



Phone : 2555 5810

# MAHARAJA SRISCHANDRA COLLEGE

20, RAMKANTO BOSE STREET, KOLKATA - 700 003

## NOTICE

Date: 01.07.2023

A meeting of IQAC subcommittee with all the full time faculties joined after 2009, will be held at 7.15 pm on 07.07.2023 at library to discuss the following matters.

1. Proforma of college diary
2. Requirements of promotion under CAS
3. Academic issues
4. Preparation of AQAR

All members are requested to be present.

*Sujata Bhattacharya*

Coordinator, IQAC

Coordinator  
Internal Quality Assurance Cell  
Maharaja Sris Chandra College  
Kolkata



*B. Chakraborty*

Principal

Principal  
Maharaja Srischandra College  
Kolkata-700 003



# MAHARAJA SRISCHANDRA COLLEGE

A NAAC ACCREDITED

20, RAMKANTO BOSE STREET, KOLKATA - 700 003

Phone : 033 2985 0095

E-mail : msccollege20@yahoo.com, Website : www.maharajasrischandracollege.in

Ref. No. ....

Date .....20.....

A meeting of IQAC sub-committee was held in the college library on 7th July, 2023. The members present were some of the internal members and ~~others~~ junior Assistant Professors.

2. Sujata Bhattacharyya, the IQAC coordinator explained the significance of this meeting. It was felt that the documentation of all the records/academic activities/extension activities was extremely necessary.

In the meeting, the requirements were clearly explained from which the Asst Profs can understand their tasks to move from stage-I to stage-II or stage-II to stage-III. The candidates were asked to prepare their papers for promotion as per requirements. After submission, the IQAC will inform principal so that the names of DPI nominee & Govt nominee can be sought.

It was resolved in the meeting that a new colleged diary will be prepared in order to facilitate the process of promotion of Assistant Professors under CAS. A detailed analysis about the proforma of the diary was done. Further resolved that -

1. Teachers ~~was/were~~ have to be more focused for publishing articles in UGC-Carex peer reviewed journals. They have to present papers in the state & national level seminars.
2. They should join more FDPs/short term course.
3. All the activities of the Asst Professors like script checking, class taking, scrutiny of answer scripts, etc will be recorded in terms of hours.
4. The departmental heads will be requested to take initiatives for departmental seminars, students' seminar.
5. With the introduction of CCF, the teachers are requested to make a lesson plan.
6. After the completion of RC/OP/FDP the teachers are requested to submit the certificate to IQAC.







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Ref. No. ....

Sign of members

- 1) Chakrabarty
- 2) Karthik Choudhury
- 3) Mun Mun Saha
- 4) Suvendu Biswas
- 5) Sujata Bhattacharya
- 6) Nabarun Bhattacharya
- 7) Anirudh K. Das
- 8) Anirudh Chakrabarty
- 9) Sanjay Biswas
- 10) Rajan Kumar
- 11) Passang Doma Phuntso
- 12) Tilak Naskar
- 13) Leha Talwar
- 14) Soumi Banerjee
- 15) Akarshita D.
- 16) Anagola Saha
- 17) Poo Bahadur Singh
- 18) Momoj Basak
- 19) Subin Kumar





# MAHARAJA SRISCHANDRA COLLEGE

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## NOTICE

Date: 02.01.2024

A meeting of IQAC subcommittee with all the internal and invitee members will be held at 5.30 pm on 08.01.2024 at library to discuss the following agenda.

1. Initiatives for PO-CO mapping
2. Introduction of Value added course and Add-on course
3. Introduction of capacity building course
5. Academic Audit and certification.
6. Preparation of AQAR

All members are requested to be present.

Sujata Bhattacharya  
Coordinator, IQAC  
Coordinator  
Internal Quality Assurance Cell  
Maharaja Sris Chandra College  
Kolkata



B. Chatterjee  
Principal  
Principal  
Maharaja Srischandra College  
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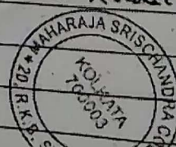
Date .....20.....

A meeting of IQAC Sub committee was held at 5.30 PM on 08.01.2024. The internal members discussed about the upcoming programmes which will be consistent with the submission of AQAR 2023-24. Apart from the internal members some invite members were present. The members discussed the following issues.

1. The coordinator asked for PO-CO Mapping of all the departments as it is a necessary requirement of the students.
2. The HOD's will be requested to take initiative regarding updation of syllabus, like every year.
3. The librarian informed that they will introduce a Value added course on information literacy soon in collaboration with Savitri Devi College & Sansana College.
4. IQAC coordinator discussed a proposal from Mahargi- Manindra Chandra College to jointly organise a Addn Course in Economics related to data analysis. The HOD, Economics will be informed about that.
5. NSE will organise a 15 day capacity building course for the specially-abled children of local NGO, Sangbadan. The course will be on communication skills. The Unit also celebrate International Womens Day by organising an Art therapy programme for female students & teachers.
6. The coordinator requested the other members to help in the documentation process of certificates, photograph etc.
7. Initiative will be taken for Academic Audit, Env Audit, Gender Audit, X ISO certification.

Members

1. J
2. S
- 3.
4. J
5. N
6. A
7. A
8. B
9. A





# MAHARAJA SRISCHANDRA COLLEGE

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## NOTICE

Date: 02.02.2024

With reference to the information received from the State Level Mentor of NAAC regarding submission of IIQA by 31<sup>st</sup> March, 2024 at 6:00 p.m. and SSR to be completed within 45 days thereafter, a meeting of the IQAC Sub-Committee will be held in the Principal's Chamber on 5<sup>th</sup> February, 2024 to discuss all the issues related to IIQA submission.

All Members are requested to be present

Sujatra Bhattacharyya  
(Sujatra Bhattacharyya)  
Coordinator, IQAC

(S.K. Chakraborty)  
Principal  
Principal  
Maharaja Srischandra College  
Kolkata-700 003

### Members:

1. Dr. Sujatra Bhattacharyya — Coordinator
2. Dr. Shashi Panja
3. Dr. Sajal Kumar Maity — Administrative Officer
4. Dr. Pijush Kumar Basu
5. Dr. Sunanda Ray
6. Prof. Nabarun Bhattacharyya
7. Dr. Supti Kotal
8. Prof. Krishnapada Dash
9. Dr. Sonali Banerjee
10. Suvendu Biswas, Alumni Member
11. Prof. Kuntal Mitra (Invitee)
12. Prof. Mun Mun Saha (Invitee)
13. Dr. Avijit Chakabarti (Invitee)







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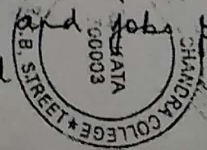
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Date .....20.....

Meeting of the NAAC Sub-committee held on  
5/2/24 at 6.00 pm in the Principal's chamber.

1. The minutes of the last meeting dated ...  
was read and confirmed.
2. AQAR - The last AQAR was submitted in 2017-2018.  
It was decided that all meetings should be  
G-tagged. Referring to the Radha Krishna Committee  
Prof. Sujatra Bhattacharya, a road map should be  
drawn, which was also suggested by Prof. Suj.  
Sajal Maity.  
It was ~~also~~ ~~suggested~~ Sujatra proposed that 2023-24  
should be taken as the year as the deadline.  
We have to upload the ~~SSR~~ AQAR from 2017  
Onwards till 2023-2024.  
To create SSR the AQAR should be given ~~to~~ from  
2017-2024 as suggested by Prof. Sujal Maity.  
It is Resolved that AQAR for the year  
2017-2018, 2018-2019, 2019-20, 2020-2021, 2021-2022  
2022-2023, 2023-2024 has to be prepared by 15<sup>th</sup> May  
2024.  
All events should be Geo-tagged. and ready for  
upload.
3. Expansion of website.
4. IQAC has to coordinate with the departments and  
a summation will lead to formation of AQAR. Also  
all publications, seminars etc of faculty will be put  
in the AQAR. Departmental Profile to be updated.
5. A registered alumni has to be made, a constitution  
to be required for registration.
6. Student's Progression - Records are maintained.
7. Placement Cell - Counselling done and jobs provided.
8. Service Book has to be updated.





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It was reported by IQAC that (History)  
9. CAS file of Dr. Debashree De<sup>a</sup> and Prof. Debashish<sup>a</sup> Mukherji (Economics) from Asst. Professor Stage 1 to Stage II promotion has been submitted and found to be okay for onward processing. Submission of physical documentation.

IQAC coordinator proposed the names of Prof. Asit Gope (Commerce), Prof. Zeba Jahan (Education) and Prof. Rajendra Nath Dutta (Commerce) and Prof. Soudeep Ghosh (Environmental Sc),<sup>a</sup> for are co-opted as p a for preparation of AQR.

10. ~~Prof. Sayak and Prof. Sujita are to~~  
As two SACT faculty are leaving the Commerce dept, the HOD of Commerce dept<sup>a</sup> appealed that ~~for the smooth performance of classes~~, Guest Faculty may be appointed on payment per class. A minimum of 6 teachers may be provide. ~~vide justification of class/work load.~~  
Prof. Sajal Maity asked the HOD to provide a justifi-  
cation of work load.

11. Prof. Sujatra Bhattacharya wanted<sup>a</sup> ~~courses~~ <sup>job oriented</sup> to be made mandatory and these classes should be shown in the Time-Table. Amongst the courses entry-in-service should be considered.

12. The IQAC coordinator asked the immediate resolution of the problem of the librarian regarding<sup>their</sup> ~~his~~ status. He reported to the Principal to resolve this issue immediately.

Meeting ended with a Thanks to







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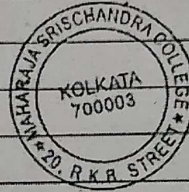
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Date .....20.....

Minutes of the IQAC Sub-Committee meeting held in the  
Principal's Chamber at 6.00pm on 05/02/2024.

Members present :-

1. Anand 5/2/2024
2. Anand 5/2/2024
3. Sanku Banerji 5/2/24
4. Dash 5/2/2024
5. Bha 5/2/2024
6. Vm 5.2.24
7. Bhattacharya 5/2/24
8. S. Bha
9. Tinku Nandan
10. Nabendu Bhattacharya
11. P. Bha
12. Sumanta Ray 5/2/24
13. Sujata Bhattacharya 5.2.24





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Date.....20.....

## NOTICE

Date: 03.05.2024

An urgent meeting of IQAC with the teachers will be held at 5:30 p.m. on 03.05.2024 to discuss the matters related to the submission of AQAR. The teachers are requested to be present.

(S. K. Chakraborty)

Principal

Principal

Maharaja Srischandra College  
Kolkata-700 003







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## PROCEEDINGS OF THE MEETING DATED 03.05.2024

On the IQAC meeting dated 05.02.24 it was resolved that five pending AQARs viz 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 will be submitted by 15<sup>th</sup> May, 2024. Accordingly the IQAC sub committee started to collect the data and prepare the AQAR. In accordance with that, a meeting was called at 5.30 PM on 03.05. 2024 with all the teachers in the teachers room. There are seven criteria in AQAR and all of them are comprised of several criteria. In the meeting it was resolved that all the teachers will be assigned with some responsibilities related to preparation of AQAR. They will collect the data or prepare the relevant materials and upload it to the drive of IQAC account. The following teachers were selected as in-charge(s) of the seven criteria.

Criteria-I: Curricular Aspects: KM & KD

Criteria-II: Teaching, Learning and Evaluation :SB(H) and SB(HJ)

Criteria-III: Research, Innovation and Extension: DM and DD

Criteria-IV: Infrastructure and Learning Resources: AD(L) and AC(L)

Criteria-V: Student support and progression : ZJ, TN and SN

Criteria-VI: Governance, Leadership and Management : SR, NB and SB (E)

Criteria-VII: Institutional Values (KG and AG) and Best Practices [SB(E) and AC(L)]

Prof Bijay Rawani, Prof Rajendra Nath Datta and Prof Pritesh Chakraborty was given the responsibility to collect the data from the departments. Prof Pritesh Chakraborty was given the responsibility to create the folders for each criterion in the drive and Prof Avijit Chakraborty took the task of collecting the data from office on the basis of prescribed template in AQAR. Final submission will be made by Prof Nabarun Bhattacharyya, Prof Sujatra Bhattacharyya and Prof Avijit Chakraborty.





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## TEACHER WISE ALLOCATION OF WORK FOR AQAR

CRITERIA	KEY INDICATOR	NATURE OF ASSIGNMENT/UPLOAD	TEACHER
CRITERION I CURRICULAR ASPECTS  KM & KD	1.1.1	UNITISATION OF SYLLABUS	Any departmental teacher nominated by HODs
	1.1.2	ACADEMIC CALENDAR-DATA BASED	KM, MB & OFFICE
	1.1.3	DATA BASED	DM & BR with SB(E)
	1.2.1	DATA BASED	NB & AB
	1.2.2	DATA BASED	AC(L) & SB(C)
	1.2.3	DATA BASED	AC(L) & SS(C)
	1.3.1		ZJ with consultation with HODs
	1.3.2	DATA BASED	RD & RG with consultation with HODs
	1.3.3	DATA BASED	RD & RG with consultation with HODs
	1.4.1	DATA BASED	AC(L) and SB(E)
	1.4.2	DATA BASED	AC(L) and SB(E)
CRITERION-2 TEACHING-LEARNING EVALUATION  AND SB(H) & SB(HJ)	2.1.1	DATA BASED	Office and SB(HJ)
	2.1.2	DATA BASED	Office and SB(HJ),
	2.2.1		SSG, AM & DK(C)
	2.2.2	DATA-BASED	OFFICE AND SB(HJ),BR
	2.3.1		SR, PC & PM
	2.3.2		DD, & AG
	2.3.3	DATA-BASED	NB & SB(E)
	2.4.1	DATA-BASED	OFFICE AND SB(HJ)
	2.4.2	DATA-BASED	OFFICE AND BR
	2.4.3	DATA-BASED	OFFICE AND BR
			OFFICE AND BR







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	2.5.1		DK( P ) & SB(B)
	2.5.2		DK( P ) & AS(H)
	2.6.1	DATA BASED	AG & PC
	2.6.2	DATA BASED	AG & PC
	2.6.3	DATA BASED	OFFICE & BR
	2.7	DATA BASED	AC( L ) & SN
CRITERION-3	3.1.1	DATA BASED	ASIF AND DD
RESEARCH, INNOVATION AND EXTENSION	3.1.2	DATA BASED	ASIF & DD
	3.1.3	DATA BASED	KC with HODs
	3.2.1	DATA BASED	SB(E) & DM
	3.2.2	DATA BASED	SB(E) & DM
DM & DD	3.3.1		PBM & TN
	3.3.2		NSS & NCC
	3.3.3	DATA BASED	NSS & NCC & SU(J)
	3.3.4	DATA BASED	NSS & NCC & PS(H)
	3.4.1	DATA BASED	TN & AC(L)
	3.4.2	DATA BASED	AC(L), RD, PC
CRITERION 4	4.1.1		KD & NB
INFRASTRUCTURE AND LERNING RESOURCES	4.1.2		SPK, BS AND TN
AD(L) & AC(L)	4.1.3	DATA BASED	NB & AG
	4.1.4	DATA BASED	ASIF & BR
	4.2	DATA BASED	AD(L) & AC( L)
	4.3		NB & AG
	4.4.1		ASIF & BR
	4.4.2	DATA BASED	ZJ & SB(H)
CRITERION 5	5.1.1		TN & KC WITH OFFICE
STUDENT SUPPORT AND PROGRESSION	5.1.2	DATA BASED	TN & KC WITH OFFICE
	5.1.3	DATA BASED	KC & KC WITH AC(L)
ZJ, TN & SN	5.1.4	DATA BASED	AC (H) AG AND AC(L)





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	5.1.5		ZJ & SN
	5.2.	DATA BASED	KG & TN WITH SOURAV ACHARJEE
	5.3.1	DATA BASED	BS & TN
	5.3.2		SSG, SB(H) AND SR
	5.3.3	DATA BASED	BS, TN & KC
	5.4.	DATA BASED	KM & KC
	6.1.1	DATA BASED	KD & SB(H)
	6.1.2	DATA BASED	KD & SR
	6.2.1		NB & SB(E )
	6.2.2		KD & SB(H)
CRITERION 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT  SR, NB & SB(E )	6.2.3	DATA BASED	NB & SB(HJ)
	6.3.1		NB & SB( E ) with KD
	6.3.2	DATA BASED	Principal Sir & SB
	6.3.3	DATA BASED	AC (L) & SB(E )
	6.3.4	DATA BASED	DM & BR
	6.3.5		SB( E ) & PBM
	6.4.1-6.4.3	DATA BASED	NB, AG WITH ASIF
	6.5.1-6.5.3		AC (L) & SB(E )
	7.1.1		AM & PDB WITH NSS
	7.1.2- 7.1.7		SG, AC ( E ), SB(G) & GN
CRITERION 7 INSTITUTIONAL VALUES AND BEST PRACTICES  AG & KG FOR INSTITUTIONAL VALUES	7.1.8		SB(H) & PDB
	7.1.9		MB, PBM & DK(P)
	7.1.10		AD(L) & KC WITH IQAC
	7.1.11		KG & KC & SM







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Members Present on 03.05.24

Sanati Banerji.

Leba Fahan.

Sujata Bhattacharya

Debjani Kundu

Pasang Dama Bhunia

Ujjal Naskar.

Akshay De.

Rajoy Roy

Saba Narg

Debjani Kundu

Supti Refal.

Raktim Ghosh

Sunanda Ray

Sujata Deba

Pradyot Choudhury

Arin Kumar Das

Mang Basak

Silpani Mukherjee

Soma Sanyal

Bidyut Sanyal

Bidyut Sanyal

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Members Present

1. Sunanda Ray
2. Sujata Bhattacharya 8/1
3. Supti Kotal 8/1
4. Sonali Banerjee 8/1
5. Nabareun Bhattacharya 8/1/24
6. Anjit Chakrabarti
7. ~~Pratibha Chakrabarti~~ File Name
8. ~~Pratibha Chakrabarti~~
9. Munmun Saha 8/01/24





## Actions taken by IQAC

2023-24

1. Increased collaborative activities with different institutions and corporates. More MoUs are signed.
2. The department of library and information science organised Value added course on information Literacy in association with IQAC
3. Academic Audit is completed for 2023-24
4. Environmental audit, gender audit , energy audit and ISO certification are done for 2023-24
5. Various workshops and seminars were organised in association with IQAC.
6. Personal Mentoring system is continued
7. Feedback forms and SSS are circulated among students