



CHITTARANJAN COLLEGE

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

No. 10 AC/3/2022-23

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15/6/2023

NOTICE

It is to notify that a meeting of IQAC will be held on 22nd June at 1 p.m. in the Principal's chamber on the following agenda. All members are requested to be present in the meeting.

1. Confirmation of the minutes of the previous meeting held on 09/01/2023
 2. Resignation of Dr. Paramita Das, from the post of IQAC Coordinator and the selection of next IQAC Coordinator.
 3. Preparation for new course of structure under New Educational Policy to be adopted from July, 2023 by the University of Calcutta.
 4. Checking of progress of formation of IIQA
 5. Proposal for upgradation of website
 6. Discussion on Action Taken Report
- Misc

Signature of IQAC Coordinator

Paramita Das

Signature of Teacher in Charge

Teacher-in-Charge
Chittaranjan College
Kolkata - 700 009



Minutes of the meeting dated 22/06/2023

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1. The members discussed the minutes of the previous meeting dated 09/01/2023.
2. The members discussed about selecting the next IQAC Coordinator because Dr. Paramita Das, the IQAC Coordinator previously was appointed as the Teacher in Charge of the college on 13th June, 2023. Therefore, the Teachers' Council would select or elect the next IQAC Coordinator.
3. The course structure of humanities subjects and commerce departments was discussed in details with all the HODs of the departments.
4. The NAAC Coordinator Dr. Jayasree Das supervised the progress of works of all the teachers for IQA submission.
5. Some members presented their proposal to upgrade the website.
6. The members discussed Action Taken Report of last years.
7. The members discussed to make awareness about green environment for which mechanism for green audit was discussed.

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Resolutions of the meeting:

1. It has been resolved to confirm the resolutions of the previous meeting held on 09/01/2023.
2. It has been resolved to instruct the Teachers' Council to select or elect the next IQAC Coordinator at the earliest which would be placed in the next GB meeting.
3. It has been resolved to prepare and follow the new course of structure to implement the NEP in the college.
4. It has been resolved to appoint Dr. Jayasree Das as an interim IQAC Coordinator to supervise the progress of the NAAC works until the appointment of new IQAC Coordinator.
5. It has been resolved to present the proposal to upgrade the college website in the next meeting of the Finance Committee.
6. It has been resolved to finalize the Action Taken Report and add annexure which are not included inadvertently.
7. It has been resolved to give responsibility for Green Audit to Prof. Soumy Mandal.

Members present in the meeting:

Paramita Das

Signature of Teacher in Charge
Teacher-in-Charge
Chittaranjan College
Kolkata - 700 009

Secretary / Principal



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Members present in the IQAC meeting dated: 22/6/2023

1. Seema Ray -
2. Sitansu Kumar Das.
3. Jayaraj Das
4. Shib pada patra

Paramita Das
Teacher-in-Charge
Chittaranjan College
Kolkata - 700 009