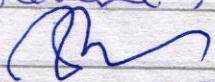


Members present:

1. 
2. ~~Bornu~~ 16/7/10
3. ~~200 Roy choudhury~~ 16/7/15
4. Sutape Sohe 16/7/15
5. ~~Amuel~~ 16/7/10
6. ~~H. L. S.~~ 14/7/15
7. ~~James~~ 10/7/15

Proceedings of Meeting of IQAC dated 16th July, 2015

- The proceedings of the last meeting held on 23rd April, 2015 is read and confirmed.
- The IQAC coordinator Dr Chandraekhar Mukherjee reported that the RUSA proposal primary Proforma has been submitted to the WB government. He also reported the progress of work of cycle stand, boys hostel, extension of the Department of Botany and upgradation of laboratory of the Department of Journalism. It is also reported that tender notification has been uploaded in the website
- It is resolved that a team is recommended for RUSA final DPR related work.

The names of the following teachers and office staff are recommended:

- | | |
|---------------------------|------------------------|
| 1. Dr Manishankar Roy | 7. IQAC Coordinator |
| 2. Sri Partha Banerjee | 8. Bursar |
| 3. Dr Sutapa Saha | 9. Librarian |
| 4. Dr Nilay Kar Chaudhury | 10. Head Clerk |
| 4. Ms Molly Ghosh | 10. Sri Sudipta Sarkar |
| 5. Ms Maumita Chaudhuri | 11. Sri Bidhan Sarkar. |
| 6. Sri Deb Roy Choudhury | |

This team subject to the approval of the teacher-in-charge will prepare the DPR. It is resolved that the tenders will be opened on July 25, 2015.

- IQAC coordinator placed the letter of UGC in XII plan period regarding IQAC .It is resolved that the following items will be purchased or expenditures will be made from UGC fund for IQAC

Item	Amount
Office Equipment Table & Chairs(U shaped),1 Cabinet;1 Computer desk or table,preferably nilkamal brand	60000
Honorarium @ 1000 /month for five years	60,000
Hiring Services for secretariat and technical services @ 1000/month for entire plan period	60000
ICT PMPL to be paid for 2/3 years for a single connection starting from july 2015. Video recording of different events for documentation	70000
Contingencies Refreshment,car fare,crockeries	50000/

- It is resolved that Dr Sutapa Saha, Ms Maumita Chaudhuri and Sri Arindam Chakraborty will be in charge of the IQAC purchases and it is to be completed by August 31,2015.
- Resolved that the services of Sri Sudipta Sarkar be hired for secretarial and technical services to the IQAC.
- Proposed that printer, scanner, LCD for IQAC are resolved to be purchased from RUSA fund.
- Dr Sutapa Saha reported that a seminar to be organized by the Environment Committee on Aug 3, 2015. It is resolved that the IQAC members will be

present in the event. It is also resolved that students of the Department of Journalism will do the video recording under Earn and Learn scheme.

- Sri Arindam Chakraborty reported that most of the UGC and college MRPs are not having UCs and reports. From 2010, UGC MRPs are also lacking the same. It is resolved that the R&D Committee is to be asked to follow up the issue and solve the problem at the earliest. Sumana Bhattacharya, Department of Geography, Jogesh Chandra Chaudhuri College, is to issue letter to return the laptop purchased from MRP fund.
- It is resolved that Teacher-in-charge will be requested to issue notice to all departments to submit their updated report on departmental excursions.
- Sri Joydip Chandra reported on programme at BCL, called APTIC. It is resolved that collaboration with BCL will be sought for and it is executed by the librarian.
- The IQAC coordinator reported the status of two declined College Service Commission substantive teaching posts in the Department of Chemistry and Mathematics. It is resolved that the decline letters of the recommended candidates are to be submitted to CSC at the earliest. The house specially thanks Dr Nilay Kar Chaudhury for preparation of roster for 26 substantive teaching posts.
- The Librarian reported that all the departments are asking for purchase of books. It is resolved that he will ask the departments to submit written request for books purchase. A notice for requisition of books purchased out of college fund is to be issued by TIC, subject to the approval of the Governing Body.
- Members present the draft proposal for NAAC sponsored seminar. The following composition of organizing committee is recommended:
 1. Organizing Secretary-Maumita Chaudhury & Molly Ghosh
 2. Convenor-Dr Chandrasekhar Mukherjee & Dr. Sutapa Saha
 3. Treasurer-Bursar (Ex-officio)
 4. Publication-Joydip Chandra
- In view of recent recruitment of guest faculty and management appointed full time contractual teaching staff, the members observed that some of them do not satisfy UGC criteria. The members proposed that the UGC criteria be followed up in all future teaching staff recruitments.


Teacher-in-Charge
BARRACKPORE RASTRAGURU
SURENDRANATH COLLEGE


Dr. Chandrasekhar Mukherjee 16/2/15
Coordinator, IQAC
Co-ordinator
INTERNAL QUALITY ASSURANCE CELL (IQAC)
Barrackpore Rastraguru Surendranath College