



ACHHRURAM MEMORIAL COLLEGE

[AFFILIATED TO SIDHO-KANHO-BIRSHA UNIVERSITY]

NAAC accredited Grade 'B' with CGPA: 2.47

P.O- JHALDA, Dist-PURULIA (West Bengal), PIN:- 723202

[NAAC ACCREDITED]

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Date- 12.08.2018

NOTICE

An IQAC meeting of the college will be held on 16.08.2018 at 1:30 pm in the staff room. All the members of IQAC are requested to attend the meeting.

Agenda

1. To read and confirm the agenda of previous meeting held on 14.04.2018
2. Academic planning for AY 2018-19
3. Preparation of AQAR report for the session 2017-18
4. Discussion regarding the formation of 'Green Campus Committee'
5. Discussions on internal academic audit
6. Organizing the students quiz, debates for youth parliament.
7. Discussions regarding the book purchase and lab specimens based on CBCS syllabus.
8. Discussions regarding organizing seminar/workshops for this session by various departments and NSS units.
9. Discussion regarding soft-skill development seminar/course by A.M. College computer training centre.
10. Discussion regarding the CAS/promotion of 3 employees.
11. Discussions regarding the awareness of election among students
11. Miscellaneous

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Debopam Raha (IQAC coordinator)
4. Sri Samar Kanti Chakrabarty (Teachers Council Secretary)
5. All Departmental Heads
6. Smt. Riptika Pal (Librarian)
7. Sri Asit Lahiri (Head Clerk)
8. Smt. Shatabdi Poddar (Alumni Member)
9. Dr. Prabodh Kuiry (External Expert, SKBU)
10. Sri Monish Keshri (Industrialist)


12/08/18

Principal


12/08/18

IQAC Coordinator

Minutes of the proceedings of the meeting of IQAC of the college held on 16.08.2018 at 1:30 pm in the staff room

The principal took the chair and declared the meeting open.

Item no. 1: Resolution adopted: The agenda and the resolutions of the last meeting was read out and confirmed.

Item no. 2: Resolution adopted: The IQAC coordinator discusses the duties for the staff for Academic planning for the year 2018-19. Routines should be prepared and displayed in the offline as well as online mode. Academic calendar must be prepared. Distribution of syllabus must be performed for each department based on their departmental meeting. A draft of academic calendar for the year 2018-19 was placed by the IQAC coordinator in front of the members and principal was requested to check and approve the academic calendar.

Item no. 3: Resolution adopted: In the meeting, IQAC coordinator discusses the urgency of preparing the AQAR report for the year 2017-18. Committee members of NAAC were instructed to collect the data about the university assignments, seminars/workshops conducted, publications details from each and every staff members of all the departments. Feedback forms were also instructed to be collected from the students, teachers.

Item no. 4: Resolution adopted: IQAC coordinator suggested a committee called 'green campus committee' for the management and practice of green initiatives inside the college campus. Besides the existence of NSS units and Campus development committee, he speaks about the importance of a green campus committee and decided to form it for future practices. A general draft including the committee members of green campus committee was suggested with opinion of other members of the meeting and placed before the principal for approval.

Item no. 5: Resolution adopted: Internal academic audit for the college was planned to conduct. For this work, a time limit of one month has been set within which all the preliminary data will be collected for the audit. It has been unanimously decided in the meeting that each HOD will engage their respective staff members and prepare a departmental data sheet within a stipulated time and then submit it to the IQAC cell. After successful submission of these data, compilation work would be done in the computer to prepare for audit.

Item no. 6: Resolution adopted: The IQAC coordinator discussed about the youth parliament event where every year our students participate. For training and assessment of these students, some practices must start in our college to make the students able for the youth parliament sessions.

Item no. 7: Resolution adopted: Based on the new curriculum of CBCS, IQAC coordinator proposes to update the resources of our college in various fields like theory, practical, as well as other activities. The coordinator asked other members to suggest regarding this updates of resources for CBCS.

Item no. 8: Resolution adopted: For the sake of local students, coordinator suggested to organize any kind of seminar/workshop with/without any collaboration to promote the activities like giving training to our local students to adapt eco-friendly practices for the awareness of waste management among them. So, for this objective, coordinator suggested all the staff members of various department as well as NSS coordinators to organize such seminar/workshops.

Item no. 9: Resolution adopted: IQAC coordinator highlighted some of the programs which are actively executed every year for the sake of students. One of which includes the placement cell, where students have been given training for the placements by Tata Consultancy Services. Every year a significant proportion of students from our college get jobs in TCS through this training. So, it is requested in the meeting to encourage the placement cell to organise this program for students

regularly and also to add more companies in their list for arranging successful programs in future. It is also suggested in the meeting that the annual report for these programs must be prepared and submitted to IQAC cell for keeping records as an asset for future.

Item no. 10: Resolutions adopted: IQAC coordinator discussed about CAS beneficiary files of 3 of the employees, Subhasish Goswami, Debopam Raha and Prasit Ranjan Ghosh at respective stages have been submitted by them to IQAC coordinator. He will verify the files and submit it to the principal by tomorrow.

Item no. 11: Resolutions adopted: IQAC coordinator discusses the necessity of awareness among our college students regarding the election and to encourage the students to enrol their names as electoral rolls. The coordinator suggested taking necessary steps for the above purpose to the members of the meeting.

Item no. 12: Resolutions adopted: In the miscellaneous issues, IQAC coordinator discussed an agenda regarding the pay protection of our Principal, Dr. Arup Kanti Konar, as he was working as an Associate Professor in the Department of Economics of our college before he joined as a Principal. So, necessary actions regarding the documentation for proper communication to the DPI section should be initiated. So, a request to approve the following agenda was placed before administrative body.

Actions taken based on the agenda of the previous meeting

1. Toilet for college staff members has been constructed near to the office.
2. A one day workshop on 'Save the Girl Child with an overview of Pre-conception and Prenatal diagnostic Technique act' organized by Achhruram Memorial College with the collaboration with department of Health and Family welfare Govt. of West Bengal on July 07, 2018 in the seminar hall. Regardless of gender, almost all the students actively attended the seminar with great interest.
3. Career counselling committee has collaborated with the TCS and NTTF for continuing the regular training programs organized every year in the college for the placement of student.
4. The construction of the first floor of library building for NAAC purpose was completed.
5. Approval of the past service of Dr. Tarun Kumar Barik at Heritage Institute of Technology, Haldia as teaching experience was read and confirmed.
6. For aquaculturing and water harvesting purposes, the decision of digging the pond inside the college campus for its proper utilization has been approved in the Administrative Body meeting dated 27.03.2018. Also it has been unanimously decided that the soil obtained after digging the pond will be utilized to fill the playground of the campus for its better use.

Principal

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

IQAC Coordinator



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Date- 12.01.2019

NOTICE

An IQAC meeting of the college will be held on 19.01.2019 at 1:30 pm in the staff room. All the members of IQAC are requested to attend the meeting.

Agenda

1. To read and confirm the proceedings of last meeting held on 16.08.2018.
2. Discussion regarding the best practices of our college
3. Digitalization of library
4. Installation of water purifier for drinking water for the campus
5. Focusing on green practices and water management, discussions on the proposal of reviving well inside college campus.
6. Miscellaneous

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Debopam Raha (IQAC coordinator)
4. Sri Samar Kanti Chakrabarty (Teachers Council Secretary)
5. All Departmental Heads
6. Smt. Riptika Pal (Librarian)
7. Sri Asit Lahiri (Head Clerk)
8. Smt. Shatabdi Poddar (Alumni Member)
9. Dr. Prabodh Kuiry (External Expert, SKBU)
10. Sri Monish Keshri (Industrialist)

Principal

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

Debopam Raha
12-01-19
IQAC Coordinator

Minutes of the proceedings of the meeting of IQAC of the college held on 19.01.2019 at 1:30 pm in the staff room

The principal took the chair and declared the meeting open.

Item no. 1: Resolution adopted: The agenda and the resolutions of the last meeting was read out and confirmed.

Item no. 2: Resolution adopted: IQAC coordinator along with the other members present in the meeting discussed about the best practices of the college. He encourages the inclusion of various activities like workshops/training/seminar where the college show its best practices. It was unanimously decided in the meeting that celebration of important dates related to environment should be done annually. These mandatorily celebrated dates include: world environment day, world water day, world biodiversity day, world ozone day etc.

Best practices ideas suggested in the meetings also include the collaboration with NGOs and other institute through MoU by which our student must be trained in an annual basis to make them ready for employment and which provide them with a good job. Student's health and status should also be a topic to propose a best practice.

Item no. 3: Resolution adopted: Due to changes in the present curriculum system and as per NAAC criteria, IQAC coordinator decided to focus on the infrastructure of library. It has been unanimously decided that library digitalization along with subscriptions should be done.

Item no. 4: Resolution adopted: In need of a water purifier, a decision is being taken in the meeting that implementation of a water purifier cum chiller is essential and should be executed.

Item no. 5: Resolution adopted: In order to fulfil the water necessity in college premises like watering the plants and other green practices, a decision of restoring the well inside the college campus was decided. Necessary steps should be taken for this approval.

Item no. 6: Resolution adopted: There were no issues under the miscellaneous discussed in the meeting.

Actions taken based on the agenda of the previous meeting

1. Under the academic planning for the year 2018-19, master routines for the art and science groups was sent through mail by the IQAC coordinator to all HODs. Based on this master routine, all the departments have made the departmental routines including the old as well as new CBCS curriculum. A copy of departmental routine along with the allotment of classes weekly for each and every teaching staff has been submitted to the office for records and a copy was displayed outside the respective departments.

Approval of the draft academic calendar by the principal for the session 2018-19 has been done. This calendar has been finalised and a copy is being uploaded in the college website.

2. Regarding the preparation of AQAR report for 2017-18, almost all the preliminary data were collected except the CO, PO, PSO report from a few departments. A remainder was given for the quick action and data compilation in computer has been initiated for the report.

3. A 'Green campus committee' was formed. The names of the staff members proposed were:

- a. Dr. Arup Kanti Konar (Principal)
- b. Dr. Debopam Raha (IQAC coordinator)
- c. Dr. Rajib Mistri (HOD, Department of Chemistry)
- d. Ghanashyam Mahato (HOD, Department of Botany)

- e. Dr. Tarun Kumar Barik (Department of Physics)
- f. Dr. Pravat Mondal (Department of Mathematics)

Members of the green campus committee will conduct subsequent meetings to set the objectives and initiatives to be achieved for a green campus. An annual report in details is asked to be submitted at the end of every session which will furnish the records of seminar/workshops or other programs held throughout the year.

4. Regarding books purchase for the CBCS curriculum, a requisition format was sent by the Riptika Pal, Librarian through the mail to all the HODs for filling up the necessary requirement of books. All the filled up requisitions are now collected by the librarian who is followed by the request for the quotations to the book suppliers. Once the quotation is received, then it would be placed for approval to the principal.

5. Regarding a resolution of skill development courses/seminars of the previous meeting, a one-day seminar on "Linux OS and its utilities" was conducted on September 12, 2018 by IQAC in collaboration with Webel. More than 180 students have been attended in the seminar organized in the community hall of our college.

6. Regarding the request of conducting seminar/workshop/lectures for the students, a one-day craft workshop was organised by the NSS unit I, II, III on December 13, 2018 where resource persons gave hands on demonstration to our students as well as staff members to make usable bags made of paper. Workshop was fully funded by the college and successfully conducted with a message to replace the use of non-recyclable plastics with more eco-friendly paper.

7. A one-day seminar on 'Programming Language in 'C' was successfully conducted by the IQAC in collaboration with Webel on January 17, 2019. Most of the students from the department of Mathematics and Physics department attended and benefitted by the seminar.

8. Regarding the awareness among students about elections, as discussed in the previous meeting, it has been unanimously decided that an Electoral Literacy Club was created whose duties will be to conduct programs to motivate the students to enrol themselves as an electoral rolls. The following resolution was accepted and approved in the Administrative Body meeting dated 13.09.2018.

9. The pay protection for the principal, Dr. Arup Kanti Konar was approved in the administrative Body meeting held on 04.10.2018.

10. Books sent as requisition to be purchased to fulfil CBCS curriculum has been successfully purchased and supplied as per requirement placed by each department.


19/01/19

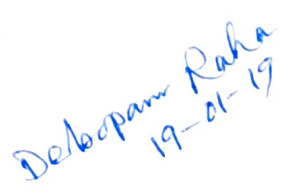
Principal


K. Nandan


S. Sen


P. Prashob


R. Pravat


Debopam Raha
19-01-19

IQAC Coordinator



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Date-13.06.2019

NOTICE

An IQAC meeting of the college will be held on 20.06.2019 at 1:30 pm in the staff room. All the members of IQAC are requested to attend the meeting.

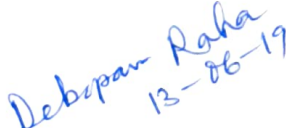
Agenda

1. To read and confirm the proceedings of last meeting held on 19.01.2019.
2. Discussion related to the CAS of the employee
3. Discussions regarding the MoU agreements to signed with various institutions for the placement of students.
4. Request to all departments to arrange national/international workshops/seminars
5. Discussion regarding plantation drives
6. Discussion regarding initiatives for green audit.

Members:

1. Dr. Arup Kanti Konar, (Principal, Chairperson)
2. SDO, Jhalda (or his/her Representative)
3. Dr. Debopam Raha (IQAC coordinator)
4. Sri Samar Kanti Chakrabartty (Teachers Council Secretary)
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10. Sri Monish Keshri (Industrialist)


Principal


IQAC Coordinator

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

Minutes of the proceedings of the meeting of IQAC of the college held on 20.06.2019 at 1:30 pm in the staff room

The principal took the chair and declared the meeting open.

Item no. 1: Resolution adopted: The agenda and the resolutions of the last meeting was read out and confirmed.

Item no. 2: Resolution adopted: IQAC coordinator discussed about the due dates of the promotion of employees. It is found that out of 6 CAS beneficiaries, 5 beneficiaries have submitted their respective files for promotion under different grade. IQAC coordinator has already verified 3 out of 5 beneficiaries. The files of 2 beneficiaries will be verified by tomorrow and the list of eligible candidates will be sent to the principal by tomorrow.

Item no. 3: Resolution adopted: Coordinator raised the issue of a lack in signing MoUs with various institutions and NGOs. It would be necessary to collaborate with more and more organisations to conduct various programs for the sake of students. More emphasis must be given in the placement of students and for their training to get employed.

Item no. 4: Resolution adopted: Conduction of seminars and workshops by applying to various funding agencies as well as support from the college was encouraged. Seminar on various themes like research methodology and environment should be conducted to aware the students.

Item no. 5: Resolution adopted: IQAC coordinator suggested to plant variety of trees in the college campus, especially surrounding the playground, since the time is ideal for plantation drives just before the monsoon. So, it has been unanimously decided in the meeting to collect the list of plants suitable for growth and to conduct the plantation drive program to plant them with the help of college staff members, NSS volunteers and other students.

Item no. 6: Resolution adopted: IQAC coordinator suggested about the implementation of some solar panels for lights inside the college premises to consider the green practices for energy conservation. For this implementation proper application prior to approval of administrative body must be prepared.

Actions taken based on the agenda of the previous meeting

1. For the sake of student's mental health status, a collaboration and MoU was decided to sign with the Heartfulness institute. The initial communication with them showed a positive response that they will be glad to conduct various seminars and workshops in our college campus throughout the year which will help our students to improve their mental health. The heartfulness program is all about yoga, meditation, exercises, motivation etc.
2. Regarding the earlier resolution made for library infrastructure extension, in the previous meeting, our purchase committee members organized a meeting having an estimate and a planning, which was gradually approved by our administrative body. The funds are found to be sufficient to start the work of construction. Necessary actions are to be taken to hire workers in a contract basis to start the work.
3. As per the resolution of earlier meeting, a need and urgency of a water purifier system was installed in the ground floor of the college, near to the office which is properly functioning.
4. The pond area was totally restored and refurbished with its ecology undisturbed. A proper maintenance is directed to be done by the college staff to rear the fishes in the pond. A time interval was set to regularly catch fishes from the pond which would be benefitted for trading purpose.
5. A One Day National Seminar on 'Interdisciplinary Mathematics: An Evaluation' -(IME-2019) was organized by Department of Mathematics on April 17, 2019. More than 100 students actively participated in the seminar and certificate was provided.

6. A one Day State Level Workshop on 'Python for Scientific Computing' organized by Department of Physics on May 8, 2019. Resource persons were invited along with our staff members of Physics department successively completed the workshop. Students from many different colleges under SKBU, BU and CU were participated in the workshop based on registration. Many students have been benefitted by this ground-level workshop arranged in our college.


20/06/19

Principal

RBM

KNaman

Prabhu

S. Sen

Debjyoti Raha
20-06-19

IQAC Coordinator

Raha

