

# MEKHLIGANJ COLLEGE

(Govt. Aided)

Affiliated to Cooch Behar Panchanan Barma University

ESTD. : 1996



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

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

Ref. No. : IQAC/MC/01/22-23

Date : ..... 202

## Internal Quality Assurance Cell (IQAC) NOTICE

Date: 11.07.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of Mekhliganj College will be held on 18.07. 2022 at 1.30 p.m. in the TIC's Chamber of the college to discuss and resolve the following agenda. All members are requested to attend the meeting.

### Agenda:

1. To review and confirm the proceedings of the previous meeting on 05.05.2022
2. To discuss the plan of action for the academic session 2022-23.
3. To discuss the preparation of the academic calendar for the academic session 2022-23.
4. To prepare the routine for the Odd semester.
5. Miscellaneous

### IQAC Members

1. Sri. Keshab Chandra Das (G B President)
2. Dr. Chittaranjan Barman (TIC)
3. Smt. Barnana Bhattacharjee (Coordinator)
4. Sri. Ram Kumar Tamang (SDO)
5. Dr. Dipankar Pal (IC, CBPBU)
6. Sri Prasenjit Saha
7. Smt. Asudha Mangar
8. Sri. Bhagirath Das
9. Dr. Sujoy Paul
10. Smt. Dola Ghosh
11. Sri. Tubai Sarkar
12. Sri. Sanjit Sarkar
13. Sri Sudipta Gope (Stakeholder)

*Chittaranjan Barman*

Teacher-In-Charge  
Mekhliganj College

Teacher-in-charge  
Mekhliganj College  
Mekhliganj, Coochbehur

*RB*  
Co-Ordinator, IQAC  
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/01/22-23 মিটিং-এর তারিখ : 18.07.2022

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 1.30 pm

উপস্থিত সভ্যগণের নাম

ক্র. নং	নাম	ক্র. নং	নাম
১।	Chittaranjan Barman	৮।	Sudipta Gope
২।	Barnana Bhattacharjee	৯।	Sanjit Sarker
৩।	Prasanna Kumar	১০।	
৪।	Debnath	১১।	
৫।	Tutor	১২।	
৬।	Sola Ghosh	১৩।	
৭।	Sanjit Paul	১৪।	

## MINUTES

At the outset, Dr. Chittaranjan Barman, Teacher-in-Charge, welcomed all the members in the meeting and Smt. Barnana Bhattacharjee, the Coordinator of the IQAC, was asked to begin the discussion. All the present members thereafter participated in the discussion relating to different notified agenda and following resolutions were unanimously made.

**Agendum 1: To review and confirm the proceedings of the previous meeting held on 05.05.2022**

**Resolution:** The minutes of the IQAC Meeting held on 05.05.2022 were read out and unanimously confirmed.

**Agendum 2: To discuss the plan of action for the academic session 2022-23.**

**Resolution:** The following plans were placed by the IQAC Coordinator in the meeting and the same were accepted. The Institutional Development Plan was also discussed.

1. To motivate the faculty members to organize workshop, special lecture, seminar.
2. To recommend the departments to arrange preparatory class tests along with University mandated tests (Internal Assessment and Tutorials).
3. To orient and intimate the students regarding various scholarships that they are eligible for.
4. To take initiatives to organize Career Counselling programs.
5. To observe important days.
6. To encourage teachers to publish research articles in UGC Care Journals and to participate in RC/OP/FDP etc.

7. All Departments to be asked to maintain detailed records of all their activities.

**Agendum 3:** To discuss about the preparation of academic calendar for the academic session 2022-23.

**Resolution:** IQAC recommends the departments to prepare academic planning and program, departmental vision and mission for the Academic Year-2022-2023, and submit them in the meeting of Academic Committee be duly notified and scheduled. It was also decided that Academic Committee would finally prepare Academic Calendar to smoothly accommodate and synthesize different departmental activities, plans, and programme for the Academic Year-2022-2023.

**Agendum 4:** To prepare the routine for Odd semester.

**Resolution:** It was resolved that Routine Committee will prepare and share the Master Routine for Odd Semester allotting the classes conforming to credit point.

**Agendum 5:** Miscellaneous

The coordinator informed the house that a MoU will be signed by the college with Bright Future, Com Skills Pvt. Ltd to strengthen the tourism sector in the very area and the proposal was unanimously approved.

It was resolved that a meeting will be held on 13/9/2022 at 12 noon to discuss the on-going process of NAAC and for the preparation and writing of the following.

1. Progress report to date
2. Proposed Plan of Action
3. Recommendations

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

*Chittaranjan Barman*  
Teacher-In-Charge  
Mekliganj College  
Teacher-In-Charge  
Mekliganj College  
Mekliganj, Coochbehar

*Banma Bhattacharjee*  
Co-Ordinator, IQAC  
Mekliganj College  
Coordinator  
IQAC  
Mekliganj College

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Ref. No. : IQAC/MC/02/22-23

Date : ..... 202

## Internal Quality Assurance Cell (IQAC)

### NOTICE

Date: 20.09.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of Mekliganj College will be held on **27.09.2022 (Tuesday)**, at **1.30 pm** in the TIC's Chamber of the College to discuss and resolve the following agenda. All members are requested to attend the meeting.

#### Agenda:

1. Confirm the proceedings of the last meeting
2. Ratification of Departmental Annual Academic Calendar
3. Ratification of Routine for Odd semester (master and departmental).
4. To plan for Internal Evaluation for the Odd semester.
5. Misc.

#### IQAC Members

1. Sri. Keshab Chandra Das (G B President)
2. Dr. Chittaranjan Barman (TIC)
3. Smt. Barnana Bhattacharjee (Coordinator)
4. Sri. Ram Kumar Tamang (SDO)
5. Dr. Dipankar Pal (IC, CBPBU)
6. Sri Prasenjit Saha
7. Smt. Asudha Mangar
8. Sri. Bhagirath Das
9. Dr. Sujoy Paul
10. Smt. Dola Ghosh
11. Sri. Tubai Sarkar
12. Sri. Sanjit Sarkar
13. Sri Sudipta Gope (Stakeholder)

*Chittaranjan Barman*

Teacher-In-Charge  
Mekliganj College

Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehari

*B*  
Co-Ordinator, IQAC  
Mekliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/02/22-23

মিটিং-এর তারিখ : 27.09.2022

মিটিং-এর স্থান : TIC's Chamber

মিটিং-এর সময় : 1:30 pm

## উপস্থিত সভাপণের নাম

১। Chittaranjan Barman  
২। Barnana Bhattacharjee  
৩। Pranjit- Saha  
৪।  
৫। Anurita Banerjee  
৬। Dola Ghosh  
৭।

৮। Sujit Paul  
৯। Sudip Ghosh  
১০।  
১১।  
১২।  
১৩।  
১৪।

## MINUTES

At the very beginning of the meeting, Dr. Chittaranjan Barman, Teacher-in-Charge, welcomed all the members and Smt. Barnana Bhattacharjee, the Coordinator of the IQAC, was asked to begin the discussion. All the present members thereafter participated in the discussion relating to different notified agenda and the following resolutions were made.

### Agendum 1: Confirmation of the minutes of the IQAC Meeting held on 18.07.2022

The minutes of the IQAC Meeting held on 18.07.2022 were read out and confirmed.

### Agendum 2: Ratification of Departmental Annual Academic Calendar

The academic calendar for the session of 2022-23 submitted by the Academic Committee (TC) stands ratified.

### Agendum 3: Ratification of Routine for Odd semester (master and departmental).

The routine for the session of 2022-23 submitted by the Routine Committee (TC) stands ratified.

### Agendum 4: To plan for Internal Evaluation for Odd semester.

It was resolved that the Internal Evaluation must be completed by 20<sup>th</sup> December 2022, and marks except attendance marks must be submitted by 24<sup>th</sup> December 2022 to the respective HODs. The mode of Internal Evaluation for this Semester should be based on Assignments followed by a departmental seminar. In awarding attendance marks University formula

must be followed. Mark slips will be provided from the college for marks registration.

It was also resolved that Prashanta Biswas and Mahendra Nath Roy, Faculty Members, of Dept. of Geography, will teach EVS and arrange EVS-related activities.

**Agendum 5: Misc.**

The proposal for infrastructure development submitted by the Infrastructure Committee (TC) stands ratified.

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

*Chittaranjan Berman*  
 Teacher-In-Charge  
 Mekliganj College  
 Teacher-In-Charge  
 Mekliganj College  
 Mekliganj, Coochbehar

*Aswina Bhattacharjee*  
 Co-Ordinator, IQAC  
 Mekliganj College  
 Coordinator  
 IQAC  
 Mekliganj College

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Ref. No. : TQAC/ML/03/22-23

Date : ..... 202

## Internal Quality Assurance Cell (IQAC) NOTICE

Date: 13.12.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of Mekhliganj College will be held on **20.12.2022, at 1.00 pm**, in the TIC's Chamber of the college to discuss and resolve the following agenda. All members are requested to attend the meeting.

### Agenda:

1. Confirm proceedings of the last meeting.
2. To prepare a routine for the even semester.
3. Misc

### IQAC Members

1. Sri. Keshab Chandra Das (G B President)
2. Dr. Chittaranjan Barman (TIC)
3. Smt. Barnana Bhattacharjee (Coordinator)
4. Sri. Ram Kumar Tamang (SDO)
5. Dr. Dipankar Pal (IC, CBPBU)
6. Sri Prasenjit Saha
7. Smt. Asudha Mangar
8. Sri. Bhagirath Das
9. Dr. Sujoy Paul
10. Smt. Dola Ghosh
11. Sri. Tubai Sarkar
12. Sri. Sanjit Sarkar
13. Sri Sudipta Gope (Stakeholder)

*Chittaranjan Barman*

Teacher-In-Charge

Mekhliganj College  
Cooch Behar  
Teacher-in-Charge  
Mekhliganj College  
Cooch Behar

*B.B.*

Co-Ordinator, IQAC  
Mekhliganj College  
Coordinator  
IQAC  
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/03/22-23 মিটিং-এর তারিখ : 20.12.22

মিটিং-এর স্থান : TIC's Chamber মিটিং-এর সময় : 1 pm

উপস্থিত সভ্যগণের নাম

ক্র.সং	নাম	ক্র.সং	নাম
১।	Chittaranjan Barman	৮।	Sanjit Sarkar
২।	Barnana Bhattacharjee	৯।	Sudipita Gope
৩।	Pranayit- Saha	১০।	
৪।	Udayan Das	১১।	
৫।	Asudha Manna	১২।	
৬।	Juan	১৩।	
৭।	Dala Ghosh	১৪।	

## MINUTES

At the outset, Dr. Chittaranjan Barman, Teacher-in-Charge, welcomed all the members in the meeting, and Smt. Barnana Bhattacharjee, the Coordinator of the IQAC, was asked to begin the discussion. All the present members thereafter participated in the discussion relating to different notified agenda and the following resolutions were unanimously made.

**Agendum 1: Confirmation of the minutes of the IQAC Meeting held on 27.09.2022**

The minutes of the IQAC Meeting held on 27.09.2022 were read out and confirmed.

**Agendum 2: To prepare a routine for the Even semester.**

The routine for even semester session of 2022-23 prepared conforming to the Master Routine stands ratified.

**Agendum 3: Misc.**

The coordinator informed the house that a MoU would be signed by the college with Thakur Panchanan Mahila Mahavidyalaya, Coochbehar, West Bengal in the field of Student and Faculty exchange program, and the proposal was unanimously approved.

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

*Chittaranjan Barman*  
Teacher-In-Charge  
Mekliganj College  
Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehar

*Barnana Bhattacharjee*  
Co-Ordinator, IQAC  
Mekliganj College  
Coordinator  
IQAC  
Mekligani College



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Ref. No. : IQAC/MC/04/22-23

Date : ..... 202

## Internal Quality Assurance Cell (IQAC) NOTICE

Date: 03.03.2023

A meeting of the Internal Quality Assurance Cell (IQAC) of Mekliganj College will be held on **14.03.2023, at 1:00 pm** in the TIC's Chamber of the college to discuss and resolve the following agenda. All members are requested to attend the meeting.

### Agenda:

1. Confirm the proceedings of the last meeting
2. To consider the proposals for organizing Add-on courses in various departments.
3. To plan for Internal Evaluation for the Even semester.
4. Misc

### IQAC Members

1. Sri. Keshab Chandra Das (G B President)
2. Dr. Chittaranjan Barman (TIC)
3. Smt. Barnana Bhattacharjee (Coordinator)
4. Sri. Ram Kumar Tamang (SDO)
5. Dr. Dipankar Pal (IC, CBPBU)
6. Sri Prasenjit Saha
7. Smt. Asudha Mangar
8. Sri. Bhagirath Das
9. Dr. Sujoy Paul
10. Smt. Dola Ghosh
11. Sri. Tubai Sarkar
12. Sri. Sanjit Sarkar
13. Sri Sudipta Gope (Stakeholder)

*Chittaranjan Barman*  
Teacher-In-Charge  
Mekliganj College  
  
Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehar

*AB*  
Co-Ordinator, IQAC  
Mekliganj College  
**Coordinator**  
**IQAC**  
Mekliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/04/22-23 মিটিং-এর তারিখ : 14.03.2023  
মিটিং-এর স্থান : TIC's Chamber মিটিং-এর সময় : 1 pm

উপস্থিত সভ্যগণের নাম

ক্র. নং	নাম	ক্র. নং	নাম
১।	Chittaranjan Barman	৮।	Sujy Barua
২।	Barnana Bhattacharjee	৯।	Sudip Ghose
৩।	Prasunjit Das	১০।	
৪।		১১।	
৫।	Aswina Mangar	১২।	
৬।	Juba Das	১৩।	
৭।	Soela Ghosh	১৪।	

রেজল্যুশন

## MINUTES

At the outset, Dr. Chittaranjan Barman, Teacher-in-Charge, welcomed all the members in the meeting, and Smt. Barnana Bhattacharjee, the Coordinator of the IQAC, was asked to begin the discussion. All the present members thereafter participated in the discussion relating to different notified agenda and the following resolutions were made.

### Agendum 1: Confirmation of the minutes of the IQAC Meeting held on 20.12.2022.

The minutes of the IQAC Meeting held on 20.12.2022 were read out and confirmed.

### Agendum 2: To consider the proposals for organizing Add-on courses in various departments.

**Resolution:** Different departments are encouraged and advised to conduct Add-on Courses for the larger interest of students.

### Agendum 3: To plan for Internal Evaluation for the Even semester.

It was resolved that the process of Internal Evaluation must be completed within 15<sup>th</sup> June 2023 for Semester 6 and 10<sup>th</sup> July 2023 for 2<sup>nd</sup> & 4<sup>th</sup> Sem. Decisions relating to Internal Evaluation, its mode, schedule, etc. are left to the discretion of the department.

### Agendum 4: Misc

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

Chittaranjan Barman  
Teacher-In-Charge

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

Barnana Bhattacharjee

Co-Ordinator, IQAC

Mekliganj College  
Coordinator  
IQAC  
Mekliganj College

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Ref. No. : IQAC/MC/05/22-23

Internal Quality Assurance Cell (IQAC)

Date : ..... 202

## NOTICE

Date: 30.05.2023

A meeting of the Internal Quality Assurance Cell (IQAC) of Mekhliganj College will be held on **09.06.2023** at 1.00 p.m. in the TIC's Chamber of the college to discuss and resolve the following agenda. All members are requested to attend the meeting.

### Agenda:

1. Confirm the proceedings of the last meeting
2. Review of yearly progress
3. Quality Initiatives to be taken given the New Course Structure being introduced from the Academic Year 2023-24
4. Misc

### IQAC Members

1. Sri. Keshab Chandra Das (G B President)
2. Dr. Chittaranjan Barman (TIC)
3. Dr. Sujoy Paul (Coordinator)
4. Sri. Ram Kumar Tamang (SDO)
5. Dr. Dipankar Pal (IC, CBPBU)
6. Sri Prasenjit Saha
7. Smt. Asudha Mangar
8. Sri. Bhagirath Das
9. Smt. Dola Ghosh
10. Sri. Tubai Sarkar
11. Sri. Sanjit Sarkar
12. Sri Sudipta Gope (Stakeholder)

*Chittaranjan Barman*

Teacher-In-Charge  
Mekhliganj College

Teacher-in-Charge  
Mekhliganj College  
Mekhliganj, Coochbehar

*30/05/2023*

Co-Ordinator, IQAC  
Mekhliganj College

Coordinator  
IQAC  
Mekhliganj College

মিটিং-এর ক্রমিক সংখ্যা : IQAC/MC/05/22-23 মিটিং-এর তারিখ : 09.06.2023

মিটিং-এর স্থান : TIC's Chamber মিটিং-এর সময় : 1:00 pm

উপস্থিত সভ্যগণের নাম

১। Chittaranjan Barman

২। Sujoy Paul

৩। Prasenjit Saha

৪। [Signature]

৫। Sudha Mangas

৬। Subanika

৭। Deba Ghosh

৮। Sudipta Gope

৯। Sanjit Sarker

১০।

১১।

১২।

১৩।

১৪।

## MINUTES

At the outset, Dr. Sujoy Paul, the new Coordinator of the IQAC welcomed all the members in the meeting and expressed hope that the new committee will work towards ensuring the overall quality of the college. Dr. Chittaranjan Barman, Teacher-in-Charge, also welcomed all the members of the meeting including the new Coordinator, and requested him to begin the discussion. All the present members thereafter participated in the discussion relating to different notified agenda and resolutions were made.

**Agendum 1: Confirmation of the minutes of the IQAC Meeting held on 14.03.2023**

**Resolution:** The minutes of the IQAC Meeting held on 14.03.2023 were read out and confirmed.

**Agendum 2: Review of yearly progress (including action taken report)**

A total of five meetings were arranged by IQAC during the Academic Session-2022-2023 first one on 18.07.2022, then on 27.09.2022, then on 20.12.2022, then on 14.03.2023, and finally on 09.06.2023. In each IQAC meeting, different notable actions and issues were discussed and many resolutions were adopted. Overall yearly progress was satisfactory and fruitful. Over six Add-on Courses of thirty hours were organized by different departments in a single session, many Awareness Programs, Career Guidance Programs, and Career and Counselling Programs were successfully organized by different departments. Three MoUs were also signed during the session. NSS units I and II also conducted various special camps, and awareness programs and took numerous social welfare initiatives throughout the year. The College Gate was renovated. During the session, a Bicycle Stand was built for parking bicycles, a Boys' Toilet was constructed, and some computers were also purchased as per necessity.

**Agendum 3: Quality Initiatives to be taken given the New Course Structure being introduced from the Academic Year 2023-24**

**Resolution:** The new Course Structure as notified by CBPBU following Curriculum and Credit Framework (CCF) 2022 and NEP was presented by Dr Sujoy

Paul. There were discussions on the various aspects of the new course framework. The IQAC Coordinator hoped that the new courses under NEP would be exciting and engaging in the future.

The TIC proposed to organize talks / Courses / Interactive Sessions on Constitutional Values, Intellectual Property Rights, and Digital Empowerment along with Research Methodology. The house welcomed the proposals.

He also alerted that the Departments would have to teach extra courses to a large number of students henceforth. He assured the teachers that resources and support would be made available.

**Agendum 3: Misc**

Since there was no further agenda for discussion, the meeting ended with thanks to the chair.

*Chittaranjan Berman*

Teacher-In-Charge  
Mekliganj College  
Teacher-in-Charge  
Mekliganj College  
Mekliganj, Coochbehar

*Sujay Paul*

Co-Ordinator, IQAC  
Mekliganj College  
Coordinator  
IQAC  
Mekliganj College