

### **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

| <.                  | <i>u</i> 1 :                   | 41 NA . A P                                 | Town town D  |
|---------------------|--------------------------------|---|--|
| 3/1                 | sman Mucheijee<br>SK Nus UBSar | >>/11 Jagannith Man Aal                     | 25/21 Tayorta Ko Basma<br>22/22 Chundan Mandal   |
|                     |                                | / 1 /                                       | The state of the s |
|                     | higen Mondal                   | :0/13 Subrata Ludu                          | 20/23 Sanhita Somenta  |
|                     | Hati Chahrabart                | 58/14 Amutch Row                            | 28/24 Kanckan Paul   |
|                     | inchita De                     | Sal15 Harriem Pars                          | 20125 Selevisher Soly  |
| 6/6. Ru             | ksar Sollana                   | Sel16 Chambar Mond                          | 26/26 Mizenum Phomos   |
| 9/7 M.              | Ksar Sollain.                  | 39/17 Bidyut ky mondal                      | 29/27 Di DanRas Sirla  |
| b/8. A              | rajn Hembrou                   | SU/18 Strotal Hossin                        | 20128 Sujay Dutte  |
| a19 G.              | sprigly Juder                  | SS/19 Amit Chandra Das                      | 25/29 Buddhader shoot.   |
| 50/10 <del>01</del> | nest-Hansda                    | 32. Kjamala Baragy-<br>ulterioszol / AGENDA | 31; Seuli Chattige   |
| নং / No.            |                                | আলোচ্যসূচী / AGENDA                         | Si, seed stage   |
|                     |                                |   |  |
|                     |                                |   |  |
|                     |                                |   |  |
|                     |                                |   |  |
|                     |                                |   |  |
|                     |                                |   |  |
|                     |                                |   |  |
| 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 Monal, 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 committeesunder the leadership of TIC Sir and IQAC coordinator.
- 5. AQAR criterian-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 IOAC & NAAC.

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

meeting end with thanks.

Juhr 30/11/23 Dr Suman Mukherjee

Turku Hansda Lapsa Hemram Mahavidyalay

Teacher-in-Charge Mellarpur, Birbham-731216



Page No

|  |  | MEE   | TING  | RESOI          | LUTION              | A B                                       | OOK           |                     |     |
|--|--|---|---|----------------|---------------------|---|---------------|---------------------|-----|
| মিটিং নং / M   | Meeting No.  | 02  |   | উপস্থিত সভ্যগ  | ণের নাম             |   | স্থান / Place | Teacher's R         |     |
| তারিখ  | / Date   | 01.12.23  | NAME  | OF MEMBE       | RS PRESE            | NT  | সময় / Time   | 1:30 Pm             | oth |
| 2/2 SK<br>0/3 Me<br>8/4 //<br>8/5 B<br>6/6 K<br>9/7 See<br>6/8 Jan | Nur y<br>J. Has<br>Kashem<br>notali<br>yama<br>Wicho<br>yata k | Muchenjes<br>osar (Hyb<br>am Aska<br>Chalaba<br>tra Bain<br>andra | 28/14<br>28/14<br>28/14<br>28/14<br>28/16<br>29/17<br>25/18 | }              | Mondel (H. Cvid 800 | 2 2/2<br>2 2/2<br>2 2/2<br>2 2/2<br>2 2/2 | 5 6           |                     |     |
|  |  | ran Rus   | 1   | )              |                     |   |               |                     |     |
|  |  |   | 20/20   |                |                     | 90/30                                     | J             | ******************* | -   |
| নং / No.   |  |   |   | আলোচ্যসূচী / A | GENDA               |   |               |                     |     |
|  |  |   |   |                |                     |   |               |                     |     |
|  |  |   | Bridge W  |                |                     |   |               |                     |     |
|  |  |   |   |                |                     |   |               |                     |     |
|  |  |   |   |                |                     |   |               |                     |     |
| 1 1 1 1 1 1 1 1  |  |   |   |                |                     |   |               |                     |     |

नः / No. রেজল্যুশন / RESOLUTION ADOPTED

> The meeting starts under the Chairmanship of Dr Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay. This is the 2<sup>nd</sup> 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 is held in between all HoD's and the convenors of all of committees.

3. Documentation of Criterion-1 should be completed within time.

4. AQAR criterian-1, Convener- Dr. Md Hasan Askari. He will be provided the Google Link of Feedback Form.

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

The meeting end with thanks.



Teacher-in-Charge



Page No.

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No. 0 3
তারিখ / Date 04.01.24

উপস্থিত সভ্যগণের নাম

### NAME OF MEMBERS PRESENT

श्रान / Place Meeting Room भगरा / Time 1:30 PM

5/1 Suman Mucheyel

5/2 SK NM UBSAL

6/3 Brotali Chabritaty

8/4 Md. Hasan Askan

6/5 Bidyut KT Mondel

6/6 Rajn Hembron

6/7 Arrest Hansda

6/8 Brotalhader Ghosh.

5/9 Gury Charan Murmu

50/10 Rulsar Sallare

55/11 Dengri Clattory
52/12 Rela Dengri
50/13 Germate Jude
50/13 Germate Jude
50/14 Suborata Jude
50/16 Smay Duta
50/16 Smay Duta
50/16 Smay Duta
50/17 Mizanur Rahaman
50/18 Delividman Salu
50/19 Amitch Row
20/20 Babucharan Rakha

25/21 Subhas Mukhorine 25/22 Beauty Mondat 20/23 Amit Chamdra Das 28/24 Mohim Rox 26/25 Mrigan Mondal 26/26 Loweth Chambaty 29/27 Monalisa Ghosh 20/28 Sanchita De 20/29 Jayanta Ko Baanan-00/30 Sommer pol

Kyanali Baryy.

णात्नागुमृषी / AGENDA

The meeting starts under the Chairmanship of Dr Suman Mukherjee, Teacher-in-Chargeof THLH Mahavidyalay. This is the 3<sup>rd</sup> meeting of IQAC in 2023-24 session. Following regulations are adopted in this meeting.

1. Departmental data will be collected in the leadership of HoD's. From Tuesday (09.01.2024) all work will be done at Seminar Hall cumulatively for submission of AQAR. We must keep in mind the last date i.e. 29th February, 2024.

2. 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.

3. We need to arrange a Workshop after preparation of AQAR, we will invite the State and District level mentors.

4. College website must be updated and all departmental website will be linked with main website.

5. A high-power committee will be formed for AQAR and SSR preparations.

6. Those department or individual not submitted the AQAR criterian-1, within 06/01/2024 all information as per Google link must be submitted. 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 supervisionsof respected TIC Sir, Coordinators IQAC & NAAC.

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

8. All decisions will be made by Coordinators of IQAC and NAAC through the discussions with high power committee.

9. Updated CV must be sent to IQAC mail Id: <u>iqac.thlhm2006@gmail.com</u>

10 Next Tuesday Departmental Website updation will be done at Seminar Hall

The meeting end with thanks.

Or Suman Mukherjee Teacher-in-Charge Turku Hansda Lapsa Hemram Mahavidyalay Mallarpur, Buchhum-731210 Or. Sk Hur Upen
Or. Sk Hur Upen
Coordinate Cal 1010
Internal Qual Language (144)
Internal Call Language



## মিটিং রেজল্যুশন বহি Page No.

## **MEETING RESOLUTION BOOK**

মিটিং নং / Meeting No. 04 11.1.24 তারিখ / Date

উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT

द्यान / Place Teacher's Room 2:30 PM সময় / Time

| 2/2 = 0/3 P<br>8/4 Ky 0<br>6/5 B)<br>9/6 M<br>9/7<br>6/8 Cha   | Les Larragy  Ligen Mondal  Masheon Ran  Man Mondal  Masheon Ran  Man Mondal  Chattejee  25 at onm  | Solla Lajn Hembron Solla Subrata Jude Solla Gurr choran planne Solla Manalisa Ghosh Salla Manalisa Ghosh Salla Jayata Kunur Barman Salla Jayata Kunur Barman Salla Chandan Mandy Solla Beauty Mondal 20120 Amil Chandra Da | 25/21. Vd. Hacan Jakan<br>25/22 Armitesh Roy<br>20/23 Jaganuth Monal<br>28/24 D. Power Sinla.<br>20/25 Miganum Rohaman<br>20/26<br>29/27<br>25/28<br>20/30 |
|--|--|--|--|
| নং / No.   |  | আলোচ্যসূচী / AGENDA  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| নং / No.   |  | রেজল্যুশন / RESOLUTION ADOPTED   |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  | The state of the s |  |  |
|  |  |  |  |
|  |  |  |  |
| THE RESERVE THE PARTY OF THE PA |  |  |  |

The meeting starts under the Chairmanship of Dr Suman Mukherjee, Teacher-in-Charge of THLH Mahavidyalay. This is the 4<sup>th</sup> 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. KyamaliaBairagya
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 Askai
Prof. KyamaliaBairagya
Prof. Amit Chandra Das
Prof. Bidyut Mondal
Mr. Ajfar Ali

The meeting end with thanks.



Dr Surann Mukherjee Teacher In-Churge Turku Hansile Lapsa Hemram Mahandyalay Mallarpur, Birbhum-731216

Dr. Sk Nur Upsar
Coordinator
Internal Quality Assurance Cell (IQAC)
THILH Mahavidyalay
'Adjlarpur Birbhum, 731216



## মিটিং রেজল্যশন বহি Page No.

### **MEETING RESOLUTION BOOK**

| মিটিং নং / Meeting No. | 05      |
|------------------------|---------|
| তারিখ / Date           | 16.1.24 |

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

श्रान / Place Teached's Room 1:30 PM সময় / Time

| 2/2 S<br>0/3 F<br>8/4 S<br>0/5 M<br>0/6 N<br>0/7 Am<br>0/8 M | Bratali Chakrabaty  Bratali Chakrabaty  Bratali Chakrabaty  Bratali Chakrabaty  Bratali Mondal  Migon Mondal  Migon Mondal  Migon Mondal  Mondal  Mondal   | Se/12 Kyamali<br>Se/12 Kyamali<br>Se/13 Kama M<br>Se/14 Amisterh<br>Se/16 ASSATU<br>Se/16 ASSATU<br>Se/16 ASSATU<br>Se/18 Sujry Du<br>Se/19 Clebei Mun<br>Se/19 Clebei Mun<br>Se/19 Clebei Mun<br>Se/19 Clebei Mun | Hoursey had Hossain Poul | 25/21 Subrat<br>22/22 Rajn<br>20/23 Gury chora<br>28/24 Buddhad<br>24/25 Monomite<br>20/26 Pengri Co<br>29/27 Sum<br>20/28 Jayafar<br>20/29 Jagann<br>20/30 | Hembroms<br>lengthods<br>lettory<br>Mattory<br>Mr Basma |
|--|--|--|--------------------------|---|---|
| नः / No.   |  | আলোচ্যসূচী / AGE   | NDA                      |   |   |
|  |  |  |                          |   |   |
| W. Halle   |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
| নং / No.   |  | PESOLUTION   | N A DODTED               |   |   |
| 117110.  | CS.  | জল্যশন / RESOLUTIO   | NADOPTED                 |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  | Balling Later Control  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  |  |                          |   |   |
|  |  | A SECTION OF   |                          |   |   |
|  |  |  | Religible .              |   |   |
|  | - T  |  |                          |   |   |
|  | The Act of the State of the Sta |  |                          |   |   |
|  | Martin Company   |  | The Total Sal            |   |   |

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.

- 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.

 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.



Dr Suman Mukherjee
Teacher in Charge

Dr. Sk Nur Upsai
Codrdinator
Internal Quality Assurance Call (IOAC)
Internal Quality Assurance C



Page No.

### **MEETING RESOLUTION BOOK**

06 মিটিং নং / Meeting No. 25.1.24 তারিখ / Date

উপস্তিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান / Place Teacherzpoon সময় / Time

311 Suman Manheyee 0/3 Bratali Chakraborty 917 Mrigen Mondal 3/9 Beauty mordal

SS/11 Sanchita 8/4 Amit Character Day So/13 Kyamala Bawegy 8/4 Amit Chan dra Day S8/14 Amitesh Ray 1 a/5 Mizonun Rohoman Sa/15 ASSAW Hosza 4 6/6 Subrata Mondal Se/16 Dalkenthur Bely St/18 Bidyet Ke month Sally Kancken Pa

25/21 Lagn Hembron 22/22 Cry og Dutts 20/23 Buddhoder glory 28/24 Moroit Anth Majundes 20/25 Cendri Che Horai 20/26 Jaganneth Monsel 20128 Jayanta Kr Basma. 20129 Subrata Tuch

नः / No.

আলোচ্যসূচী / AGENDA

25.01.24

#### Agenda

- 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. Asraful 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 Chattoraj



|                               | রেজল্যুশন / RESOLUTION ADOI  | PTED   |
|-------------------------------|--|--|
|                               |  |  |
|                               |  |  |
|                               | THE TOTAL PROPERTY AND   |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
| Criterion VI – Convenor – Pro | Institutional Values and Best Practices (Marks 100) of Chandan Mondal (Math)   | )  |
| Active Membe                  | ers – Dr. Kyamalia Bairagya  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
| Mr. Dipak Gho                 | oshal  |  |
| Mr. Sukal Bask                | á  |  |
| e meeting ended with          | h a vote of thanks to everyone present in the meetin   | ng.  |
|                               |  |  |
| tion Taken                    |  |  |
|                               |  |  |
|                               |  |  |
|                               |  |  |
|                               |  | print outs and doing other   |
|                               |  |  |
| ME                            | luhu   | 122  |
| ( )                           | Dr Suman Mukherjee   | Dr. Sk Nur Upsai  Dr. Sk Nur Upsai  Coordinator (all (10AC)  |
| TO I                          | Of Secretary Marian Allendary  | Dr. Sk Normator Call (10AC)  |
| 006                           | Turku Hansda Lapsa Hemian<br>Mallatpur, Birbhum-731216   | Internal Quality Assistant Property 121 Nellarpur Strahum, 73121   |
|                               |  |  |
|                               | Criterion VI — Convenor — Pro Active Membe Prof. Dipankar Prof. Chandan Prof. Kanchan Prof. Ruksar Si Prof. Prasanna Mr. Dipak Gho Mr. Sukal Bask e meeting ended with tion Taken The following 1. Criterion of for the sub gradual pro 2. Computers | The following works are started by the concerned authorities.  1. Criterion convenors of the Sub-Committee III and IV have s for the submission of AQAR. They have updated the IQA gradual progression.  2. Computers and printers are repaired as required for taking works related to NAAC.  Or Suman Mukherjee  Teacher-in-Charge |



Page No

### **MEETING RESOLUTION BOOK**

| মিটিং নং / Meeting No. | 07       |
|------------------------|----------|
| তারিখ / Date           | 18/02/24 |

উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT

স্থান / Place সময় / Time

| 3/1 Suman Muchenjee.   | SS/11 Many Murde  | 23/21 Marken Row          |
|------------------------|---|---------------------------|
| 3/2 SK NW UPSAL        | 52/12 Prasama Danasfiel   | 22/22 Magan Mordal        |
| 013 Mizanur Rohaman    | 50/13 Buddhader Yhosh.  | 20/23 Bolloti Chalcrobots |
| 8/4 Jayata Ko Basman.  | 38/14 Difamal Sinon.  | 28/24 Monalisa Gelost.    |
| «15 Santita Samanta    | salls Sellier Show Lefur  | 20125 Sanchita De         |
| 6/6 Ruksar Sallana     | 30/16 Babeclaray Rusha  | 24/26 Sount p. 1          |
| 917 Kyamalia Bairngya  | 59/17 Sathas Makharja   | 29/27 Seuli Chattijee     |
| 6/8 Jagannath Mondal   | SV/18 Reballis  | ₹b/28                     |
| 319 Goffmathe Type     | solls Amit Chandra Das  | ২৯/29                     |
| 0/10 Gooy Charan Hermy | 20120 Ald Hasan Askan   | oo/30.                    |
| नः / No                | With the state of |                           |

18.02.24

#### Agenda

- 1. SSR Submission
- 2. Enrolling in 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 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
- 2. Criterion convenors have conducted internal meeting to chalk out their own roadmaps for workload distribution.



Dr Suman Mukherjee

A DAW & SONS Product

## মিটিং রেজল্যুশন বহি Page No.

# MEETING RESOLUTION BOOK

08 মিটিং নং / Meeting No.

উপস্থিত সভ্যগণের নাম

Staff Room স্থান / Place

| তারিখ   | NAME OF MEMBERS PRESENT  |
|---|--|
| \$/2 S<br>\$/3 E<br>8/4<br>\$/5 \tag{5}<br>\$/6 \tag{7} \tag{M}<br>\$/8 \tag{8} | uman Muchejee 32/11 Md. Hacan Askan 25/21 Granvan Manual K NW2 UBSAL 32/12 Makin Rasa 22/22 Amiterh Ray Bratchi Chakrabout 30/13 Manenita Autta Majundan 20/23 Slibichmun Schn Soventh pul 38/14 Trapport BB 28/24 Assaf W Hossain 28/25 Ghandan Mandul brigen Mondal 36/16 Subrata Tudie 26/26 Chanden Mandul en also Ghorl, 39/17 Gury Charan Blurmy 29/27 Aconit Chandra Das awalia bairaga 36/18 Suray Dutta 26/28 Beauty Mondal Rubsar Sultana 36/19 Arrabot ON MT 26/29 Mizanur Lahaman Cayata K. Barren 20/20 Bidynt Kn Mondal 36/30 Subrata Mondal |
| नः / No.  | 31. Sanenta De আলোচ্যস্চী / AGENDA   |
|   | 32 Monalina Ghost.   |
|   | B3. Rebade.  |
|   | 34. Mi   |
| /   |  |
|   |  |
|   |  |
|   |  |
| नः / No.  | রেজল্যুশন / RESOLUTION ADOPTED   |
|   |  |
| L'ITANI, II   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |
|   |  |

| t/No.  | েছেল্যুশন / RESOLUTIO  | ON ADOPTED   |
|--|--|--|
|  |  | IFE CORT A DEC. 3  |
|  |  |  |
| / Impalation   |  |  |
|  |  | 06.03.24   |
| Ag   | enda   |  |
|  | <ol> <li>Reminder for the work of SSR Submission</li> </ol>  |  |
|  | <ol><li>Data Collection for NAAC work.</li></ol>   |  |
|  | NEP 2020 Sensitization Programme   |  |
| Res  | solution Adopted   |  |
| The  | meeting has begun under the chairmanship of Dr. Suma   | n Makherine Teacher in Charge of   |
|  | LH Mahavidyalay in the Staff Room at 1.30 pm. The  |  |
|  | nimously.  | TOTOWING TESTIMENTS WE MUTPELL   |
|  | 1. Seven Sub-Committees with their convenors are remin   | ided 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 Chakrabort   |  |
|  | Criterion -IV Convenor/ Manager: Prof Amit Chandra Da  | S  |
|  | Criterion -V Convenor/ Manager: Dr. Monalisa Ghosh   |  |
|  | Criterion -VI Convenor/ Manager; Dr. Jayanta Kr. Barma   |  |
|  | Criterion -VII Convenor/ Manager: Prof. Chandan Monda  |  |
| •  | <ol><li>Workload distribution is important to complete any n<br/>decentralize the entire workforce. It is decided that S</li></ol>   |  |
|  | completion as per NAAC Template will be done by Dr   |  |
|  | Mndal (Math)   | . Washin Raja and 1101. Chandan  |
| 3  | 3. SSR Upload and Web Link and Google Drive Link Creat   | tion Manager will be Dr. Jagannath   |
| ,  | Mondal and Dr. Md Hasan Askari.  | 1 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1  |
|  | <ol> <li>We also need Administrative data for NAAC work. The<br/>be Mr. Ajfar Ali (Team Leader/ Finance Data), Mr. Kar</li> </ol>  |  |
|  | IFMS data), Mr. Dipak Ghoshal (Cash/ Voucher data/ Al  |  |
|  | Scholarship Data). Mr. Krishnendu Mukherjee (Placement   |  |
|  | Scholarship & Exam Data), Mr. Mrigankya Sekhar Sen (C  |  |
|  | Let (Result data).   | and the second   |
| 5  | <ol> <li>Leave Register Management Team will comprise Dr. Sk I<br/>Chandan Mandal (Bengali) &amp; Mr. Ajfar Ali.</li> </ol>  | Nur Upsar, Dr. Washim Raja, Prof.  |
| 6  | . Those who still did not / could not enrol themselves for t   | he NEP 2020 sensitization courses  |
|  | they are again requested to opt for one in the next available  |  |
| The r  | necting ended with a vote of thanks to everyone present in the   | meeting.   |
|  |  |  |
|  | on Taken   |  |
|  | ollowing works are done/ started.  Criterion Managers or Convenors have started to gather dat  | a and initiated their words  |
| 2.   |  |  |
| AHEMA  | so in near future.   | Λ /  |
| 10 T   |  | Dr. SK Nur Upcar   |
| A CONTRACTOR OF THE PARTY OF TH | a de la companya del companya de la companya del companya de la co | SK NUL UP  |
| म्योतिगंव ।  | latt lower   |  |
| 2008   | Dr Suman Mukharjar   | Internal Outer Internative State of THLH Idehard Ayaley Wallerpur Strohum, 73121 |
| T + Y  | cracker in theres  | THLM Brohum.   |
| -  | Turky Hensele Layer Memoria Michael yeley Mediarpur, Gerillant 731216  | Mallarpu   |
| 1  |  |  |

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.

 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 Mndal (Math)
- 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).
- Leave Register Management Team will comprise Dr. Sk Nur Upsar, Dr. Washim Raja, Prof. Chandan Mandal (Bengali) & Mr. Ajfar Ali.
- 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**

UT#X

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.

Or Suman Muh herjae
Teacher in Charace
The Manual Lapsa Hemrom Mallavidyalay

Dr. Sk Nur Upser
Coordinator (al (OAC)
Internal Quality Assuranty
THLH Matheway Aystey
Natierpur Strohum, 731216



## মিটিং রেজল্যশন বহি Page No.

## **MEETING RESOLUTION BOOK**

09 মিটিং নং / Meeting No. 14.3.24 তারিখ / Date

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

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

| \$/2 \$\frac{1}{2}\$\$ \$\ | Markeyer SITT Anistech form<br>SK Nur Upsar SITE Chemiam Mondal<br>Markian Roja Sol13 Beauty Mondal<br>cantita Samarta 8/14 Konchan Paul<br>mit Chandra Das Sal15 Surjey Duth<br>udohader ethosh. Sel16 Jasameth Mondal<br>Thas Muthorjee 9/17 Grow Charam Murmy<br>abucharas Rather 18 Raju Hembron<br>Housel Size Sol19 A on est It anda<br>Withman Solu 20/20 Drophwa LD | 25/21 Mononite Ditte Majumalis<br>25/22 Jendri Chettoraj<br>20/23 Jayata K Prima<br>28/24 Ruksar Sultana<br>26/25 Md. Hasau Askari<br>26/26 Sensi Chetija<br>26/27 Sensi Chetija<br>26/28 Mongen Monofal<br>25/29 Suborata Mondal<br>20/30 Chanden Mandal |
|--|---|---|
| নং / No.   | 31. Bidyut y mondal আলোচাস্চी/AGENDA  |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
| নং / No.   | রেজল্যুশন / RESOLUTION ADOPTED  |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
| 4.   |   |   |
| ٠.   |   |   |
|  |   |   |
|  |   |   |
|  |   |   |
| STATE OF THE STATE OF  |   |   |

14.03.24

#### Agenda

- 1. Reminder for the work of SSR Submission
- Further Data Collection for NAAC work.
- 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
- 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.
- NCC & Social Outreach data will be compiled by Prof Amitesh Roy, Dr. Jagannath Mondal.
- 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.

lutin Dr Suman Mi Mallarpur, Birbhi



Page No

### MEETING RESOLUTION BOOK

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

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

হান / Place Synart Room
সময় / Time 1:30 PM

SII Suman Montejee SS/11 Bidyut Ky mondal 2/2 SK NWZ UPSOZ OB Chardan Mandal 38/14 Hashin Soci 8/4 Ma Hacan Askan Kanchan Paul salls Amet Chandra Das 56/16 Subhas Mukherjee Chamban Mondal Babrecharan Rasher 30/29 Sing Dutter Barregg sol30 Bratali Chaprolasty Pradavna Be 50/10 আলোচ্যসূচী / AGENDA 32 Subrala Mondel

15.05.24

#### Agenda

7

- 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.

- Everyone agreed that this is the final hour of SSR submission and everyone needs to work over the clock to meet the deadline.
- 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.
- 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.

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

\*\*Dr Suman Mukherjee\*\*

Teacher-in-Charge

Dr. Sk Nur Upsal
Coordinator Call (OA)
THEM THEH Sershum. 7.