



# JIBANTALA ROKEYA MAHAVIDYALAYA

Affiliated to University of Calcutta | ESTD.: 2007

📍 P.O.- Mallickati, P.S.- Jibantala,  
Pin- 743502, Dist.- Sourth 24 Parganas

🌐 www.jibantalarokeyamahavidyalaya.in  
@ jmrokeya@gmail.com

President: Saokat Molla

Principal & Secretary: Dr. Anup Maji

Ref. No. ....

Date: .....

SESSION 2018-2019

A meeting of the Internal Quality Assurance Cell will be held on 22/03/2019 at 2:00 P.M in Principal's chamber to discuss the following agenda:

1. NSS Cell Programme Schedule
2. To initiate the processing of the CAS File of Dr. Susmita Roy, Dept. of Political Science from Stage I to Stage II.
3. Requisition from different departments for new books and journals.

#### Members Present:

11. Dr. Himadri Bhattacharyya Chakrabarty: Principal
12. Dr. Susmita Roy: Co-Ordinator
13. Sukanya Pal: Assistant Professor in English
14. Satap Halder: Assistant Professor in Philosophy
15. Tina Basu: Assistant Professor in History

#### MINUTES OF MEETING

##### Agendum 1:

IQAC in its meeting urged the NSS Cell to prepare a report of all the programmes initiated and successfully nearing completion in the ongoing session. The NSS Cell agreed to prepare and would also submit the Utilisation Certificate as well as the audit report along with the report.

##### Agendum 2:

The IQAC will take the initiative to prepare the CAS File of Dr. Susmita Roy, Asst. Professor in Political Science, whose promotion from Stage I to Stage II is due for some time. Dr. Roy will be required to provide the necessary inputs in the preparation of CAS File.

##### Agendum 3:

The IQAC will initiate the purchase of reference books that is necessary for the enrichment of students. Requisition will be invited from different departments for books and journals. The Library Committee, in this regard, will take necessary steps to arrange for the purchase of books.

*Sushmita Roy*  
IQAC Co-ordinator

*H. Bhattacharyya*  
Principal  
Jibantala Rokeya Mahavidyalaya  
P.O. Mallickati, 24 Parganas

*Dr. Anup Maji*  
Principal  
Jibantala Rokeya Mahavidyalaya  
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Date: .....

Session: 2018-2019

A meeting of the new Internal Quality Assurance Cell will be held on 1/08/2018 at 1:30 p.m in TIC's chamber to discuss the following agenda:

1. To update Departmental Records
2. To prepare the Academic Calendar for the session 2018-19.
3. To take initiative towards regularizing the feedback system from stakeholders
4. To take measures for the organization of workshops, seminars and special lectures
5. Prepare database of Publications, Research and Paper Presentations by faculty members.
6. College website is to be updated and the database of Teacher Profile is to be updated there.
7. Decision on the proposal of MoU with Bhangar Mahavidyalaya. And Redivivus Recyclers.
8. Introduction of ADD-ON courses.

#### Members Present:

11. Dr. Ramkrishna Mandal (T.I.C)
12. Dr. Susmita Roy: Co-Ordinator
13. Sukanya Pal : Assistant Professor in English
14. Satap Halder : Assistant Professor in Philosophy
15. Tina Basu : Assistant Professor in History
16. Samsul Ali Laskar: G.B Representative
17. Motiyur Rahaman: Senior Administrative Officer
18. Saokat Molla: Nominee of Local Society
19. Rabiul Sekh: Students' Nominee
20. Abdul Ajij Khan: Alumni Nominee
21. Abul Hasan Molla: Industrialist
22. Stakeholder: Abul Kasem Sekh

*Sushmit Roy.*  
IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

*Dr. Anup Maji*  
Principal  
Jibantala Rokeya Mahavidyalaya  
P.O.- Mallickati, 24 Pgs. (S)

*R. Pal*  
Teacher-in-Charge  
Jibantala Rokeya Mahavidyalaya  
P.O.- Mallickati, 24-Pgs (S)

Departments are to decide and offer courses which will be relevant for the session.



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## MINUTES OF MEETING

### Agendum 1.

- The Departmental Records of the previous academic session and the present academic session is to be updated and recorded.
- A proforma for the maintenance of Departmental record is to be prepared in soft copy and hard copy and distributed among the Department Heads.

### Agendum 2.

- The Academic Calendar is to be prepared taking into account the different departmental programmes, visiting lectures etc. The Teachers' Council Secretary should be proactive steps in this regard and make arrangements for uploading in the college website.

### Agendum 3.

- The feedback mechanism from the stakeholders is mandatory and the system should be regularized so that we can achieve the NAAC requirements.
- Proformas for different stakeholders need to be prepared and arrangements is to be made to gather the feedback and analyses report prepared.

### Agendum 4.

- The IQAC encouraged departments to initiate organization of seminars and workshops. Department student seminars should be invited by department for overall enrichment.

### Agendum 5:

- Database should be prepared of publications, research and paper presentations by teachers of different departments. The Departmental teachers should maintain the database of the publications and intimate IQAC from time to time.

### Agendum 6:

- The college website needs to be updated regularly and the profiles of teachers should be updated from time to time. The profiles of three new teachers should be updated in the college website.

### Agendum 7:

- MoUs are an important means of exchange of ideas among peer group that gives the much-needed boost for knowledge exchange. Bhangar Mahavidyalaya has expressed desire in signing MoU with our institution. Efforts should be making this functional.
- Agendum 8: Add-on courses has been a much-requested course among students. Departments are to decide and offer courses which will be relevant for the students.



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## Session 2018-2019

A meeting of the Internal Quality Assurance Cell will be held on 28/07/2018 at 1:30 p.m in TIC's Chamber to discuss the following agenda:-

1. Formation of new IQAC
2. Miscellaneous

### Members Present:

23. Dr. Ramkrishna Mandal (T.I.C)
24. Dr. Susmita Roy: Co-Ordinator
25. Sukanya Pal : Assistant Professor in English
26. Satap Halder : Assistant Professor in Philosophy
27. Tina Basu : Assistant Professor in History

### MINUTES OF MEETING

#### Agendum 1:

The existing team of IQAC discussed the process of handover of the responsibility of IQAC in view of the formation of the new Internal Quality Assurance Cell as per the new UGC & NAAC Guidelines from August 2017 for a period of 2 years. The new committee is to be formed in the Governing Body.

#### Miscellaneous:

Due to huge admission pressure, the admission committee has requested for an updation of the admission software. The IQAC, in this regard will take up the issue with the office and make necessary arrangements for the same.

*Sharmima Sultane*  
IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

*Dr. Anup Maji*  
Principal  
Jibantala Rokeya Mahavidyalaya  
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*S. Pal*  
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