



**MUZAFFAR AHMED
MAHAVIDYALAYA**

A GOVT. AIDED DEGREE COLLEGE

To
All Members
Internal Quality Assurance Cell
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad - 742401.

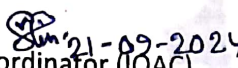
Date : 21/09/2024

Sir/Madam,

A meeting of the IQAC of Muzaffar Ahmed Mahavidyalaya will be held on 01/10/2024 (Tuesday) at 2:00 pm in the chamber of the Principal. The agenda of the meeting are mentioned below.

Your presence in the meeting is highly solicited.

With thanks and regards.


Co-ordinator (IQAC)
Muzaffar Ahmed Mahavidyalaya
Co-ordinator
IQAC
Muzaffar Ahmed Mahavidyalaya


Principal
Muzaffar Ahmed Mahavidyalaya
Principal
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad

Agenda :

1. Read and confirm the proceedings of last meeting.
2. To discuss about the organizing Departmental/Inter-disciplinary/Multi-disciplinary seminar.
3. To discuss about the NAAC work progress.
4. To discuss about the IQA submission.
5. To discuss about the Teachers' Profile & Lesson Plan.
6. To discuss about the matter of arranging remedial/tutorial classes for weaker students.
7. To discuss about the distribution of curriculum/syllabus within the teachers' of all Departments.
8. To discuss about the NAAC Criterion in-charge reformation.
9. To discuss about the college research journal.
10. To discuss about the CAS of Dr. Kakali Bhowmik, Ex- Assistant Professor of Bengali.
11. Misc.

Members Present:

1. Karumang Channar 01/10/24
2. Md. Ginnatulla Sa 01/10/2024
3. Mir Ashraf Ali 01/10/2024
4. Paulomi Saha 11/10/2024
5. S.K.E. Badrul Alam 01.10.2024
6. Sampa Dey. 07.10.2024
7. Roushara Begum 01/10/2024 01.10.2024
8. Rupnarayan Mukherjee 01.10.24.
9. Ashim Sa. 01/10/2024
10. Anon Chand Kundu

Minutes of the meeting of the IQAC

Date : 01.10.2024

Venue : Principal's Chamber

Time : 2.00 pm

At first, The Principal started the meeting by thanking everyone and requested the IQAC Coordinator to hold an agenda-based discussion. The Coordinator of IQAC started the meeting by welcoming and thanking everyone.

The following resolutions are taken:

Resolution-1

The meeting minutes of the Previous were read and unanimously approved.

Resolution-2

It is resolved that, National and International level Seminars will be organized by each department. The seminars will be inter-disciplinary. State level seminars will also be organized. Each department will organize Faculty exchange / Special Lectures as per the requirement.

Resolution-3

Presently, The work for NAAC is progressing at a very slow pace. The work for NAAC needs to be accelerated. Keeping in the mind the weak financial situation of the college, the work for NAAC needs to be accelerated. To speed up the work for NAAC, the NAAC Convener will hold a meeting with the IQAC Coordinator and the Criterion in-charges.

Resolution-4

When the NAAC Portal opens, the initiative for IIQA submission will have to be taken. For this, every member of the teaching and non-teaching Staff will have to be actively involved in work for NAAC.

Resolution-5

Every teacher has to create a 'Teachers Profile'. Along with this, every teacher has to create a 'Lesson Plan' and teach the students. In this regard, the IQAC Coordinator presented a format in front of all the members in the meeting. All the members discussed the matter and unanimously allowed the creation of 'Teachers Profile and Lesson plan' in the intended format. For this, The IQAC Coordinator will organize a meeting with all the HODs.

Resolution-6

Each department will organize remedial/Tutorial classes to address the weakness of weak or slow learners.

Resolution-7

Each HOD will meet the department teachers to distribute the curriculum/syllabus.

Resolution-8

Dr. Aslim Sk was in-charge of NAAC Criterion-2. Dr. Aslim Sk is the new IQAC Coordinator (in place of Dr. Ginnatulla Sk.). So, Dr. Paulomi Saha has taken charge as NAAC Criterion-2 in-charge. Her associates will be Mr. Nazle Kamal, Mr. Md. Sirajuddin, Dr. Rupnarayan Mukherjee and Mr. Soumik Bhattacharjee.

Dr. Paulomi Saha was in-charge NAAC Criterion-3. Mr. Pritam Goswami has been appointed as the in-charge of NAAC Criterion-3. His assistants will be Smt. Tanurima Sengupta, Mr. Sourav Chatterjee and Smt. Mahamuda khatun.

Resolution-9

While discussing the college research journal, it was unanimously decided that, Dr. Ginnatulla Sk Would be in-charge of this research journal. The issue of including the colleges name in the name of the research journal should be given importance.

Resolution-10

There was a discussion about the matter of Dr. Kakali Bhowmik's CAS. It was unanimously resolved that, the IQAC Coordinator will sign her CAS file after the Governing Body gives permission in this regard.

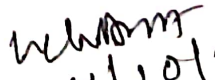
Resolution-11

Misc.

- i) It was unanimously decided that, Dr. Rama Pal would serve as the Deputy Coordinator of IQAC.
- ii) As per the recommendation letter from the WBCSC, the new English Teacher Ankita Mookherjee will be given an appointment letter by the Principal.
- iii) Smt. Sampa Dey applied for a No Objection Certificate for her Ph.D. It was unanimously approved and forwarded to Governing Body for Necessary action.
- iv) It was unanimously resolved that, permission would be granted by the Principal to unveil the book, edited by Smt. Sampa Dey, which was produced with the help of college funds on the topics of previous seminar (Knowledge, Language and the World : Indian and Western Perspective).

The meeting ended with vote of thanks from the Chair.


01-10-2024
Co-ordinator
IQAC
Muzaffar Ahmed Mahavidyalaya


01/10/24
Principal
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad