

From: Coordinator, IQAC

+91 3213 255282 ; +91 9474021041

# SARAT CENTENARY COLLEGE



DHANIAKHALI, HOOGHLY, WB, PIN – 712302

Founded in 1976 :: Accredited by NAAC :: Affiliated to The University of Burdwan

e-Mail: iqac.scc@gmail.com

Website: www.sccollegednk.ac.in

SCC/IQAC/2021/L/1

Date: 09/12/2021

To

**Subject:** Meeting of IQAC, Sarat Centenary College, on 23/12/2021 at 12.30PM

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College, on 23/12/2021 at 12.30PM in the Meeting Room (Room No. 122) to consider the agenda as mentioned below:


**Agenda:**

1. Confirmation of previous meeting held on 21/12/2020.
2. Planning for Two-Day National Seminar on “Biodiversity Conservation & Sustainable Development – with a sense of urgency to combat desertification and climate change” sponsored by DSTBT(WB).
3. Misc

Your presence in the meeting is highly solicited.

Thanking you

Yours sincerely

  
Coordinator, IQAC  
Sarat Centenary College  
Dhaniakhali Hooghly

Resolutions of meeting of IQAC, Sarat Centenary College, held on 23/12/2021 from 12.30PM  
(Ref:SCC/IQAC/2021/L/1 dated 09/12/2021)

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

Principal as the Chairperson of the IQAC, Sarat Centenary College, takes the chair and conducts the meeting as follows:

Agenda 1: Confirmation of previous meeting held on 21/12/2020.

Resolution: The resolutions of IQAC meeting dated 21/12/2020 are placed, read and are resolved to be confirmed.

Agenda 2: Planning for Two-Day National Seminar on “Biodiversity Conservation & Sustainable Development – with a sense of urgency to combat desertification and climate change” sponsored by DSTBT(WB).

Resolution: It is reported in the meeting that in response to college’s proposal for organising seminar on biodiversity issues the WB DSTBT has sanctioned funding and the amount has already been credited to college’s account. However, the event could not be held due to pandemic situation. Now it is resolved that new conversation be initiated with WB DSTBT for their suitable date for organising a two-day national seminar on “Biodiversity Conservation & Sustainable Development – with a sense of urgency to combat desertification and climate change” sponsored by DSTBT(WB). IQAC coordinator is requested to form a seminar organising committee and Principal is requested to talk to WB DSTBT for a suitable date within this Financial Year so that UC for the funding may be provided to the sponsoring agency within due time.

Agenda 3: Misc.

Issue Raised: Principal points out that due to prolonged lockdown because of pandemic situation the infrastructure of the college has suffered and needs restoration before classes start in-person mode.

Resolutions: Members agree that the lockdown has affected basic classroom equipment like writing boards, PA system, furniture, lights and fans and also laboratory equipment like microscope, chemicals, specimens, electrical and gas lines, computers and its peripherals. It is observed that a mapping of the damage is required first and then a restoration must be initiated based on the estimate received from the survey. Convenor, Academic Council, is requested to coordinate with the HoDs in mapping classroom and laboratory damages and estimation. IQAC Coordinator with the Head Clerk is entrusted in mapping and estimating IT and general infrastructural damages in the campus. Principal assures that he will talk to the HoDs and the Library to find out requirement of new books and whether redundant books can be discarded maintaining proper protocol.

It is also resolved that on the basis of combined reports of damage mapping and restoration estimation IQAC Coordinator will forward new purchase/repair work suggestions to the Finance Committee and Purchase Committee in this regard to be carried out within this Financial Year.

There being no other item and no further issue raised, 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 23/12/2021

**Agenda 1:** Confirmation of previous meeting held on 21/12/2020.

**Action Taken:** Does not apply

**Agenda 2:** Planning for Two-Day National Seminar on “Biodiversity Conservation & Sustainable Development – with a sense of urgency to combat desertification and climate change” sponsored by DSTBT(WB).

**Action Taken:** Two-Day National Seminar sponsored by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal was organized on 22-23rd April, 2022. In this seminar 38 papers were accepted for presentation. Five Invited lectures were delivered by distinguished resource persons.

Agenda 3: Misc.

Regarding purchase/repair of relevant items, Quotations/tender was sought and subsequently prepared items were purchased/repared.



Coordinator, IQAC  
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SCC/IQAC/2022/L/1

Date: 11/06/2022

To

**Subject:** Meeting of IQAC, Sarat Centenary College, on 18/06/2022 at 01.00PM

Dear Sir

The undersigned is directed by the Chairperson of IQAC, Sarat Centenary College, to convene a meeting of IQAC, Sarat Centenary College on Tuesday, 18/06/2022 at 01.00PM in the Meeting Room (Room No. 122) to consider the agenda as listed below.

Your presence in the meeting is highly solicited.

Thanking you

Yours sincerely

[DR RAMANUJ KONAR]  
Coordinator, IQAC  
Sarat Centenary College

**Agenda:**

1. To read & confirm the resolutions of the previous meeting.
2. To consider CAS application of Dr. R. Nath, Assistant Prof. of Commerce.
3. To consider CAS application of Dr. P. Rej, Assistant Prof. of Mathematics.
4. To consider CAS application of S. Hazra, Former Librarian.
5. To consider CAS application of B. Halder, Assistant Prof. of Geography.
6. To consider CAS application of Dr R. Konar, Assistant Prof. of English.
7. To consider CAS application of A. Sardar, Assistant Prof. of History.
8. Planning for restoring academic normalcy through on-campus in-person off-line classes.
9. Planning for organising Science Popularisation Programme and Biodiversity Seminar with funding from DSTBT, Govt. of WB.
10. Proposal for reconstitution of IQAC.
11. Misc.

**Members:**

- |  |  |
|--|--|
| i. Dr Sandip Kumar Basak, Principal (Chairperson)              | xi. Alumni Representative: Vacant                                    |
| ii. Basudev Halder, Assistant Professor of Geography           | xii. Dr Prajjal Dutta (Nominated by Donor Member)                    |
| iii. Dr Khandakar Mohammad Hasib Assistant Professor of Botany | xiii. Dr Ramanuj Konar, Assistant Professor of English (Coordinator) |
| iv. Dr Bidyut Santra Assistant Professor of Mathematics        |  |
| v. Dr Satyabrata Bhattacharyya Assistant Professor of Physics  |  |
| vi. Md. Hanif, President of GB                                 |  |
| vii. Shri Manik Kumar De, Head Clerk                           |  |
| viii. Shri Shyamal Bhattacharyya, Accountant                   |  |
| ix. One Nominee from Local Society: Vacant                     |  |
| x. GS of Elected Students' Union: Vacant                       |  |

Resolutions of the Meeting of IQAC, Sarat Centenary College, held on 18/06/2022 at 01.00PM

Members Present:

- i. Dr Sandip Kumar Basak, Principal (Chairperson)
- ii. Basudev Halder, Assistant Professor of Geography
- iii. Dr Khandakar Mahammad Hasib Assistant Professor of Botany
- iv. Dr Bidyut Santra Assistant Professor of Mathematics
- v. Dr Satyabrata Bhattacharyya Assistant Professor of Physics
- vi. Shri Shyamal Bhattacharyya, Accountant
- vii. Dr Ramanuj Konar, Assistant Professor of English (Coordinator)

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

Agenda 1: To read & confirm the resolutions of the previous meeting:

Resolutions: The resolutions of IQAC meeting dated 23/12/2021 are placed, read and are resolved to be confirmed.

Agenda 2: To consider CAS application of Dr. R. Nath, Assistant Prof. of Commerce.

Resolutions: The CAS application and relevant papers and documents submitted by Dr Rintu Nath, Assistant Professor of Commerce, are placed, read and scrutinised in the meeting. Dr Rintu Nath who joined this college in the post of Assistant Professor of Commerce on 16/11/16, was awarded PhD in Commerce from The University of Calcutta on 28/06/2019. Now, it is observed that Dr Nath has completed four years of continuous service as Assistant Professor Academic Level 10 on 15/11/20 (AN). Hence, his promotion from Assistant Professor Academic Level 10 to 11 (as in Revised ROPA 2019) is due on and from 16/11/20 (FN). The members found the incumbent's application and relevant papers and documents satisfactory as Dr Nath has acquired adequate API for his CAS. It is resolved, therefore, that the Principal be requested to take necessary action to consider his promotion from the post of Assistant Professor Academic Level 10 to 11 (as in Revised ROPA 2019) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 3: To consider CAS application of Dr. P. Rej, Assistant Prof. of Mathematics.

Resolution(s) Adopted: The CAS application and relevant papers and documents submitted by Dr Pramit Rej, Assistant Professor of Mathematics, are placed, read and scrutinised in the meeting. Dr Pramit Rej, who joined this college in the post of Assistant Professor of Mathematics on 06/03/17, was awarded PhD in Mathematics from The University of Burdwan on 02/01/18. Now, it is observed that Dr. Rej has completed four years of continuous service as Assistant Professor Academic Level 10 on 05/03/21 (AN), Hence, his promotion from Assistant Professor Academic Level 10 to 11 (as in Revised ROPA 2019) is due on and from 06/03/21 (FN). The members found the incumbent's application and relevant papers and documents satisfactory as Dr Rej has acquired adequate API for his CAS. It is resolved, therefore, that the Principal be requested to take necessary action to consider his promotion from the post of Assistant Professor Academic Level 10 to 11 (as in Revised ROPA 2019) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal

Agenda 4: To consider CAS application of S. Hazra, Former Librarian.

Resolution(s) Adopted, it is observed from the office records that Sheuli Hazra served this college from 21/12/2016 to 17/03/2021 in the post of Librarian of this college before her transfer to Maharajadhiraj Uday Chand Women's College in Purba Bardhaman. In her application (Dated 21/02/2022) for "Prayer for Promotion Under CAS (From Stage 1 to Stage 2)" she has attached her PBAS from 21/12/2016 to 17/03/2021 and has also mentioned her promotion due date as 28/02/2022. The PBAS are placed in the meeting and are scrutinised, matched and verified with the office records. After proper scrutinisation of the PBAS it is resolved to recommend that the changes made in the PBAS during the scrutinisation process in this meeting are to be incorporated in the PBAS and the PBAS be updated accordingly. The incumbent is informed that since she is not an employee of this college anymore, and since on the due date of her promotion (28/02/2022) she was employed at another college, the Principal of this college does not have the jurisdiction to act on her "Prayer for Promotion Under CAS (From Stage 1 to Stage 2)" the incumbent be

informed that she should apply to the Principal of Maharajadhiraj Uday Chand Women's College for "Prayer for Promotion Under CAS (From Stage 1 to Stage 2)" mentioning the fact that from 21/12/2016 to 17/03/2021 she served in this college before her transfer. The Principal of Maharajadhiraj Uday Chand Women's College may forward her application to this college or write to the Principal of this college for providing necessary documents from 21/12/2016 to 17/03/2021 for her promotion under CAS (from Stage 1 to Stage 2) to facilitate the smooth processing of the promotion of the incumbent, Principal be requested to hand over the updated PBAS (from 21/12/2016 to 17/03/2021) of the incumbent only to the Principal of Maharajadhiraj Uday Chand Women's College as and when there is any communication received in this regard from the Principal of Maharajadhiraj Uday Chand Women's College

Agenda 5: To consider CAS application of B. Halder, Assistant Prof. of Geography.

Resolution Adopted: The CAS application and relevant papers and documents submitted by Basudev Halder, Assistant Professor of Geography, are placed, read and scrutinised in the meeting. Basudev Halder, who joined this college in the post of Assistant Professor of Geography on 01/08/06, was promoted to Stage III (AGP Rs. 8000/-) w.e.f. 01/08/17. Now, it is observed that Basudev Halder has completed three years of continuous service as Assistant Professor (Stage-III) on 31/07/20 (AN) Hence, his promotion from Stage-III (Assistant Professor) to Stage-IV (Associate Professor) as in Revised ROPA 2019 Academic Level 12 to 13A is due on and from 01/08/20 (FN). The members found the incumbent's application and relevant papers and documents satisfactory as Basudev Halder has acquired adequate API for his CAS. It is resolved, therefore, that the Principal be requested to take necessary action to consider his promotion from Stage-III (Assistant Professor) to Stage-IV (Associate Professor) as in Revised ROPA 2019 Academic Level 12 to 13A as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 6: To consider CAS application of Dr. R. Konar, Assistant Prof. of English.

Resolution(s) Adopted. The CAS application and relevant papers and documents submitted by Dr Ramanuj Konar, Assistant Professor of English, are placed, read and scrutinised in the meeting. Dr Ramanuj Konar, who joined this college in the post of Assistant Professor of English on 01/04/10, was awarded PhD in English from The University of Burdwan on 09/03/2015, was promoted to Stage II (AGP Rs. 7000/-) w.e.f. 09/03/15. Now, it is observed that Dr Konar has completed five years of continuous service as Assistant Professor (Stage- 11) on 08/03/20 (AN). Hence, his promotion from Assistant Professor Stage-II to Stage-III (as in Revised ROPA 2019 Academic Level 11 to 12) is due on and from 09/03/20 (FN) The members found the incumbent's application and relevant papers and documents satisfactory as Dr Konar has acquired adequate API for his CAS. It is resolved, therefore, that the Principal be requested to take necessary action to consider his promotion from the post of Assistant Professor Stage-II to Stage-III (as in Revised ROPA 2019 Academic Level 11 to 12) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal.

Agenda 7: To consider CAS application of A. Sardar, Assistant Prof. of History.

Resolution(s) Adopted: The CAS application and relevant papers and documents submitted by Arabindu Sardar, Assistant Professor of History, are placed, read and scrutinised in the meeting. Arabindu Sardar, who joined this college in the post of Assistant Professor of History on 01/04/10, was promoted to Stage II (AGP Rs. 7000/-) w.e.f 01/04/16. Now, it is observed that Arabindu Sardar has completed five years of continuous service as Assistant Professor Stage-II and has also satisfactorily acquired all the prerequisites for promotion to Assistant Professor Stage-III on 25/03/22. Hence, his promotion from Assistant Professor Stage-II to III (as in Revised ROPA 2019 Academic Level 11 to 12) is due on and from 25/03/22. The members found the incumbent's application and relevant papers and documents satisfactory as Arabindu Sardar has acquired adequate API for his CAS. It is resolved, therefore, that the Principal be requested to take necessary action to consider his promotion from Assistant Professor Stage-II to III (as in Revised ROPA 2019 Academic Level 11 to 12) as per rules and regulations of Career Advancement Scheme (CAS) of UGC and Department of Higher Education, Govt. of West Bengal

Agenda 8: Planning for restoring academic normalcy through on-campus in-person off-line classes.

Resolution(s) Adopted: Online classes were held during 2021 due to pandemic situation. In the middle of November 2021 there was an attempt to restore normalcy through offline classes but due to resurgence of

the pandemic situation classes were held again in online mode from January 2022. Now offline classes have again resumed from April 2022. However, during the offline classes the attendance of the students was mostly irregular and very low in number. In this context, it is resolved that following steps be recommended for restoring academic normalcy through on-campus in-person off-line classes during the upcoming Academic Session 2022-23:

- i. College office hours should be from 10AM to 5PM with a break from 2to2.30PM.
- ii. College class hours should be from 10.30AM to 4.30PM without any break.
- iii. Class routine with each class of one-hour duration should be prepared well ahead of beginning of the classes.
- iv. Student Orientation Programmes should be arranged for each semester during the first week of the beginning of the classes.
- v. Basic infrastructure and ICT infrastructure should be repaired, installed, upgraded as required.
- vi. Library facility should be upgraded.
- vii. Attendance reports of the students should be regularly monitored.
- viii. Common Room, Sports and Canteen facilities should be made available.
- ix. Admission to next semester should be conducted immediately after University examinations for the earlier semester is over.
- x. Remedial Classes, Class Tests should be regularly held.

Agenda 9: Planning for organising Science Popularisation Programme and Biodiversity Seminar with funding from DSTBT, Govt. of WB.

Resolution(s) Adopted: Observed that Biodiversity Seminar with funding from DSTBT, Govt. of WB, has already been organised. Hence, this meeting resolves to discuss only about Science Popularisation Programme with funding from DSTBT, Govt. of WB. In this context it is resolved to be recommended that:

- i. Since the college has already received the funding for this purpose, the event be organised in September 2022; organising committee be formed accordingly.
- ii. Students of classes IX and X from nearby 4 to 5 schools be invited to attend the event. HMs of the schools may be contacted.
- iii. There should be scope for paper presentation in the event.
- iv. At least 2 eminent scientists be invited as resource persons in the event.
- v. Organising committee may consider publishing the seminar proceeding as a book.

Agenda 10: Proposal for reconstitution of IQAC.


Resolution(s) Adopted: Observed that the present composition of the IQAC has been continuing since the last time the Governing Body of the college was reconstituted. Now the tenure of the GB is on extension. Hence it is resolved to recommend that IQAC be reconstituted as soon as the GB is reconstituted or earlier, as the GB finds appropriate.

Agenda 11: Misc.

a. NAAC Reaccreditation.

Resolution(s) Adopted: Observed that the last accreditation of the NAAC for this college was valid upto November 2021 and now it is necessary to prepare and process for the 3d cycle of accreditation. However, due to the disruptions created during the pandemic situation there has been a considerable amount of degradation in the academic activities of the institution. Preparing and processing for reaccreditation will engage the employees and the restoration of academic normalcy may get compromised. It is resolved that restoring academic normalcy should be given the utmost priority during the upcoming semester. At the same time there should be efforts to improve the necessary indices so that the institution can assure a better grade during the next accreditation. Hence it is resolved that preparing and processing for NAAC reaccreditation be initiated after the upcoming semester is over and there should be a masterplan to complete the preparation within December 2023 so that reaccreditation can be done during 2024.

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

  
Coordinator, IQAC  
Sarat Centenary College  
Dhaniakhali Hooghly

## Action Taken Report on meeting of IQAC, Sarat Centenary College, held on 18/06/2022 at 01.00PM

Agenda 1: To read & confirm the resolutions of the previous meeting:

Action Taken: Does not apply

Agenda 2: To consider CAS application of Dr. R. Nath, Assistant Prof. of Commerce.

Action Taken: IQAC resolution recommending CAS in favour of the incumbent is forwarded and placed in the GB by Principal and after completion of subsequent procedural formalities as per Govt. Rules and regulations, the CAS order was issued by competent authority in favour of the incumbent.

Agenda 3: To consider CAS application of Dr. P. Rej, Assistant Prof. of Mathematics.

Action Taken: IQAC resolution recommending CAS in favour of the incumbent is forwarded and placed in the GB by Principal and after completion of subsequent procedural formalities as per Govt. Rules and regulations, the CAS order was issued by competent authority in favour of the incumbent.

Agenda 4: To consider CAS application of S. Hazra, Former Librarian.

Action Taken: As per recommendation of IQAC Principal handed over the updated PBAS (from 21/12/2016 to 17/03/2021) of the incumbent to the Principal of Maharajadhiraj Uday Chand Women's College.

Agenda 5: To consider CAS application of B. Halder, Assistant Prof. of Geography.

Action Taken: IQAC resolution recommending CAS in favour of the incumbent is forwarded and placed in the GB by Principal and after completion of subsequent procedural formalities as per Govt. Rules and regulations, the CAS order was issued by competent authority in favour of the incumbent.

Agenda 6: To consider CAS application of Dr. R. Konar, Assistant Prof. of English.

Action Taken: IQAC resolution recommending CAS in favour of the incumbent is forwarded and placed in the GB by Principal and after completion of subsequent procedural formalities as per Govt. Rules and regulations, the CAS order was issued by competent authority in favour of the incumbent.

Agenda 7: To consider CAS application of A. Sardar, Assistant Prof. of History.

Action Taken: IQAC resolution recommending CAS in favour of the incumbent is forwarded and placed in the GB by Principal and after completion of subsequent procedural formalities as per Govt. Rules and regulations, the CAS order was issued by competent authority in favour of the incumbent.

Agenda 8: Planning for restoring academic normalcy through on-campus in-person off-line classes.

Resolution(s) Adopted: As per the recommendations of IQAC restoration efforts were undertaken and led by IQAC. Student orientation programmes in large groups and also exclusively in the different academic departments were organised for each semester. Classroom, laboratory, library, ICT facilities were repaired and upgraded through purchase committee initiatives. Academic council helped departments in monitoring student attendance and reports of student attendance were displayed for student awareness. Upgradation of Common Room, Sports and Canteen facilities were initiated. Remedial Classes, Class Tests were held by Honours department.

Agenda 9: Planning for organising Science Popularisation Programme and Biodiversity Seminar with funding from DSTBT, Govt. of WB.

Action Taken: Two-day national seminar on "Biodiversity Conservation & Sustainable Development-with a sense of urgency to combat desertification and climate change", sponsored by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal, was organised in college by Sarat Centenary College on 22-23rd April, 2022. 57 students of classes IX and X from nearby 4 schools along with their teachers (total 4) attended the event. 38 papers were presented by researchers and academicians from different parts in India. Inaugural Address was delivered by Amiya Kumar Kalidaha, WBDSTBT. Keynote Address was delivered by Punyasloke Bhadury IISER(KOLKATA). Invited lecture was delivered by Milan Kanti Mandal, Directorate of Forests, Govt. of WB. Details of the event available at [https://sccollegednk.ac.in/images/uploads/National%20Seminar%20Book%20of%20Abstract\(2022\).pdf](https://sccollegednk.ac.in/images/uploads/National%20Seminar%20Book%20of%20Abstract(2022).pdf)




Agenda 10: Proposal for reconstitution of IQAC.

Resolution(s) Adopted: Recommendation in this regard was placed in the GB for consideration. However, GB requested the existing composition of IQAC to carry on considering the forthcoming work related to NAAC.

Agenda 11: Misc.

a. NAAC Reaccreditation.

Action Taken: IQAC led in preparing and processing for NAAC reaccreditation from November 2022 onwards and created a masterplan to complete the documentation and processing within December 2023 so that reaccreditation can be done during 2024.

  
Coordinator, IQAC  
Sarat Centenary College  
Dhaniakhali Hooghly