

15.09.2016

Proceedings of the Review meeting conducted by IOAC along with the Principal for information to the Non-Teaching Staff for ensuing NAAC visit.

Members Present :

1. ~~my~~
2. Jagan Kanti Saha
3. Anis Ban
4. Nilam Das
5. ~~Pranab, 15/9/2016~~
6. ~~Pranab~~
7. Ranu Mukherjee
8. Jhuma Ranjan
9. Jagan Ali Akhan. (Commerce)
10. ~~Pranab~~
11. ~~Pranab~~ 15/09/16
12. ~~Pranab~~ 15/09/16
13. ~~Pranab~~ 15/09/16
- 14) Arjit Chatterjee
- 15) Mehabub Zoskar
- 16) ~~Pranab~~
- 17) ~~Pranab~~
- 18) Rajesh K. Shew. (Physiology)
- 19) ~~Pranab~~ Anis Prasan Ghosh. (Economics & Psychology)
- 20) Chanchata Paul. (Dep. of Zoology)
- 21) = M. Chakrabarty (Library)
- 22) = Laxmi Gupta - (Dep Zoology)
- 23) P. Hazra, (Library)
- 24) M. Banerjee. (Physics Dept.)
25. ~~Pranab~~ Nasir.

P.T.O

26) Tinku Kumar Shani

27) Rupa Chakraborty (Jora Dept)

28) Abul Kumanai

29) Japan Jas.

30) Rajiv Jha

31) Rabi Sankar Janna

32) Animesh Hossain

33) Samir Mozumdar

34) Dipak K. Kundu

35) Sujan Mousporje

36) Shubho

37) Haren Kozfara

38) Dipak K. Kundu

39) Ajeet Kumar Dahi

40) Brijananta Borah

41) Amit Nag (Economics Dept.)

42) Ashoke Kumar Ghosh (Math. Dept.)

43) Nabin Mandi

44) Brijananta Borah

45) ~~S. Das~~ (office)

46) S. Karmakar "

47) Sangeeta Chakraborty (")

48) Shukla Sutta Sef (")

49) Saon Bera

50) H. H. H. H.

51) Saantha Yadav

52) Sri Krishore Das Adhikary

53) N.R. Bhowmik

The meeting was presided over by Dr. Indranil Kar, principal of the College & chairman, IQAC.

1. Principal first briefs every staff that the college will remain open from 17th to 29th Oct, 16. There will be

a mock visit on 25 & 26th Oct. He informed every staff that while facing NAAC visit peer team, no one should challenge others views. The head clerk should be ready to answer to the queries about the excess admission that 'how do you cope with such huge number of students'.

Sanjib Sarher enquires whether staffs will get extra leave in lieu of this.

Prof. Prof. Jyotsnankanti Saha said that Head clerk, Cashier, Accountant should know things which are required for IQAC visit. The things which have to be precisely kept:

- i) Attendance, leave record, service book.
- ii) AMC of all service providers.
- iii) Audit report up-to-date
- iv) Budget for last five years.
- v) University Statute & Govt orders.
- vi) G.B. Meeting particulars
- (vii) At least some staffs should be prepared to explain the details of N.I.S.
- (viii) Stock register should be ready.

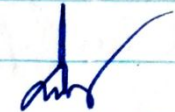
2. Koushik Ghose explains about a NAAC visit.

- i) H/C has been asked to show service books.
- ii) Attendance & Leave records
- iii) Roaster & existing staff pattern
- iv) Student data to be ready (hard copy)
- v) College Test exam. result
- vi) Amount of Freeship / Scholarship to be matched with AQAR
- (vii) Stock Book register to be ready.
- viii) All Court Case documents.

3. Nilam Das interprets that there exists some discrepancies.

Regarding Accounts section, anj Burrar & Accountant would be present. It is required:-

- i) Three years budget & Balance sheet.
- ii) Report of both of them to be generated.
- iii) Audit report
- iv) UGC XI & XII plan separate report. Exclusive files of all M.R.P.
- v) Non-Utilized U.G.C. amount.

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Chairman, IQAC