



# 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 2021-2022

A meeting of the internal members of IQAC was held on 5<sup>th</sup> July 2021 via telephonic conference to discuss the following agenda:

1. Completion of tenure of IQAC
2. Miscellaneous

Members Present:

Dr. Ramkrishna Mandal, Teacher-in-Charge

Sukanya Pal: Co-Ordinator, Assistant Professor in English

Satap Halder: Assistant Professor in Philosophy

Tina Basu: Assistant Professor in History

### MINUTES OF MEETING

Agendum 1:

The Teacher-in-Charge apprised the members that the tenure of IQAC is due for completion. In this connection, the Teacher-in-Charge requested IQAC to have all records updated so that the handover of charge to the new IQAC becomes easy. The Teacher-in-Charge also emphasized the requirements of an analysis of the year-long agenda of IQAC and prepare the draft of the Action Taken Report of the current session.

Miscellaneous:

The IQAC emphasized the need for the introduction of value-added course by different departments in varied subjects that might supplement and complement the subject matter studied by the students in different courses. The Teacher-in-Charge also supported the IQAC and proposed to take up the issue with different departments along with the IQAC.

Since no other issue was raised, the meeting ended with a note of thanks to the Chair.

*Sukanya Pal*  
IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

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

*Anup Maji*  
Dr. Anup Maji  
Principal  
Jibantala Rokeya Mahavidyalaya  
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## SESSION 2021-2022

A meeting of the IQAC will be held on 23<sup>rd</sup> July 2021 via telephonic conference at 4 P.M. All the teachers are requested to be ready at the allotted time to attend the conference call.

### Agenda:

1. Constitution of IQAC
2. Miscellaneous

**Members Present:** Dr. Ramkrishna Mandal, Teacher-in-Charge

Sukanya Pal: Co-Ordinator, Assistant Professor in English

Satap Halder: Assistant Professor in Philosophy

Tina Basu: Assistant Professor in History

### MINUTES OF THE MEETING

Agendum 1. The Teacher-in-Charge apprised the members that while the tenure of the previous IQAC had long been completed, constitution of new IQAC had been pending for quite a long time. The external members had given their verbal agreement on the constitution of IQAC over telephonic discussion. After due deliberations it was unanimously decided that the following members are to take charge of the IQAC subject to their approval from the Governing Body. Members are:

Chairperson: Dr. Ramkrishna Mandal (T.I.C)

Co-ordinator: Dr Shamima Sultana (Assistant Professor, Dept. of English)

Members: Satap Halder (Assistant Professor, Dept. of Philosophy)

Sukanya Pal (Assistant Professor, Dept. of English)

Tina Basu (Assistant Professor, Dept. of History)

The Teacher-in-Charge also apprised the members that the newly constituted cell would duly be intimated of the decision of the Governing Body and they can thereafter schedule IQAC meetings which have been long due.

Agendum 2. Since there were no more points to be discussed, the meeting ended with a permission of and thanks to the Chair.

*Sukanya Pal*  
IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

*Dr. Ramkrishna Mandal*  
Teacher-in-Charge  
Jibantala Rokeya Mahavidyalaya  
P.O.-Mallickati, 24-Pgs. (S)

*Dr. Anup Maji*  
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## SESSION 2021-2022

This is to notify that the first formal meeting of the internal members of the IQAC will be held on 17.09.2021 at 3 P.M. All the teachers are hereby requested to make it convenient to attend the meeting.

N.B: Covid Protocols are to be strictly followed.

### Agenda:

1. Introduction and interaction with the new IQAC team
2. CAS for eligible teachers
3. Miscellaneous

### Members present:

The following members were present in the meeting:

1. Dr. Ramkrishna Mandal (T.I.C)
2. Dr. Shamima Sultana: Co-Ordinator
3. Sukanya Pal : Assistant Professor in English
4. Satap Halder : Assistant Professor in Philosophy
5. Tina Basu : Assistant Professor in History

## MINUTES OF THE MEETING

### Resolutions:

The first meeting of the newly constituted IQAC of Jibantala Rokeya Mahavidyalaya was held on 17.09.2021. The meeting commenced with the permission of the Chair.

The Chairperson formally introduced the members of the IQAC.

Chairperson: Dr. Ramkrishna Mandal

Co-ordinator: Dr. Shamima Sultana

Teacher Representatives: Sukanya Pal : Assistant Professor in English

Satap Halder : Assistant Professor in Philosophy

Tina Basu : Assistant Professor in History

G.B Representative: Saokat Molla

Senior Administrative Officer: Motiyur Rahaman, Kasturi Roy Chatterjee

Nominee of Local Society: Sk Soyeb Ali

Students Nominee: Rabiul Sekh

Alumni Nominee: Aloke Das

Stakeholder: Mokter Sekh

Stakeholder: Lotif Sekh



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Agenda 2: The IQAC Co-ordinator apprised the members that Career Advancement is due for some teachers. The Teacher-in-Charge asked the teachers to prepare the documents taking the help of IQAC members and after preparation the CAS files will be checked and verified by the IQAC. Once done, the DPI and the University will be approached for nominees.

Miscellaneous: The IQAC Co-ordinator put forward the issue of updating the college website and it was discussed that the Teacher-in-Charge and Chairperson of IQAC would personally look into the issue and highlight the lacuna and address it as required.

Since there was no issue to discuss further, the meeting ended with a vote of thanks.

*Shamima Sultane*

IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

*R. Pal*

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

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## SESSION 2021-2022

A meeting of the internal members of the IQAC will be held on 22.4.2022 at 2:00 PM in Teacher-in-Charge's Chamber. All the members are requested to make it convenient to attend the meeting.

### Agenda:

1. To discuss the future plan of the new IQAC Team
2. Miscellaneous

### Members present

6. Dr. Ramkrishna Mandal (T.I.C)
7. Dr. Shamima Sultana: Co-Ordinator
8. Sukanya Pal : Assistant Professor in English
9. Satap Halder : Assistant Professor in Philosophy
10. Tina Basu : Assistant Professor in History

## MINUTES OF THE MEETING

The meeting began with the permission of the chair to transact the above -mentioned agenda and it was unanimously resolved that:

1. The institution did not have a single NAAC visit since its inception. Efforts in this regard should be taken up earnestly and a plan should be made to make this happen in the tenure of present IQAC. Team. In this regard, the Teacher-in-Charge, Dr. Ramkrishna Mandal stressed upon the need to go through the modus operandi of different colleges going for NAAC visit in the days to come.
2. A tentative date for the official handover of the charges from the previous IQAC Co-ordinator to the current one along with the handover of register, seal, physical documents was discussed.
3. Sending of letters requesting membership of the External Members of IQAC 2021 was discussed and resolved.
4. The Chairperson requested the members to familiarize themselves with the present NAAC SSR format so that work may be started in a systematic manner.



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5. It is proposed that renovation of Principal's Room, Teachers' Room and creation of seminar room is required. The Teacher-in-Charge stated that the matter would be taken up in the Governing Body and then would be taken for further discussion.
6. It was also proposed that the College should have a proper boundary wall to man encroachments and to safeguard the security of the building. Tenders in this connection may be invited and offered to the lowest bidder.

#### Miscellaneous:

Updating of the College website should begin in right earnest. The Chair was requested to look into the matter and prepare a report highlighting the fault lines at the earliest.

Since there was no issue to be discussed further, the meeting ended with thanks to the chair.

*Shamima Dullema*  
IQAC Co-ordinator  
Jibantala Rokeya Mahavidyalaya

*R. Pal*  
Teacher-in-Charge  
Jibantala Rokeya Mahavidyalaya  
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