

The Secretary / Principal

The Secretary / Principal



CHITTARANJAN COLLEGE

8A, BENIATOLA LANE
KOLKATA-700 009
☎ : 2241-4570

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No. IQAC/2/2018-19

5/11/2018

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NOTICE

It is to notify that a meeting of IQAC will be held on 12/11/2018 in the Principal's chamber at 1PM. All members of the IQAC Committee are requested to be present in the meeting.

1. Confirmation of the last meeting held on 09/07/2018
2. Appointment of Examination in Charge for the CBCS B.A./B. Sc and B. Com Semester I Hons and General Examination, 2018.
3. A mechanism for addressing Students' Grievances.
4. Proposal of Certificate Course of English Department.
5. Misc.

Paramita Das

Signature of IQAC Coordinator

**IQAC Co-ordinator
Chittaranjan College
Kolkata-9**

Shantique

Signature of Principal

**Principal
Chittaranjan College
Kolkata-700 009**

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Minutes of the IQAC Meeting held on 12/11/2018

1. The discussion was started with the resolutions of the last meeting of IQAC held on 09/07/2018.
2. Detail discussion was held on the BA/B. Sc and B. Com Semester I Hons and General Examination 2018 under Choice Based Credit System which was introduced this year by the Calcutta University as per UGC rule.
3. For the first time internal examination was introduced under CBCS therefore the time and modalities of the internal examination were discussed also.
4. An important discussion was held on how to collect and address students' grievances.
5. The Head of the Department of English proposed a Certificate Course on "Functional Communicative English"

Resolutions:

1. It has been resolved to approve the minutes of the last meeting held on 09/07/2018.
2. It has been resolved to appoint Dr. Paramita Das and Prof Rajesh Shaw as the Examination of Charge of CBCS B.A./B. Sc and B. Com Semester I Hons and General Examination, 2018.
3. It has been resolved to make a wooden box to receive students' grievances.
4. It has been resolved to organize a Certificate Course on "Functional Communicative English" tentatively in January-February, 2019.

Members present:

Paramita Das

Signature of IQAC Coordinator

**IQAC Co-ordinator
Chittaranjan College
Kolkata-9**

Shantayee

Signature of Principal

**Principal
Chittaranjan College
Kolkata-700 009**

Secretary / Principal



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Members present in a IQAC held on 12/11/2018

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2. Shib Panda Patra
3. Deema Roy
4. Serekaia Raj Chatterjee
5. Royeen Kr Sanyal
6. Sitansu Kumar Das
7. Jayarajee Das

Pasavita Das

Signature of IQAC COORDINATOR
IQAC Co-ordinator
Chittaranjan College
Kolkata-9

Manabjyoti

SIGNATURE OF PRINCIPAL
Principal
Chittaranjan College
Kolkata - 700009