

# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

Notice: 02.05.2023

A meeting of IQAC will be held on 04.05.2023 in the Principal's chamber at 1.30 p.m. to discuss following agenda. All the members are requested to be present in the aforesaid meeting.

### Agenda:

1. Functional status of computers in Computer centre and departments and necessary action to be taken
2. Preparation of questionnaire for feedback of outgoing students and SSS
3. Preparation of AAA of 2022-23, Green Audit and Energy Audit
4. Miscellaneous



Dr. Sangita Das

IQAC Coordinator  
Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal  
Principal  
Ananda Chandra College  
Jalpaiguri



Members present in the IQAC meeting held on: 04.05.23

1. ✓ Subashini X M.
2. Sayuti Sa 4.5.23
3. D. Chakraborty
4. Manika Saha . 4/5/23 .
5. Sujuti Se.
6. B. Dasgupta
7. Ranjana Bhattacharjee (INVITED)
8. S. Das
9. Parvinita Dasgupta
10. Prossad Kumar. 04/5/2023

# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

Minutes of Meeting held on **04.05.23**:

1. Regarding the functional status of computers it was resolved the Office Associate Sri Santanu Ghosh Dastidar will provide the required information for necessary steps to be undertaken thereafter.
2. Dr. Senjuti De has been entrusted with the duty of preparing the questionnaire of feedback of all four stakeholders for the academic year 2022-23. Dr Paramita Dasgupta was assigned to prepare the questionnaire of SSS following NAAC format for current students of the academic year 2022-23.
3. It was resolved that the departments would be informed to prepare the departmental reports required for AAA for the academic year 2022-23. It was further decided that the College Environmental Committee would take necessary initiatives and prepare the report required for Green and Energy Audit.
4. The Chairperson informed the members that Principal, Ashutosh College, Kolkata, gave a proposal to enter into a MoU agreement with our college. All members welcomed the proposal.
5. Since NEP will be implemented from the upcoming academic session and the curriculum having been made available by NBU to the Colleges, it was decided that the departments be asked to give requisitions for the annual purchase of books as per new syllabus.
6. The final format for appraisal of non-teaching staff, prepared by Dr. Paramita Dasgupta was accepted by all other members.

The meeting ended with a vote of thanks.

  
Dr. Sangita Das

IQAC Coordinator  
Coordinator, I.Q.A.C.  
Ananda Chandra College



  
Dr. Debashis Das

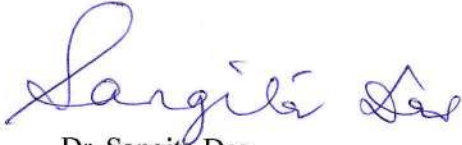
Principal  
Principal  
Ananda Chandra College  
Jalpaiguri

# ANANDA CHANDRA COLLEGE, JALPAIGURI

INTERNAL QUALITY ASSURANCE CELL

NOTICE / 03.04.2023

A meeting of IQAC will be held in Principal's chamber on 10.04.2023 at 1: 30 p.m to discuss the institution's preparedness regarding implementation of NEP from the next academic session as per University of North Bengal's notice (Ref No.505/B/ CE-2023 Dated 14.03.23) and implementation of Academic Bank of Credits as per the notice issued by UGC to manage the academic records of the students of this university. All members are requested to be present in the meeting.



Dr. Sangita Das

IQAC Coordinator

**Coordinator, I.Q.A.C.**  
**Ananda Chandra College**  
**Jalpaiguri, W. B.**



Dr. Debashis Das

Principal

**Principal**  
**Ananda Chandra College**  
**Jalpaiguri**

5

Members present in the IQAC meeting held on: 10.4.23

1. ✓ Subashi Das.
2. Sargata Das 10.4.23
3. D. Choudhury
4. Manika Saha
5. Bandyopadhyay
6. Benjuti D.
7. ~~SR~~
8. Paramita Dasgupta

# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF MEETING HELD ON 10.04.23:

1. The Co-ordinator began the meeting referring to the notice issued by University of North Bengal (Ref. No.505/ B/ CE-2023) asking respective colleges to get their students registered with Academic Bank of Credits and obtain a mandatory unique ABC ID. Although the college, being affiliated to North Bengal University, has not yet implemented the NEP curriculum, it was understood that it will be taken up in the upcoming academic session. Hence, she emphasized that there should be a preliminary preparation on the part of the institution to welcome the new implementation.

2. Principal said that since students have no idea about ABC, the onus falls on teachers to share the necessary information with students. With this purpose a meeting of academic council had been called but it decided that the committee will look up to the decisions and line of action chalked out by IQAC.

3. Dr. Paramita Dasgupta who had also been in the academic subcommittee meeting emphasized that some salient points about ABC can be mentioned for better understanding of both teachers and students.

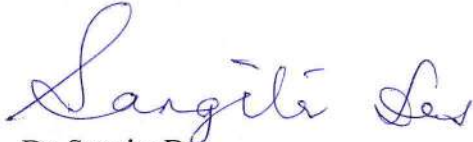
- National Higher Education Qualification Framework facilitates multiple entry, multiple exit, and re-entry options.
- It also facilitates credit accumulation by Academic Bank of Credits in Academic Bank Account
- Validity of credits earned is 7 years
- After 7 years re entry into programme will be based on validation.

3. Dr. Diganta Chakraborty emphasized further on consulting further with teachers of different departments who are also members of Board of Studies in North Bengal University. He argued that since they are directly involved in curriculum designing as per the revised

format of NEP, they can be the resource persons in disseminating information regarding the new curriculum not only among the teachers but also among students.

4. It was decided that as soon as the new curriculum is announced, the college will take immediate initiatives for purchase of books to meet the requirements of the new syllabus.

The meeting ended with a vote of thanks.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal  
Ananda Chandra College  
Jalpaiguri

## Ananda Chandra College, Jalpaiguri

Notice : 27.02.2023

A meeting of IQAC will be conducted on 01.03.2023 (Wednesday) at 2.00 pm in the Principal's chamber to discuss the following agendas :

1. A report on the status of AQAR preparation.
2. Proposal for organizing STUDENTS' CAMPUS BAZAAR within 15<sup>th</sup>. March (as per proposal of MGNCRE, Ministry of Education).
3. Proposal for holding add-on courses in the current academic year.
4. Miscellaneous.

All members are requested to be present in the said meeting.

Dr. Sangita Das

Coordinator  
Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.  
Members (Core) :



Dr. Debasish Das,  
Principal  
Ananda Chandra College  
Jalpaiguri

1. Dr. Debasish Das
2. Dr. Sangita Das
3. Dr. Prosad Roy
4. Dr. Manika Saha
5. Dr. Tanmay Datta
6. Dr. Asim Basu
7. Dr. Paramita Dasgupta
8. Dr. Diganta Chakraborty
9. Dr. Bikramjit Roychowdhuri

Members (Invited) :

1. Dr. Biswajit Roy (TCS)
2. Dr. Ranjana Bhattacharjee
3. Dr. Supriyo Pal
4. Prof. Samik Dasgupta
5. Dr. Senjuti Dey



Members present in the meeting in the Principal's chamber on 01-03-2023

- 1. Dr. Debasish Das *Debasish Das 1/3/23*
- 2. Dr. Sangita Das *Sangita Das*
- 3. Dr. Prosad Roy *Pr*
- 4. Dr. Manika Saha
- 5. Dr. Tanmay Datta *Tanmay 01/03/23*
- 6. Dr. Asim Basu
- 7. Dr. Paramita Dasgupta *Paramita Dasgupta*
- 8. Dr. Diganta Chakraborty *— Diganta 01/03/23*
- 9. Dr. BikramjitvRoychowdhuri *Bikramjitv*
- 10. Dr. Biswajit Roy (TCS)
- 11. Dr. Ranjana Bhattacharjee *RB*
- 12. Dr. Supriyo Pal *Supriyo 1/3/23*
- 13. Prof. Samik Dasgupta *Samik Dasgupta 1/3/2023*
- 14. Dr. Senjuti Dey *Senjuti de 1/3/2023*

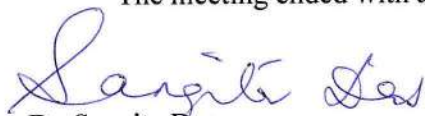
# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES MEETING HELD ON 01.03.2023

1. The Coordinator pointed out that yearly documentation of all activities of NSS & NCC should be provided for filling in many details of AQAR. Also, Dr. Bikramjit Roychoudhury brought to the notice of members that information regarding research publications have still not been procured as some teachers are yet to respond to the google forms circulated to collect this information. It was thereby suggested by the coordinator that the Teachers' Council Secretary immediately call a Teachers' Council meeting to bring this issue to the notice of all teachers and emphasize the need to urgently respond to the related queries.
2. To promote skill development and entrepreneurship among students, it was resolved that an exhibition cum sale of artworks prepared by the students will be held in college campus. Dr. Paramita Dasgupta suggested that students, divided in groups, will prepare, decorate, arrange their stalls, label prices on items (in parity with market prices) on their own. It was also resolved that the open air theatre will be the venue of the exhibition. Sri Samik Dasgupta was given the charge of preparing the flex for the event.
3. The Principal suggested that the president, G.B, be invited to inaugurate the exhibition and the local press be called to cover this event. The suggestion was greeted and applauded.
4. The coordinator stressed the importance of conducting more add-on courses in college which will enhance skill development of students. Such courses should be of at least 30 hours duration and instructors or resource persons will be invited from outside. She asked members to discuss the matter in their departments and come out with positive plans so that such courses can be offered in this academic year.

The meeting ended with a vote of thanks.

  
Dr. Sangita Das

IQAC, Coordinator

**Coordinator, I.Q.A.C.**  
Ananda Chandra College  
Jalpaiguri, W.B.

  
Dr. Debashis Das

Principal

**Principal**  
Ananda Chandra College  
Jalpaiguri



# ANANDA CHANDRA COLLEGE, JALPAIGURI

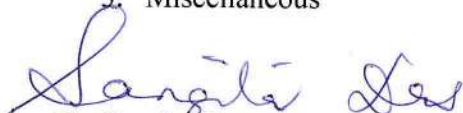
INTERNAL QUALITY ASSURANCE CELL

Notice / 28.11.2022

A meeting of IQAC will be held on 01.12.2022 (Thursday) at 1.30 PM in the Principal's Chamber. All members are requested to be present at the said meeting.

Agenda:


1. Preparation of SSR
2. Internal AAA Report
3. Miscellaneous



Dr. Sangita Das

IQAC, Coordinator

**Coordinator, I.Q.A.C.**  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

**Principal**  
Ananda Chandra College  
Jalpaiguri

Meeting was held in the Principal's Chamber on 01.12.2022 at 1.30 PM

Members present:

- 1. Dr. Debashis Das, Chairperson *Debashis Das 01/12/22*
- 2. Dr. Sangita Das, Coordinator *Sangita Das*
- 3. Shri Prosad Roy *Prosad Roy 1/12/2022*
- 4. Dr. Manika Saha *Manika*
- 5. Dr. Tanmay Datta *Tanmay 01/12/22*
- 6. Dr. Asim Basu
- 7. Dr. Paramita Dasgupta *Paramita Dasgupta*
- 8. Dr. Diganta Chakraborty *Diganta 01/12/22*
- 9. Dr. Bikramjit Roy Choudhury *Bikramjit Roy Choudhury 01/12/22*
- 10. Dr. Senjuti De *Senjuti De*
- 11. Dr. Biswajit Roy, (Invited Member, Secretary, Teachers' Council)
- 12. Dr. Ranjana Bhattacharya (Invited Member) *RB 01.12.22*
- 13. Dr. Supriyo Paul (Invited Member) *Supriyo Paul*
- 14. Sri Kanishka Sarkar (Invited Member) *Kanishka Sarkar 11/12/22*

# **ANANDA CHANDRA COLLEGE, JALPAIGURI**

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES MEETING HELD ON 01.12.22

1. The meeting began with the Principal inquiring of IQAC coordinator regarding the state of progress in preparation of AQAR. The coordinator in turn asked Dr. Bikramjit Roychoudury to furnish, as early as possible, information related to research projects undertaken by faculty and research papers published in journals.
2. Dr. Tanmay Datta held that college should give special emphasis to initiate the process of conducting Green Audit. To that effect he pointed out some issues vital in terms of Green audit, i.e, installation of solar lamp in campus, power saving LED lights in depts, taking effective measures for waste management and disposal of hazardous chemicals from Chemistry laboratory, etc.
3. Dr. Supriyo Pal urged the coordinator and principal to involve the participation of non teaching members without which year wise student scholarship data collection cannot be completed. It was therefore decided that the principal, coordinator, and another senior IQAC member would meet and discuss the related issue with the head clerk and other senior non-teaching staff members and solicit their cooperation in procuring the required information.
4. The pending AQARs for 2016-17 to 2018-19 have been prepared and sent for approval of G.B.
5. The Co-ordinator placed the Internal AAA report for the year 2020-21. It was resolved that the IQAC would prepare a report of the actions to be taken on the basis of

Internal AAA and place them in front of G.B. for statutory approval. The co-ordinator also informed that the Departments had prepared their reports for academic year 2021-22 required for external AAA. The Chairperson was requested to make contact with the external members of the Audit committee for fixing the date of visit for conducting AAA.

6. The Principal read out a letter from Principal, Siliguri College, seeking consent to enter into a MoU agreement with our college. All members welcomed the proposal considering it to be another important step to be taken by IQAC towards quality enhancement through faculty exchange programmes. The Principal was also requested to contact the Principals of some other colleges to enter into MoUs.
7. The Coordinator read out two proposal letters – first, of a Career-oriented/ Add-on course on “Translation in Practice” (of 32 hours duration) to be undertaken by the Department of English from 3rd of July 2023 and second, a two days National Workshop on “Art of Research Report Writing” organized by the College Central Library to be held on 27th and 28th of August, 2023. Both the proposals were approved by IQAC and it was resolved that the financial burden in excess of the fund collected from course fees ( in the first case) and registration fees ( in the second) be borne by the institution after due consultation in Governing Body meeting.

The meeting ended with a vote of thanks.



Dr. Sangita Das

IQAC, Coordinator  
Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal  
Principal  
Ananda Chandra College  
Jalpaiguri



ANANDA CHANDRA COLLEGE, JALPAIGURI  
NOTICE/10-09-2022

An emergency meeting of IQAC will be held on 13.09.2022 (Tuesday) at 2.30 PM in the Principal's chamber to chalk out immediate plan of actions to be undertaken to expedite submission of pending AQARs.

All the members of IQAC and the following invited members of Teachers' Council are requested to be present at the said meeting.

*Sangita Das*

Dr. Sangita Das  
Coordinator, IQAC  
Ananda Chandra College  
Jalpaiguri, W. B.



*Dr. Debashis Das*

Dr. Debashis Das  
Principal, A. C. College

Members : (IQAC) — PRESENT ON 13.09.22

- 1. Dr. Debashis Das Principal
- 2. Dr. Sangita Das Coordinator
- 3. Dr. Prosad Roy *PR*
- 4. Dr. Manika Saha *Maha*
- 5. Dr. Tanmay Datta *Tanmay 13/9/22*
- 6. Dr. Asim Basu
- 7. Dr. Paramita Dasgupta *Paramita Dasgupta 13/09/22*
- 8. Dr. Diganta Chakraborty *Diganta 13/09/22*
- 9. Dr. Bikramjit Roy Choudhury *Bikramjit Roy Choudhury 13/9/22*
- 10. Dr. Senjuti Dey *Senjuti Dey 13/9/22*

Members invited :

- 1. Dr. Biswajit Roy (TCS)
- 2. Dr. Ranjana Bhattacharya *RB 13.9.22*
- 3. Prof. Suman Sen *S.Sen*
- 4. Dr. Chinmaykar Das *Chinmaykar Das 13.09.22*
- 5. Dr. Puspanjali Roy *PRoy 13/9/22*
- 6. Prof. Passang Tshering Lepcha *Passang Tshering Lepcha 13/9/22*
- 7. Dr. Golam Moula *Golam Moula 13/9/22*
- 8. Dr. Supriyo Pal *SP 13.9.22*
- 9. Dr. Mihir Sarkar
- 10. Prof. Narayan Chowdhury *Narayan Chowdhury*
- 11. Prof. Zareth Rongong *Zareth Rongong 13/9/22*
- 12. Prof. Samik Dasgupta *Samik Dasgupta 13/9/22*
- 13. Prof. Chiranjib Sarkar
- 14. Prof. Kanishka Sarkar

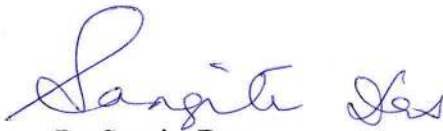
# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING HELD ON 13.09.22:

1. The coordinator began the meeting by addressing the Principal and all members and inquiring into the progression of AQAR preparation as per the plan chalked out in the previous meeting. Dr. Paramita Dasgupta who is primarily looking into the criterion 2 of AQAR reported that some data related to teachers in the said period are yet to be collected. It was therefore decided that the data would be collected via google form shared by the coordinator with the teachers notifying an ultimate date for collection of the same.
2. Dr. Supriyo Pal entrusted with collection of data regarding student progression in higher studies informed that a google form regarding the data is being prepared to be shared by IQAC coordinator with respective Heads of Departments and collected within a week of sharing.
3. Dr. Bikramjit Roychoudhury who was entrusted with analysing the feedback of the outgoing batch of students said that the analysis has been done and is ready for the coordinator to share the analysis with the departments so that departmental actions can be initiated accordingly.

The meeting ended with a vote of thanks.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal  
Principal  
Ananda Chandra College  
Jalpaiguri



# ANANDA CHANDRA COLLEGE, JALPAIGURI


INTERNAL QUALITY ASSURANCE CELL

NOTICE / 02.07.2022

A meeting of IQAC will be held in Principal's chamber on 08.07.22 at 12.30 p.m to discuss the following agenda

1. Analysis of Teachers' and alumni feedback responses 2020-21
2. Deciding the questionnaires for feedback of outgoing students 2021-22
3. Deciding questionnaires for teachers', alumni and employer's feedback for 2021-22
4. Signing MoUs with different colleges
5. Library automation and subscription of Journals
6. Conducting student centric programmes
7. Taking preparation for AAA by the Departments

All members are requested to be present in the meeting.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri

Members present in the IQAC meeting held on: 08.07.22

1. ✓ Subashini Das.
2. Sujati Das 8.7.22
3. P. R. 8/7/2022
4. Manika Saha.
5. Paramita Dasgupta
6. Sujati D. (Invited)
7. Baychandray
- 8.

# **ANANDA CHANDRA COLLEGE, JALPAIGURI**

## INTERNAL QUALITY ASSURANCE CELL

### Minutes of the Meeting held on 08.07.22:

1. In the opinion of Alumni, the infrastructure and laboratory facilities need improvement; however they praised the overall academic atmosphere of the college. From Teachers' feedback responses it is observed that due to lack of faculty development training to suit the needs of online teaching, the teachers faced hurdles in delivering online lectures. However, they were greatly benefitted by the Library orientation programme.
2. The coordinator stressed the importance of preparing questionnaires of feedback for 2021-22 for all stakeholders. Dr. Senjuti Dey was assigned the duty of preparing the questionnaires.
3. The Principal informed the members that the process of entering into MoUs for faculty and student exchange has been initiated with Siliguri Mahila Mahavidyalaya, Dist.- Darjeeling; Munshi Premchand Mahavidyalaya, Dist. – Darjeeling and Thakur Panchanan Mahila Mahavidyalaya, Dist. - Cooch Behar. All the members welcomed the initiative. The Coordinator suggested to signing MoUs with nearby Colleges in Jalpaiguri, such as, P.D Women's College and Jalpaiguri Law College.
4. The coordinator raised the issue of library automation and introducing KOHA. It was resolved that IQAC in consultation with Librarian, Central Library, A.C.College would initiate the process. It was also unanimously decided that Journals of national and international repute and some magazines would be subscribed.
5. The coordinator stressed the need of holding student centric programmes in college or encouraging and accompanying students to participate in other venues where similar programmes are held whereby, apart from academics, they can hone their skills in debates, discussions, elocution, quiz competitions, etc. All other members supported her suggestion.
6. The coordinator attracted the attention of other members to the Reading Club Meet organized by the Department of English that primarily aims at encouraging students with reading acumen, irrespective of disciplines, to interact with regional authors of repute. Such meetings are held twice a year and it would have a positive impact on

students who are fast losing their reading habits if teachers of other departments inform and encourage their students to participate in such events. The suggestion was greeted by all members.

7. It was resolved that notices will be sent to the departments to prepare the Departmental report for 2020-21 and 2021-22 (format of which will be provided with the notice) for preparation of AAA. The AAA for the year 2020-21 could not be initiated due to pandemic induced lockdown. So, it is further decided that the AAA for the year 2020-21, will be done internally while the AAA for 2021-2022 will be conducted by the External members.

The meeting ended with a vote of thanks.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri




**ANANDA CHANDRA COLLEGE, JALPAIGURI**

INTERNAL QUALITY ASSURANCE CELL

NOTICE / 29.04.2022

A meeting of IQAC will be held in the Principal's chamber on 05.05.22 at 2:30 P.M to address various issues and problems leading to the delay in uploading pending AQAR. All members are requested to be present in the meeting.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri

IQAC Committee Meeting

Date of Meeting : 05.05.2022

MEMBERS PRESENT

1. DR DEBASHIS DAS- Principal

2. DR. SANGITA DAS- Coordinator

3. DR. MANIKA SAHA

4. DR. PARAMITA DASGUPTA

5. DR. PROSAD ROY

6. DR. TANMAY DATTA

7. DR. DIGANTA CHAKRABORTY

8. DR. BIKRAMJIT RAY CHAUDHURY

9. DR. SENJUTI DEY

10. DR. SUPRIYO PAUL

INVITED  
MEMBERS

Sangita Das  
5.5.22

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

Principal  
Ananda Chandra College  
Jalpaiguri



# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING HELD ON 05.05.2022:

1. The coordinator began by taking stock of the current status of AQAR preparation.
2. Dr. Bikramjit Ray Chaudhury and Dr. Supriyo Paul apprised of their assignments, the data of which have been collected and now being prepared to be duly as per the given format.
3. Dr. Tanmay Dutta also informed of the completion of data collection, adding that some minor changes by way of language have to be made before the final data entry.
4. Dr. Paramita Dasgupta and Dr. Senjuti Dey pointed out that several data regarding Criteria 1 and 2 respectively have not yet been collected as many departments and individual teachers are yet to respond to the queries asked via google forms.
5. The coordinator suggested then that these missing data be enlisted and handed over to her following which she would meet the Head of the departments on 8th or 9th of June to remind them of the data not furnished.

The meeting thereby ended with the Co-ordinator addressing a vote of thanks to the chair and all fellow members.



Dr. Sangita Das  
IQAC Coordinator  
Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das  
Principal

Principal  
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Jalpaiguri

# ANANDA CHANDRA COLLEGE, JALPAIGURI

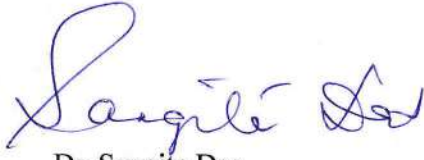
INTERNAL QUALITY ASSURANCE CELL

NOTICE / 11.03.2022

A meeting of IQAC will be held on 15.03.22 in the Principal's chamber at 1:30 P.M. All members are requested to make themselves available in the meeting.

Agenda:

1. To discuss students' feedback response 2020-21
2. To prepare questionnaire for feedback of teachers, alumni and employer for 2020-21
3. Misc



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri



IQAC Committee Meeting

Date of Meeting : 15.05.2022

MEMBERS PRESENT

1. DR DEBASHIS DAS- Principal

2. DR. SANGITA DAS- Coordinator

3. DR. MANIKA SAHA

4. DR. PARAMITA DASGUPTA

5. DR. PROSAD ROY

6. DR. TANMAY DATTA

7. DR. DIGANTA CHAKRABORTY

8. DR. BIKRAMJIT RAY CHAUDHURY

9. Dr. SENJUTI DEY  
(Invited Member)

Sangita Das  
15.5.22

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

Principal  
Ananda Chandra College  
Jalpaiguri



## ANANDA CHANDRA COLLEGE, JALPAIGURI

### INTERNAL QUALITY ASSURANCE CELL

#### Minutes of the Meeting held on 15.03.2022:

1. Dr. Bikramjit Roychoudhury who had been entrusted with the collection and analysis of the student feedback responses presented the pie chart of the feedback responses on various parameters and left it open for discussion.
2. It was observed that students were mostly satisfied on teaching abilities, dedication and timely completion of syllabus on the part of teachers. However, since there was lukewarm response on the attention of teachers towards the poorer students, members pointed out that this may be the response for the just completed academic year when online classes left little provision for teachers to be mindful of such students. However, it was decided that since normal classes have resumed, the respective departments will be sent the feedbacks and asked to remedy the situation. They should record their actions taken in their departmental feedback responses.
3. The co-ordinator suggested that the teachers' feedback forms be prepared for the pandemic year when all classes were held online. She suggested that the questionnaire be related to online teaching and teachers' opinion over the efficacy of online education. This suggestion was accepted by all members present.
4. Dr. Senjuti De was entrusted with the preparation of the questionnaire which will be further checked and revised with additions or deletions by the coordinator before the forms are circulated.

5. Likewise questionnaire of Alumni feedback forms and Employers feedback forms for 2020-21 were thoroughly discussed and Dr. Manika Saha was given the charge of finalising those before circulation.
6. The Principal & Chairperson of IQAC raised the issue of signing MoUs with different colleges for faculty and student exchange programmes. All the members welcomed the proposal considering it to be an important step to be taken by IQAC towards quality enhancement of the college. The Principal was requested to contact the Principals of nearby colleges in this regard and discuss the matter in next IQAC meeting.

The meeting ended with a vote of thanks.



Dr. Sangita Das

Coordinator, I.Q.A.C.  
IQAC Coordinator  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri



# ANANDA CHANDRA COLLEGE, JALPAIGURI

INTERNAL QUALITY ASSURANCE CELL

NOTICE / 03.02.2022

A meeting of IQAC will be held on 07.02.2022 at 1:30 P.M in the Principal's chamber. All members are requested to make themselves available in the meeting.

Agenda:

1. Discuss the progress in the documentation of AQAR
2. Celebration of International Women's Day
3. Finalise the Audit committees



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das










Principal

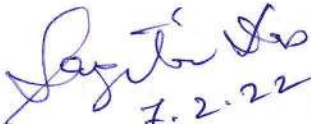
Principal  
Ananda Chandra College  
Jalpaiguri

IQAC Committee Meeting

Date of Meeting : 07.02.2022

MEMBERS PRESENT

1. DR DEBASHIS DAS- Principal 
2. DR. SANGITA DAS- Coordinator  7.2.22
3. DR. MANIKA SAHA  7/2/22
4. DR. PARAMITA DASGUPTA 
5. DR. PROSAD ROY 
6. DR. TANMAY DATTA 
7. DR. DIGANTA CHAKRABORTY 
8. DR. BIKRAMJIT RAY CHAUDHURY 
9. Dr. SENJUTI DEY (Invited Member)  Senjuti De

  
7.2.22

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

## **ANANDA CHANDRA COLLEGE, JALPAIGURI**

### **INTERNAL QUALITY ASSURANCE CELL**

#### **Minutes of the Meeting held on 07.02.2022**

1. The meeting began with the co-ordinator taking stock of the present progress in the collection of data and documents required in AQAR 2020-21 and other pending AQARs.
2. The coordinator expressed satisfaction at the progress while simultaneously taking note of the areas which were yet not covered.
3. All members unequivocally maintained that the chairman appoint an office attendant for the following information regarding the
  - 2.1.1- No. of Students admitted in sanctioned seats.
  - 2.1.2- No. of students admitted from reserved category.
  - 2.2.2- Teacher-student ratio
  - 2.4.1- No. of full-time teachers against sanctioned posts
  - 2.6.3- No students appearing for exams and no. of students. passed out (programme-wise and subject-wise)
4. Dr. Tanmay Dutta who had been the IQAC Coordinator in the previous term (2019-20 and 2020-21) reminded the chair of a plea for office assistance in charge that he had made to the previous teacher-in-charge via a letter he had placed in the IQAC meeting and which has also been approved by G.B.
5. The chairman agreed to appoint an office attendant for the said purpose.
6. Dr. Diganta Chakraborty suggested, supported by Co-ordinator and other members, that the International Women's Day be celebrated on 8th March involving all students and teachers in the college seminar hall. It is decided that on this occasion a student sensitization programme will be organised. The Principal suggested that a debate on erstwhile women's issues be arranged and the best speakers on both sides be awarded with a trophy of recognition.
7. The names members of AAA Committee, College Environmental Committee, Green and Energy Audit Committee proposed by the TC were unanimously accepted. It was

decided that the Coordinator will submit an application to the Principal for statutory approval of the committees. The members are:

**Members of AAA Committee:**

External Members:

- i) Prof. Soumitra De (Professor, Deptt. of Political Science, North Bengal University)
- ii) Prof. Pranab Ghosh (Professor, Deptt. of Chemistry, North Bengal University)

Internal Members:

- i) Dr. Haraprasad Mishra (President, Governing Body, Ananda Chandra College)
- ii) Dr. Debashis Das (Principal, Ananda Chandra College)
- iii) Dr. Sangita Das (IQAC Coordinator, Ananda Chandra College)
- iv) Dr. Manika Saha (Associate Professor, Deptt. of Chemistry)
- v) Dr. Pinaki Guha (Associate Professor, Deptt of Physics)
- vi) Dr. Diganta Chakraborty (Associate Professor, Deptt of History)
- vii) Dr. Chinmayakar Das (Associate Professor, Deptt. of Political Science)

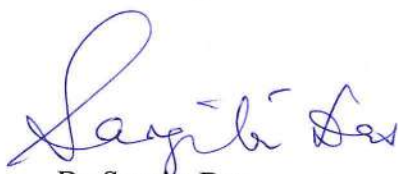
**Members of College Environmental Committee:**

- i) Dr. Sangita Das (IQAC Coordinator, Ananda Chandra College)
- ii) Dr. Tanmay Datta (Convenor, Associate Professor, Deptt. of Zoology)
- iii) Dr. Bipul Chandra Sarkar (Associate Professor, Deptt. of Geography)
- iv) Mr. Suman Sen (Assistant Professor, Deptt. of Botany)
- v) Dr. Supriyo Paul (Assistant Professor, Deptt. of Physics)
- vi) Mr. Zareth Rongong (Assistant Professor, Deptt. of Zoology)
- vii) Mr. Passang T. Lepcha (Assistant Professor, Deptt. of Chemistry)
- viii) Mr. Krishnendu Majhi (Assistant Professor, Deptt. of Botany)


**Members of Green Audit and Energy Audit Committee:**

- i) Prof Apurba Ratan Ghosh (Professor, Deptt of Environmental Science, University of Burdwan)
- ii) Dr. Swarnendu Roy (Assistant Professor, Deptt. of Botany, North Bengal University)
- iii) Dr. Abhiit Bhattacharya (Principal, Jalpaiguri Law College, Jalpaiguri)

The meeting ended with a vote of thanks to the chair and members.

  
Dr. Sangita Das  
Coordinator, I.Q.A.C.  
IQAC Coordinator  
Ananda Chandra College  
Jalpaiguri, W. B.



  
Dr. Debashis Das  
Principal  
Principal  
Ananda Chandra College  
Jalpaiguri

# ANANDA CHANDRA COLLEGE, JALPAIGURI

INTERNAL QUALITY ASSURANCE CELL

NOTICE/ 20.11.2021

A meeting of IQAC will be held in the Principal's chamber on 26.11.2021 at 2:30 p.m. All members are requested to make themselves available for discussion in the meeting.

Agenda:

1. Present state of AQAR preparation and the various issues affecting its speedy preparation
2. Formation of committees for conducting AAA, Green Audit and Energy Audit
2. Organising a workshop
3. Misc



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri



IQAC Committee Meeting

Date of Meeting : 26. 11. 2021

MEMBERS PRESENT

1. DR DEBASHIS DAS- Principal



2. DR. SANGITA DAS- Coordinator

Sangita Das 26.11.21

3. DR. MANIKA SAHA

Manika Saha 26/11/21

4. DR. PARAMITA DASGUPTA

Paramita Dasgupta

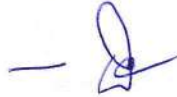
5. DR. PROSAD ROY

Prosad Roy

6. DR. TANMAY DATTA



7. DR. DIGANTA CHAKRABORTY



8. DR. BIKRAMJIT RAY CHAUDHURY



9. Dr. SENJUTI DEY (INVITED MEMBER)

Senjuti De.

Sangita Das  
26.11.21

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Principal  
Ananda Chandra College  
Jalpaiguri



# **ANANDA CHANDRA COLLEGE, JALPAIGURI**

## **INTERNAL QUALITY ASSURANCE CELL**

### **Minutes of the Meeting held on 26.11.2021:**

1. The Co-ordinator addressed the members and began an appraisal of the progress in the AQAR updation as per discussion in the previous meeting.
2. Dr. Tanmay Dutta and Dr. Diganta Chakraborty pointed out that the criteria (6&7) they were entrusted with were on the stage of completion. They admitted that since college did not allow entry of students in the campus strictly in compliance with the covid protocol, many in-person student activities could not be performed and hence many areas in those criteria had to be left blank.
3. Dr. Manika Saha and Dr. Senjuti Dey suggested that all examination related activities of individual teachers during 2020-21 along with supporting documents be collected via Google forms, to be circulated in Teachers' Council Whatsapp group.
4. Dr. Paramita Dasgupta who was assigned Criterion 2. Re-emphasized the maximum weightage (350 marks) and drew the attention of the members to the detailed and lengthy proforma of Programme Specific Objectives(PSO) and Course Outcomes(CO) that have to be uploaded for each subject. It was decided thereby decided that the coordinator would notify in Whatsapp groups of all HODs the format of PSO & CO prepared by Dr Dasgupta. It was also suggested that the Co-ordinator also set a deadline days of not more than 15 days for the submission.
5. The members sought the chairperson's involvement in assigning a non-teaching staff from the Principal's office for procuring information for Criterion 5.1.1, 5.1.2, & 5.1.4
6. Dr. Bikramjit Ray Chaudhury spoke of Criterion 5.2.1, 5.2.2 and 5.2.3 regarding placement of outgoing students and suggested that this information also be collected via google forms from the respective department groups.
7. Regarding the 6th Criterion, Dr. Diganta Chakrabarty suggested that google form links be created to get information related to 6.3.3 and 6.3.4 and be circulated by the co-ordinator in the Teachers' Council Whatsapp groups.
8. The members decided to conduct Academic and Administrative Audit (AAA), Green and Energy Audit which are required to be done as per UGC guidelines. The members unanimously resolved that a College Environmental Committee is needed to prepare

the report for Green and Energy Audits. The departments will also be informed to prepare Departmental Profile for preparation of AAA. The co-ordinator suggested that IQAC would seek names of the members of College Environmental Committee, External member of Green and Energy audit committee, External and Internal members of AAA Committee from the Teachers' Council. It is also resolved that IQAC would request the Secretary, TC to discuss it in their next meeting and send the names of the Committee members to the Principal via IQAC for G.B. approval.

9. IQAC took the decision that a workshop in collaboration with Google Developer Student Club of Jalpaiguri Engineering College would be held in December, 2021 in the Seminar Hall.

The meeting ended with a vote of thanks to the chair and all members present.



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri

# ANANDA CHANDRA COLLEGE, JALPAIGURI

INTERNAL QUALITY ASSURANCE CELL

NOTICE / 13.09.2021

A meeting of IQAC will be held in the Principal's chamber at 1: 30 p.m on 18.09.2021 to discuss the following agenda. All members are requested to make themselves available for discussion in the meeting.

Agenda:

1. Filling in the pending AQARs
2. Formation of ICC
3. Miscellaneous



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri

IQAC Committee Meeting

Date of Meeting : 18.07.2021

MEMBERS PRESENT

1. DR DEBASHIS DAS- Principal



2. DR. SANGITA DAS- Coordinator

Sangita Das 18.9.21

3. DR. MANIKA SAHA

Manika Saha -18/9/21

4. DR. PARAMITA DASGUPTA

Paramita Dasgupta

5. DR. PROSAD ROY

Prosad Roy 18/9/2021

6. DR. TANMAY DATTA

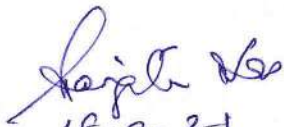


7. DR. DIGANTA CHAKRABORTY



8. DR. BIKRAMJIT RAY CHAUDHURY



  
18.9.21

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

  
Principal  
Ananda Chandra College  
Jalpaiguri



# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### MINUTES OF THE MEETING HELD ON 18.09.2021:

1. Taking cognisance of the delay in submission of Yearly AQAR in the prevailing pandemic and consequent lockdown situation, the members unianimously resolved that a whole-hearted and consistent effort, not only on the part of the members, but all the teaching as well as office attendants is urgently needed.
2. Dr. Tanmay Dutta suggested that the entire work can be completed only by distributing the work load as per the 7 criteria of Part B of AQAR completed among the members as follows-

#### Part B: Criteria-

1. Dr. Manika Saha
  2. Dr. Paramita Dasgupta
  3. Dr. Bikramjit Ray Chaudhury
  4. Dr. Bikramjit Ray Chaudhury
  5. Dr. Prosad Roy
  6. Dr. Diganta Chakraborty
  7. Dr. Tanmay Datta
3. Dr. Paramita Dasgupta suggested that each of these members be assisted by teachers (other than IQAC members) who have software skills and are simultaneously, versatile and dedicated. She came up with the following names to assist each of the IQAC member in charge of the assigned Criterion. Her suggestions was follows:

Criterion 1: Dr. Senjuti Dey would assist Dr. Manika Saha

Criterion 2: Prof. Suman Sen would assist Dr. Paramita Dasgupta

Criterion 3& 4: Dr. Supriyo Paul would assist Dr. Bikramjit Ray Chaudhury.

Criterion 5: Dr. Prosad Roy and Dr. Asim Basu would put their heads together.

Criterion 6: Prof. Samik Dasgupta would assist Dr. Diganta Chakraborty

Criterion 7: Prof. Zareth Rongong would assist Dr. Tanmay Datta.

Her suggestion was unanimously accepted and applauded

4. Dr. Paramita Dasgupta and Dr. Bikramjit Ray Chaudhury dealt in details on the new format of AQAR 2020-21, & 2021-22 which rely more on data and documentation than mere exercise of descriptive language.

5. The co-ordinator reminded that feedback from the outgoing batch students, parents and other stakeholders for the just concluded academic year be collected via google form links to be circulated in respective student Whatsapp groups.

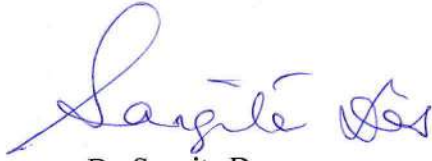
6. The following names were suggested to constitute the Internal Complaints Committee (ICC) and sent for approval of G.B. :

- i) Dr. Paramita Dasgupta (Presiding Officer)
- ii) Dr. Manika Saha
- iii) Dr. Chinmayakar Das
- iv) Dr. Pushpanjali Roy
- v) Smt. Baby Upadhyay, Chairperson, Child Welfare Committee, Welfare Organization, Jalpaiguri

The name of the external member of ICC was suggested by Dr. Diganta Chakraborty.

7. Finally reminding once again the immense task ahead, the chairperson (newly appointed Principal) took account of the AISHE data from Dr. Bikramjit Ray Chaudhury.
8. IQAC, like previous year decided to organise special lectures /workshops/webinars in on-line/offline mode.
9. It was also decided that Mentor-mentee list would be prepared for the session 2021-22.

The meeting ended with a vote of thanks to the chair and all members present,



Dr. Sangita Das

IQAC Coordinator

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debashis Das

Principal

Principal  
Ananda Chandra College  
Jalpaiguri

Ananda Chandra College (Govt. Sponsored):: Jalpaiguri

NOTICE: 22.05.2021

A joint meeting of the Academic sub-committee and IQAC will be held on 25.05.2021 at 7.00 pm in on-line mode to discuss the following agenda. All members of the Academic sub-committee and IQAC are requested to make it convenient to attend the meeting. The on-line link of the meeting will be shared in the TC group before the meeting.



Dr. Debashis Das  
Principal  
**Principal**  
Ananda Chandra College  
Jalpaiguri



Dr. Tanmay Datta  
Coordinator, IQAC  
**Coordinator, I.Q.A.C.**  
Ananda Chandra College  
Jalpaiguri, W. B.

Agenda:

1. General format for preserving and sharing of academic data regarding on-line/off-line classes
2. Miscellaneous

The link of the meeting:

<https://meet.google.com/xvk-hgnp-qvu>



Members present:

1. Dr. Debashis Das
2. Dr. Tanmay Datta
3. Smt Shyamashree Adhikary
4. Dr. Prosad Roy
5. Smt Sangeeta Gupta
6. Dr. Manika Saha
7. Smt Chandana Acharjee
8. Sr Asim Basu
9. Dr. Sudip Chakraborty
10. Dr. Sangita Das
11. Dr. Parimal Bapari
12. Dr. Paramita Dasgupta
13. Dr. Biswarup Bhowmick
14. Dr. Anuja Raychoudhuri
15. Dr. Pinaki Guha
16. Dr. Indrajit Ghosh
17. Dr. Chinmayakar Das
18. Dr. Diganta Chakraborty

### **Resolutions of the meeting held on 25.05.21**

1. The coordinator began the meeting by greeting members of the academic staff committee members who are not part of IQAC but have been specially invited to give their valuable opinion on some important parameters of teaching learning process that are of vital importance in AQAR preparation.
2. Dr. Tanmay Datta referred to a notice served by the chairperson, Dr. Debashis Das on 06.05.21 regarding preservation of personal records of attendance of students and topics covered in each online class for each paper taught for future reference. He suggested a clarification on the part of the principal regarding the notice.
3. Dr. Debashis Das reasoned that since we are preparing AQARs for NAAC accreditation, these are vital data pertaining to Criterion 2 where all teaching learning modes adopted have to be recorded and preserved with supporting documents. This meeting intends to involve the academic subcommittee for having their inputs regarding the vital data that should be included in the format for teachers to fill in.
4. It was unanimously accepted that IQAC will prepare the format for departmental profile and personal profile which will be sent to academic subcommittee for any further suggestion or correction. Thereafter the format shall be shared with teachers so that they can record their teaching activities of each academic year.



Dr. Debashis Das

Principal

**Principal**  
Ananda Chandra College  
Jalpaiguri



Dr. Tanmay Datta

Coordinator, IQAC

**Coordinator, I.Q.A.C.**  
Ananda Chandra College  
Jalpaiguri, W. B.

Ananda Chandra College (Govt. Sponsored):: Jalpaiguri

NOTICE :28.04.2021

A meeting of IQAC will be held on 05.05.2021 at 1.00 pm at Principal's chamber to discuss the following agenda. All members are requested to present in the meeting.

Agenda:

1. Preparation of Feedback form for outgoing students
2. Preparation of academic calendar
3. Misc.



Dr. Tanmay Datta  
Coordinator, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.






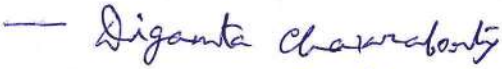


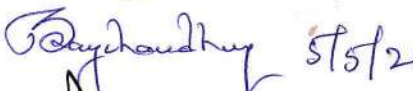
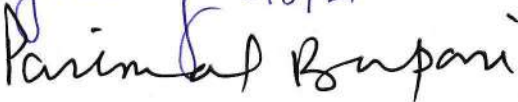


Dr. Debashis Das  
Principal

Principal  
Ananda Chandra College  
Jalpaiguri

Members Present:

Date of Meeting: 05/05/2021.

1. Dr. Debashis Das (Principal) 
2. Dr. Tanmay Datta (Coordinator) 
3. Dr. Prosad Roy  5/5/2021
4. Dr. Manika Saha  Manika Saha
5. Dr. Paramita Dasgupta  Paramita Dasgupta
6. Dr. Diganta Chakraborty —  Diganta Chakraborty
7. Dr. Pushpanjali Ray (representative of TCS) —  Pushpanjali Ray 5/5/21
8.  5.5.21
9.  5/5/21
10.  5.5.2021

Resolution of the meeting held on 05.05.2021:

The IQAC welcomed Dr. Debashis Das as the newly appointed Principal of A.C.College.

The following are decisions taken in the meeting:

- ❖ Acknowledging the fact that the preparation of AQAR has been delayed due to the sudden shut down of college following the pandemic, the meeting resolved that special drive to be made on priority basis towards preparation and submission of present and pending previous year's AQAR.
- ❖ It was decided that a 'Feedback Form' should be evolved to count the opinion and feedback of the outgoing students of 2020-21. It was also resolved that feedback for the previous year 2019-20, that had not been collected due to the Pandemic, be collected via google form.
- ❖ An 'Academic Calendar' is to be prepared for next session (July, 2021 onwards).
- ❖ Also, decided to convene a meeting of IQAC within one month for in-depth discussion on AQAR preparation. For this, Coordinator has been requested to provide "Guidelines of AQAR preparation" to every member of the IQAC.
- ❖ The meeting ended with vote of thanks.



Dr. Tanmay Datta  
Coordinator, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



Dr. Debasish Das  
Principal

Principal  
Ananda Chandra College  
Jalpaiguri

Ananda Chandra College (Govt. Sponsored):: Jalpaiguri

NOTICE :07.10.2020

A meeting of IQAC will be held on 14-10-2020 at 11.30 am in the Principal's chamber to discuss the following agenda. All members are requested to be present in the meeting.

1. Various issues relating to proper functioning of IQAC
2. Formation of Committees



Dr. Tanmay Datta

Coordinator, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.




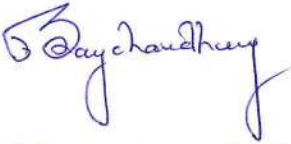
Dr. Diganta Chakrabarty

Teacher-in-charge

Teacher-in-charge  
Ananda Chandra College  
Jalpaiguri

Date of Meeting : 14/10/2020 .

Members present :

1. Diganita Chakraborty
2. 
3. Pooja and Ravi  
14/10/2020
4. Sayita Das 14.10.20
5. Paramita Dasgupta
6.  14.10.20
7. Manika Saha .
8. Gour Suman Ghosh 14.10.2020.
9. Parimal Bapari 14.10.2020

### **Resolutions of the Meeting held on 14-10-2020:**

The meeting began with a two-minute silence condoling the untimely demise of Dr. Md. Abdur Razzque, the Principal, A. C. College, in September, 2020.

The IQAC also welcomed Dr. Diganta Chakraborty as the newly appointed Teacher-in - Charge.

The following are the decisions of the said meeting.

1. The Teacher-in-charge should take steps to ensure that the office gears up to provide all relevant information for filling in of AQARs.
2. The room already specified for IQAC be immediately made ready for daily functioning.
3. A computer efficient 'Secretarial Assistant' be immediately assigned for IQAC.
4. A full-fledged team of IQAC comprising Chairperson, three to eight teachers (already existing), one nominee each from local society, students and alumni, one nominee from industrialists/stakeholders is necessary for all round performance of IQAC.
5. At least a fund of Rs. 1,00,000 (One lac only) should be sanctioned for minimum functioning of the IQAC till 31<sup>st</sup> December, 2021.
6. Activities regarding CAS/OP/RC/Seminar/Study Leave should be routed through IQAC.
7. It was finally resolved that all these issues be addressed as prayer by the coordinator to the Principal/TIC for immediate action.
8. Following UGC Guidelines, the names of Anti-ragging Cell, Grievance Redressal Cell and Women's Cell members have been proposed to be sent to the Governing Body for statutory approval.

### **Members of Anti-ragging Cell**

- i) Teacher-in-Charge/Principal of A.C.College
- ii) Dr. Manika Saha (Convenor, Associate Professor)
- iii) I. C., Jalpaiguri Kotwali Police Station (Ex-Officio)
- iv) Partha Bhattacharjee (Local Media)
- v) Dhananjoy Roy (CDHI, Jalpaiguri)[member from NGO]
- vi) Dr. Anuja Roychowdhuri, Associate Professor
- vii) Dr. Parimal Bapari, Associate Professor
- viii) Dr. Bhushan Adhikari, Assistant Professor
- ix) Smt. Abira Sengupta, Assistant Professor
- x) Sri Shyamal Biswas, Non-teaching staff
- xi) Sri Nirmalya Sarkar, Non-teaching staff



- xii) Sri Partha Sarathi Lahiri, Parent
- xiii) Smt. Swagata Mitra, Parent
- xiv) Sri. Anjali Maheswari, Student
- xv) Smt. Nandini Roy, Student
- xvi) Sri Suvam Singha, Student
- xvii) Sri Sujoy Roy, Student
- xviii) Smt. Tripti Sharma, Student
- xix) Smt. Kismat Munda, Student

#### **Members of Grievance Redressal cell**

- i) Teacher-in-Charge/Principal of A.C.College
- ii) Bursar (Ex-officio)
- iii) Dr. Gour Sundar Ghosh, Convenor, Associate Professor
- iv) Dr. Tapan Kr Ghosh, Associate Professor
- v) Dr. Indrajit Ghosh, Associate Professor
- vi) Dr. Pushpanjali Ray, Assistant Professor
- vii) Dr. Ranjit Barman, Assistant Professor
- viii) Dr. Bikramjit Roychoudhury, Assistant Professor
- ix) Dr. Mihir Sarkar, Assistant Professor
- x) Smt. Alivia Sarker, Assistant Professor
- xi) Sri Shibsankar Choudhury, Assistant Professor

#### **Members of Women's Cell**

- i) Dr. Sangita Das, Convenor, Associate Professor
- ii) Smt Sangeeta Gupta, Associate Professor
- iii) Dr. Munmun Roy, Associate Professor
- iv) Smt. Abira Sengupta, Assistant Professor
- v) Smt. Asima Sarker, Assistant Professor
- vi) Smt. Jui Debnath, Assistant Professor
- vii) Smt. Priyanka Mandal, Assistant Professor

The meeting ended with a vote of thanks.



Dr. Tanmay Datta  
Coordintor, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.




Dr. Diganta Chakrabarty  
Teacher-in-charge

Teacher-in-charge  
Ananda Chandra College  
Jalpaiguri

Ananda Chandra College (Govt. Sponsored):: Jalpaiguri

NOTICE : 10.06.2020

An online meeting of IQAC will be held on 15-06-2020 at 8.00 pm to discuss matters pertaining to continuing all academic activities in on-line mode. All members are requested to be present in the meeting, the link for which will be shared around 7.30 pm on Google Meet.

Sd.

Dr. Md. Abdur Razzaque  
Principal

Sd.

Dr. Tanmay Datta  
Coordinator, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

  
Principal  
Ananda Chandra College  
Jalpaiguri



Members present :

1. Dr. Md. Abdur Razzaque
2. Dr. Tanmay Datta
3. Dr. Prosad Roy
4. Dr. Manika Saha
5. Dr. Sangita Das
6. Dr. Diganta Chakraborty
7. Dr. Bikramjit Roychoudhry
8. Dr. Paramita Dasgupta



Principal  
Ananda Chandra College  
Jalpaiguri



Minutes of the Meeting held on 15-06-2020:

1. The coordinator began by acknowledging the unprecedented situation the Institution was going through due to the pandemic induced lock-down. Under the circumstances, regular holding of meetings has not been possible. However, in the absence of all offline interaction with students, it is high time that alternate modes, that is, on-line communication be considered. Hence, the meeting intends to have the opinions and suggestions of all members in this regard.
2. It was decided that after the completion of the semester examinations likely to be held in July, initiatives should be taken to hold on-line classes as per routine as far as possible.
3. It was decided that IQAC would initiate conducting on-line programmes like library orientation programme for students.
4. The IQAC would also take steps to organize faculty development programmes to enhance capacity of teachers to meet the challenges of imparting on-line lessons to students under the new situation.
5. It was also resolve that IQAC would initiate conducting webinars or online lectures by prominent academicians.

The meeting ended with a vote of thanks.

Sd.

Dr. Md. Abdur Razzaque  
Principal

Sd.

Dr. Tanmay Datta  
Coordintor, IQAC

**Coordinator, I.Q.A.C.**  
Ananda Chandra College  
Jalpaiguri, W. B.

  
Principal  
Ananda Chandra College  
Jalpaiguri



ANANDA CHANDRA COLLEGE :: JALPAIGURI

NOTICE : 24.01.2020

The following members of IQAC are hereby informed that a meeting will be held on 28.01.2020 at 2.30 P.M in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

Agenda :

1. Observance of International Mother Language Day and National Science Day.
2. National/International Workshop/Seminars (Inter-departmental)
3. Review of CAS for eligible teachers
4. Miscellaneous.



Dr Md. Abdur Razzaque  
Principal, Chairperson, IQAC





Dr. Tanmay Datta  
Coordinator , IQAC


Members:


1. Dr Md. Abdur Razzaque (Principal, Chairperson, IQAC)
2. Dr. Tanmay Datta (IQAC Co-ordinator)
3. Dr. Prosad Roy
4. Dr. Manika Saha
5. Dr. Asim Basu
6. Dr. Sangita Das
7. Dr. Paramita Dasgupta
8. Dr. Bikramjit Roy Choudhury
9. Dr. Diganta Chakraborty
10. Dr. Gour Sundar Ghosh
11. Dr. Parimal Bapari
12. Sri Krishna Kumar Kalyani
13. Dr. Malay Homroy

Members present in the IQAC meeting held on 28.01.2020 at 2.30 pm in the Principal's Chamber :


1. Dr Md. Abdur Razzaque 

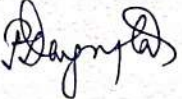
2. Dr. Tanmay Datta 


3. Dr. Prosad Roy 


4. Dr. Manika Saha 


5. Dr. Asim Basu 


6. Dr. Sangita Das 

7. Dr. Paramita Dasgupta 

8. Dr. Bikramjit Roy Choudhury 

9. Dr. Diganta Chakraborty 

10. Dr. Gour Sundar Ghosh 

11. Dr. Parimal Bapari 

12. Sri Krishna Kumar Kalyani

13. Dr. Malay Homroy

Minutes of the meeting

1. The meeting began with the coordinator reading out the resolutions of the previous meeting and all members confirming that IQAC has been able to enact the propositions laid down in the last meeting.
2. The IQAC, like the previous years, resolved that the International Mother Language Day (21.02.2019) and National Science Day (28.02.2019) be duly observed by the Department of Bengali, and Science Departments respectively.
3. It was unanimously resolved that departments arrange National/International Departmental/Inter-departmental workshops/seminars to enable students to enhance their knowledge and also to boost up their creative urge.
4. The chairperson placed the relevant documents of the following teachers for promotion under CAS and all members have come to the conclusion that all the teachers are eligible for the respective career advancement and are entitled to get the promotional benefits after undergoing the relevant screen procedure :

1. Smt Nibedita Guha : Stage 1 to 2 Assistant Professor
2. Dr. Bikramjit RoyChoudhury : Stage 2 to 3 Assistant Professor

The meeting concluded with a vote of thanks to the Chairperson and the members present.



Dr Md. Abdur Razzaque  
Principal



Dr. Tanmay Datta  
Coordinator , IQAC  
Co-ordinator, I. O. A. C.  
Ananda Chandra College  
Jalpaiguri

ANANDA CHANDRA COLLEGE :: JALPAIGURI


NOTICE : 26.08.2019


The following members of IQAC are hereby informed that a meeting will be held on 29.08.2019 at 2.30 P.M in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

Agenda :

1. Observance of 200th Birth Anniversary of Pandit Iswar Chandra Vidyasagar.
2. Miscellaneous.

  
Dr Md. Abdur Razzaque  
Principal, Chairperson, IQAC

  
Dr. Tanmay Datta  
Coordinator , IQAC

Members:

- |                                |   |
|--------------------------------|---|
| 1. Dr Md. Abdur Razzaque       | (Principal, Chairperson, IQAC)                    |
| 2. Dr. Tanmay Datta            | (IQAC Co-ordinator)                               |
| 3. Dr. Prosad Roy              | (Teacher Member)                                  |
| 4. Dr. Manika Saha             | (Teacher Member)                                  |
| 5. Dr. Asim Basu               | (Teacher Member)                                  |
| 6. Dr. Sangita Das             | (Teacher Member)                                  |
| 7. Dr. Paramita Dasgupta       | (TeacherMember)                                   |
| 8. Dr. Bikramjit Roy Choudhury | (Teacher Member)                                  |
| 9. Dr. Gour Sundar Ghosh       | (Teacher Member)                                  |
| 10. Dr. Diganta Chakraborty    | (Representative from Management of A. C. College) |
| 11. Dr. Parimal Bapari         | (Alumni Member)                                   |
| 12. Sri Krishna Kumar Kalyani  | (Industrialist)                                   |
| 13. Dr. Malay Homroy           | (Educationist)                                    |



Members present in the IQAC meeting held on 29.08.2019 at 2.30 pm in the Principal's Chamber :

1. Dr Md. Abdur Razzaque

2. Dr. Tanmay Datta

3. Dr. Prosad Roy

4. Dr. Manika Saha

5. Dr. Asim Basu

6. Dr. Sangita Das

7. Dr. Paramita Dasgupta

8. Dr. Bikramjit Roy Choudhury

9. Dr. Diganta Chakraborty

10. Dr. Gour Sundar Ghosh

11. Dr. Parimal Bapari

12. Sri Krishna Kumar Kalyani

13. Dr. Malay Homroy

Minutes of the meeting

1. The meeting began with the coordinator reading out the resolutions of the previous meeting and all members confirming that IQAC has been able to enact the propositions laid down in the last meeting.
2. To commemorate the bicentenary birth anniversary of the legendary educationist and activist Pandit Iswar Chandra Vidyasagar, it was resolved that the college would observe the day by conducting lectures/seminars on the part of teachers and organizing quiz/ elocution/ debate competition among students on his life and achievements.
3. To encourage scientific temper and aptitude among students, IQAC members suggested that the college would host, like the previous year, a District Level Science Youth Fair in the college premises.

The meeting concluded with a vote of thanks to the Chairperson and the members present.



Dr Md. Abdur Razzaque  
Principal



Dr. Tanmay Datta  
Coordinator , IQAC

Co-ordinator, I. Q. A. C.  
Ananda Chandra College  
Jalpaiguri

ANANDA CHANDRA COLLEGE :: JALPAIGURI

NOTICE : 05.06.2019

The following members of IQAC are hereby informed that a meeting will be held on 10.06.2019 at 2.30 P.M in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

Agenda :

1. Recruitment of Guest Lecturers
2. Miscellaneous.



Dr Md. Abdur Razzaque  
Principal



Prosad Roy  
Coordinator , IQAC

Members:

- 1 .Dr Md. Abdur Razzaque , Chairman , IQAC
2. Shri Prosad Roy, Co-ordinator, IQAC
3. Dr. Manika Saha
4. Dr. Tanmay Datta
5. Dr. Asim Basu
6. Dr. Sangita Das
7. Dr. Parimal Bapari
8. Dr. Munmun Roy
9. Shri Bipul Chandra Sarkar
10. Dr. Bikramjit Roy Choudhury
11. Sri Biplab Ghosh
12. Sri Arun Kumar Sheet
13. Sri Malay Bhattarcharya
14. Sri Shyamal Biswas

Meeting held on 10.06.2019 at 2.30 PM in Principal's Chamber :

Members present:

1 .Dr Md. Abdur Razzaque , Chairman , IQAC *in*

2. Shri Prosad Roy, Co-ordinator, IQAC - *PR*

3. Dr. Manika Saha *Maha*

4. Dr. Tanmay Datta *T.D.*

5. Dr. Asim Basu *AB*

6. Dr. Sangita Das *SD*

7. Dr. Parimal Bapari *PB*

8. Dr. Munmun Roy

9. Shri Bipul Chandra Sarkar *BCS*

10. Dr. Bikramjit Roy Choudhury *BR*

11. Sri Biplab Ghosh

12. Sri Arun Kumar Sheet

13. Sri Malay Bhattarcharya

14. Sri Shyamal Biswas

Minutes of the meeting:

1. The meeting began with the coordinator reading out the resolutions of the previous meeting and all members confirming that IQAC has been able to enact the propositions laid down in the last meeting.
2. The Committee resolved that the college fix a date for walk-in-interview for the posts of Guest Lecturers in different departments as per requisition filed by them. The chairperson was requested to formally invite the President, Governing Body, to officiate as a member of the interview board. Likewise, present Teachers' Council Secretary and Department Head would also be requested, as per protocol to officiate as board members.
3. The Chairperson placed the relevant documents of the following teachers for promotion under CAS and all members have come to the conclusion that all the teachers are eligible for their respective career advancement and are entitled to get the promotional benefits after undergoing the relevant screening procedure.
  - a) Dr. Tapan Kumar Ghosh (Assistant professor Stage III to Associate Professor)
  - b) Dr Somnath Roy (Assistant Professor Stage I to Stage II)
  - c) Dr Supriyo Paul (Assistant Professor Stage I to Stage II)
  - d) Dr Ganesh Chandra Midya (Assistant Professor Stage I to Stage II)
  - e) Dr. Mihir Sarkar (Assistant Professor Stage I to Stage II)
4. It was observed that since classes shall remain suspended owing to the upcoming Undergraduate examinations (postponed due to Lok Sabha Elections), Induction meet for the 1<sup>st</sup> Year students would not be possibly arranged. Under the circumstances, it was resolved that the Principal would himself visit each department on the first day of class commencement to brief the newcomers of the mission, vision and expected conduct from students of the institution.

The meeting concluded with a vote of thanks to the Chairperson and the members present.

Dr Md. Abdur Razzaque  
Principal

Prosad Roy  
Coordinator, IQAC  
Co-ordinator, I. Q. A. C.  
Aranda Chandra College  
Jalpaiguri

## ANANDA CHANDRA COLLEGE :: JALPAIGURI


NOTICE : 07.02.2019


The following members of IQAC are hereby informed that a meeting will be held on **12.02.2019 at 1.30 P.M** in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

Agenda :

1. Observance of days of national and international significance
2. Feedback forms for outgoing students for the academic session 2018-2019
3. Miscellaneous

  
Dr Md. Abdur Razzaque  
Principal

  
Dr. Prosad Roy  
Coordinator , IQAC

Members:

1. Dr. Md. Abdur Razzaque , Chairperson
2. Shri Prosad Roy, Coordinator
3. Dr. Manika Saha
4. Dr. Tanmay Datta
5. Dr. Asim Basu
6. Dr. Sangita Das
7. Dr. Parimal Bapari
8. Dr. Munmun Roy
9. Shri Bipul Chandra Sarkar
10. Dr. Bikramjit Roy Choudhury
11. Sri Biplab Ghosh
12. Sri Arun Kumar Sheet,
13. Sri Malay Bhattacharya
14. Sri Shyamal Biswas

Meeting was held in the Principal's Chamber on 12.02.2019 at 1.30 PM

Members present:

1. Dr. Md. Abdur Razzaque , Chairperson

2. Shri Prosad Roy, Coordinator - PR

3. Dr. Manika Saha Mhaha

4. Dr. Tanmay Datta

5. Dr. Asim Basu AB

6. Dr. Sangita Das SD

7. Dr. Parimal Bapari PB

8. Dr. Munmun Roy MR

9. Shri Bipul Chandra Sarkar BCS

10. Dr. Bikramjit Roy Choudhury BRC

11. Sri Biplab Ghosh

12. Sri Arun Kumar Sheet,

13. Sri Malay Bhattarcharya

14. Sri Shyamal Biswas SB

Minutes of the meeting :

1. The meeting began with the coordinator reading out the resolutions of the previous meeting and all members confirming that IQAC has been able to enact the propositions laid down in the last meeting.
2. The IQAC, like the previous years, resolved that the International Mother Language Day (21.02.2019) and National Science Day (28.02.2019) be duly observed by the Department of Bengali, and Science Departments respectively.
3. One of the members pointed out that as per the resolution of the last academic year, the college should initiate appointment of teachers in the capacity of Guest Lecturers. To this effect, Departmental Heads should be requested to forward their requisitions to the Principal's Office.
4. Regarding feedback forms for students and parents for the academic session 2018- 2019, it was decided that the forms be prepared to be distributed and collected during the time of distribution of mark sheets from the institution.

The meeting concluded with a vote of thanks to the Chairperson and the members present.



Dr. Md. Abdur Razzaque  
Principal



Dr. Prosad Roy  
Coordinator , IQAC  
Co-coordinator, I. D. C. E.  
Aripana Chandra College  
Jalpaiguri



ANANDA CHANDRA COLLEGE :: JALPAIGURI


NOTICE : 26.08.2019


The following members of IQAC are hereby informed that a meeting will be held on 29.08.2019 at 2.30 P.M in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

Agenda :

1. Observance of 200th Birth Anniversary of Pandit Iswar Chandra Vidyasagar.
2. Miscellaneous.

  
Dr Md. Abdur Razzaque  
Principal, Chairperson, IQAC

  
Dr. Tanmay Datta  
Coordinator , IQAC

Members:

- |                                |   |
|--------------------------------|---|
| 1. Dr Md. Abdur Razzaque       | (Principal, Chairperson, IQAC)                    |
| 2. Dr. Tanmay Datta            | (IQAC Co-ordinator)                               |
| 3. Dr. Prosad Roy              | (Teacher Member)                                  |
| 4. Dr. Manika Saha             | (Teacher Member)                                  |
| 5. Dr. Asim Basu               | (Teacher Member)                                  |
| 6. Dr. Sangita Das             | (Teacher Member)                                  |
| 7. Dr. Paramita Dasgupta       | (TeacherMember)                                   |
| 8. Dr. Bikramjit Roy Choudhury | (Teacher Member)                                  |
| 9. Dr. Gour Sundar Ghosh       | (Teacher Member)                                  |
| 10. Dr. Diganta Chakraborty    | (Representative from Management of A. C. College) |
| 11. Dr. Parimal Bapari         | (Alumni Member)                                   |
| 12. Sri Krishna Kumar Kalyani  | (Industrialist)                                   |
| 13. Dr. Malay Homroy           | (Educationist)                                    |

Members present in the IQAC meeting held on 29.08.2019 at 2.30 pm in the Principal's Chamber :

1. Dr Md. Abdur Razzaque

2. Dr. Tanmay Datta

3. Dr. Prosad Roy

4. Dr. Manika Saha

5. Dr. Asim Basu

6. Dr. Sangita Das

7. Dr. Paramita Dasgupta

8. Dr. Bikramjit Roy Choudhury

9. Dr. Diganta Chakraborty

10. Dr. Gour Sundar Ghosh

11. Dr. Parimal Bapari


12. Sri Krishna Kumar Kalyani

13. Dr. Malay Homroy

Minutes of the meeting

1. The meeting began with the coordinator reading out the resolutions of the previous meeting and all members confirming that IQAC has been able to enact the propositions laid down in the last meeting.
2. To commemorate the bicentenary birth anniversary of the legendary educationist and activist Pandit Iswar Chandra Vidyasagar, it was resolved that the college would observe the day by conducting lectures/seminars on the part of teachers and organizing quiz/ elocution/ debate competition among students on his life and achievements.
3. To encourage scientific temper and aptitude among students, IQAC members suggested that the college would host, like the previous year, a District Level Science Youth Fair in the college premises.

The meeting concluded with a vote of thanks to the Chairperson and the members present.



Dr Md. Abdur Razzaque  
Principal



Dr. Tanmay Datta  
Coordinator , IQAC

Co-ordinator, I. Q. A. C.  
Ananda Chandra College  
Jalpaiguri

# ANANDA CHANDRA COLLEGE :: JALPAIGURI


NOTICE : 16.08.2018

The following members of IQAC are hereby informed that a meeting will be held on 20.08.2018 at 2.30 P.M in the Principal's Chamber.

All the members are requested to make it convenient to attend the meeting.

## Agenda :

1. Preparation for Induction Meeting
2. Requisition for Library books
3. Miscellaneous.

  
Dr Md. Abdur Razzaque  
Principal

  
Prosad Roy  
Coordinator , IQAC

## Members:

- 1 .Dr Md. Abdur Razzaque , Chairman , IQAC
2. Shri Prosad Roy, Co-ordinator, IQAC
3. Dr. Manika Saha
4. Dr. Tanmay Datta
5. Dr. Asim Basu
6. Dr. Sangita Das
7. Dr. Parimal Bapari
8. Dr. Munmun Roy
9. Shri Bipul Chandra Sarkar
10. Dr. Bikramjit Roy Choudhury
11. Sri Biplab Ghosh
12. Sri Arun Kumar Sheet,
13. Sri Malay Bhattarcharya
14. Sri Shyamal Biswas

Meeting was held in the Principal's Chamber on 20.08.2018 at 2.30 PM

Members present:

1 .Dr Md. Abdur Razzaque, Chairman , IQAC

2. Shri Prosad Roy, Co-ordinator, IQAC - PR

3. Dr. Manika Saha

4. Dr. Tanmay Datta

5. Dr. Asim Basu

6. Dr. Sangita Das

7. Dr. Parimal Bapari

8. Dr. Munmun Roy

9. Shri Bipul Chandra Sarkar

10. Dr. Bikramjit Roy Choudhury

11. Sri Biplab Ghosh

12. Sri Arun Kumar Sheet,

13. Sri Malay Bhattacharya

14. Sri Shyamal Biswas

Minutes :

1. The meeting began with the coordinator reading out the 1<sup>st</sup> resolution of the last meeting regarding workshops and induction meetings for the newly introduced CBCS in undergraduate syllabus.

In continuation, it was further emphasized that the institution needs to host a series of such in-house counselling to give a clear conception of the new model.

2. It was also confirmed that a good number of books pertaining to the new syllabus should be purchased. Also the existing library room should undergo major renovation and the library committee members should convene a meeting to address the issue at the earliest.
3. It was agreed that the new syllabus calls for additional classes to be run simultaneously. For this purpose the Institution needs to make more rooms available. Understanding that the routine committee has a challenging task ahead balancing both the old and new pattern, it was resolved that all departmental heads be advised to keep a check so that subsequent revisions may be done before the final routine is notified for students.
4. A proposal for holding Youth Science Fair in the college premises was accepted.
5. The members also agreed to the proposal by the Department of Physics to celebrate the 125th Birth Anniversary of legendary Scientist Dr. Satyendra Nath Bose as part of the Youth Science Fair.

The meeting concluded with a vote of thanks to the Chairperson and the members present.

Dr Md. Abdur Razzaque  
Principal

Prosad Roy  
Coordinator, IQAC  
Co-ordinator, I.T. & C.  
Ananda Chandra College  
Jalpatguri

# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

### ACTION TAKEN REPORT

2018-2019

1. As decided in the meeting of IQAC held on 14.05.2018, an Induction meeting was held in college Gymnasium on 07.07.2018 with first year students to discuss in details the newly introduced CBCS curriculum. The college has also held workshops for students, teachers, and nonteaching members in this regard on 06.08.2018 and 07.08.2018. Dr. Tapan Kr. Ghosh, Associate Professor, Department of Economics and Dr. Gour Sundar Ghosh, Assistant Professor, Department of Education who are also members of Board of Studies, NBU explained the entire curriculum via PowerPoint presentation in the college Seminar Hall.
2. The college hosted Students' Youth Science Fair on 19.09.2018 and 20.09.2018.
3. Lecture seminar was organized to celebrate 125th Birth Anniversary of eminent scientist Prof. S. N. Bose on 19.09.2018.
4. Department of Physical Education organized an Inter College Athletic Meet under the auspices of Sports Board NBU on 05.10.2018 & 06.10.2018.
5. The college, aided by NICD, Ukil Para, Jalpaiguri, organized a Student Development Programme on 04.12.2018 to help students improve their skills and career growth in communication development, grooming and management education.
6. "International Mother Language Day" was observed on 21.02.2019 and "National Science Day" was observed on 28.02.2019.
7. Feedback forms for the outgoing students and parents were distributed during the time of distribution of marksheets from the college. The feedback has been analysed and sent to the respective departments for taking necessary actions.
8. IQAC checked the eligibility criteria of the teachers who had applied for career advancement. Those teachers obtained their promotional benefits after completing the relevant screening procedure.



*Prosad Roy*  
(Dr. Prosad Roy)

Co-ordinator, IQAC

Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.

# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

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### ACTION TAKEN REPORT: 2019-2020

1. The college has appointed teachers (with qualifications fulfilling UGC norms) in the capacity of Guest Lecturers in various subjects to meet the demands of increasing number of classes in various departments under CBCS.
2. To pay homage to Pandit Iswar Chandra Vidyasagar on his second Birth Centenary, a programme was organized by IQAC on 30.09.2019. Eminent linguist Dr. Pabitra Sarkar delivered a lecture on Iswar Chandra Vidyasagar's vision on education. Quiz competitions were also organised.
3. The Principal visited every department on the first day of class commencement to brief the First semester students of the mission, vision and expected conduct of the students of the college.
4. The college hosted District –level Students' Youth Science Fair on 25.09.2019 & 26.09.2019.
5. The college has observed, with deserved grace and solemnity, International Mother Language Day on 20.02.2020 and National Science Day on 28.02.2020.
6. Department of English, A.C.College in collaboration with IQAC had organized an International workshop on creative writing (Bi-lingual) – 'Ink and Paper (Kagaj o Kalam)' on 13th and 14th March, 2020.
7. A Webinar was organised by Central Library in collaboration with IQAC, A.C. College on Online Teaching and Learning on 14th May,2020.
8. IQAC checked the eligibility criteria of the teachers who had applied for career advancement. Those teachers obtained their promotional benefits after completing the relevant screening procedure.



Dr. Tanmay Datta  
Co-ordinator, IQAC



Coordinator, I.Q.A.C.  
Ananda Chandra College  
Jalpaiguri, W. B.



# ANANDA CHANDRA COLLEGE, JALPAIGURI

## INTERNAL QUALITY ASSURANCE CELL

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### ACTION TAKEN REPORT: 2020-2021

1. It was decided in IQAC meeting held on 15.06.2020 that in absence of all offline interaction with students, classes in online mode would be started. The faculty members started taking classes via Google Meet, Google platform and through YouTube lectures.
2. As decided in IQAC meetings, webinars, online lectures faculty induction programmes, and library orientation programme were organised throughout the year. These include:
  - i) A seven-day long International webinar between 21.07.2020 and 27.07.2020 as part of the faculty induction programme "Covid-19 and its impact in India"- Professors from various parts of India, and also from Bangladesh and Indonesia, discussed a wide range of topics and also demonstrated in the form of hands-on training in the use of libraries and ICT as part of Online teaching during the lockdown.
  - ii) International Web Conference was held on 07/08/2020 by Deptt. Of Zoology in collaboration with Faculty of Science, TufanganjMahavidyalaya on the topic "Climate Change and Human Health".
  - iii) To address the pertinent gender issue which was most problematized by the pandemic, the Dept. of English hosted an international webinar in collaboration with Malda Women's College, titled 'Unmasking Gender in the times of Covid-19' on 17.09.2020.

- iv) An online library orientation programme was conducted for students and faculty by the librarian, Central Library on 29.04.2021.
  - v) An Interdisciplinary Online Lecture was organized by Dept. of English on 09/05/21 catering to the academic interests of Sanskrit and Indic Languages.
3. Online Feedback forms were circulated among outgoing students of 2019-2020 and 2020-2021 via whatsapp and feedback analysis has been done. The feedback reports are sent to the respective departments.
  4. As decided in IQAC meeting 14.10.2020, initiatives had been taken to fill in all pending AQARs. The office geared up to provide all relevant information for filling in of AQARs. The 'Guidelines of AQAR Preparations' has been provided to all members of IQAC. Departmental profile is prepared in consultation with Academic sub-committee. A new format of self-appraisal for the teachers has been made available to the teachers.
  5. A 'Secretarial Assistant' has been assigned.
  6. A fund of Rs. 1, 00,000 have been sanctioned for minimum functioning if IQAC.
  7. The names of members of Anti-ragging cell, Grievance Redreassal cell and Women's cell proposed by IQAC have been approved by Governing Body.



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Principal & Chairperson, IQAC

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# Ananda Chandra College (Govt. Sponsored), Jalpaiguri

## INTERNAL QUALITY ASSURANCE CELL

### Action Taken Report: 2021-22

1. Criterion-wise teams have started collecting various documents and data for preparing the pending AQARs. IQAC conducted regular follow-up meetings throughout the year with these teams. The Principal has assigned duties of providing the data to college office staff who specially handle these data.
2. The proposed names of members of Internal Complaints Committee have been approved by G.B.
3. The proposed names of the members of Academic and Administrative Audit Committee, College Environmental Committee, Green Audit and Energy Audit Committees have been approved by G.B.
4. The teachers' feedback form has been prepared and the feedback responses have been collected to be duly analysed. Alumni feedback has been prepared and sent to the alumni members for collection of their responses. Principal's feedback form duly prepared and response collected.
5. An offline workshop on Augmented Reality (AR) in collaboration with Google Developer Students Club, Jalpaiguri Engineering College was held on 18<sup>th</sup> December, 2021.
6. Women's Cell and ICC, A.C. College took the initiative of observing and celebrating Women's day with active participation from students and staff on 08.03.2022. Apart from a cultural programme, a debate by the students was held on the motion- "Society can ensure safety of Women". The best female and male speakers were awarded prizes as decided. Beside this, students were sent to attend a state sponsored workshop on Domestic Violence on Women organized by West Bengal Commission for Women on 30<sup>th</sup> May, 2022.

  
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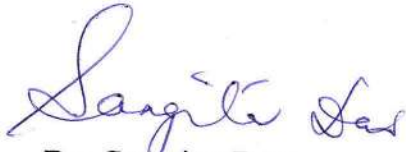
**INTERNAL QUALITY ASSURANCE CELL**

**Action Taken Report: 2022-23**

1. Different departments were given their department- specific feedbacks for 2021-22 which they discussed in their departmental meetings and sorted out the issues in ways that suited them. The questionnaire of feedback for 2022-23 has been prepared and circulated.
2. The pending AQARs for 2016-17 to 2018-19 have been approved by G.B.
3. The database of Central Library has been switched over from SOUL 2.0 to KOHA 22.11.03. The Library has subscribed 9 journals and 8 magazines during the academic session.
4. Several Student-centric programmes took place during this session. An Intra-College Quiz meet was organized by Ananda Chandra College Quiz club and IQAC on 23.09.22. Reading Club meet was organized by Dept of English on 28.09.22. Extempore competition and essay competition was arranged as part of District Level Inter College Youth Parliament 2022-23 held in the college on 14.09.22.
5. The Students' Campus Bazar, an exhibition cum sale of handicrafts prepared by students (ANANDAMELA) was held on 25.03.23.

6. Academic and Administrative Audit for the academic year 2020-21 has been done internally whereas the external AAA has been done for 2021-22. Departments have prepared reports required for AAA for the academic year 2022-23. The College Environmental Committee has started preparing the reports required for Green and Energy Audit.
7. During 2022-23, 10 MoUs have been signed with Siliguri Mahila Mahavidyalaya, Siliguri; Munshi Premchand Mahavidyalaya, Siliguri; Thakur Panchanan Mahila Mahavidyalaya, Cooch Behar; P.D. Women's College, Jalpaiguri; Falakata College, Alipurduar; Jalpaiguri Law College, Jalpaiguri; Banerjee Sarathibala Mahavidyalaya, Cooch Behar; Dhupguri Girls' College, Jalpaiguri; Siliguri College, Siliguri and Ashutosh College, Kolkata. Faculty Exchange Programmes with these colleges have been carried out throughout the year.
8. The Department of Bengali and English jointly sought the approval of IQAC to introduce an Add on Course 'Drama in Practice'. On receiving approval from IQAC, the course formally commenced on 04-04-2023 and culminated with staging of three plays of Rabindranath Tagore ( as part of celebration of Rabindra Jayanti).
9. A Career-oriented Add-on course on 'Translating Provincial North' (of 32 hours duration) was organized by the Department of English from 03-07-2023.
10. A two-day National Workshop on 'Art of Research Report Writing' was organized by the College Central Library on 27.08.2023 and 28.08.2023.

11. Students were informed about ABC and the NBU notice was circulated in students' Whatsapp groups to get themselves registered at [www.abc.gov.in](http://www.abc.gov.in) and obtain a unique ABC ID. They were specially asked to mention their ABC ID while filling in the examination forms to appear in the next semester examinations. Students were also requested to register themselves with Digilocker at [www.digilocker.gov.in](http://www.digilocker.gov.in) for fetching e-copies of their Marksheets/ Degrees/ Diplomas/Certificates etc. from the Digilocker website.
12. Purchase of computers in Mathematics, Computer Science Departments and for IQAC has been initiated.
13. A fund was allocated for departmental purchase of books as per the newly implemented NEP syllabus. Each department has been sanctioned a fund of Rs 25000 for purchase of books. The list of books was requisitioned by the departments and most of them have been purchased.
14. Appraisal form for non-teaching staff has been introduced.



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