



SCC/IQAC/2019/L/3

Date: 15/07/2019

NOTICE IQAC Meeting


This for information of the members of the IQAC of this college that, as per the directive of the Chairperson of IQAC of this college, the undersigned hereby convenes a meeting of the IQAC on Tuesday 23/07/2019 at 03.30PM in the IQAC Room (Room No. 103) of this college to discuss the agenda as listed below.

List of Agenda:

1. Confirmation of previous meeting held on 18/06/2019.
2. International seminar proposal- Two-Day International Interdisciplinary Seminar on "Heritage, Culture & Identity: Renegotiating the Spaces of Memory in a Time of Rapid Urbanisation".
3. Review of Academic and administrative facilities - repair of sound system, introduction of biometric attendance system.
4. Review of pending CAS for Assistant Professors.

Kind attendance and participation of the members in the meeting are highly solicited.




Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

IQAC Meeting on 23/07/2019 Place: IQAC Room (Room No. 103), Sarat Centenary College

(Ref: SCC/IQAC/2019/L/3 dated 15/07/2019)

Members Present:

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Bidyut Santra, Teacher Member
5. Dr Satyabrata Bhattacharyya, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Minutes and Resolutions:

Principal and IQAC Chairperson of the college takes the chair and conducts the meeting as follows:

Agenda 1: Confirmation of previous meeting held on 18/06/2019.

Minutes of Discussion:

The minutes and resolutions of IQAC Meeting dated 18/06/2019 are placed read and discussed in the meeting.

Resolution:

It is resolved that the minutes and resolutions of IQAC Meeting dated 18/06/2019 be approved and confirmed.

Agenda 2: International seminar proposal- Two-Day International Interdisciplinary Seminar on "Heritage, Culture & Identity: Renegotiating the Spaces of Memory in a Time of Rapid Urbanisation".

Minutes of Discussion:

Coordinator Dr Konar proposes organising an international seminar on the field of heritage with the title as mentioned above. He reports that since he has been working on heritage related international projects with University of Liverpool, he can ensure availability of overseas resource persons with who he has already started an initial conversation in this. However, the question of funding for this is also discussed. Principal suggests that the college may apply to the ICSSR-ERC for funding. Dr Santra suggests that West Bengal Heritage Commission can also be approached for collaboration in this regard.

Resolution:

Resolved that the proposals of the above discussion be approved. Dr Konar is resolved to coordinate with resource persons, funding agencies, collaborating institutes/agencies in this regard. Also resolved that the event be held at the beginning of even semesters in January when the weather in this region remains conducive.

Agenda 3: Review of Academic and administrative facilities - repair of sound system, introduction of biometric attendance system.

Minutes of Discussion:

It is observed that some of the PA systems in large classrooms are not working properly. The coverage of the general PA system of the campus, which is necessary for broadcasting urgent alerts, has also lost coverage at some corners of the campus. It is also observed that for the sake of recording accurate time of arrival and departure of the employees so as to digitally

record their attendance in the interest of safeguarding the precious services that they regularly discharge in this campus, it is necessary to introduce biometric attendance system which will be a parallel record system along with the existing traditional signature system.

Resolution:

On the basis of above observations and discussions it is resolved that PA systems be repaired in the classrooms and also in the campus. It is also resolved that Principal be requested to raise the recommendation of IQAC in the meeting of Governing Body for installation of biometric attendance system for the employees.

Agenda 4: Review of pending CAS for Assistant Professors.


Minutes of Discussion:

Observed that career advancement of some teaching employees are already due or are going to be due during this year. However, many of them have not yet completed the PBAS for processing of CAS.

Resolution:

It is resolved that Coordinator be requested to talk to the incumbents and ensure submission of completed PBAS from them at the earliest so that their CAS can be processed.

There being no other agenda for discussion, the meeting ends with a vote of thanks to and from the chair.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report on meeting dated 23/07/2019

Agenda 1: Confirmation of previous meeting held on 18/06/2019

Action Taken: Does not apply

Agenda 2: International seminar proposal- Two-Day International Interdisciplinary Seminar on "Heritage, Culture & Identity: Renegotiating the Spaces of Memory in a Time of Rapid Urbanisation".


Action Taken: Dr Konar coordinated with resource persons, funding agencies in this regard. Two-Day International Interdisciplinary Seminar on Heritage, Culture & Identity: Renegotiating the Spaces of Memory in a Time of Rapid Urbanisation was Organised by the College in Collaboration with West Bengal Heritage Commission on 20 & 21 January 2020.

Agenda 3: Review of Academic and administrative facilities - repair of sound system, introduction of biometric attendance system.

Action Taken: Through Tender process, necessary repair/procurement was done.

Agenda 4: Review of pending CAS for Assistant Professors.

Action Taken: IQAC Coordinator talked to the concerned incumbents and subsequently four Teachers submitted application for CAS that was duly processed.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Sarat Centenary College

Dhaniakhali, Hooghly



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Founded: 1976

Re-Accredited by NAAC (CGPA: 2.33)

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

SCC/IQAC/2019/L/4

Date: 01/11/2019

NOTICE IQAC Meeting

This for information of the members of the IQAC of this college that, as per the directive of the Chairperson of IQAC of this college, the undersigned hereby convenes a meeting of the IQAC on Tuesday 09/11/2019 at 02.00PM in the IQAC Room (Room No. 103) of this college to discuss the agenda as listed below.

List of Agenda:

1. To read & confirm the resolutions of the previous meeting dated 23/07/2019.
2. CAS of Prof. B. Halder, Assistant Prof. of Geography.
3. CAS of Dr K. M. Hasib, Assistant Prof. of Botany.
4. CAS of Dr R. Konar, Assistant Prof. of English.
5. CAS of Prof. A. Sardar, Assistant Prof. of History.
6. Planning an International Seminar.
7. Planning Science Popularisation Programme & National Seminar with funding from DSTBT, Govt. of WB.
8. Misc.

Kind attendance and participation of the members in the meeting are highly solicited.



Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

IQAC Meeting on 09/11/2019 Place: IQAC Room (Room No. 103), Sarat Centenary College

(Ref: SCC/IQAC/2019/L/4 dated 01/11/2019)

Members Present:

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Satyabrata Bhattacharyya, Teacher Member
5. Dr Bidyut Santra, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Minutes and Resolutions:

Principal and IQAC Chairperson of the college takes the chair and conducts the meeting as follows:

Agenda 1: To read & confirm the resolutions of the previous meeting dated 23/07/2019.

Resolution(s) Adopted:

The resolutions of IQAC meeting dated 23/07/2019 are placed in the meeting and are confirmed.

Agenda 2: CAS of Prof. B. Halder, Assistant Prof. of Geography.

Resolution(s) Adopted:

Basudev Halder, who joined this college in the post of Assistant Professor of Geography on 1st August, 2006, was promoted from Assistant Professor Stage-1 (AGP of Rs. 6000/-) to Stage-2 (AGP of Rs. 7000/-) w.e.f. 01/08/2012 vide Higher Education Department Memo no. 250-UGC/4P-219 UGC/09 dated 10.02.2017. He has completed five years of continuous service as Assistant professor Stage-2 on 31st July, 2017. Now, his promotion from Assistant Professor Stage-2 to Stage-3 is due on and from 1st August, 2017. The CAS application, filled-in prescribed proforma, and the supporting documents submitted in this regard by Prof. Halder are scrutinised. It is resolved, therefore, after careful consideration, that the IQAC Coordinator be requested to forward the CAS application and related documents of Prof. Halder to the office of the Principal for consideration of promotion from the post of Assistant Professor Stage-2 (AGP of Rs. 7000/-) to Stage-3 (AGP of Rs. 8000/-) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 3: CAS of Dr K. M. Hasib, Assistant Prof. of Botany.

Resolution(s) Adopted:

Dr Khandakar Mahammad Hasib, who joined this college in the post of Assistant Professor of on 1st April, 2010, has been promoted from Assistant Professor Stage-1 (AGP of Rs. 6000/-) to Stage- 2 (AGP of Rs. 7000/-) w.e.f. 01/04/2014 vide Higher Education Department Memo no. 250- UGC/4P-219 UGC/09 dated 10.02.2017. He has completed five years of continuous service as Assistant Professor Stage-2 on 31st March, 2019. Now, his promotion from Assistant Professor Stage-2 to Stage-3 is due on and from 1st April, 2019. The CAS application, filled-in prescribed proforma, and the supporting documents submitted in this regard by Dr Hasib are scrutinised. It is resolved, therefore, after careful consideration, that the IQAC Coordinator be requested to forward the CAS application and related documents of Dr Hasib to the office of the Principal for consideration of promotion from the post of Assistant Professor Stage-2 (AGP of Rs. 7000/-) to Stage-3 (AGP of Rs. 8000/-) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 4: CAS of Dr R. Konar, Assistant Prof. of English.

Resolution(s) Adopted:

Dr Ramanuj Konar, who joined this college in the post of Assistant Professor of English on 1st April, 2010, has been satisfactorily in continuous service till now. Dr Konar has been awarded the degree of PhD in English by The University of Burdwan on 09/03/15. Hence, his promotion from Assistant Professor Stage-1 to Stage-2 is due on and from 9th March, 2015 as per the prevalent

rules and regulations of Career Advancement Scheme (CAS) prescribed by the Govt. of WB and UGC. The CAS application, filled-in prescribed proforma, and the supporting documents submitted in this regard by Dr Konar are scrutinised. It is resolved, therefore, after careful consideration, that the IQAC Coordinator be requested to forward the CAS application and related documents of Dr Konar to the office of the Principal for consideration of promotion from the post of Assistant Professor Stage-1 (AGP of Rs. 6000/-) to Stage-2 (AGP of Rs. 7000/-) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 5: CAS of Prof. A. Sardar, Assistant Prof. of History.

Resolution(s) Adopted:

Arabindu Sardar, who joined this college in the post of Assistant Professor of History on 1st April, 2010, has completed six years of continuous service as Assistant professor (Stage-1) on 31st March, 2016. Now, his promotion from Assistant Professor Stage-1 to Stage-2 is due on and from 1st April, 2016. The CAS application, filled-in prescribed proforma, and the supporting documents submitted in this regard by Prof. Sardar are scrutinised. It is resolved, therefore, after careful consideration, that the IQAC Coordinator be requested to forward the CAS application and related documents of Prof. Sardar to the office of the Principal for consideration of promotion from the post of Assistant Professor Stage-1 (AGP of Rs. 6000/-) to Stage-2 (AGP of Rs. 7000/-) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 6: Planning an International Seminar.

Resolution(s) Adopted:

Dr Ramanuj Konar proposes submitting a proposal for organising a two-day Interdisciplinary International Seminar on Heritage, Culture & Identity: Re-Negotiating Spaces of Memory in a Time of Rapid Urbanisation to be Organised by Sarat Centenary College on 20 & 21 January 2020. The concept note, proposal and plan are placed in the meeting and are discussed among the members. It is resolved that the seminar proposal be approved and forwarded to the office of the Principal for further consideration.

Agenda 7: Planning Science Popularisation Programme with funding from DSTBT, Govt. of WB.

Resolution(s) Adopted:


Dr Bidyut Santra proposes submitting a proposal for organising a Science Popularisation Programme in the form of a Two-Day Seminar on "Popular and Basic Sciences: A Quest Towards Foundation of Science". He also mentions that our institute may consider applying to DSTBT, Govt. of WB for funding in this regard. Principal Sir also proposes to organize a national seminar entitled "Biodiversity Conservation & Sustainable Development-- with a sense of urgency to combat desertification and climate change".

The concept note, proposal and plan are placed in the meeting and are discussed among the members. It is resolved that the proposals be approved and forwarded to the office of the Principal for further consideration.

Agenda 8: Misc.

No items raised.

There being no other item for discussion the meeting ends with a vote of thanks to the Chair.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report on meeting dated 09/11/2019

Agenda 1: To read & confirm the resolutions of the previous meeting dated 23/07/2019.


Action Taken: Does not apply

Agenda 2 ,3, 4 & 5 : CAS of Prof. B. Halder, Dr K. M. Hasib, Dr R. Konar & Prof. A. Sardar

Action Taken: IQAC Coordinator forwarded the CAS application of the concerned teachers to the office of the Principal so that they can be placed in the next Governing Body meeting for consideration.

Agenda 6: Planning an International Seminar.

Action Taken: For sponsorship of the event, Indian Council of Social Science Research-Eastern Regional Council was approached. West Bengal Heritage Commission was approached for collaboration. Finally Two-Day International Interdisciplinary Seminar on Heritage, Culture & Identity: Renegotiating the Spaces of Memory in a Time of Rapid Urbanisation was Organised by the College in Collaboration with West Bengal Heritage Commission on 20 & 21 January 2020.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

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SCC/IQAC/2020/L/1

Date: 11/02/2020

NOTICE **IQAC Meeting**

This for information of the members of the IQAC of this college that, as per the directive of the Chairperson of IQAC of this college, the undersigned hereby convenes a meeting of the IQAC on Tuesday 18/02/2020 at 03.30PM in the IQAC Room (Room No. 103) of this college to discuss the agenda as listed below.

List of Agenda:

1. Confirmation of previous meeting held on 09-11-2019
2. Processing of data for PTTs/CWTTs teacher for their engagement as SACT
3. Organising Awareness Program on relevant social issues

Kind attendance and participation of the members in the meeting are highly solicited.



Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

IQAC Meeting on 18/02/2020 Place: IQAC Room (Room No. 103), Sarat Centenary College

(Ref: SCC/IQAC/2020/L/1 dated 11/02/2020)

Members Present:

1. Dr Sandip Kumar Basak, Chairperson
2. Basudev Halder, Teacher Member
3. Dr Khandakar Mahammad Hasib, Teacher Member
4. Dr Bidyut Santra, Teacher Member
5. Dr Satyabrata Bhattacharyya, Teacher Member
6. Shri Shyamal Bhattacharya, Accountant
7. Dr Ramanuj Konar, IQAC Coordinator

Minutes and Resolutions:

Principal and IQAC Chairperson of the college takes the chair and conducts the meeting as follows:

Agenda 1: Confirmation of previous meeting held on 09-11-2019.

Minutes of Discussion:

The minutes and resolutions of IQAC Meeting dated 09-11-2019 are placed read and discussed in the meeting.

Resolution:

It is resolved that the minutes and resolutions of IQAC Meeting dated 09-11-2019 be approved and confirmed.

Agenda 2: Processing of data for PTTs/CWTTs teacher for their engagement as SACT.

Minutes of Discussion:

In view of WBHED Memo No. 2081-Edn (CS)/10M-83/2019 Dated 23/12/2019 Government approved Part Time Teachers (PTTs), Government approved Contractual Whole Time Teachers (CWTTs) and Guest Teachers are renamed as State Aided College Teachers (SACTs). A huge data for those teachers are to be uploaded to concerned Higher Education Department portal.

Resolution:

It is resolved that a team of Teachers be assigned to procure and accumulate data from the incumbents and process and upload the data as and when notified by the Principal under the guidance of IQAC Coordinator.

Agenda 3: Organising Awareness Program on relevant social issues.


Minutes of Discussion:

The need for organising awareness programmes on environment, gender equality, cyber safety are discussed by the members.

Resolution:

Resolved that the college will organize several such awareness programmes within college premises with the help of 3 NSS units and the Teacher's council of the college on time-to-time basis. NSS Programme Officers, Teacher's Council Secretary, NSS Advisor & IQAC Coordinator will chalk out a plan in this regard.

There being no other agenda for discussion, the meeting ends with a vote of thanks to and from the chair.


Coordinator, IQAC
Sarat Centenary College
Dhaniakhali Hooghly

Action Taken Report on meeting dated 18/02/2020

Agenda 1: To read & confirm the resolutions of the previous meeting dated 09-11-2019.


Action Taken: Does not apply

Agenda 2: Processing of data for PTTs/CWTTs teacher for their engagement as SACT.

Action Taken: Data for all concerned teachers were uploaded to the designated portal in due time. All eligible teachers were re-designated as State Aided College Teacher (SACT) by the end of June, 2020.

Agenda 3: Organising Awareness Program on relevant social issues.

Action Taken: Dengue Awareness Program was held on 08.03.2020 along with observation of International Women's Day. COVID 19 Awareness Program was organized on 11.03.2020. Three NSS units played key role in organizing those events.


Coordinator, IQAC
Sarat Centenary College
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