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# UMESCHANDRA COLLEGE

Formerly CITY COLLEGE COMMERCE DEPARTMENT (Morning)  
(Accredited by the NAAC B Level)

13, Surya Sen Street,  
Kolkata-700 012



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Website : www.umeschandracollege.ac.in

Ref. No. 32/38-SM/2017-18,

Date 05/9/2017,

## NOTICE

All the members are hereby informed by the coordinators of IQAC and NAAC that a meeting is scheduled to be held at Teachers Room at 10:30 a.m. on Saturday the 9<sup>th</sup> September, 2017. All the members are requested to attend the meeting positively.

Mr. Prakritiranjana Das  
Coordinator, IQAC

Umeschandra College  
Coordinator  
IQAC

Agenda:

1. To read and confirm the proceedings of the previous meeting held on 10.2.2017.
2. To consider to forward the papers of CAS of Mr. Debendra Shaw.
3. To consider the proposal submitted by Seminar - Conference Committee for holding a seminar by Department of English on 3<sup>rd</sup> week of September.
4. To record the budget submitted by Building Committee for construction of the Principal's chamber and formation of a committee to look into the matter of extension and construction of Extended Campus at Salt Lake.
5. Miscellaneous.

Dr. Md. Tofazzal Haque  
Principal

Umeschandra College  
Coordinator  
Principal

UMESCHANDRA COLLEGE  
Umes Chandra College  
13, Surya Sen Street  
Kolkata-700012

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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

The meeting of the IQAC Committee of Umeschandra College held on Saturday, the 9th September, 2017 at 10.30 a.m. in the Teachers' Room at 13, Surya Sen Street, Kolkata — 700012.

Members present:

- |                           |                           |
|---------------------------|---------------------------|
| 1. Dr. Tofazzal Haque     | 6. Prof. Debendra Shaw    |
| 2. Prof. P R Das          | 7. Mr. Avijit Patra       |
| 3. Dr. Sujit Kumar Ghosh  | 8. Mr. Pranab Ghosal      |
| 4. Dr. A D N Roy          | 9. Prof. Sudipti Banerjee |
| 5. Prof. Arun Kumar Banik |                           |

Decisions taken in the meeting dated 09.09.2017

**ITEM NO. 1: TO READ AND CONFIRM THE PROCEEDINGS OF THE  
PREVIOUS MEETING HELD ON 10.02.2017**

The proceedings of the previous meeting held on 10.02.2017 were read and confirmed.

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**ITEM NO.2 : TO CONSIDER TO FORWARD THE PAPERS OF 'CAS' OF Mr. DEBENDRA SHAW**

It was resolved that all the documents pertaining to the career advancement scheme (CAS) of Mr. Debendra Shaw be forwarded to the concerned authority on time and the Principal be requested to take necessary actions.

**ITEM NO. 3: TO CONSIDER THE PROPOSAL SUBMITTED BY SEMINAR-CONFERENCE COMMITTEE FOR HOLDING A SEMINAR BY DEPARTMENT OF ENGLISH ON 3<sup>RD</sup> WEEK OF SEPTEMBER.**

The Seminar-Conference Committee was going to held a 'UGC-Sponsored One Day State Level Seminar' titled 'Human Rights and Health Awareness' on 22<sup>nd</sup> September, 2017.

It was resolved that the proposal for a 'UGC-Sponsored One Day State Level Seminar' on 'Human Rights and Health Awareness' be approved by the IQAC.



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**ITEM NO. 4 : TO CONSIDER THE BUDGET SUBMITTED BY BUILDING COMMITTEE FOR CONSTRUCTION OF OUR PRINCIPAL'S CHAMBER IMMEDIATELY AND FORMATION OF A COMMITTEE TO LOOK INTO THE MATTER OF EXTENSION AND CONSTRUCTION OF EXTENDED CAMPUS AT SALT LAKE**

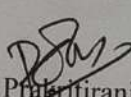
It was resolved that a budget prepared by the Building Committee for Rupees 9 lakhs approximately for reconstruction and renovation of Principal's Chamber in the extended campus of the college be recorded.

It was also resolved that a Sub-committee be formed by the Governing Body to look into the matter of extension and further construction of the Extended Campus.

**ITEM NO. 5 : MISCELLANEOUS:**

The IQAC coordinator informed the members about the following facts-

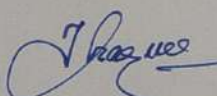
1. Co-education in the Extended Campus had been started from the academic year 2017-18.
2. IQAC coordinator further informed that a General Section had also been commenced in the Extended Campus from the academic session 2017-18.

  
Mr. Phalguni Das  
Coordinator, IQAC

Umeschandra College  
Coordinator

IQAC

Umes Chandra College  
13, Surya Sen Street  
Kolkata-700012

  
Dr. Md. Tofazzal Haque  
Principal

Umeschandra College

Principal

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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

No. 116./SS-SM/2017-18

Date: 01.02.2018

## NOTICE

Notice is hereby given by the coordinators of IQAC and NAAC to all the members that a meeting will be held on Thursday the 8<sup>th</sup> February, 2018 at the Teachers Room at 10 a.m. All the members are requested to be present in the meeting positively.

Mr. Prakritiranjana Das  
Coordinator, IQAC  
Umeschandra College

  
Coordinator  
IQAC

### Agenda:

1. To read and confirm the proceedings of the previous meeting held on 09.09.2017.
2. To record a letter to the Higher Education Department for the approval of Extended Campus of the college.
3. To propose Removal of an unauthorized vat adjacent to the wall of Extended Campus.
4. To consider the work of land leveling of Extended Campus.
5. To consider to install CCTV in both campuses and biometric system of Attendance for the staff.
6. Consideration of the Budget placed by the Students' Union for holding 'Holi Preet Sammelan' and 'Annual Social'.
7. Miscellaneous.

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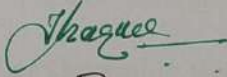
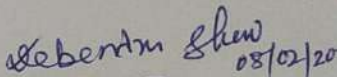
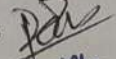

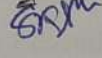
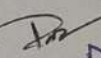
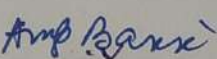
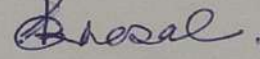

Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

A meeting of the IQAC committee held on Thursday the 8<sup>th</sup> February, 2018 at 10:00 a.m.  
in the Teachers Room at 13 Surya Sen Street, Kolkata-700 012.

Following teachers were present in the meeting -

Members present :

- |  |  |
|--|--|
| 1. Dr. Tofazzal Haque         | 6. Prof. Debendra Shaw  |
| 2. Prof. Prakriti Ranjan Das  | 7. Dr. Kamal Kumar      |
| 3. Dr. Sujit Kumar Ghosh      | 8. Mr. Avijit Patra     |
| 4. Dr. Arup Bakshi            | 9. Mr. Pranab Ghosal    |
| 5. Prof. Arun Kumar Banik    | 10. Dr. Jaydeb Sarkhel   |

## Decisions taken in the meeting dated 08.02.2018

### Item no. 1 : To read and confirm the proceedings of the previous meeting held on

The proceedings of the previous meeting held on 09.09.2017 were read and confirmed.

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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

## **Item No. 2 : To record a letter to the Higher Education Department for the approval of Extended Campus of the college.**

The existence of Extended Campus at Salt Lake was unknown to Higher Education Department and thereby it had no such approval.

It was resolved that earlier Governing Body resolution be modified and new resolution be sent to the Higher Education Department for the legal approval of the extended campus of the college from the Higher Education Department.

## **Item No. 3 : To propose removal of an unauthorized vat adjacent to the wall of Extended Campus.**

An unauthorized 'VAT' was created by the local residents adjacent to the wall of our Extended Campus and it was creating odor and air pollution at the Extended Campus.

So it was resolved that IQAC would inform the matter to the college authority to remove it as early as possible.

## **Item No. 4 : To consider the work of land leveling of Extended Campus.**

The ground in front of the Extended Campus Building was very much uneven. Bushes and shrubs grew somewhere.

A resolution was adopted by the IQAC that the work would be forwarded to the college authority for immediate actions.



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**Item No.5 : To consider to install CCTV in both campuses and biometric system of Attendance for the staff.**

Following the government rules and regulations CCTV would be installed in both campuses in spite of some repercussions among the students --IQAC adopted this resolution which would be sent to concerned college authority.

It was further resolved that Biometric System of Attendance of the employees (both Teaching and Non-Teaching) would be introduced at an earliest in both campuses.

**Item No. 6 : To record the Budget placed by the Students' Union for holding 'Holi Preet Sammelan' and 'Annual Social'.**

The Students' Union placed a budget for holding 'Holi Preet Sammelan' and 'Annual Social'. IQAC gave permission to hold these students'activities but suggested them to reduce the budget than the last year. IQAC would send the proposal to college authority.

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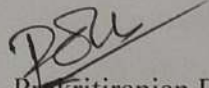
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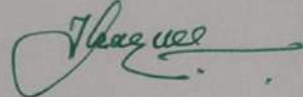
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Date \_\_\_\_\_

## Item no.7 : Miscellaneous

- a) Following three (03) faculties informed the IQAC coordinator for attending various courses/programmes: -
- i) Dr. Kamal Kumar – Refresher Course
  - ii) Miss. Rama Mallick – FD Programme
  - iii) Mr. Basanta Barman – FD Programme.
- b) The Seminar-Conference Committee placed a proposal for holding a seminar on 'Emerging Trends and Challenges in Banking and Financial Services'[Date and venue not yet fixed].

  
Mr. Prakritiranjana Das  
Coordinator, IQAC  
Umeschandra College  
Coordinator  
IQAC  
Umes Chandra College  
13, Surya Sen Street  
Kolkata-700012

  
Dr. Md. Tofazzal Haque  
Principal  
Umeschandra College  
Principal  
UMESCHANDRA COLLEGE  
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Ref. No. 182./33-SM/2017-18,


Date 15/6/2018,

## NOTICE

A notice is hereby served by the coordinators of IQAC and NAAC to all the teachers that a meeting will be held on Saturday the 23<sup>rd</sup> June, 2018 at 9:30 a.m. at the Teachers Room. All the teachers are requested to attend in the meeting.

Mr. Prakritiranjana Das  
Coordinator, IQAC

Umeschandra College

  
Coordinator  
IQAC

Umes Chandra College  
13, Surya Sen Street  
Kolkata-700012

### Agenda:

1. To read and confirm the proceedings of the previous meeting held on 08.02.2018.
2. To consider the selection of service provider for "Introduction of online admission Management & Student Information System"
3. To consider the report of the Screening Committee for CAS of Mr. Debendra Shaw.
4. To consider the resolution of the Building Committee for preparation of Plan for construction.
5. To consider the formation of E-pension committee.
6. To consider the Govt. Order for creation of 2 (two) Non-teaching Posts



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7. To consider to submit the requisition for substantive teaching posts to the Controller of Examinations, W.B. College Service Commission.
8. Miscellaneous: Mr. Basanta Barman submitted a proposal for following NSS activities:
  - a) 'Awareness Programme' by NSS Unit of UmeschandraCollege.
  - b) 'Special Camping Programme' by Umeschandra College NSS Unit.
  - c) 'Red Ribbon Club' and its activities.

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Ref. No. \_\_\_\_\_

Date \_\_\_\_\_

Proceedings of an urgent meeting of the IQAC Committee of Umeschandra College held on Saturday, the 23<sup>rd</sup> June, 2018 at 9.30 a.m. in the Teachers' Room at 13, Surya Sen Street, Kolkata — 700012.

Members present :

1. Dr. Tofazzal Haque

2. Prof. P R Das

3. Dr. Sujit Kumar Ghosh

4. Dr. A D N Roy

5. Dr. Arup Bakshi

6. Prof. Debendra Shaw

7. Mr. Pranab Ghosal

8. Prof. Sudipti Banerjee

## Decisions taken in the meeting dated 23.06.2018

### ITEM NO. 1: TO READ AND CONFIRM THE PROCEEDINGS OF THE PREVIOUS MEETING HELD ON

The proceedings of the previous meeting held on 08.02.2018 were read and confirmed.

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## ITEM NO.2: TO CONSIDER THE SELECTION OF SERVICE PROVIDER FOR "INTRODUCTION OF ONLINE ADMISSION MANAGEMENT & STUDENT INFORMATION SYSTEM":

Online Admission had started in our college a couple of years ago. But to make the admission flawless, transparent to all and also to get other online services the college was searching for a well-known-experienced 'Service Provider'. It was resolved that Dr. Sujit Ghosh would be the right person to look into the matter, Dr. Ghosh is authorized to take necessary decision.

## ITEM NO. 3: TO CONSIDER THE REPORT OF THE SCREENING COMMITTEE FOR CAS OF Mr. DEBENDRA SHAW.

It was resolved that Principal would take up the matter with DPI, Govt. of West Bengal for providing all to the incumbent with effect from 28.08.2017 (incumbent's due date of promotion).



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Ref. No. \_\_\_\_\_

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## **ITEM NO. 4 : TO CONSIDER THE RESOLUTION OF THE BUILDING COMMITTEE FOR PREPARATION OF PLAN FOR CONSTRUCTION.**

Only for the construction of two more floors on the existing building of the Extended Campus as per Govt. Order No. 507-Edn(CS) 10M-96/13 dt. 04.05.2018, Building Committee took a resolution for making a plan of Rs. 2 Crore (two Crore).

So it was resolved that the Building Committee would take initiatives in this matter.

## **ITEM NO. 4 : TO CONSIDER THE FORMATION OF E-PENSION COMMITTEE.**

For smooth and effective operations of EPF and GPF an E-pension Committee was formed comprising the following members —

- 1) Administrator — Dr. Asis Ghosh
- 2) Principal — Dr. Md. TofazzalHaque
- 3) Bursar — Mr. Arun Kumar Banik
- 4) Head-Clerk — Mr. Rabindranath Chakraborty
- 5) Data Entry Operator — Mr. Sumit Biswas.

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## ITEM NO. 5: TO CONSIDER THE GOVT. ORDER FOR CREATION OF 2 (TWO) NON-TEACHING POSTS AND OTHERS.

Principal reported that the College had received a Govt. Order for creation of two (2) Non-teaching post and filling up of another live (5) Non-teaching posts.

The members thanked our Principal and authorized him to expedite the matter at earliest.

## ITEM NO. 6 : TO CONSIDER TO SUBMIT THE REQUISITION FOR SUBSTANTIVE TEACHING POSTS TO THE CONTROLLER OF EXAMINATIONS, W.B. COLLEGE SERVICE COMMISSION.

It was resolved that Principal was authorized and would take necessary actions for submission of the requisition for admissible Govt. approved substantive vacant posts of Asst. Professor and Librarian.

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Ref No. \_\_\_\_\_

Date \_\_\_\_\_

## ITEM NO. 7 : MISCELLANEOUS: Mr. BASANTA BARMAN SUBMITTED A PROPOSAL FOR FOLLOWING NSS ACTIVITIES:

- A) 'AWARENESS PROGRAMMES' BY NSS UNIT OF UMESCHANDRA COLLEGE.
- B) 'SPECIAL CAMPING PROGRAMMEME' BY UMESCHANDRA COLLEGE NSS UNIT.
- C) 'RED RIBBON CLUB' AND ITS ACTIVITIES


Mr. Basanta Barman, NSS Programme Officer of NSS Unit of Umeschandra College submitted a report of the various NSS activities done under his leadership in this academic year.

Members thanked Mr. Basanta Barman and encouraged to carry out such activities infuture.

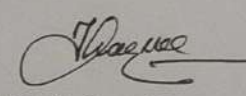
The meeting ended, having no other items giving thanks to the chair.

## ITEM NO. 5 : MISCELLANEOUS:

As there is no other item for discussion, the meeting ended with vote of thanks.

  
Mr. Prakritiranjana Das  
Coordinator, IQAC  
Umeschandra College  
Coordinator  
IQAC

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