

MEKLIKANJ COLLEGE

(Govt.Aided)

Affiliated to Cooch Behar Panchanan Barma University

ESTD :1996



P.O : Mekhliganj
Dist : Cooch Behar
Pin : 735 304

Phone : (03584) 255129
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Email : college.mekhliganj@gmail.com
Website : www.mekhliganjcollege.org

Ref No.: IQAC/MC/01/18-19

Date.:201

Date: 26.06.2018



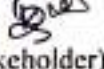
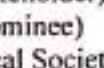

IQAC MEETING NOTICE

A meeting of the IQAC will be held on 3rd July, 2018 at 2.P.M. at the Principal's Chamber. All members are hereby requested to attend the meeting and share their opinions regarding the various agenda.

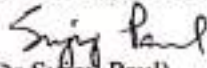
Agenda:

1. To confirm the proceedings of the last meeting.
2. To report the different activities conducted during the last one year.
3. To chalk out programmes for the academic session 2018-19.
4. To discuss about preparation of Routine for the academic session 2018-19.
5. To consider the promotion of Sri Prasenjit Saha from Selection Grade II to III.
6. To consider the proposals for CAS of Sri Bhagirath Das, Asst. Prof in Bengali, Smt. Asudha Mangar Asst Prof in History, Dr. Mousumi De Sarker Asst. Prof in Political Science from Stage I to II.
7. To construct male toilets in the campus.
8. To purchase white boards for classrooms, books for the library and new software for CBCS & old Syllabus.
9. Misc.

Members:

1. Smt.Sanchita Bhattacharyya (G B President)
2. Dr. Sujoy Paul (TIC) 
3. Sri Prasenjit Saha (Coordinator)
4. Smt. Asudha Mangar 
5. Sri Bhagirath Das 
6. Dr. Mousumi De Sarker 
7. Smt. Sourabhi Koch (Stakeholder) 
8. Renu Begam (Student Nominee)
9. Sri Subhrajit Biswas (Local Society nominee)

Counter signed by


(Dr Sujoy Paul)

Teacher in Charge & Chairperson

Teacher-in-Charge
Mekliganj College
Mekliganj, Coochbehar


Sri Prasenjit Saha

Coordinator, IQAC
Coordinator
IQAC
Mekliganj College

মিটিং-এর ক্রমিক সংখ্যা : TBAC/MC/01/18-19

মিটিং-এর তারিখ : 03/07/2018

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 2:00 p.m.

উপস্থিত সভ্যগণের নাম

১।	Sujoy Paul	৮।	Renu Begum
২।	Musumi de Sarker	৯।	
৩।	Debasmita	১০।	
৪।	Asuha Mangar	১১।	
৫।	Soumvi Koch.	১২।	
৬।	Pranujit Saha	১৩।	
৭।		১৪।	

ক্রমিক

রেজল্যুশন

In the presence of the above signed members, it was resolved that —

Agenda 01

The proceedings of the last meeting held on 08.05.18 is read out and confirmed unanimously.

Agenda 02

The coordinator reported about all the programmes held in the Academic Session 2017-18 with special mention on the Annual Sports Meet, Freshers' Welcome and Annual Cultural Programme held during the Session.

Agenda 03

The members discussed and approved the plan of action for the academic session 2018-19 as follows:

1) To instruct the faculty members to organise seminar, workshop, special lectures, field trips and other academic activities.

2) To resolve the problem of shortage of teaching staff and consider the appoint of some guest teachers as early as possible especially in the department of Sanskrit, Geography, Education and Physical Education

3) To take initiative for FIP and Career Counselling Programmes.

4) To arrange programmes like yoga and psychological counselling for the betterment of students and to keep the mental health stable of the teachers and students.

5) To observe and celebrate the important days of the year to improve cultural participation of the students.

6) to encourage participation of teachers in RC/OP/FDP/short term courses and publication of research articles in the reputed peer reviewed journals or UGC Care List Journal.

Agenda 04

The Routine Committee is directed to prepare the routine according to the needs of the CBCS for 1st and 3rd semester and BA (1+1+1) 3rd year as soon as possible to conduct teaching-learning activities smoothly.

Agenda-05

The Teacher-in-charge placed the CAS proposal of Shri Prasenjit Saha, Asstt. Professor in Political Science. The IBAC recommends for his promotion benefit and requested TIC to complete the necessary steps to send his documents for the attainment of the Selection Grade benefit with Grade Pay Rs. 8000.

Agenda 06

In the same meeting the 1st CAS proposal of the following teachers was placed by the Teacher-in-Charge, from Stag I to II with Grade Pay Rs. 7000-

- 1) Shri Bhagirath Das, Asstt. Professor in Bengali, joined on 18.04.2005, due date of promotion 18.04.11.
- 2) Smt. Asudha Mangar, Asstt. Professor in History, joined on 07.11.2006, due date of Promotion 07.11.2012.
- 3) Dr. Mousemi De Sarkar, Asstt. Professor in Political Science, joined on 16.11.2006, due date of Promotion 16.11.12.

The IBAC cell strongly recommended for their promotions benefit and requested TIC to take the necessary steps.

Agenda 07

The Teacher-in-Charge placed the immediate need of constructing male toilet in the campus due to increasing number of students and to meet up their demands.

Agenda 08

Considering the classroom necessity where permanent blackboards are not placed, the Coordinator requested TIC to place a proposal to purchase white Boards, more books for the library as placed by the

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ :

মিটিং-এর স্থান :

মিটিং-এর সময় :

উপস্থিত সভ্যগণের নাম

১।	৮।
২।	৯।
৩।	১০।
৪।	১১।
৫।	১২।
৬।	১৩।
৭।	১৪।

ক্রমিক

রেজল্যুশন

convenes of the Library Committee. The infrastructure committee convenor also proposed the necessity of purchasing new software for CBCS and old syllabus in the same meeting.

Agenda 09

It is resolved that IQAC in collaboration with the Department of Education will organise an awareness programme to motivate students regarding the growing demand of humanities subjects in the Competitive Examinations.

Having no other issues other than these, the meeting ends with vote of thanks.

Sujay Paul 03/07/18

Teacher-in-Charge
Mekliganj College
Mekliganj, Coachbehar

Prasunil Saha

Coordinator
IQAC
Mekliganj College

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Ref No.: IQAC/MC/02/18-19

Date.:201

Date: 18.09.18

IQAC MEETING NOTICE

A meeting of the IQAC will be held on 28th September, 2018 at 3.P.M. at the Principal's Chamber. All members are hereby requested to attend the meeting and share their opinions regarding the various agenda.

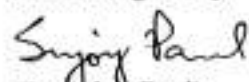
Agenda:

1. To confirm the proceedings of the last meeting.
2. To report about the completion of career benefits of Sri Prasenjit Saha from Selection Grade II to III.
3. To report about the completion of CAS proposal process of Sri Bhagirath Das, Asst. Prof in Bengali, Smt. Asudha Mangar, Asst. Prof in History, Dr. Mousumi De Sarker Asst. Prof in Political Science from Stage I to II.
4. To submit prayers to C.B.D.A., for construction of toilet and students' canteen.
5. To consider the proposal for the of purchase of CCTV cameras for better surveillance in the campus.
6. To arrange invited lectures by various subjects experts from other educational institution.
7. To consider the proposal of Library automation through KOHA.

Members:

1. Smt.Sanchita Bhattacharyya (G B President)
2. Dr. Sujoy Paul (TIC)
3. Sri Prasenjit Saha (Coordinator)
4. Smt. Asudha Mangar
5. Sri Bhagirath Das
6. Dr. Mousumi De Sarker
7. Smt. Sourabhi Koch (Stakeholder)
8. Renu Begam (Student Nominee)
9. Sri Subhrajit Biswas (Local Society nominee)

Counter signed by


(Dr Sujoy Paul)


Sri Prasenjit Saha

Teacher in Charge & Chairperson

Mekhliganj College, Coochbehar

Teacher-in-Charge
Mekhliganj College
Mekhliganj, Coochbehar

Co-ordinator IQAC

Mekhliganj College, Coochbehar
Coordinator
IQAC
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/02/18-19

মিটিং-এর তারিখ : 28.09.2018.

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 3:00 pm.

উপস্থিত সভ্যগণের নাম

১। Snij Paul
২। Pransjit Saha
৩। ~~Pransjit Saha~~
৪। Asudha Mangar
৫। Souravi Koch.
৬। Mausumi De Sarkar
৭।

৮। ~~Renu Begom~~
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ক্র.সং

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In the presence of the above signed members, it is resolved that —

Agenda 01

The proceedings of the last meeting held on 03.07.18 is read out and confirmed unanimously.

Agenda 02

The successful completion of promotion process of Shri Pransjit Saha, Asstt. Professor in Political Science, Stage I to II is reported to the House and steps taken by the IQAC and College Authority.

Agenda 03

Similarly, CAS Proposal from Stage I to II of Shri Bhagirath Das, Asstt. Professor in Bengali, Smt. Asudha Mangar, Asstt. Professor in History, Dr. Mausumi De Sarkar, Asstt. Professor in Political Science is also noted as completed process in the House.

Agenda 04

The Coordinator IQAC requested to arrange invited lectures for various subjects experts from other educational institutions for intra-studies activities with different colleges.

Agenda 05

Coordinaton IQAC proposed the House to submit prayers to Changanabandha Development Authority (CADA) for construction of toilet and students' canteen as early as possible for the convenience of the students.

Agenda 06

The Teacher-in-charge draw the attention of the House to place proposal for the purchase of CCTV cameras for better surveillance and security in the Campus.

Agenda 07

The Teacher-in-charge reports that the Librarian of the College has submitted a prayer to consider the proposal of Library automation through KOHA Software for the easy access of the students to the Library of the College.

As there were no other issues or miscellaneous the meeting is ended with thanks from the Chair.

Sujay Paul
Teacher-in-Charge
Mekliganj College
Mekliganj, Coochbehar

Prasenjit Saha
Coordinator
IQAC
Mekliganj College

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Ref No.: IQAC/MC/09/18-19

Date.:201

Date: 13.12.18

IQAC MEETING NOTICE

A meeting of the IQAC will be held on 20th December, 2018 at 2.P.M. at the Principal's Chamber. All members are hereby requested to attend the meeting and share their opinions regarding the various agenda.

Agenda:

1. To confirm the proceedings of the last meeting.
2. To report the joining of guest teachers as per requirement placed.
3. To consider the promotion of Sri Prasenjit Saha to the post of Associate Professor.
4. To report on installation of KOHA and book entry in the system
5. To consider an all staff meeting related with NAAC.

Members:

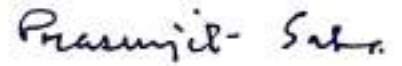
1. Smt.Sanchita Bhattacharyya (G B President)
2. Dr. Sujoy Paul (TIC) 
3. Sri Prasenjit Saha (Coordinator)
4. Smt. Asudha Mangar
5. Sri Bhagirath Das 
6. Dr. Mousumi De Sarker 
7. Smt. Sourabhi Koch (Stakeholder) 
8. Smt. Renu Begam (Student Nominee)
9. Sri Subhrajit Biswas (Local Society nominee)

Counter signed by


(Dr Sujoy Paul)

Teacher in Charge & Chairperson

Teacher-in-Charge
Mekhliganj College
Mekhliganj, Coochbehar


Sri Prasenjit Saha

Co-ordinator IQAC
Coordinator
IQAC
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : 18AC/MC/03/18-19

মিটিং-এর তারিখ : 20/12/2018

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 2:00 p.m.

উপস্থিত সভ্যগণের নাম

- | | | | |
|----|-------------------------|-----|------------|
| ১। | Sujy Paul | ৮। | Renu Begon |
| ২। | Prasmit Saha | ৯। | |
| ৩। | Mamuni de Sarkar | ১০। | |
| ৪। | Abha Bhargava | ১১। | |
| ৫। | Prasmit Saha | ১২। | |
| ৬। | Sauri Kach | ১৩। | |
| ৭। | | ১৪। | |

ইতিমধ্যে

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In the presence of the above mentioned signed members, it is resolved that —

Agenda 01

The proceedings of the last meeting held on 28.09.18 is read out and confirmed unanimously.

Agenda 02

As per the strong recommendation from the cell the selection of four (4) guest teachers in the subjects Education, Physical Education, Geography and Sanskrit, is completed and the selected teachers joined on 01.12.2018.

Agenda 03

The teacher-in-charge is requested to take necessary action for promotion of Prasmit Saha to the post of Associate Professor based on his application.

Agenda 04

The IQAC Coordinator reported about the installation of KOHA and book entry in the system for the easy access of the students to the library of the College with the OPAC.

Agenda 05

The Teacher-in-charge suggested the idea of organising an all staff meeting regarding NAAC

to explain the necessary steps to be taken from the end of teaching and non-teaching staff members of the College. The Coordinators of IQAC and NIAC are requested to take up plans for the same.

As there were no other issues as miscellaneous the meeting is ended with thanks from the chair.

Sujay Paul
 Teacher-in-Charge
 Mekliganj College
 Mekliganj, Goochbehari

Prasenjit Saha
 Coordinator
 NIAC
 Mekliganj College

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Ref No.: ..IQAC/MC/04/18-19

Date.:20

Date: 06.03.19



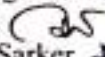


IQAC MEETING NOTICE

A meeting of the IQAC will be held on 14th March, 2019 at 2.P.M. at the Principal's Chamber. All members are hereby requested to attend the meeting and share their opinions regarding the various agenda.

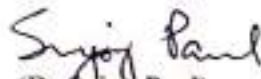
Agenda:

1. To confirm the proceedings of the last meeting.
2. To consider the CAS proposal of I. Sri Bhagirath Das, Asst. Prof in Bengali, II. Smt. Asudha Mangar Asst. Prof in History, from Stage II to III.
3. To propose the construction of Boys' Toilet.
4. To purchase books for library and ample access of books to the students,
5. Misc.

Members:

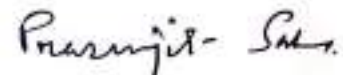
1. Smt. Sanchita Bhattacharyya (G B President)
2. Dr. Sujoy Paul (TIC) 
3. Sri Prasenjit Saha (Coordinator)
4. Smt. Asudha Mangar 
5. Sri Bhagirath Das 
6. Dr. Mousumi De Sarker 
7. Smt. Sourabhi Koch (Stakeholder) 
8. Renu Begam (Student Nominee)
9. Sri Subhrajit Biswas (Local Society nominee)

Counter signed by


(Dr Sujoy Paul)

Teacher in Charge & Chairperson

Teacher-in-Charge
Mekhliganj College
Mekhliganj, Coochbehar



Sri Prasenjit Saha

Coordinator, IQAC
Coordinator
IQAC
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IBAC/MC/04/18-19

মিটিং-এর তারিখ : 14/03/2019

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 2:00 p.m.

উপস্থিত সভ্যগণের নাম

১।	Sujoy Paul	৮।	Reou Begom
২।	Prarajit- Saha	৯।	
৩।	Prarajit- Saha	১০।	
৪।	Asudha Mangar	১১।	
৫।	Soumvi Kach	১২।	
৬।	Manummi de Sarkar	১৩।	
৭।		১৪।	

ক্রমিক রেজল্যুশন

In the presence of the above signed members, it is resolved that—

Agenda 01

The proceedings of the last meeting held on 20.12.18 is read out and confirmed unanimously.

Agenda 02

The Teacher-in-charge proposed the CAS proposals from Stage II to III of Shri Bhagirath Das, Asstt. Professor Bengali, Smt. Asudha Mangar, Asstt. Professor in History, which is noted in the House and IQAC Coordinator is requested to complete the process with the approval from Govt. Nominee and University Nominee.

Agenda 03

The IQAC Coordinator proposed the immediate construction of Boys' toilet in the backyard of the administrative building due to deserted condition of the previous one. The members strongly supported the proposal and requested the Teacher-in-Charge to take necessary steps.

Agenda 04

The IQAC coordinator reported that all the department activities are being held as per the NAAC guidelines and could be fruitful in upcoming

years of assessment. The Teacher-in-charge is therefore requested to take initiative to update the audit of the college which is crucial for conduction of NAAC.

As there were no other issues as miscellaneous the meeting is ended with thanks from the chair.

Sujay Paul
 Teacher-in-Charge
 Mekliganj College
 Mekliganj, Coochbehar

Prasunjit Saha
 Coordinator
 IOAC
 Mekliganj College

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Ref No.: IQAC/MC/05/18-19

Date.:201

Notice IQAC Meeting

Date: 07.06.2019

All the members of IQAC, Mekhliganj College are requested to attend a meeting on 12th June 2019 at noon. In the Teacher In Charge's Chamber discuss the following Agenda -

1. To confirm the Proceedings of the Previous Meeting.
2. Prepare annual academic Plan and action plan.
3. Prepare routine for the odd semesters of the academic year 2019-2020.
4. Action Plan for 2019-2020.
5. Misc.

IQAC Members

1. Smt.Sanchita Bhattacharyya (G B President)
2. Dr. Sujoy Paul (TIC) *SP*
3. Sri Sourabhi Koch (Stakeholder)
4. Sri Prasenjit Saha (Coordinator)
5. Smt. Asudha Mangar
6. Sri. Bhagirath Das
7. Dr. Mousumi De Sarker
8. Sampa Bose (Student Nominee)
9. Sri. Subhrajit Biswas (Local Society nominee)

Sujoy Paul
Teacher-in-Charge
Mekhliganj College
Teacher-in-Charge
Mekhliganj College
Mekhliganj, Coochbehar

Prasenjit Saha
Coordinator, IQAC
Mekhliganj College
Coordinator
IQAC
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IAAC/MC/05/18-19

মিটিং-এর তারিখ : 12.06.19

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 12:00 p.m.

উপস্থিত সভ্যগণের নাম

১।	Tuba'Askan.	৮।	
২।		৯।	
৩।	Pramjit Sato.	১০।	
৪।	Asuha Mangas	১১।	
৫।	Asuha Mangas	১২।	
৬।	Sauvri Koch.	১৩।	
৭।	Mansumi de Sarkar	১৪।	

ক্রমিক

রেজল্যুশন

Agenda 01

The cell unanimously decides that the proceedings of the previous meeting dated 04.06.19 stands confirmed.

Agenda 02

The cell unanimously decided that the Academic Committee will prepare the Academic Calender for the session of 2019-2020 and submit the same on or before 30th June 2019. The same will be uploaded on the website.

Agenda 03

The Routine Committee (TC) will be asked to prepare the Master Routine for the session of 2019-20 and submit the same on or before 30th June 2019. The same will be uploaded on the website. Copies of the Routine will be printed as flex/posters and hung in the Corridor and the Teachers' Room.

Agenda 04

১) To encourage the departments to conduct Academic Programmes such as inviting faculty for lectures, holding Seminars etc.

২) To encourage the departments to conduct Extracurricular activities for the students.

৩) To encourage the departments to conduct field visits or excursions as part of the syllabus must conduct those in time.

4) To ask the departments to prepare Routines and submit the same by the first week of July 2019.

5) To ask the departments to prepare Annual Plans of the department and submit the same on or before 21st June 2019.

6) To encourage the Teachers to prepare Lesson Plans and Teachers Diary.

7) The College will conduct a Faculty Development Programme likely in the month of April.

8) Annual Sports and Annual Cultural Programmes will be conducted by the College Students' Union in collaboration with the concerned TC Committees.

9) The College will conduct an internal evaluation of the students, especially for those studying under the CBCS system.

10) NSS will be encouraged to conduct programmes involving social responsibility towards the society and natural environment.

11) To make efforts to transform the College into a clean and green campus.

12) To generate resources.

13) To hold Career Counselling Sessions for the students.

14) FDP will be organised for the teachers and administrative training will be organised for the non-teaching staffs of the College.

Agenda 05

1) The Cell is of the opinion that the College has been struggling with inadequate infrastructural facilities. With the full-fledged application of CBCS along with the College's long-standing desire to appear before the NAAC for assessment, this particular deficiency appears to be the major

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ :

মিটিং-এর স্থান :

মিটিং-এর সময় :

উপস্থিত সভ্যগণের নাম

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রেজল্যুশন

hindrance. Therefore, the Cell requests the authority to make some more efforts to different funding agencies to build physical inf structure.

As no other issues has been raised in the meeting for discussion the meeting ends with thanks and gratitude to all the members by the Coordinator of IQAC, Mekliganj College.

[Signature]
Teacher-in-Charge
Mekliganj College
Mekliganj, Coochbehar

[Signature]
Coordinator
IQAC
Mekliganj College