Parimal Mondal	Refresher Course	10.08.2021 to 23.08.2021	Guru Nanak Dev University, Amritsar
4.	Subrata Bera	Skill Development and Changing Financial management System for Non Teachers of Universities and Colleges	26.08.2021 to 02.10.2021	University of North Bengal

5.	Mrs. Hiya Chatterjee	Refresher Course	02.09.2021 to 15.09.2021	Jamia Millia Islamia, New Delhi
6.	Dr. Durba Basu	Refresher Course	22.09.2021 to 07.10.2021	University Of North Bengal, Raja Rammohunpur, Darjeeling
7.	Shri Dipankar Sarkar	Faculty Induction Programme	01.10.2021 to 01.11.2021	Guru Nanak Dev University, Amritsar
8.	Dr. Madhumita Basu	Refresher Course	06.11.2021 to 20.11.2021	Jamia Millia Islamia, New Delhi
9.	Dr. Prasad Ranjan Chakrabarti	Refresher Course	06.12.2021 to 18.12.2021	Dr. Babasaheb Ambedkar Marathwada University Aurangabad, Maharashtra
10.	Miss. Arpita Majumder	Refresher Course	18.01.2022 to 01.02.2022	Jamia Millia Islamia, New Delhi
11.	Mr. Moyazzem Hossain Mondal	Faculty Induction Programme	22.02.2022 to 22.03.2022	Guru Nanak Dev University, Amritsar

**Agendum -13** : Miscellaneous

**Resolution** : As there is no such matter to discuss, the meeting comes to an end with a vote of thanks to and from the chair.

*Prasad Ranjan Chakrabarti*  
09.07.2022.

(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

I - Q - A - C

Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Ramat*

(Dr. Ratan Kumar Samanta)

The Principal and Chairman

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650

Phone: 7908040652/7501133806

## Swarnamoyee Jogendranath Mahavidyalaya

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Notice No. SJM/IQAC/3/2022-2023

Date: 20.09.2022

A meeting of the IQAC will be held on 28.09.2022 at 2.30 pm. in the Principal's chamber to discuss the following agenda-

1. Confirmation of the minutes of the previous meeting,
2. Routine approval
3. Proposal submitted by the Dept. of Education for conducting 30 hours Add-on course on "First Aid".
4. Proposal submitted by the Dept. of Sanskrit for conducting 30 hours Add-on course on "Spoken Sanskrit".
5. To discuss the various requirements for enhancing the ongoing quality education
6. Preparation of Self Study Report for NAAC
7. Feedback collection form different stakeholders
8. To note and approve the **Action Taken Report** as resolved in previous meeting, dated 09.07.2022
9. Miscellaneous

All members are requested to remain present in the meeting.

1. Dr. Swapan Kumar Mishra (Principal of Mugberia Gangadhar Mahavidyalaya)
2. Sri Amrit Ranjan Acharya (Retired Headmaster)
3. Sri Dwijashish Bhoumik (S.J.Institute for Educational Research and Social welfare)
4. Sri Sanjit Debnath (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
5. Dr. Durba Basu (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
6. Mrs. Hiya Chatterjee (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
7. Sri Subrata Bera (Senior Clerk of Swarnamoyee Jogendranath Mahavidyalaya)

*Prasad Ranjan Chakrabarti*  
20.09.2022

(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

I-Q-A-C

Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Ratan Kumar Samanta*

(Dr. Ratan Kumar Samanta)

The Principal and Chairman

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650



# মিটিং রেজল্যুশন বই

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	13
তারিখ / Date	28.09.2022

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	2.30 pm

১। 1. Banat (Principal)	১৫। 15.
২। 2. Prasad Ranjan Chakrabarti	১৬। 16.
৩। 3. Anvita Ranjan Acharya	১৭। 17.
৪। 4. Sanjit Debnath	১৮। 18.
৫। 5. Swapan Kumar Mishra	১৯। 19.
৬। 6. Basu	২০। 20.
৭। 7. Swyasaish Bhosmer	২১। 21.
৮। 8.	
৯। 9. Hiya Chatterjee	
১০। 10.	
১১। 11.	
১২। 12.	
১৩। 13.	
১৪। 14.	

Date : 28.09.2022

Time : 2.30 pm

Venue : Principal's chamber

The Principal and Chairman of the IQAC takes the chair and the meeting starts.

**Agendum-1:** Confirmation of the minutes of the previous meeting

**Resolution:** The resolution of the previous meeting are read and after a brief discussion confirmed.

**Agendum-2:** Routine approval

**Resolution:** The final class routine of 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters has been approved by the house unanimously w.e.f. 16.08.2022

**Agendum-3:** Proposal submitted by the Dept. of Education for conducting 30 hours Add-on course on "First Aid".

**Resolution:** The Coordinator placed the proposal for organize 30 hours course in "First Aid" as Add-on course, and after a careful discussion it is resolved that the same be organized by the department of Education on and from 26.12.2022 to 01.01.2023.

**Agendum-4:** Proposal submitted by the Dept. of Sanskrit for conducting 30 hours Add-on course in "Spoken Sanskrit".

**Resolution:** The Coordinator placed the proposal for organize 30 hours course in "Spoken Sanskrit" as Add-on course, and after a careful discussion it is resolved that the same be organized by the department of Sanskrit on and from 26.12.2022 to 31.12.2022.

**Agendum-5:** To discuss the various requirements for enhancing the ongoing quality education

**Resolution :** Unanimously resolved that the following items are necessary to uplift the quality education...

- i) 1 desktop computer dedicated to Preparation for NAAC assessment
- ii) 1 printer + scanner dedicated to Preparation for NAAC assessment
- iii) 2 2TB external HDD for back up of NAAC documents
- iv) Safe for storing hard copies of NAAC documents
- v) Resolution books in adequate quantity for 5 years
- vi) Braille books
- vii) 1 fully equipped seminar hall

- viii) Smart classrooms(6+2: 1 each for Honours departments, 1 for BA General, 1 for BSc General)
  - ix) Whiteboards in all classrooms
  - x) Ramps for the differently-abled
  - xi) 4 accessible toilets for the differently-abled (1 for Female teachers, 1 for male teachers, 1 for male students and 1 for female students)
  - xii) More books will have to be purchased
  - xiii) College authority will take the initiatives to make the college campus Wi- Fi zone
- The Principal be requested to do the needful for arranging the above mentioned requisitions.

**Agendum- 6 :** Preparation of Self Study Report for NAAC

**Resolution :** Resolved that a steering committee for the 1<sup>st</sup> Cycle of NAAC accreditation be formed as soon as possible. **Self Study Report** has to be prepared by the members of this committee. Dr. Durba Basu, Assistant Professor and Head, Department of English, NAAC Coordinator, have been selected as mentor of this committee.

**Agendum-7:** Feedback collection form different stakeholders

**Resolution:** Resolved that (1) feedback on curriculum to be collected from students and teachers, (2) feedback on department to be collected from students and (3) feedback on over all development of the college to be collected from parents. Also resolved that the Departments of the college will collect the feedback under the guidance of the IQAC.

**Agendum-8:** To note and approve the **Action Taken Report** as resolved in previous meeting, dated 09.07.2022

**Resolution :** Analysis of feedback collected form students and their parents.

**Action Taken :** Every Head of Department has convened departmental meetings wherein the input gathered from students of 6<sup>th</sup> semester (session 2021-2022) and their parents has been thoroughly discussed. The minutes for the faculty's overall performance have then been turned in to the Honourable Principal of our college.

**Agendum - 9:** Miscellaneous

**Resolution :** The following **Action Taken Report** is noted and approved

- i) Workshop on Understanding NAAC accreditation process organized
- ii) Induction Meeting for the students of 1<sup>st</sup> semester is done on 22.09.2022
- iii) Teachers' Day successfully observed
- iv) College Foundation Day observed successfully on 16.09.2022

As there is no other matter to discuss, the meeting comes to an end with a vote of thanks to and from the chair.

*Prasad Ranjan Chakrabarti*  
28.09.2022  
(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

I-Q-A-C  
Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721030



*Ratan*

(Dr. Ratan Kumar Samanta)

The Principal and Chairman

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721030

## Swarnamoyee Jogendranath Mahavidyalaya

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Notice No. SJM/IQAC/4/2022-2023

Date: 04.01.2023

A meeting of the IQAC will be held on 20.01.2023 at 2.30 pm. in the Principal's chamber to discuss the following agenda-

1. Confirmation of the minutes of the previous meeting
2. International Mother Language Day Celebration
3. Special Lecture Programme on Artificial Intelligence Application
4. To note and approve the **Action Taken Report** on requisitions as resolved(Agendum-4) in previous meeting, dated 28.09.2022
5. To note and approve the **Action Taken Report** on Preparation of Self Study Report for NAAC as resolved(Agendum-5) in previous meeting, dated 28.09.2022
6. To note and approve **Action Taken Report** on Add-on Courses
7. To take the decision for conducting the Gender Audit for the session 2021-22 & 2022-23
8. To take the decision for conducting the Academic & Administrative for the session 2021-22 & 2022-23
9. Discussion of the final result of the 6<sup>th</sup> semester
10. Miscellaneous

All members are requested to remain present in the meeting.

1. Dr. Swapan Kumar Mishra (Principal of Mugberia Gangadhar Mahavidyalaya)
2. Sri Amrit Ranjan Acharya (Retired Headmaster)
3. Sri Dwijashish Bhoumik (S.J.Institute for Educational Research and Social welfare)
4. Sri Sanjit Debnath (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
5. Dr. Durba Basu (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
6. Mrs. Hiya Chatterjee (Asst. Prof. of Swarnamoyee Jogendranath Mahavidyalaya)
7. Sri Subrata Bera (Senior Clerk of Swarnamoyee Jogendranath Mahavidyalaya)

*Prasad Ranjan Chakrabarti*  
(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

Co-ordinator

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Ratan Kumar Samanta*  
04.01.2023  
(Dr. Ratan Kumar Samanta)

The Principal and Chairman

Principal

Swarnamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	07/14
তারিখ / Date	20.01.2023

উপস্থিত সভ্যগণের নাম  
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	2:30pm

১। 1.	<i>Principal</i>	৮। 8.	১৫। 15.
২। 2.	<i>Poasad Rajan Chakrabarti</i>	৯। 9.	১৬। 16.
৩। 3.	<i>Amritranjan Acharya</i>	১০। 10.	১৭। 17.
৪। 4.	<i>Basu</i>	১১। 11.	১৮। 18.
৫। 5.	<i>Chatterjee</i>	১২। 12.	১৯। 19.
৬। 6.		১৩। 13.	২০। 20.
৭। 7.		১৪। 14.	২১। 21.

Minutes of the Meeting of the IQAC

Date : 20.01.2023

Time : 2.30 pm

Venue : Principal's chamber

The Principal and Chairman of the IQAC takes the chair and the meeting starts.

**Agendum-1:** Confirmation of the minutes of the previous meeting

**Resolution:** The resolution of the previous meeting are read and after a brief discussion confirmed.

**Agendum-2:** International Mother Language Day Celebration

**Resolution:** Resolved that N.S.S. Unit, Dept. of Bengali, Cultural Committee will organize the Teachers' Day programme on that day, i.e. 21.02.2023 in collaboration with the IQAC of the college. The IQAC Coordinator be requested to inform the above mentioned committees for preparation of a report on the said event.

**Agendum-3:** Special Lecture Programme on Artificial Intelligence Application

**Resolution:** The Coordinator raised a proposal, given by the NSS for organizing a Special Lecture Programme on Artificial Intelligence Application and after a careful discussion it is resolved that the same be organized by the NSS in collaboration with the IQAC of the college on 21.03.2023 at 1.00pm. in the Seminar hall(room No.-16).

**Agendum-4:** To note and approve the Action Taken Report on requisitions as resolved(Agendum-4) in previous meeting, dated ~~28.09.2022~~

**Resolution:**

Sl no.	Resolution	Action Taken
i)	1 desktop computer dedicated to Preparation for NAAC assessment	Not purchased due to lack of funds
ii)	1 printer + scanner dedicated to Preparation for NAAC assessment	"
iii)	2 2TB external HDD for back up of NAAC documents	"
iv)	Safe for storing hard copies of NAAC documents	"

v)	Resolution books in adequate quantity for 5 years	Procurement of Resolution books in adequate quantity for 5 years
vi)	Braille books	Not procured
vii)	1 fully equipped seminar hall	As new seminar hall cannot be constructed due to lack of funds, room no. 16 has been furnished and various seminars will be held there.
viii)	Smart classrooms(6+2: 1 each for Honours departments, 1 for BA General, 1 for BSc General)	Till not arranged due to lack of funds
ix)	Whiteboards in all classrooms	Till not arranged
x)	Ramps for the differently-abled	Two Ramps for the differently-abled have been constructed
xi)	4 accessible toilets for the differently-abled (1 for Female teachers, 1 for male teachers, 1 for male students and 1 for female students)	4 accessible toilets for the differently-abled (1 for Female teachers, 1 for male teachers, 1 for male students and 1 for female students) have been built
xii)	More books will have to be purchased	Principal has sent a letter (Memo no. SJM/19/79/22, dated 8.06.2022) to TATA company requesting to provide some books for free.
xiii)	College authority will take the initiatives to make the college campus Wi- Fi zone	Wi-Fi enabled campus

**Agendum- 5** : To note and approve the **Action Taken Report** on Preparation of Self Study Report for NAAC as resolved(Agendum-5) in previous meeting, dated 28.09.2022

**Resolution:**

Resolution	Action Taken
Resolved that an SSR preparing committee for the 1 <sup>st</sup> Cycle of NAAC accreditation be formed as soon as possible. <b>Self Study Report</b> has to be prepared by the members of this committee. Dr. Durba Basu, Assistant Professor and Head, Department of English, NAAC Coordinator and Dr. Prasad Ranjan Chakrabarti, Assistant Professor, Department of Sanskrit, have been	An SSR preparing committee for the 1 <sup>st</sup> Cycle of NAAC accreditation has been formed to prepare <b>Self Study Report</b> . The convenors, sub-convenors and the members of this committee are as follows:  *Convenors of NAAC Steering Committee

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MEETING RESOLUTION BOOK

selected as convenors of this committee.

Dr. Durba Basu,  
Dr. Prasad Ranjan Chakrabarti

**Criterion 1 : Curricular Aspects**

Sub-Convenor : Dr. Durba Basu

Members : TS & NTS

**Criterion 2 : Teaching-learning and Evaluation**

Sub-Convenor : Dr. Madhumita Basu

Members : TS & NTS

**Criterion 3 : Research, Innovations and Extension**

Sub-Convenors : Aparesh Mondal &

Moyazzem Hossain Mondal

Members : TS & NTS

**Criterion 4 : Infrastructure and Learning Resources**

Sub-Convenor : Dr. Parimal Mandal

Members : TS & NTS

**Criterion 5 : Student Support and Progression**

Sub-Convenor : Hiya Chatterjee

Members : TS & NTS

**Criterion 6 : Governance, Leadership and Management**

Sub-Convenor : Dr. Prasad Ranjan

Chakrabarti

Members : TS & NTS

**Criterion 7 : Institutional Values and Best Practices**

Sub-Convenors : Sanjit Debnath & Arpita

Majumder

Members : TS & NTS

**Agendum-6:** To note and approve **Action Taken Report** on Add-on Courses(Previous meeting date: 09.07.2022 & 05.10.2022)

**Resolution :**

Sl. No.	Action Taken Report
1.	<b>Resolution :</b> Proposal submitted by the Dept. of Bengali for conducting 30 hours Add-on course on "Recitation". (Previous meeting date: 09.07.2022) <b>Action Taken :</b> The programme of 30-hour course in "Recitation" organised 28.09.2022 to 13.01.2023
2.	<b>Resolution :</b> Proposal submitted by the Dept. of Geography for conducting 30 hours Add-on course in "Fundamentals of Computer and Applications on Microsoft Office". (Previous meeting date: 09.07.2022) <b>Action Taken :</b> The programme of 30-hour course in "Fundamentals of Computer and Applications on Microsoft Office" organized from 28.09.2022 to 28.11.2022.
3.	<b>Resolution :</b> Proposal submitted by the Dept. of Sociology for conducting 30 hours Add-on course in "Health Inequalities and Social Justice". (Previous meeting date: 09.07.2022) <b>Action Taken :</b> The programme of 30-hour course in "Health Inequalities and Social Justice" organized from 28.09.2022 to 12.01.2023.
4.	<b>Resolution :</b> Proposal submitted by the Dept. of Education for conducting 30 hours Add-on course on "First Aid" (Previous meeting date: 05.10.2022) <b>Action Taken :</b> The programme of 30-hour course in "First Aid"organised from 26.12.2022 to 01.01.2023
5.	<b>Resolution :</b> Proposal submitted by the Dept. of Sanskrit for conducting 30 hours Add-on course in "Spoken Sanskrit". (Previous meeting date: 05.10.2022) <b>Action Taken :</b> The programme of 30-hour course in "Spoken Sanskrit"organised from 26.12.2022 to 31.12.2022

**Agendum-7 :** To take the decision for conducting the Gender Audit for the session 2021-22 & 2022-23

**Resolution :** Resolved that the Gender Audit will be undertaken by the IQAC of the college by forming a Gender Audit committee. It is also unanimously decided that Dr Swapan Kumar Mishra, Principal, Mugberia Gangadhar Mahavidyalaya will be the Chairman of the committee and Dr Ratan Kumar Samanta, Principal, Swarnamoyee Jogendranath Mahavidyalaya will be the Vice-Chairman of the said committee. The proposed full-fledged committee is as follows-

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## MEETING RESOLUTION BOOK

Sl. No.	Name	Designation	Institution
1	Dr. Swapan Kumar Samanta	Chairman	Principal, Mugberia Gangadhar Mahavidyalaya, Bhupatinagar, Purba Medinipur, 721425
2	Dr. Ratan Kumar Samanta	Vice-Chairman	Principal, Swarnamoyee Jogendranath Mahavidyalaya, Amdabad, Purba Medinipur, 721650
3	Dr. Prasad Ranjan Chakrabarti	Convener	IQAC Co-ordinator, Swarnamoyee Jogendranath Mahavidyalaya, Amdabad, Purba Medinipur, 721650
4	Prof. Sanjit Debnath	Internal Member	HOD, Department of Sociology, Swarnamoyee Jogendranath Mahavidyalaya, Amdabad, Purba Medinipur, 721650
5	Prof. Irani Banerjee Chatterjee	External Member	HOD, Department of Geography, Swarnamoyee Jogendranath Mahavidyalaya, Amdabad, Purba Medinipur, 721650
6	Dr. Madhumita Basu	Internal Member	HOD, Department of Bengali, Swarnamoyee Jogendranath Mahavidyalaya, Amdabad, Purba Medinipur, 721650

**Agendum-8:** To take the decision for conducting the Academic & Administrative Audit for the session 2021-22 & 2022-23

**Resolution:** Resolved that the Academic & Administrative Audit for the session 2021-22 & 2022-23 will be conducted by external auditors. It is also unanimously decided that Dr Debnarayan Roy, Principal, Jhargram Raj College(Govt. College) and Dr. Rupa Dasgupta, Principal, Debra Thana Sahid Kshudiram Smriti Mahavidyalaya will be proposed to conduct the said audit.

The house requested to the IQAC Coordinator to take the necessary action.



**Agendum-9:** Discussion of the final result of the 6<sup>th</sup> semester

**Resolution:** The academic committee has informed the IQAC about its discussion on the students' performance in the final Semester in its meeting dated 22.11.2022. The overall performance of the students is satisfactory, and the IQAC requests the Academic Sub-Committee to take appropriate measures for improvement of the present students' academic performance. IQAC request the Principal to honour the meritorious students by awarding the department toppers of the college with prizes and certificates on the Annual Prize Distribution Ceremony. The IQAC takes note of the 6<sup>th</sup> Semester (2021-2022) result published on 30.08.2023 and record the same. Summary of end semester result...

**RESULT**  
**6<sup>th</sup> Semester Examination – 2022**  
**B.A. & B.Sc (Hons. & General)**  
**CBCS Pattern**

Subject / Stream	Total Students Appeared	Passed	Fail	Above 50% ---- Below 60%	Above 60%	Highest CGPA	Lowest CGPA	Passed (%)
Bengali (Hons.)	20	20	00	00	20	9.23	8.04	100 %
Education (Hons.)	11	11	00	00	11	9.46	8.04	100 %
English (Hons.)	13	13	00	00	13	8.68	7.70	100 %
Sanskrit (Hons.)	12	12	00	00	12	8.68	7.42	100 %
Sociology (Hons.)	11	11	00	00	11	8.94	8.17	100 %
Geography (Hons.)	10	10	00	00	10	9.46	8.55	100 %
B.A. General	12	12	00	00	12	8.93	6.64	100 %
B.Sc. General	01	01	00	00	01	8.90	8.90	100 %
<b>Total</b>	<b>90</b>	<b>90</b>	<b>00</b>	<b>00</b>	<b>90</b>	<b>9.46</b>	<b>6.64</b>	<b>100 %</b>

Total Students Appeared = 90  
Passed = 90  
Fail = 00  
Passed (%) = 100 %

**Agendum -10 :** Miscellaneous

**Resolution :** As there is no such matter to discuss, the meeting comes to an end with a vote of thanks to and from the chair.

*Prasad Ranjan Chakrabarti*  
(Mr. Prasad Ranjan Chakrabarti)

IQAC Coordinator

**I-Q-A-C**  
Co-ordinator

Saranamoyee Jogendranath Mahavidyalaya  
Amdabad, Purba Medinipur - 721650



*Ratan Kumar Samanta*  
(Dr. Ratan Kumar Samanta)

The Principal and Chairman

**Principal**

Saranamoyee Jogendranath Mahavidyalaya  
Amdabad :: Purba Medinipur :: Pin-721650