


Members present:

1. 
2. ~~Chandra Shee~~ 16/7/10
3. ~~Dev Roy choudhury~~ 16/7/15
4. ~~Sutapa Saha~~ 16/7/15
5. ~~Mukul~~ 16/7/10
6. ~~H. Saha~~ 16/7/15
7. ~~Pranab~~ 16/7/15

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

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