



**MUZAFFAR AHMED
MAHAVIDYALAYA**

A GOVT. AIDED DEGREE COLLEGE

E-mail : mamsalar1986@gmail.com
Vill., P.O. & P.S. : Salar, Sub-Div : Kandi,
Dist. : Murshidabad, W.B., PIN : 742401

AISHE CODE - C7126

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

Date : 11/12/2024

Sir/Madam,

A meeting of the IQAC of Muzaffar Ahmed Mahavidyalaya will be held on 21/12/2024 (Saturday) 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.

Sum 11/12/24
Coordinator (IQAC)
Muzaffar Ahmed Mahavidyalaya
**Co-ordinator
IQAC**
Muzaffar Ahmed Mahavidyalaya

W. S. S. 11/12/24
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 display board for Principal, Teaching and Non-Teaching staff.
3. To discuss about the renovation of seminar hall, library reading room and IQAC room.
4. To discuss about the health & hygiene of the campus.
5. To discuss about the smoking free zone of the campus.
6. To discuss about to start the Add-on course.
7. To discuss about the separate room for each department.
8. Misc.

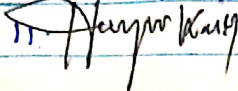
IQAC Meeting.

Date: 21/12/2024

Time: 2:00pm

Place: Principal's Chamber

MEMBER'S PRESENT

1. Kewonmoy Chatterjee 21/12/24
2. Md. Ginnatullah SA, 21/12/24
3. Aslim Sk. 21/12/24
4. DGze Uamul 21/12/24
5. Rousonara Begum 21/12/24
6. Rupnarayan Murchyee 21/12/24
7. Deepayan Das
8. S.K.E. Badrul Alam 21.12.24
9. Sampa Dey. 21.12.2024
10. Mis Ashfane Ash 21/12/24
11. 

Minutes of the meeting of the IQAC

Date : 21.12.2024

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

In the context of today's meeting agenda no.2 discussion, it was unanimously decided that, a display board for the Principal, teachers and non- teaching staff will be created. Along with this, a display board for the Governing Body and the President will also be created.

Resolution-3

In the context of the discussion on the renovation of seminar room, library reading room and IQAC room, it was unanimously decided that the seminar room and library reading room will be renovated at present. The Principal proposed to get this work done by an experienced organization in compliance with all the rules. He also said that, Prof. Deepayan Das, Prof. Aslim Sk and Shri. Syed Badrul Alam help in preparing this work.

Resolution-4

Discussion on college health & hygiene raises issue of unclean staff room toilets. It was unanimously decided that, the person in-charge of health & hygiene of the entire college would clean it regularly.

Resolution-5

We, the college family, will make every effort to make the college campus smoke - free zone.

Resolution-6

It is very important to conduct add-on course in every department for the needs of NAAC. In the context of discussion on this issue, it was unanimously decided that, each department of the college will organize add-on course. The department will have to submit a proposal with a summary ,budget of the add-on course to the Principal. Then the add-on course will be conducted with the permission of the Governing Body.

Resolution-7

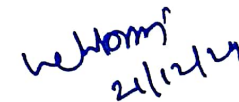
In the discussion about creating separate departmental room for each department – separate room for each department can be made with plywood in the corners of the college balcony. And each department can be divided into two rooms and classes can be held. Which is very important for the needs of NAAC.

Misc.

- i) The holiday list for the coming year (2025) was presented to everyone and unanimously accepted.
- ii) The pending loan of Anil Kumar Hazra , a former typist of the college, from the Cooperative Bank was discussed. It was unanimously decided that, our college should not be affected in any way in this matter – that should be the first thing to be taken care of. At present, the college's functioning will be taken forward by giving priority to the work of the NAAC.
- iii) Prof. Nazle Kamal proposed that, all non-teaching staff leave after 1;30 pm on Saturday. And students ~~should~~ not stay after 3.00 pm. It would be better if all teachers were allowed to leave at 3.00 pm on Saturday. The Principal expressed his opinion that, this matter would be discussed in Governing Body.

The meeting ended with vote of thanks from chair.


21.12.2024
Co-ordinator
IQAC
Muzaffar Ahmed Mahavidyalaya


Principal
Muzaffar Ahmed Mahavidyalaya
Salar, Murshidabad