



MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	01
তারিখ / Date	30.11.23

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Teacher's Room
সময় / Time	12:30PM

১/1	Suman Mukherjee	১১/11	Jagannath Mondal	২১/21	Jayanta K. Basma
২/2	SK Nur UFSAR	১২/12	Geetu Chasan Musumy	২২/22	Chandan Mondal
৩/3	Migen Mondal	১৩/13	Subrata Jindu	২৩/23	Sambita Samanta
৪/4	Binitati Chakrabarty	১৪/14	Amitesh Roy	২৪/24	Kanchan Paul
৫/5	Sanehita De	১৫/15	Washim Raja	২৫/25	Alexisna Selu
৬/6	Ruksar Soltana	১৬/16	Chanda Mondal	২৬/26	Mizanur Rhaman
৭/7	Md. Hasan Askari	১৭/17	Bidyut K Mondal	২৭/27	Diptaraj Sinha
৮/8	Rajin Hembrom	১৮/18	Asraf Hossain	২৮/28	Sujay Dutta
৯/9	Gohmilla Jinda	১৯/19	Amit Chandra Das	২৯/29	Buddhadev Ghosh
১০/10	Arnest Hansda	২০/20	Babucharan Patra	৩০/30	Subrata Mondal (Assistant)
		32	Kyamela Dasgupta	31	Souli Chettyee

নং / No.

আলোচ্যসূচী / AGENDA

নং / No.

রেজল্যুশন / RESOLUTION ADOPTED

The meeting starts under the Chairmanship of Dr Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay. This is the 1st meeting of IQAC in 2023-24 session. Following regulations are adopted in this meeting.

1. Progress report for the upcoming NAAC and progress report of AQAR preparation is discussed.
2. A meeting will be held in between all the convenors of all of committees with Dr. Jagannath Mondal, Convener of Documentation Cell.
3. Documentation of Criterion 1 to 7 must complete as soon as possible with the help of all members of this Institution under the leadership of TIC Sir and IQAC coordinator.
4. A review meeting will be held weekly with all the convenors of committees under the leadership of TIC Sir and IQAC coordinator.
5. AQAR criterion-1, Convener- Dr. Md Hasan Askari. Online Google link will be provided by Dr Jagannath Mondal and Dr Md Hasan Askari, will assist and follow up by Dr Washim Raja and Dr Amit Chandra Das under the supervisions of respected TIC Sir, Coordinators IQAC & NAAC.

Departmental data will be collected in the leadership of HoD's.

Suman
30/11/23
Dr Suman Mukherjee
Teacher-in-Charge

Turku Hansda Lapsa Hemram Mahavidyalay
Mallarpur, Birbhum-731216



The meeting end with thanks.

Dr. SK Nur UFSAR
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallarpur, Birbhum, 731216

The meeting starts under the Chairmanship of Dr Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay. This is the 4th meeting of IQAC in 2023-24 session. Following regulations are adopted in this meeting.

1. It is decided in the meeting, Criterion-1 of AQAR will be submitted next Tuesday (16.01.2024). And next Saturday (20.01.2024) Criterion-2 will be submitted. That is why a special team has been formed for each of the two Criterion. The names of the committee members are attached herewith. According to decisions of the meeting, those whose work is due must submit it by tomorrow. According to the decision of the meeting, if they are not able to submit Criterion-1 & 2 on the specified day, then they will have to take the responsibility. Those who could not attend the meeting today, it is their responsibility to know the decisions of meeting of today's discussion. I sincerely wish everyone's cooperation. As per the decision of meeting we don't need to worry about the grade, submission of AQAR is mandatory for us. We will think about SSR submission later, now we have to submit AQAR.

2. AQAR Sub- Committee:

1st Criterion- Curriculum Aspect (100 Marks)

Convener- Dr. Md Hasan Askari

Active Members: Dr. Jagannath Mondal

Prof. Kyamalia Bairagya

Prof. Amit Chandra Das

Dr. Sewli Chatterjee

Prof. Bidyut Mondal

Mr. Kananhari Mondal

3. 2nd Criterion- Teaching Learning and Evaluation (300 Marks)

Convener- Dr. Washim Raja

Active Members: Dr. Jagannath Mondal

Dr. Md Hasan Askari

Prof. Kyamalia Bairagya

Prof. Amit Chandra Das

Prof. Bidyut Mondal

Mr. Ajfar Ali

The meeting end with thanks.



Suman
Dr. Suman Mukherjee
Teacher-in-Charge
Turku Hinda Laya Hemrao Mahavidyalay
Mallarpur, Birbhum-731216

Dr. Sk Nur Uppar
Dr. Sk Nur Uppar
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallarpur Birbhum, 731216

16.01.24

Agenda

1. AQAR Submission of Criterion III and IV.
2. Committee / Team formation for Criterion III and IV.

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Staff Room at 1.30 pm. After thorough discussion about the NAAC documents preparation the following resolutions are adopted.

1. Similar to the previous works of Criterion I and II, two more Sub-committees / Teams are now prepared for the works of Criterion III and IV. They will have to submit AQAR very soon. The names of the committee members are attached herewith. In order to complete the works smoothly everyone needs to support each other and help in preparing documents. All the technical and other help will be provided the college. Computers with internet connectivity are already provided for the same purpose.
2. AQAR Sub-Committee Criterion III
Criterion III – Research, Innovations, and Extension (Marks 110)
Convenor – Dr. Bratati Chakraborty
Active Members – Dr. Jagannath Mondal
Dr. Kyamalia Bairagya
Dr. Sewli Chatterjee
Prof. Ruksar Sultana
Prof. Sanchita De
3. AQAR Sub-Committee Criterion IV
Criterion IV – Infrastructure and Learning Resources (Marks 100)
Convenor – Prof Amit Chandra Das
Active Members – Dr. Jagannath Mondal
Prof. Bidyut Mondal
Dr. Kyamalia Bairagya
Prof. Mrigen Mondal
Prof. Dipankar Sinha
Prof. Amitesh Roy

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are started by the concerned authorities.

1. Criterion convenors of Sub-Committee I and II have started to prepare documents for the submission of AQAR. They have updated the IQAC regularly regarding their gradual progression.



Suman
Dr. Suman Mukherjee
Teacher in Charge
Turkey Honsda Lepsa Nemam Mahavidyalay
Mallarpur, Birshum-731216

Dr. Sk Nur Upsar
Dr. Sk Nur Upsar
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallarpur Birshum, 731216



MEETING RESOLUTION BOOK

মিটিং নং / Meeting No	06
তারিখ / Date	25.1.24

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Teacher's Room
সময় / Time	4:30 PM

১/1 Suman Mukherjee	১১/11 Sanchita De	২১/21 Raju Hembram
২/2 SK Nur Upsar	১২/12 Md. Hasan Askin	২২/22 Sujay Dutta
৩/3 Brabati Chakraborty	১৩/13 Kyamala Basu	২৩/23 Buddhadeb Ghosh
৪/4 Amit Chandra Das	১৪/14 Amitesh Roy	২৪/24 Monita Dutta Majumdar
৫/5 Mizanur Rahaman	১৫/15 Asrafal Hossain	২৫/25 Oendri Chatteraj
৬/6 Subrata Mondal	১৬/16 Bikash Kumar Saha	২৬/26 Jagannath Mondal
৭/7 Mrigen Mondal	১৭/17 Chandan Mondal	২৭/27 Mizanur Rehema
৮/8 Kishin Roy	১৮/18 Bidyut Mondal	২৮/28 Jayanta Kr. Barman
৯/9 Beauty Mondal	১৯/19 Kanchan Paul	২৯/29 Subrata Saha
১০/10 Kanchan Paul	২০/20 Gopal Chandra Mondal	৩০/30 Suman Paul

নং / No.

আলোচ্যসূচী / AGENDA

25.01.24

Agenda

1. AQAR Submission of Criterion V, VI, and VII.
2. Committee / Team formation for Criterion V, VI, and VII.

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Staff Room at 1.30 pm. After thorough discussion about the NAAC documents preparation the following resolutions are adopted unanimously.

1. As we need to submit AQAR of the criterion V, VI, and VII three separate Sub-committee / teams are prepared to create, organise and monitor documentation of entire works for the same criteria. The names of the committee members are attached herewith. In order to complete the works smoothly everyone needs to support each other and help in preparing documents. All the technical and other help will be provided the college. Computers with internet connectivity and printers are already provided for the same purpose. Convenors are requested to keep communication between the members to complete the works within the stipulated time.
2. AQAR Sub-Committee Criterion V
Criterion V – Student Support and Progression (Marks 140)
Convenor – Dr. Monalisa Ghosh
Active Members – Prof. Buddhadeb Ghosh
Prof. Bidyut Mondal
Prof. Mizanur Rahaman
Prof. Chandan Mondal (Beng)
Prof. Kanchan Paul
Prof. Asrafal Hossain
3. AQAR Sub-Committee Criterion VI
Criterion VI – Governance, Leadership and Management (Marks 100)
Convenor – Dr. Jayanta Kr. Barman
Active Members – Dr. Sk Nur Upsar
Prof. Amitesh Roy
Prof. Mrigen Mondal
Prof. Oendri Chatteraj



4. AQAR Sub-Committee Criterion VII

Criterion VI – Institutional Values and Best Practices (Marks 100)

Convenor – Prof. Chandan Mondal (Math)

Active Members – Dr. Kyamalia Bairagya

Prof. Dipankar Sinha

Prof. Chandan Mondal (Beng)

Prof. Kanchan Paul

Prof. Asraful Hossain

Prof. Ruksar Sultana

Prof. Prasanna Banerjee

Mr. Dipak Ghoshal

Mr. Sukal Baski

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are started by the concerned authorities.

1. Criterion convenors of the Sub-Committee III and IV have started to prepare documents for the submission of AQAR. They have updated the IQAC regularly regarding their gradual progression.
2. Computers and printers are repaired as required for taking print outs and doing other works related to NAAC.



Suman
Dr Suman Mukherjee
Teacher-in-Charge
Turki Hansda Lepsa Hemram Mahavidyalaya
Medinipur, Birbhum-731216

Dr. Sk Nur Upsar
Dr. Sk Nur Upsar
Coordinator
Internal Quality Assurance Cell (IQAC)
T.H.M. Mahavidyalaya
Medinipur Birbhum, 731216

**MEETING RESOLUTION BOOK**

মিটিং নং / Meeting No.	০৭
তারিখ / Date	18/02/24

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Staff Room
সময় / Time	1:30 PM

১/1. Suman Mukherjee	১১/11. Manu Murdi	২১/21. Washeem Khan
২/2. SK Nur Uppal	১২/12. Prasanna Banerjee	২২/22. Mijan Mondal
৩/3. Mijanur Rahaman	১৩/13. Buddhadev Ghosh.	২৩/23. Balloti Chakraborty
৪/4. Jayanta K. Basma	১৪/14. Dipankar Saha	২৪/24. Menalisa Ghosh
৫/5. Sanhita Samanta	১৫/15. Jeeleshwar Saha	২৫/25. Sanhita De
৬/6. Rukar Sultana	১৬/16. Babulayan Raha	২৬/26. Sornik Paul
৭/7. Kyamali Barua	১৭/17. Subhas Mukherjee	২৭/27. Senli Chatterjee
৮/8. Jagannath Mondal	১৮/18. Reba Das	২৮/28.
৯/9. Gopinath Das	১৯/19. Anmit Chandra Das	২৯/29.
১০/10. Goud Charan Sharma	২০/20. Md Hasan Askan	৩০/30.

নং / No.

আলোচ্যসূচী / AGENDA

18.02.24

Agenda

1. SSR Submission
2. Enrolling in NEP 2020 Sensitization Programme
- 3.

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Staff Room at 1.30 pm. After thorough discussion about the forthcoming NAAC Visit and the possible workload because of it the following resolutions are adopted unanimously.

1. As the college has decided to apply for NAAC Accreditation we have to prepare SSR or Self-Study Report. SSR forms the backbone of the entire process of accreditation. The college has already prepared criterion based teams or Sub-Committees for the same. All the Sub-Committees will work relentlessly to prepare NAAC documents.
2. There are seven Sub-Committees for AQAR submission. They will be treated as Sub-Committees for the preparation of SSR and its submission.
3. All the works should be done under the supervision of IQAC Coordinator and the Teacher-in-Charge of the college.
4. All the teaching and non-teaching faculty members are requested to help the NAAC convenors and provide data and other help as required/ asked.
5. As per UGC regulations participation in NEP 2020 sensitization programme is required and highly appreciated. Therefore, all the teachers are requested to enrol themselves in such courses, obtain certificates, and submit them to the IQAC Cell.

Action Taken

The following works are started by the concerned authorities.

1. Criterion convenors of the Sub-Committee V, VI, and VII have started to prepare documents for the submission of AQAR. They have updated the IQAC regularly regarding their gradual progression.
2. Criterion convenors have conducted internal meeting to chalk out their own roadmaps for workload distribution.



Suman
Dr. Suman Mukherjee
Teacher-in-Charge

Turku Hansda Lapsa Hemram Mahavidyalay
Mallarpur, Birbhum-731216

Dr. Sk Nur Uppal
Dr. Sk Nur Uppal
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallarpur, Birbhum, 731216

06.03.24

Agenda

1. Reminder for the work of SSR Submission
2. Data Collection for NAAC work.
3. NEP 2020 Sensitization Programme

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Staff Room at 1.30 pm. The following resolutions are adopted unanimously.

1. Seven Sub-Committees with their convenors are reminded to complete their work within stipulated time.
Criterion -I Convenor/ Manager: Dr. Md. Hasan Askari
Criterion -II Convenor/ Manager: Dr. Washim Raja
Criterion -III Convenor/ Manager: Dr. Bratati Chakraborty
Criterion -IV Convenor/ Manager: Prof. Armit Chandra Das
Criterion -V Convenor/ Manager: Dr. Monalisa Ghosh
Criterion -VI Convenor/ Manager: Dr. Jayanta Kr. Barman
Criterion -VII Convenor/ Manager: Prof. Chandan Mondal (Math)
2. Workload distribution is important to complete any major task. Therefore, we need to decentralize the entire workforce. It is decided that SSR overall data accumulation and completion as per NAAC Template will be done by Dr. Washim Raja and Prof. Chandan Mondal (Math)
3. SSR Upload and Web Link and Google Drive Link Creation Manager will be Dr. Jagannath Mondal and Dr. Md Hasan Askari.
4. We also need Administrative data for NAAC work. The Administrative Data Suppliers will be Mr. Ajfar Ali (Team Leader/ Finance Data), Mr. Kanan Hari Mondal (AISHE, HRMS, IFMS data), Mr. Dipak Ghoshal (Cash/ Voucher data/ Alumni), Mr. Ramati Mardi (SC/ ST Scholarship Data), Mr. Krishnendu Mukherjee (Placement/ Job), Mr. Firoz Sk (Minoroty/ SV Scholarship & Exam Data), Mr. Mrigankya Sekhar Sen (OASIS/ BU data), and Mr. Subhash Let (Result data).
5. Leave Register Management Team will comprise Dr. Sk Nur Upsar, Dr. Washim Raja, Prof. Chandan Mandal (Bengali) & Mr. Ajfar Ali.
6. Those who still did not / could not enrol themselves for the NEP 2020 sensitization courses they are again requested to opt for one in the next available opportunity they get.

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are done/ started.

1. Criterion Managers or Convenors have started to gather data and initiated their work.
2. Some teachers have opted for the NEP 2020 sensitization courses and some are willing to do so in near future.



Suman
Dr. Suman Mukherjee
Teacher-in-Charge
THLH Mahavidyalay, Birbhum, West Bengal, 731216

Upsar
Dr. SK Nur Upsar
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallerpur, Birbhum, 731216

Agenda

06.03.24

1. Reminder for the work of SSR Submission
2. Data Collection for NAAC work.
3. NEP 2020 Sensitization Programme

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLM Mahavidyalay in the Staff Room at 1.30 pm. The following resolutions are adopted unanimously.

1. Seven Sub-Committees with their convenors are reminded to complete their work within stipulated time.
 Criterion -I Convenor/ Manager: Dr. Md. Hasan Askari
 Criterion -II Convenor/ Manager: Dr. Washim Raja
 Criterion -III Convenor/ Manager: Dr. Bratati Chakraborty
 Criterion -IV Convenor/ Manager: Prof Amit Chandra Das
 Criterion -V Convenor/ Manager: Dr. Monalisa Ghosh
 Criterion -VI Convenor/ Manager: Dr. Jayanta Kr. Barman
 Criterion -VII Convenor/ Manager: Prof. Chandan Mondal (Math)
2. Workload distribution is important to complete any major task. Therefore, we need to decentralize the entire workforce. It is decided that SSR overall data accumulation and completion as per NAAC Template will be done by Dr. Washim Raja and Prof. Chandan Mondal (Math)
3. SSR Upload and Web Link and Google Drive Link Creation Manager will be Dr. Jagannath Mondal and Dr. Md Hasan Askari.
4. We also need Administrative data for NAAC work. The Administrative Data Suppliers will be Mr. Ajfar Ali (Team Leader/ Finance Data), Mr. Kanan Hari Mondal (AISHE, HRMS, IFMS data), Mr. Dipak Ghoshal (Cash/ Voucher data/ Alumni), Mr. Ramati Mardi (SC/ ST Scholarship Data), Mr. Krishnendu Mukherjee (Placement/ Job), Mr. Firoz Sk (Minoroty/ SV Scholarship & Exam Data), Mr. Mrigankya Sekhar Sen (OASIS/ BU data), and Mr. Subhash Let (Result data).
5. Leave Register Management Team will comprise Dr. Sk Nur Upsar, Dr. Washim Raja, Prof. Chandan Mandal (Bengali) & Mr. Ajfar Ali.
6. Those who still did not / could not enrol themselves for the NEP 2020 sensitization courses they are again requested to opt for one in the next available opportunity they get.

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are done/ started.

1. Criterion Managers or Convenors have started to gather data and initiated their work.
2. Some teachers have opted for the NEP 2020 sensitization courses and some are willing to do so in near future.



Suman
 Dr Suman Mukherjee
 Teacher-in-Charge
 Turbo Honda Lapsa Hemran Mahavidyalay
 Mallerpur, Birbhum-731216

Upsar
 Dr. Sk Nur Upsar
 Coordinator
 Internal Quality Assurance Cell (IQAC)
 THLM Mahavidyalay
 Mallerpur Birbhum, 731216

**MEETING RESOLUTION BOOK**

মিটিং নং / Meeting No.	09
তারিখ / Date	14.3.24

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Staff Room
সময় / Time	1:30 PM

১/1	Saman Mukherjee	১১/11	Anirban Roy	২১/21	Manonita Datta Majumdar
২/2	SK Nur Ullah	১২/12	Chandan Mondal	২২/22	Jendri Chatteraj
৩/3	Hassan Raj	১৩/13	Beauty Mondal	২৩/23	Jayanta K. Barma
৪/4	Santita Samanta	১৪/14	Kanchan Paul	২৪/24	Ruksar Sultana
৫/5	Amit Chandra Das	১৫/15	Surya Dutta	২৫/25	Md. Hasan Aslari
৬/6	Buddhadev Ghosh	১৬/16	Jagannath Mondal	২৬/26	Sourav Paul
৭/7	Sathas Mukherjee	১৭/17	Gopal Charan Manna	২৭/27	Souli Chetia
৮/8	Babucharan Lahiri	১৮/18	Raju Hembrom	২৮/28	Najim Mondal
৯/৯	Ditanku Saha	১৯/19	Honest D. Goswami	২৯/29	Sabita Mondal
১০/10	Mushtun Saha	২০/20	Chandan Mondal	৩০/30	Chandan Mondal

নং / No. 31. Bidyut K Mondal আলোচ্যসূচী / AGENDA

নং / No. রেজল্যুশন / RESOLUTION ADOPTED

14.03.24

Agenda

1. Reminder for the work of SSR Submission
2. Further Data Collection for NAAC work.
3. NEP 2020 Sensitization Programme

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Staff Room at 1.30 pm. After vigorous discussion about how to complete the huge workload the following resolutions are adopted unanimously.

1. All the seven Criterion managers are gently reminded to complete their work within stipulated time for smooth SSR submission.
2. Further workload distribution is done regarding other data collection and its proper usage. There will be other teams to do so. Every work is needed to be updated. Therefore, every major and minor works needed to be completed/ updated in proper format.
3. Policy Document/ Meeting Minutes/ Action Taken Reports/ Resolutions/ Notice Write up will be completed by Dr. Bratati Chakraborty, Dr. Sewli Chatterjee, Dr. Jagannath Mondal, Prof Chandan Mondal (Bengali), & Prof Oendri Chattaraj.
4. Photo Documentation will be done by Prf Amit Ch Das & Prof Bidyut Mondal, Prof Chandal Mondal (Bengali) & Prof Asraful Hossain
5. Library Documentation will be completed by Dr. Subhash Mukherjee, Prof Amit Ch Das, Prof Bidyut Mondal & Subrata Mondal
6. NSS & Social Outreach data will be collected and processed by Prof Dipankar Sinha, Prof Manu Murdi & Jagannath Mondal.
7. NCC & Social Outreach data will be compiled by Prof Amitesh Roy, Dr. Jagannath Mondal.
8. There will be n Alumni Data preparation team comprising Dr. Monalisa Ghosh, Prof Dipankar Sinha & Prof Chandan Mondal (Bengali), Prof Kanchan Pal, Prof Asraful Hossain, Prof Sujay Dutta, Prof Gopinath Tudu, Mr Dipak Ghoshal, Mr Sukal Baski, Mr Sattar Ali & Mr. Krishnendu Mukherjee.
9. Sports and Cultural data will be collected and compiled by Prof Mizanur Rahaman, Prof Mrigen Mondal, Prof Debkrishna Saha, Prof Arnest Hansda, Dr. Monalisa Ghosh, Dr. Subhas Mukherjee, Prof Sanhita Samanta, Prof Sanchita De, Mrs rajmati Mardi
10. If any teachers are still left to opt for NEP 2020 sensitization courses they are again reminded to do one.

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are done/ started.

1. Administrative data is collected and the committee have started to finalise it.
2. Some Teachers have enrolled themselves in NEP 2020 sensitization programme.
3. Criterion convenors are compiling data and composing consolidated reports.



Suman
Dr Suman Mukherjee
Teacher in Charge
Tejshree Education Society's Hemraji Mahavidyalaya
Mallapur, Birbhum-731216

D. Hasan
Dr. Sk Nur Uppar
Coordinator
Internal Quality Assurance Cell (IQAC)
THLH Mahavidyalay
Mallapur, Birbhum, 731216

**MEETING RESOLUTION BOOK**

মিটিং নং / Meeting No.	10
তারিখ / Date	15/5/24

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান / Place	Smart Room
সময় / Time	1:30 PM

১/1. Suman Mukherjee	১১/11. Bidyut K Mondal	২১/21. Muzen Mondal
২/2. SK Nur Upsar	১২/12. Seesishma Selur	২২/22. Jendri Chatterji
৩/3. Chardan Mondal	১৩/13. Anitosh Ray	২৩/23. Beauty Mondal
৪/4. Md. Hasan Askan	১৪/14. Hashim Saad	২৪/24. Rukhsar Sultana
৫/5. Kanchan Paul	১৫/15. Amitchandra Das	২৫/25. Reka Sin
৬/6. Chantan Mondal	১৬/16. Subhas Mukherjee	২৬/26. Summer Gu
৭/7. Jagannath Mondal	১৭/17. Sankita Samanta	২৭/27. Raju Hembram
৮/8. Rudradar Ghosh	১৮/18. Jayata K Banar	২৮/28. Anest Hameda
৯/9. Sujay Datta	১৯/19. Babucharan Raha	২৯/29. Subrata Jada
১০/10. Prasanna Baner	২০/20. Kyamali Banerjee	৩০/30. Bratati Chakraborty

নং / No.	31. Monalisa Ghosh	আলোচ্যসূচী / AGENDA
	32. Subrata Mondal	

15.05.24

Agenda

1. Reminder for the work of SSR Submission
2. Finalising Team for NAAC work and submission of SSR

Resolution Adopted

The meeting has begun under the chairmanship of Dr. Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay in the Smart Room at 1.30 pm. After vigorous discussion and demonstration about SSR submission process and further requirements the following resolutions are adopted unanimously.

1. Everyone agreed that this is the final hour of SSR submission and everyone needs to work over the clock to meet the deadline.
2. Every work should be done under the supervision of NAAC coordinator Dr. Bratati Chakraborty and the IQAC coordinator Dr. Sk Nur Upsar.
3. The criterion Managers should finalise their reports as soon as possible.
4. The Teacher-in-Charge is always happy to help in the preparation of NAAC documents. He promised to make himself available for anything required for NAAC work.

The meeting ended with a vote of thanks to everyone present in the meeting.

Action Taken

The following works are done/ started.

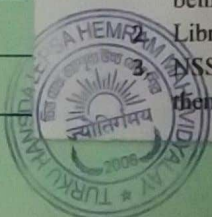
1. Policy Document/ Meeting Minutes/ Action Taken Reports/ Resolutions/ Notice Write up are being composed. Though some are still required to do.

Library documentation, stack organisation, book counting are being done.

NSS and NCC departments have organised internal meetings and started to prepare themselves.

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