



# Internal Quality Assurance Cell Chandidas Mahavidyalaya



Ref. No.....Internal Quality Assurance Cell (IQAC) Date :.....



Chandidas Mahavidyalaya

## Notice

Dated: 03.07.2017

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 05.07.2017 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.



All are requested to attend the same and make it a success,

### Agenda

- 1) Action Plan for 2017-2018
- 2) Orientation of the Students
- 3) Feedback from Students on Teaching learning and other stakeholders- Alumni, Parents, Faculties & Employers
- 4) Promotion of gender justice, human values, Professional ethics among the staff, Environmental Awareness among the students etc.
- 5) Research Promotion
- 6) FDP (Faculty Development Programme and EDP (Employee Development Programme) for Non-teaching Staff
- 7) Miscellaneous

*Subhas Singha Roy*  
(Subhas Singha Roy)

Coordinator 3.7.17  
Internal Quality Assurance Cell (IQAC)  
Chandidas Mahavidyalaya  
Khujutipara, Birbhum, W.B.

 Khujutipara, Birbhum, 731215, WB.  
 [www.chandidasmahavidyalaya.ac.in](http://www.chandidasmahavidyalaya.ac.in)

①

# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 05.07.2017

Meeting held under the Chairmanship of Dr. Sk. Aatur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

## Members present

- 1) Dr. Aatur Rahaman
- 2) Subhas Singha Roy 5.7.17
- 3) Nousumi Roy Choudhury
- 4) Anupam Mahto
- 5) Jambhavan Das
- 6) Abhinava Chhabra booty 5/7/17
- 7)

## Resolutions

### 1) Action Plan for 2017-2018

Coordinator informed the members that the institution should be prepared from now for the next cycle of accreditation. For that, IQAC should prepare an Action Plan for each session separately at the beginning. After careful discussion following plans for action for the year 2017-2018 are adopted.

- a) **Students seminar:** Earlier few departments organized their own student seminar. Now it is resolved that each department should organize student's seminar and take necessary steps. Students will be prepared to present their papers using **ICT tools**
- b) **Academic Audit:** Faculty members will be asked to prepare their activities specially research and publications for audit before a committee modality for which will be charted out later on. Coordinator is asked to take necessary steps. HoD of each department will be asked to prepare the audit report as the proforma to be supplied by the Coordinator.



c) **Strengthening Mentor-mentee system:**

Mentor-mentee system is in vogue. Members resolve that the mentoring system is to be made more vibrant and fruitful. Mentors will be asked to take the mentoring system seriously. Documents would be kept as per the guidance to be given to the departments.

d) **More emphasis on Green Energy**

Resolved that the institution should take initiatives to make use of green energy or alternative energy both for the cost effectiveness and commitment to the environment. The Principal in Charge is requested to take necessary steps to switch over from conventional energy to green energy at least in a small way.

e) **Continuous Internal Evaluation (CIE)**

Students' progress is the central objective of the academic activities and continuous internal evaluation is to be done for gauging the improvement of the students. The departments will arrange class tests, students seminars, group discussion, quiz competition, essay competition, etc at the end of each month. HoDs will be asked to plan and execute accordingly.

f) **Capacity Building Programme**

Apart from the curriculum, capacity building programmes should be organized. As our institution is located in the rural area, students should be given ICT training and other employment skills, value education etc.

g) **Parent-teacher meeting**

Resolved that parent-teachers meetings be organized for better coordination with the institution. Regular attendance of the students can be ensured and the progress of their wards can be shared with them.

h) **Financial Assistance for promotion of research**

Resolved that financial assistance to the faculty members be extended so that they feel encouraged to undertake research, prepare papers and present them in the seminars/workshops.

i) **Observation of important days**

Resolved that important days to be observed for generating awareness among the students and help the country build on solid foundation. Members agree to observe the following days

Independence day	Teachers' day
Milad-un-Nabi	Constitution day
World AIDS day	Human Rights day
Republic day	National Voters day
National Science day	International Women's day
Rabindra Jayanti	World Environment day



Independence day	Teachers' day
Milad-un-Nabi	Constitution day
International Youth Day	International Mother Tongue day
No- tobacco Day	Saraswati puja

## 2) Orientation to the students on CBCS

The affiliating university (Burdwan University) introduced Choice Based Credit System (CBCS), a welcome decision on the part of the university, IQAC holds the view.

As it is a new system of teaching-learning, Dr. Rahaman suggested organizing Orientation Programmes for the students who were completely innocent about this system.

Members are informed that a workshop on CBCS has already been successfully organized from 3.7.2017-07.07.2017.

It is resolved that an Orientation Programmes will be organized for the students and Subhas Singha Roy Dr. Bibhas Chandra Saha will deliberate upon.

## 3) Feedback from students, Alumni, Faculties, Parents, Employers

Coordinator informed that NAAC peer team member in their last visit appreciated the practice of feedback prevalent in the institution. But that feedback was taken on the teaching learning only and from the students. Resolved that the feedback should be taken from the other stakeholders like Alumni, Parents, Employers, and Faculties on Institutional facilities, **Syllabus**. Feedback will be collected, analyzed and submitted to the Principal in Charge for further action. Coordinator is requested to prepare questionnaires for different segments and compile the same, prepare the report and submit to the principal.

## 4) Promotion of gender justice, human values, professional ethics, environmental awareness

Resolved that the institution should promote issues like gender justice, human values, professional ethics, environmental awareness. Dr. Rahaman proposed that various programmes would be undertaken to promote those values for the betterment of the society. Resolved that special lectures, awareness camps by NSS and NCC and other activities be organized.

## 5) Promotion of research

Research is an important part of faculty members and the higher institution. Resolved that the faculty members will be asked to pursue PhD and publish more papers as they will help them in their career advancement and the institution will be enriched. Research promotion committee will be asked to take necessary steps in this regard.

Members request the Principal-in-Charge to give token financial assistance so that the faculty members get involved in the publication like publication fee, seminar attendance fee etc.



**6) FDP (Faculty Development Programme and EDP (Employee Development Programme)**

Resolved that faculty development programmes from time to time be organized by the college. Topics/issues will be selected depending upon the requirement from the faculty members. Coordinator informs the members that FDP on CBCS is running (03.07.2017-07.07.2017).

Resolved that financial management through ICT will have to be done as per the guideline of the Higher Education Department. The Principal in Charge informed the members that EDP will be organized very soon. Coordinator informs the members that an administrative training programme on HRMS and CAMS is slated to be held on and from 10.7.2017-14.4.2017.

Coordinator is entrusted to organize such types of FDP and EDP in future.

**7) Miscellaneous**

**a) Public transport facility**

Resolved that transport facilities in the local area should be given emphasis. NAAC observation was to take proactive measures for the betterment of transport and communication. Students in nearby localities depend on public transport. Members request the Principal in Charge to take appropriate measures so that the public transport can be developed. Resolved that our Head of the institution and the Headmaster (Invited member of IQAC) jointly approach the RTA (Road Transport Authority), Suri to ply more buses - private and state- in this route.

**b) Legal Aid Club**

Principal informed the cell members the District Magistrate Court offered the institution to set Legal Aid Club so that the poor people in this rural areas can avail legal advice to fight their legal battle. This will also generate awareness among the students. Members request the Principal in Charge to take appropriate steps to set up the club.

**c) Library Orientation programme for the students**

Library is an important part of the institution. Students have to depend on the library. Resolved that the students should be oriented for the better use of the library. Librarian will be asked to take necessary steps in this regard.

**d) Use of solar power**

Resolved that the institution should utilize solar power as an alternative source of energy and a contribution to the environment. The Principal in Charge is requested to take necessary steps.

No other issue to discuss, the meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandides Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**

# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

## Notice

Dated: 29.08.2017

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 06.09.2017 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda. All are requested to attend the same and make it a success,

### Agenda

- 1) Ratification of last resolution
- 2) Add-on Courses
- 3) Programme Outcome (PO), Programme Specific Outcome (PSO), Course Outcome,
- 4) MoU
- 5) Students' Attendance
- 6) Grievance Re-dressal
- 7) Catering to diversity
- 8) Innovative Practice:
- 9) Miscellaneous

*Subhas Singha Roy*  
(Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujutpara, Birbhum, W.B.**



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Dated: 06.09.2017

Meeting started under the Chairmanship of Dr. Sk. Aatur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

Members present:

- 1) Sk. Aatur Rahaman
- 2) B. Saha 6.9.17
- 3) Subhas Singha Roy 6.9.17
- 4) Nourani Roy Choudhury
- 5) Anup Kumar Mahto
- 6) Tomardam Das
- 7) Abhinanda Chakraborty 6/9/17.

## 1) Ratification of the last resolutions

The resolutions taken in the last meeting dated 15.7.2017 is read out by the coordinator and requests all the members present to ratify the resolutions. As no other suggestions come up, the resolutions are taken as ratified unanimously.

## 2) Add-on Courses

Apart from regular academic courses, it is resolved students should be offered Add-on courses to be designed by the respective departments for the better understanding of the subjects. Principal-in-Charge is requested to take necessary steps in this regard. It is resolved that HoDs of the departments will be approached to initiate the process of introducing Add-on courses.

## 3) Programme Outcome (PO), Programme Specific Outcome (PSO), Course Outcome,

It is resolved that the students should be informed about the Programme outcome, Programme specific outcome and course outcome. Respective departments will be asked to prepare PO, PSO and CO. HoDs will be asked to organize departmental meetings and resolve accordingly.

## 4) Memorandum of Understanding (MoU)

Resolved that faculty exchange between the institutions should be explored so that the students get exposure to the new faculty members and vice-versa. The Principal in Charge is requested to take proper measures in this regard.



c) **Green Audit**

Green audit is the process by which an institution can assess the impact of environmental practices within the campus on the atmosphere at large. Though our campus has sufficient number of plants and trees, we keep practicing some eco-friendly behaviours. So it is resolved that we should take stock of the situation of our environmental behaviour and its impact through Green Audit. The Department of Botany will be asked to assist in this process. Principal-in-Charge is requested to take appropriate steps.

d) **Ramp for Physically Challenged Students**

Resolved that as the physically challenged students face difficulties to attend classes, ramps for smooth going are to be built. Keeping the direction of UGC and the department of Higher Education, Government of West Bengal, Principal in Charge is requested to take appropriate measures.

e) **Selling Dreams**

Younger generation has to be encouraged to get higher education. Resolved that the primary school students of nearby schools will be invited to the campus. Faculty members will interact with them and they will be given an opportunity to take a tour of the campus so that they start dreaming of taking higher education.

f) **Best Awards**

Resolved that students will be awarded best awards annually in different areas like Library Use, Best performers in the final examination, Best code of conduct.

g) **Rain water harvesting and waste management**

Resolved that to arrest the depletion of the underground water, it is necessary to take measures. The Principal in Charge is requested to take necessary steps.

Resolved that waste management -chemical, biological and solid- should be given priority. Waste materials to be properly managed so that institutional commitment towards environment can be

**9) Using ICT in Classroom**

Resolved that the faculty members will give more emphasis on ICT based teaching-learning. There are a sufficient number of Smart Class rooms with modern equipment. Departments will be asked to take at least one (01) class through ICT. Principal in Charge is requested to take allot classes accordingly.

**10) Miscellaneous**

a) **Career Counselling**

Resolved that students will be counselled for career opportunity. Students should know the job prospect and opening where they can find themselves in. Career Counselling cell will be asked to take necessary steps.

b) **Library Upgradation**

Library is regarded as the temple of the institution. CBCS requires more resources for successful academic performance. Both faculty members and students will be heavily dependent on the library. It is resolved that more books and reading materials should enrich the library. Dr. Rahamna is requested to allot funds for purchase of more books and reading materials. Resolved that the librarian will be asked to take necessary steps at the earliest.

c) **Digital documentation**

Resolved that the individual and department activity will have to be documented. Dr. Rahaman advised to use digital devices to document the activities for better communication.



#### 5) Students' Attendance

CBCS emphasizes more on students' attendance. Around 20% of total credit is earmarked for attendance and 75% of attendance is compulsory for appearing in the university examination. Dr. Rahaman proposed to generate awareness about the class attendance because it carries marks in the final examination. Resolved that wide dissemination of information regarding the attendance in the class will be undertaken. Dr. Bibhas Chandra Saha proposed that parents should be taken into confidence in this regard. Resolved that the issue of attendance will be placed in the Parents-teachers meeting.

#### 6) Grievance Re-dressal

Resolved that grievances of the students to be redressed on priority basis. Departments will be asked to take appropriate measures if any grievance related to internal assessment, irregularity of faculty attendance in the class. If the students' grievances are related to university examination, the department will help the concerned student (s) by giving them proper information.

Resolved that for grievance related to infrastructural and academic resources, there will be provisions of complaint box and the contact numbers of the members of the Grievance Redressal Cell will be displayed so that the students can reach them easily.

#### 7) Catering to diversity

Resolved that the department will follow some innovative measures to satisfy the needs of the advanced learners and the slow learners. For the advanced learners measures like summing up the discussion after the class before other students, representation from the concerned to the inter-department students' seminars, providing extra-materials etc can be followed. Resolved any measures can also be designed by the departments.

For the slow learners, extra-class, remedial class, tutorial class can be arranged.

Resolved that Programme attainment mechanism to be followed-

- a) University examination result
- b) Participation in extracurricular activities
- c) Placement and pursuance of higher education

Department will collect and preserve data of employed and placed students of the former students as a part of programme attainment.

#### 8) Innovative Practice:

##### a) Inter-departmental Cultural Competition:

Promotion of indigenous culture should be done. Students are the bearers of traditions and culture and they have to be accustomed with this.

Resolved that a cultural committee would be requested to arrange cultural competition among departments and that would serve the purpose of promotion of culture and a healthy competition among the students.

##### b) Green Campus

Resolved that the campus should be made more green and clean. NAAC Peer team members praised the green campus drive. Dr. Rahaman informed that a green drive in the campus will be undertaken in the month of August this year. Necessary steps are to be taken.



**d) Inviting external expert to deliver lecture**

Resolved that external experts should be invited to deliver lectures so that our students get exposure to their thoughts and their interest in the subject might grow.

**e) Upgradation of Science Lab:**

Science laboratories need to be upgraded. New equipment and new furniture are to be given to the laboratories for better performance.

**f) Programme Attainment**

Resolved that the departments will ensure the expected attainment of programme outcome through different methods like class tests, seminar, quiz competition etc.

Members reposed faith in the ability of the Principal-in-Charge and congratulated him for taking charge of the institution.

No other issues are to discuss, the meeting ends with thanks to the chair.

*Subhansu Singha Roy 6.9.11*  
**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chendidas Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

## Notice

Dated: 02.04.2018

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 10.04.2018 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

### Agenda

- 1) Ratification of the last resolutions
- 2) Continuous Internal Evaluation (CIE)
- 3) Departmental Appraisal
- 4) Digital documentation and presentation
- 5) Feedback analysis
- 6) Community Service Programme
- 7) Add-on Course follow-up
- 8) Miscellaneous

*Subhas Singha Roy*  
(Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujulipara, Birbhum, W.B.**



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

Meeting-3

Dated-10.04.2018

Meeting started under the chairmanship of Dr. Sk. Ataur Rahaman, Principal in Charge, with the presence of following members in the office of Principal to discuss and resolve the following agenda:

- 1) Sk. Ataur Rahama
- 2)
- 3) Subhas Singh Roy 10.4.18
- 4) Anil Dr. Mehta
- 5) B. Saha 10.4.18
- 6) Mousumi Raj Chakraborty
- 7) Somnandan Das

Dr. Rahaman thanked all the members present in the meeting. He asked Dr. Singha Roy, Coordinator, to place the agenda for discussion.

## 1) Agenda: 1: Ratification of the last resolutions

The last resolutions were read out by the Coordinator and requested the members to put forward any comments, amendment or inputs for incorporation into the resolutions. Members ratified the resolutions unanimously.

## 2) Agenda : 2: Continuous Internal Evaluation (CIE)

Significant positive changes are noted from the discussion of the members in the academic activities and performance of the students. Improvement in the presence and performance of the students is reflected in their various activities.

However, it was resolved that

- a) Class tests should be held at regular interval as per the department resolution
- b) Students seminar should be organized
- c) Parents-teachers meeting be held at least once in a year
- d) External expert be invited to deliver lectures for the enrichment of our students
- e) Seminar should be organized
- f) Subject quiz be emphasized department wise
- g) Departmental Wall Magazine be published
- h) Students should be encouraged to participate in co-curricular and extra-curricular activities by the department.

## 3) Departmental Appraisal

In order to document the departmental activities annually, Dr. Rahaman prescribed certain steps. Individual and department annual activities should be prepared chronologically and with proper



supporting documents. Emphasis would be on the performance of the individual teachers and the HoD of the department would collect and submit the same to the Coordinator.

It was resolved that each department should present the performance appraisal before IQAC and the Principal in Charge so that each department should get to know from other departments.

Resolved that **digital documentation** of individual and departmental collective performance should be preferred.

4) **Digital documentation:**

Resolved that **digital documentation** of individual and departmental collective performance should be preferred. Hard copy of the same would also be done. Digital documentation is easier to communicate.

5) **Students' satisfaction feedback analysis and submission to the Principal in Charge**

Coordinator informed the members that feedbacks from the students, alumni, parents, employers and faculty members on a) teaching-learning performance of the faculty members, overall infrastructural facilities b) well-disciplined and student-friendly campus, c) quality of students in the job market werests based on the questions prepared by the Coordinator in consultation with the senior faculty members and the Principal in Charge.

by the coordinator. Coordinator informed the members that feedbacks were analyzed and reports on that basis were prepared.

Resolved that the feedback would be handed over by the Coordinator to the Principal in Charge and he would convey the individual feedback report to the concerned teacher.

6) **Community Service Programme**

As the college is the knowledge centre within the community, it is imperative to disseminate the same to the community.

NSS two (02) units and NCC are the instruments of the college to work among the community.

Resolved that NSS Units would undertake more awareness generation programmes and visit the adopted village more frequently. Special camp would be given more focus.

NCC would be asked to promote nationalist values, discipline and community related activities.

Observations of Important national days would continue by the NCC like Independence Day, Republic Day, Community Awareness programme etc.

In addition to that, IQAC will, it is resolved tha, organize, **Community service programmes** like

- a) **Raksha Bandhan**, b) **Saraswati Puja**, c) **Importance of groundwater**, d) **Save Girl Child**, e) **safe social surfing for greater interest of the students and the community.**

7. **Add-on Course follow-up**

It is informed that various departments organized Add on Courses for this session.

Resolved that in the coming sessions the same will be continued.

Coordinator informed the memes that the departments like Bengali, English, History, Political Science, Mathematics and Physics already organized Add-on courses during the session except Sanskrit. It is expected that the department of Sanskrit will complete it within April, 2018.

Resolved that Communicative English and Computer literacy are also done.

8) **Miscellaneous**

- a) Dr. Sudip Narayan Maitra proposed to organize workshop on the effective use of ICT tools like PPT, use of projector, internet resources in the classroom. Members agreed to his proposal and requested to take necessary steps so that the faculty members would feel comfortable in the classroom.
- b) Resolved that **Movie Club and Documentary Club** will be formed for the interested students as alternative modes of learning.



- c) Resolved that IQAC will organize an inter-departmental students seminar to enhance public speaking ability, personality development and job market compatibility and the best performers will be awarded. This session only the 3rd Year students will take part.
- d) Resolved that **entrepreneurship and start-up cell** to be formed for guiding the students in this regard.

No other issue to discuss, the meeting ended with the thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy) 10/4/18

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**



# Internal Quality Assurance Cell (IQAC)



Chandidas Mahavidyalaya

## Notice

Dated: 15.5.2018

Respected members of IQAC are hereby informed that a meeting of IQAC will be held on 25.05.2018 from 2.15 in the IQAC Chamber to discuss and resolve the following agenda.

All are requested to attend the same and make it a success,

### Agenda

- 1) Ratification of last resolution
- 2) Action taken on Action Plan
- 3) Miscellaneous

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandidas Mahavidyalaya**  
**Khujutipara, Birbhum, W.B.**

# Internal Quality Assurance Cell (IQAC)



## Chandidas Mahavidyalaya Meeting- 4

Dated: 25.05.2018

Meeting started under the Chairmanship of Dr. Sk. Ataur Rahaman, Principal- in-Charge. Dr. Rahaman welcomed all the members present and requested them to take part in the deliberation so that this meeting be a fruitful one.

Subhas Singha Roy, Coordinator, was asked to initiate the discussion and accordingly the agendas were placed for discussion one after another.

After discussion, agenda wise following resolutions were taken.

### Members present

- 1) Sk. Ataur Rahaman
- 2) B. Sahe 25/5/18
- 3) Anup n. Maiti
- 4) Subhas Singha Roy 25.5.18
- 5) Jangadon Das
- 6) Mousum Buj choudhury

### 1) Ratification of last resolution

Coordinator read out the last resolution before the members and asked them to ponder over it; any suggestion was welcome. as the members did not have any thing to share in this resolution, it was unanimously accepted.

### 2) Action taken

In its meeting dated 06.09.2017, Action Plan was chalked out. Members expressed satisfaction that most of the plans were materialized. Following the activities of the IQAC as per the Action Plan.

Date	Events organized	Link
17.07.2017	Orientation for CBCS	<a href="https://docs.google.com/document/d/14sR6wtIxxgRQ3dEsmfBHs9AGFJ6Lxvh7Sfiyz5Ov6Eo/edit?usp=share_link">https://docs.google.com/document/d/14sR6wtIxxgRQ3dEsmfBHs9AGFJ6Lxvh7Sfiyz5Ov6Eo/edit?usp=share_link</a>
07.09.2017	Workshop on Social Surfing	<a href="https://docs.google.com/document/d/1DONSx557SPXcVc1FwWnYeDTxD_t8QJet/edit?usp=share_link&amp;ouid=1030">https://docs.google.com/document/d/1DONSx557SPXcVc1FwWnYeDTxD_t8QJet/edit?usp=share_link&amp;ouid=1030</a>



		<a href="https://drive.google.com/file/d/1Kaeac8AWM9SQfd5gyvHH59GUJzwNacR7/view?usp=share_link">73837796896326994&amp;rtpof=true&amp;sd=true</a>
08.08.2017	Tree Plantation	<a href="https://drive.google.com/file/d/1Kaeac8AWM9SQfd5gyvHH59GUJzwNacR7/view?usp=share_link">https://drive.google.com/file/d/1Kaeac8AWM9SQfd5gyvHH59GUJzwNacR7/view?usp=share_link</a>
22.08.2017	Hands Training on HRMS	<a href="https://docs.google.com/document/d/17zIOrh3tyHyGVTGCsAmVZb1wdX5g89mbQndqZ7jy0pc/edit?usp=share_link">https://docs.google.com/document/d/17zIOrh3tyHyGVTGCsAmVZb1wdX5g89mbQndqZ7jy0pc/edit?usp=share_link</a>
07.09.2017	Social Surfing	<a href="https://docs.google.com/document/d/1qb7MU2J55PBmH3eFM-KIlfzFo0XTIyK0/edit?usp=share_link&amp;oid=103073837796896326994&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1qb7MU2J55PBmH3eFM-KIlfzFo0XTIyK0/edit?usp=share_link&amp;oid=103073837796896326994&amp;rtpof=true&amp;sd=true</a>
01.12.2017	AIDS Awareness Programme	<a href="https://drive.google.com/file/d/1gKgCLSCldtum1iMbX4Iza8Qyq9bHDII7/view?usp=share_link">https://drive.google.com/file/d/1gKgCLSCldtum1iMbX4Iza8Qyq9bHDII7/view?usp=share_link</a>
04.12.2017	Nabi Dibas- Birth Day Observation Prophet Muhammad	<a href="https://docs.google.com/document/d/1TpTyNtNRY_IcUatAzvqJT_s_CjZx3FoRy/edit?usp=share_link&amp;oid=103073837796896326994&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1TpTyNtNRY_IcUatAzvqJT_s_CjZx3FoRy/edit?usp=share_link&amp;oid=103073837796896326994&amp;rtpof=true&amp;sd=true</a>
26.01.2018	Republic Day	
27.02.2018	Human Rights Special Lecture delivered	<a href="https://drive.google.com/file/d/1ufXZdVSaidVGeVny5yJxVVkecaMAI7NW/view?usp=share_link">https://drive.google.com/file/d/1ufXZdVSaidVGeVny5yJxVVkecaMAI7NW/view?usp=share_link</a>
25.05.2018	Feedback from all stakeholders submitted to the Principal for further action	<a href="https://drive.google.com/file/d/1ZmKwQinHmn5e4GdwR_2bLgJt5g0HaRIL/view?usp=share_link">https://drive.google.com/file/d/1ZmKwQinHmn5e4GdwR_2bLgJt5g0HaRIL/view?usp=share_link</a>

#### Miscellaneous

- It is resolved that all infrastructural facilities be maintained properly.
- Resolved that Complaint box should be hung in such a place that students can see them easily
- Resolved that teachers' absence should be notified on a board that students can know it prior.
- Resolved that safe drinking water facility should be made available
- Resolved that laboratories be upgraded.

As no other issue to resolve, the meeting ends with thanks to the chair.

*Subhas Singha Roy*  
(Dr. Subhas Singha Roy)

**Coordinator**  
**Internal Quality Assurance Cell (IQAC)**  
**Chandides Mahavidyalaya**  
**Khujutpara, Birbhum, W.B.**