



No. IQAC/3/2018-19

.....20
2/1/2019

NOTICE

It is to notify that a meeting of the IQAC will be held on 14/1/2019 in the Principal's chamber at 1PM. All members are requested to be present in the meeting.

Agenda:

1. Confirmation of the last IQAC meeting held on 12/11/2018
2. Appointment of Examination in Charge for B. A and B. Com Part I, Part II and Part III Hons and General Examination, 2019.
3. Preparation of Teachers' Profile
4. Preparation for Students' Feedback form
5. CAS of Dr Shibpada Patra, Assistant Professor in the Department of Commerce, from Stage 2 to Stage 3
6. MISC

Paramita Das

Signature of IQAC Coordinator

IQAC Co-ordinator
Chittaranjan College
Kolkata-9

Shruti

Signature of Principal

Principal
Chittaranjan College
Kolkata - 700009



No.....

.....20

Minutes of the Meeting dated: 14/1/2019

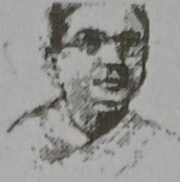
1. All the members confirmed the proceedings of the last meeting held on 12/11/2018
2. Time schedule and duration of the B.A/B.Com Part I and Part II Hons and General Examination were discussed.
3. Teachers were encouraged to participate in state level, national and international seminars and publish articles on their area of research in proceedings volumes and journals.
4. It was discussed about collecting students' feedback about teaching, office service and others like different programmes organized by Students' Union
5. CAS of Dr Shibpada Patra, Assistant Professor in the Department of Commerce, from Stage 2 to Stage 3 is due on 1/7/2019 so it was decided to request him to prepare all necessary documents and submit the to the IQAC Coordinator.

MISC: The members discussed the mechanism about preparation of PO CO mapping.

Resolutions:

1. It has been resolved to appoint Dr. Jayasree Das as the Examination in Charges for B.A/B.Com Part I, Dr. Sukhada Gangopadhaya for B.A/B.Com Part II and Prof. Rhea Bhattacharya for B.A/B.Com Part III Hons and General Examination, 2019.
2. It has been resolved to prepare teachers' profile for publication in the prospectus
3. It has been resolved to distribute Students' Feedback form among students of all semesters.
4. It has been resolved to take necessary action regarding the CAS of Dr Shibpada Patra, Assistant Professor in the Department of Commerce, from Stage 2 to Stage 3.

MISC: It has been resolved to collect PO CO mapping from the Head of the department on new CBCS syllabus.



CHITTARANJAN COLLEGE

8A, BENIATOLA LANE

KOLKATA-700 009

☎ : 2241-4570

No.....

.....20

Members present in the meeting held on : 14/1/2019

1. Shib Pada Patra

2.

3. Jayantee Das

4. Suchanta Raychoudhury

5. Rakesh Kr. Shai

6. Sitansu Kumar Das

7. Seemakay

8. Swarnade Raychoudhury

9.

10. Paramita Das

Signature of IQAC Coordinator

IQAC Co-ordinator
Chittaranjan College
Kolkata-9

Signature of Principal

Principal
Chittaranjan College
Kolkata - 700009