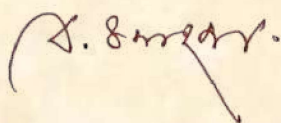


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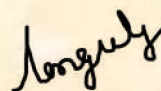
Minutes / Resolutions of the meeting of IQAC held on 20.11.2018 at 1.00 PM:

1. Resolved that the Parent-Teacher meeting with Semester-I and SEM-III students under CBCS regulations will be conducted in Saturday and Sunday respectively in upcoming week to aware the parents about the newly introduced CBCS system.
2. Resolved that the Modalities for conducting Internal Assessment for Semester-I and Semester-III for newly introduced CBCS system it has been proposed that, assessment will be taken in 20 marks and scale down to 10 for the entry into the marks portal of the University. The internal assessment for the SEC-1 paper for semester-III may be taken in form of assignment or written test marking 10 marks for the paper.
3. It has been resolved the Projects for Environmental Studies (Paper-AECC-1) for the Semester-I students should be completed within 16.12.2018.
4. It has also been resolved that additional exercise will be done for options for selecting SEC-1, 2, 3 and 4 for the Semester-III students of BA General Category under CBCS regulations.
5. Resolved that a budget proposal for the FY: 2019-20 will be submitted to The DPI and Secretary, Department of Higher Education, Govt. of West Bengal for Development of the Institution.
6. Resolved that proposal for Repair and Renovation works (Civil & Electrical) for the Main Building of Chandernagore College will be sent to the DPI and Secretary, Department of Higher Education, Govt. of West Bengal after obtaining the estimated cost from the Executive Engineer, PWD, Social Sector, Hooghly Division, Govt. of West Bengal.



**Principal
Chandernagore College**

Principal
Chandernagore College



**Coordinator, IQAC
Chandernagore College**

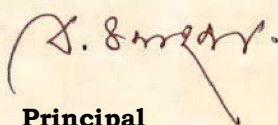
Co-ordinator
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Minutes / Resolutions of the meeting of IQAC held on 29.05.2019 at 1.00 PM:

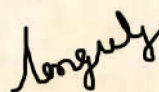
1. It has been resolved that Chandernagore College will participate in the upcoming NIRF ranking.
2. Resolved that a committee has been formed to handle the data requirement regarding participation in NIRF.
3. The composition of the committee is as follows:
 - a) NIRF Category: Teaching Learning Resources –Team Leader- Debasish Banerjee
 - b) NIRF Category: Research Productivity & IPR – Team Leader -Gautam Ganguly
 - c) NIRF Category: Graduation outcome – Team Leader - Nintu Mondal
 - d) NIRF Category: Outreach & Inclusivity – Team Leader - Ayan Dagupta
 - e) NIRF Category: Perception – Team Leader - Saika Hossain
4. Team leaders will meet with the members for each NIRF category to formulate the modalities of data collection and data compilation.
5. It has also been resolved that French department will took the initiative to collaborate with French Institution, Chandannagar to organize joint student centric programmes.
6. Resolved that Gender Audit for the Academic year 2018-19 will be conducted on June 2019.
7. Resolved that Academic Audit Report and Green Audit Report for the Academic session 2018-19 will be prepared within June 2019.



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Principal
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**Coordinator, IQAC
Chandernagore College**

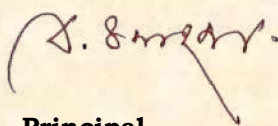
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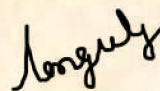
Minutes / Resolutions of the meeting of IQAC held on 24.06.2019 at 1.30 PM:

1. It has been resolved that department of Computer Science will took the initiative for giving a demonstration on newly introduced SAR filing in the **wbifms** portal.
2. It has been resolved that the SAR of each faculty member must be submitted within the stipulated time given by the government. Computer Science Department will provide a written guideline to fill up the SAR format given in the wbifms portal and will monitor the process of SAR submission to minimize the time period.
3. Computer Science department will report to the Principal after a week related to SAR submission details



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Principal
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**Coordinator, IQAC
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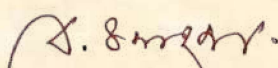
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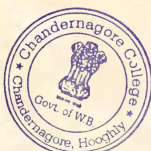
Action taken report of the IQAC for the Academic Session: 2018-2019

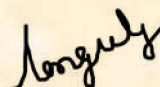
1. DPR for the RUSA-2.0 Project under component-9 has been submitted to the RUSA authority.
2. For Participation in NIRF-2020 a working committee has been constructed.
3. Submission of SAR (self appraisal report) for each faculty member in the newly introduced www.wbifms.gov.in portal has been completed.
4. Proposal for Repair and Renovation of the Chemistry and Physics Building has been submitted to Director of Public Instructions (DPI), Education Directorate, Government of West Bengal and Secretary, Department of Higher Education, Government of West Bengal has been done.
5. Incorporation of co-curricular activities like, Quiz, student seminar, extempore for the holistic development of the student in the Master Routine has been done.
6. Organization of mentoring sessions by the specified mentee has been conducted in regular basis through organized class routine structure.
7. Parent-Teacher meeting with Semester-I and SEM-III students under CBCS regulations has been conducted.
8. Budget proposal of Rs. 94 lakh for the FY: 2019-20 has been submitted to the Director of Public Instructions (DPI), Education Directorate, Government of West Bengal and Secretary, Department of Higher Education, Government of West Bengal for Development of the Institution.
9. Installation of CCTV camera in the Main Campus has been done for improving security of the campus.
10. Modifications in the DPR of the RUSA-2.0 project have been sent to the RUSA authority for uninterrupted power supply in the campus.
11. Proposal for the renovation/repair of the existing facilities in the Administrative Building in the Main Campus have be send to the Director of Public Instructions (DPI), Education Directorate, Government of West Bengal and Secretary, Department of Higher Education, Government of West Bengal.
12. Student Social function / Annual Function fund has been successfully conducted by a committee composing of 4 students, 3 non teaching staff, 3 teaching staff and Principal.
13. Gender Audit for the Academic year 2018-19 has been conducted on 30th June 2019.
14. Academic Audit Report and Green Audit Report for the Academic session 2018-19 have been prepared.



**Principal
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*Principal
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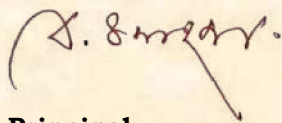
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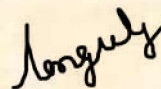
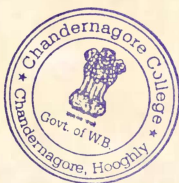
Minutes / Resolutions of the meeting of IQAC held on 15.07.2019 at 1.30 PM:

1. It has been resolved that a team will be constituted to prepare Green Audit Report for the year 2019-20. The team members will be from Department of Botany, Zoology, Environmental Science, Geography and Chemistry.
2. IQAC coordinator will coordinate the data collection and Audit process.
3. The prepared Green Audit Report will be submitted to the Inspector of Colleges, The University of Burdwan for Green Audit Certificate.
4. Resolved that Internal Academic Audit for the period of 2017-18 & 2018-19 will be conducted by involving faculty members of different departments.
5. It has also been resolved that Academic Audit Reports for the Period of 2017-18 & 2018-19 will be submitted to the Inspector of Colleges, The University of Burdwan for Academic Audit Report Certificates.



**Principal
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**Coordinator, IQAC
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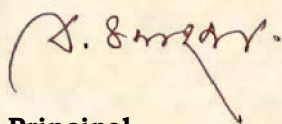
*Co-ordinator
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Minutes / Resolutions of the meeting of IQAC and RUSA 2.0 PMU held on 17.09.2019 at 1.30 PM

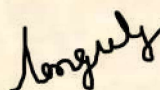
1. It has been resolved that installation of CCTV camera in the Gurudeb Bhawan Campus will be done.
2. It has also been resolved that some modifications in the DPR of the RUSA project will be sent to the RUSA authority.
3. Also resolved that as students union council is not exists in the college due to lack of Government policy during this period, Student Social function / Annual Function fund will be conducted by a committee composing of 3 / 4 students, 3 / 4 non teaching staff, 3 / 4 teaching staff and Principal.
4. Resolved that Proposal for Installation of Air Conditioning Machines in the staff Rooms of Main Building of the Main Campus will be sent of the DPI and Secretary, Department of Higher Education, Government of West Bengal.
5. It is also resolved that proposal to be sent to PWD Electrical, Hooghly division, that a new LT Bulk Connection i.e. installation of Transformer in Gurudeb Bhawan Campus.
6. Resolved that proposal for Repair and Renovation work of Bengali and Chemistry Building, Chandernagore College will be sent to the DPI and Secretary, Department of Higher Education, Government of West Bengal.
7. Proposal for arrangement of Air Conditioning system at the Heritage Building, Chandernagore College will be sent to the DPI and Secretary, Department of Higher Education, Government of West Bengal.
8. Proposal for arrangement of Air Conditioning system at the newly constructed Academic Building, at Gurudeb Bhawan Campus, Chandernagore College will be sent to the DPI and Secretary, Department of Higher Education, Government of West Bengal.



**Principal
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*Principal
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*Co-ordinator
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Chandernagore, Hooghly*

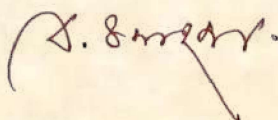
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Minutes / Resolution of the IQAC meeting held on 02/12/2019

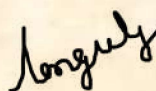
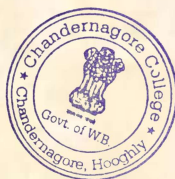
The followings resolutions have been adopted by the IQAC committee members vide online meeting on 02/12/2019:

1. The Buildings at the Main Campus, Chandernagore College are old and conditions of the roofs of these buildings are in bad conditions. Therefore, IQAC proposes submission of project to Higher Education Dept, Govt. of West Bengal, for the roof treatment work of all buildings at the Main Campus, Chandernagore College excluding the newly renovated Heritage Building, Chandernagore College.
2. Proposal for commencement of classes for the new semester session and its routine formation as per University guidelines.



**Principal
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**Coordinator, IQAC
Chandernagore College**

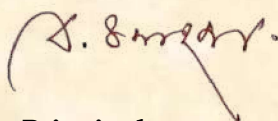
Co-ordinator
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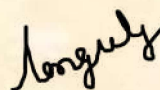
Minutes / Resolutions of the meeting of IQAC held on 23.12.2019 at 1.30 PM

1. It has been resolved that a proposal for Purchase of Auditorium Furniture (Chairs and Tables) will be submitted to DPI and Secretary, Department of Higher Education.
2. Resolved that all the departments will organize co-curricular activities like, Quiz, student seminar, extempore for the holistic development of the student.
3. Resolved that organization of mentoring sessions by the specified mentee is to be conducted in regular basis.
4. Resolved that Gender Audit for the Academic year 2018-19 will be conducted on February 2020.
5. Resolved that Academic Audit Report and Green Audit Report for the Academic session 2018-19 will be prepared within June 2020.



**Principal
Chandernagore College**

Principal
Chandernagore College



**Coordinator, IQAC
Chandernagore College**

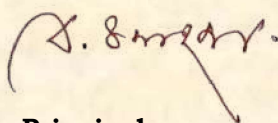
*Co-ordinator
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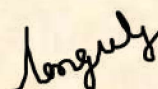
Action taken report of the IQAC for the Academic Session: 2019-2020

1. Green Audit Report for the year 2019-20 has been prepared by the team members and submitted.
2. Installation of CCTV camera in the Main Campus has been done for improving security of the campus.
3. Modifications in the DPR of the RUSA-2.0 project have been sent to the RUSA authority for uninterrupted power supply in the campus.
4. Student Social function / Annual Function fund has been successfully conducted by a committee composing of 4 students, 3 non teaching staff, 3 teaching staff and Principal.
5. Proposal for repair and renovation of the Chemistry and Physics Building will be submitted to DPI and Secretary, Department of Higher Education.
6. All the departments organized co-curricular activities like, Quiz, student seminar, extempore competition for the holistic development of the student.
7. Proposal for the renovation/repair of the existing facilities in the Administrative Building in the Main Campus have be send to the Director of Public Instructions (DPI), Education Directorate, Government of West Bengal and Secretary, Department of Higher Education, Government of West Bengal.
8. Proposal for Purchase of Auditorium Furniture (Chairs and Tables) has been submitted to DPI and Secretary, Department of Higher Education.
9. Gender Audit for the Academic year 2018-19 will be conducted on February 2020.
10. Academic Audit Report for the Academic session 2018-19 has been prepared on December 2020.



**Principal
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Chandernagore College**

*Co-ordinator
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Minutes of the IQAC meeting held on 30.09.2020 in online mode:

1. It has been resolved that as the online examination is new to all the examinees of SEM –II, IV, VI they should get well acquainted about the procedure of the examination.
2. To formalize the students with the online examination there should be a mentoring process.
3. For the purpose of mentoring there should be a written guideline about the online examination procedure and formalities.
4. Examination committee will prepare an exhaustive guideline for that purpose.
5. A mentoring team will be prepared by each department and at least two days will be given to the examinees for mentoring purposes.
6. A structured Routine for the above mentioned mentoring process for the students will be prepared and communicated well ahead before the commencement of the online examination.
7. The Examination Committees will conduct the entire online-examination process strictly adhering to the University Rules and Regulations.

S. Sanyal
30.9.20
Principal
Chandernagore College
Chandernagore



Gautam Ganguly
30/9/2020
Co-Ordinator
IQAC
Chandernagore College
Chandernagore, Hooghly

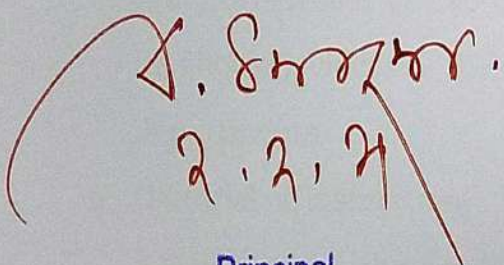
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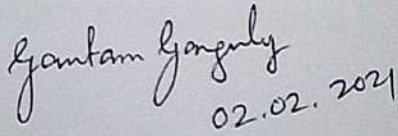
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Minutes of the meeting of IQAC and Teachers Council held on 02.02.2021.

1. As COVID -19 pandemic is still persisting, and most of the works of IQAC have been conducted through online mode, it has been resolved that the structure and members of IQAC will remain same as the previous academic session, that is, 2019-20.
2. Due to pandemic situation it has been decided that the IQAC Sub-committees will be same as the previous academic session 2019-20.


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Chandernagore




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Minutes of the Joint meeting of IQAC and Teachers' Council held on 03.04.2021:

1. It has been resolved that all the classes of UG SEM- I, III, V & PG- I, III will be held through online mode as per the Government Order.
2. The online classes will be held on available online platforms in the web.
3. For proper communication with the students, college will develop a student app named 'colossal', which will act as an internal online communication system for all purposes, eg. distribution of web-link for the classes, notification etc.
4. Routine committee will prepare a master routine for conducting online classes keeping in mind about the data capacity of the base line students.
5. Practical classes for lab based subjects can be operated through online mode by showing videos of the experiments or other innovative methods adopted by departments.
6. Tutorial Classes may be conducted by the teachers to meet up the deficiencies of the Traditional Practical Classes, Field Works, Dissertation, Survey etc. according to their respective syllabus.
7. Conduction of tutorial classes may be organized beyond the scheduled Master Routine of the college.

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2.4.21

Principal
Chandernagore College
Chandernagore



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03.04.2021

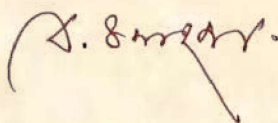
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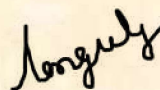
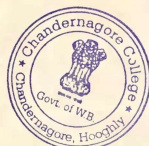
Action taken report of the IQAC for the Academic Session: 2020-2021

1. A Student-App (Collosol App) for smooth and zero contact communication with the students, teachers and college office has been executed smoothly.
2. Mentoring of the students about the online Examination System has been executed.
3. Sub-committees of IQAC have been constructed as per regulation and resolutions of IQAC meeting.
4. Master Routine for conducting online classes has been designed and
5. Classes of all the semesters are going on through online mode as per the decision of IQAC.
6. Online Tutorial classes on practical based topics in Science Departments have been executed.
7. Proposal for construction of Girls' Activity Centre in the Gurudeb Bhawan Campus has been sent to the DPI, Education Directorate and Special Commissioner, Department of Higher Education, Govt. of West Bengal.



**Principal
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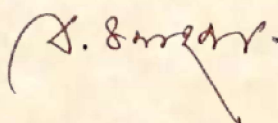
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Resolution of the IQAC meeting held on 02/07/2021

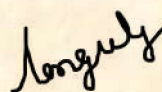
The followings resolutions have been adopted by the IQAC committee members vide meeting on 02/07/2021:

1. Proposal for the purchase of furniture of New Canteen & Students' Union rooms in the Students' Activity Building, Gurudeb Bhawan Campus, constructed under RUSA 2.0 for its smooth functioning in the forthcoming sessions.
2. Proposal for commencement of classes for the new session, routine formation and preparation of Academic Calendar.



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Chandernagore, Hooghly

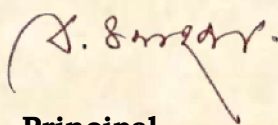
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Resolution of the IQAC meeting held on 02/02/2022

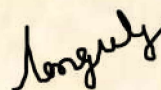
The followings resolutions have been adopted by the IQAC committee members vide meeting on 02/02/2022:

1. The existing LPG gas pipe line at the Dept. Of Chemistry, Chandernagore was last repaired in 2004 and since then no further maintenance was done. Further, due to sudden out-break of COVID-19 pandemic that caused sudden closure of the institutions had further worsened the overall conditions of the entire pipeline arrangement, to evade high risk accidents. Hence, proposal for their repair and replacement of the existing LPG gas pipe line at the Dept. Of Chemistry, Chandernagore need to be submitted to Higher Education Dept, Govt. of West Bengal.
2. Proposal for purchase of scientific instruments for Dept. Of Physics, Chandernagore College for successful implementation of UG-CBCS syllabus.
3. Purchase of books for the Central Library for successful implementation of UG-CBCS syllabus.
4. Proposal for commencement of classes for the new semester session and its routine formation as per University guidelines.
5. Proposal for incorporation of mandatory Add-on courses for Semester –II, IV and VI Honours and General Programmes.



**Principal
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**Coordinator, IQAC
Chandernagore College**

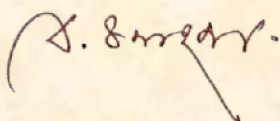
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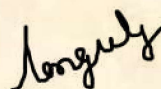
**RESOLUTION OF THE MEETING WITH THE MEMBERS OF IQAC, NAAC STEERING
COMMITTEE & ROUTINE COMMITTEE HELD ON 17.02.2022 AT 2 PM**

1. Routine has to be uploaded on 21.02.2022 for UG Semester-II, IV and VI (January- July, 2022).
2. If any of the classes for Add-on Courses are missed due to holidays, then the class to be conducted in online-mode to compensate the missed class and corresponding notification should be made.
3. Objective is to complete the scheduled 30 hrs for Add-on Courses so documentation of the same has to be made by official notification.
4. Internal notice to be circulated among teaching and non-teaching staff while the notifications for the public domain to be uploaded in the college website. Departmental notice number shall be maintained separately and in department letterhead.
5. Notice book & register for each department to be executed from 01.03.2022 [for further implementation notification at website level will be duly done].
6. Blood donation camp and course (offline mode) with joint certification on behalf of College and Organization – health check-up, and Blood donation camp to be conducted with local NGO Ayaketan, venue: Heritage Building Verandah.
7. Parallel activity will be there Blood Donation Camp with classes so that these activities could be flourished.
8. Establishment of solar panel to be made with ½ points for consumption.
9. Routine format will be circulated on 19.12.2022 by 5 pm. Forms of Feedback from dept. will be collected on 21.02.2022 during the TC meeting. Departments are to fill up the format latest by 23.02.2022 (12 noon).
10. Final routine uploading will be done on 25.02.2022.
11. Teacher-staff training programme (Faculty and Staff development programme) will be done in two sessions – 1.5 hrs each for teaching and non-teaching staff.
12. For the students training programmes can be conducted in online mode.
13. ECSF-MoU – Sourav Pal Director, Non-profit Academic Multi-disciplinary approach memorandum is proposed to be submitted. Hands-on training will be organized.
14. Classes will be commenced on 02.03.2022.
15. Add on courses for BA General to be taken in online mode.
16. Routine for Saturday: 10:30- 12:30 pm – normal class, 12:30- 1:30 pm All subject Add-on courses, 2:00- 3:00 pm---Mentor Mentee Programme, 3 pm- 4 pm All subject Add-on courses and 4 pm- 5 pm Co-curricular & other activities.



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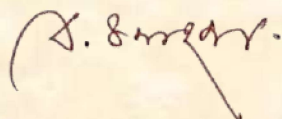
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Minutes of the IQAC meeting held on 22.02.2022 in online mode at 7.30 PM

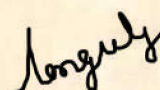
Meeting link: Google meet: <https://meet/xqw-cpkv-exn>

1. Minutes of the previous IQAC meeting held on 13.02.2022 in online mode at 8.15 pm has been confirmed.
2. Resolved that a MoU with ECSF will be signed for organizing Academic and Research activities in the Environmental Sector.
3. All the members of IQAC are involved in finalization of the different components of the MoU with Estuarine and Coastal Studies Foundation (ECSF).
4. Academic and Research collaboration with ECSF, Howrah is the main component of the MoU with ECSF.
5. All the **Science Departments** (Botany, Chemistry, Computer Science, Environmental science, Mathematics, Physics) and some **Social Science** Departments (Geography, Economics, Sociology) of Chandernagore College will involve in the Academic/Research collaboration with ECSF.
6. There will be no involvement / Commitment of **Financial assistance** from Chandernagore College and/or Estuarine and Coastal Studies Foundation.
7. **Intellectual Property Right** derived from the research work will be monitored jointly by Chandernagore College and Estuarine and Coastal Studies Foundation.
8. MoU may be **terminated** either by any party after giving a notice of **180 days**.
9. The Draft MoU with Estuarine and Coastal Studies Foundation (ECSF) has been finalized unanimously in presence of Dr. Sourav Paul, Director, ECSF and other members of ECSF.
10. It has been decided that on **24.02.2022** the MoU with Estuarine and Coastal Studies Foundation will be signed in presence of all the faculty members, non-teaching staff members of Chandernagore College and The Director, ECSF with his team members.
11. It is also resolved that a MoU with Anudip Foundation will be signed for organizing sessions to develop Language and Communication Skills among the students.



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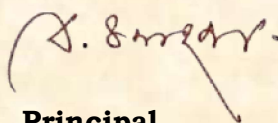
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Minutes of the IQAC meeting held on 25.02.2022 in online mode at 7.45 PM

Meeting link: Google meet: <https://meet.google.com/ggr-ceds-qgd>

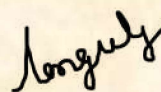
1. As per the discussion with the members of IQAC and Estuarine and Coastal Studies Foundation, Howrah it has been decided that an **“Activity Register”** of the events organised will be maintained time to time by both the Institutions.
2. The Research / Academic activities with Estuarine and Coastal Studies Foundation will focus on **Multidisciplinary, Community Beneficiary Model** in a small scale manner.
3. Primarily it has also been decided that the Place of Research/Academic activities is **“Part of River Ganges”** just in front of the Chandernagore College.
4. The Common Minimum Programme for the Research/Academic activities will be initially concentrated on the Part of River Ganges flows through Chandannagar.
5. It has also been decided that the broad Umbrella Heading under which all the Academic /Research activities with ECSF will initiate is **“Know the River Ganges in Chandannagar”**.
6. Initially it is essential to orient our student participants regarding the Academic activities to be initiated with Estuarine and Coastal Studies Foundation, Howrah.
7. All the participating departments of Chandernagore College will prepare
 - (i) Objective of the Study applicable to the relevant subject of that department.
 - (ii) Orient their willing students interested in the Know the River “Ganges in Chandannagar” Programme through Power point Presentation during the workshop going to be held on 4th week of March, 2022.
8. A review meeting will be held on last week of each month to assess the progress of the work.



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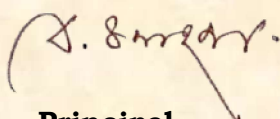
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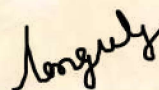
Resolution of the IQAC meeting held on 08/04/2022

1. Proposal for seeking the permission of approval for the establishment of *Centre for Heritage Studies, Chandernagore College* to The University of Burdwan. The Institution will also arrange for a Rally on the World Heritage Day on 18/04/2022 for developing heritage conservation/ preservation awareness within Chandernagore.
2. WBGSTA had submitted a proposal for organizing an International Seminar in collaboration with Chandernagore College on 08/05/2022. The IQAC, Chandernagore College welcomes the proposal and agreed to host the event at the College premises and also provide necessary support for the same.
3. Proposal to be submitted to Dept. of Higher Education, Govt. of West Bengal for the repairing and renovation of the existing electrical facilities in the two- and three-storied building located in the Main campus of Chandernagore College, which are presently in very worse condition.
4. Proposals to be submitted to Dept. of Higher Education, Govt. of West Bengal for the construction and repairing of existing boundary walls, cycle stand, DG-set shade at Gurudeb Bhawan, approaching road from Main Campus to Gurudeb Bhawan, Chandernagore College.
5. Proposals to be submitted to Dept. of Higher Education, Govt. of West Bengal for the construction of room for the indoor game facilities at Gurudeb Bhawan, Chandernagore College for the students' recreation and co-curricular activities.
6. Proposals to be submitted to Dept. of Higher Education, Govt. of West Bengal for the repairing and renovation works of the 150 years old one-storied building in the main campus which is presently in a dilapidated condition.
7. Proposal for the introduction of Cloud based-Learning Management System (LMS) for implementation of ICT- enabled Teaching-Learning Process from the forth-coming academic session.
8. Proposal for the submission of estimate against the job of Annual Routine Maintenance of the Entire E. I. Works, A. C., Lift, and special repairing works with maintenance with materials for Chandernagore College for overall smooth functioning of the daily academic and administrative activities in the College.
9. Resolved that Celebration of World Heritage Day will be done through Heritage walk in the Chandannagar City on 18.04.2022.
10. Resolved that Gender Audit for the Academic year 2021-22 will be conducted on May 2020.
11. Resolved that Academic Audit Report and Green Audit Report for the Academic session 2021-22 will be prepared within June 2022.



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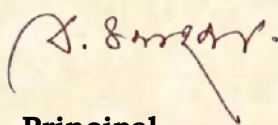
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Resolution of the IQAC meeting held on 16/06/2021

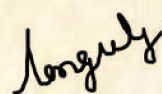
The followings resolutions have been adopted by the IQAC committee members vide meeting held on **16/06/2022**:

1. The college will communicate Mayor, Chandernagore Corporation regarding involvement of our college in social outreach program as a part of ISR with neighborhood primary schools under the jurisdiction of Chandernagore Municipal Corporation.
2. A meeting will be held with the TICs of the neighborhood primary schools under the jurisdiction of Chandernagore Corporation at the College on 23.06.2022 at 2 pm. All the faculties of Department of Education will also participate in the meeting.
3. It has been resolved that a MoU with RICE Education will be signed to organize sessions on Career Counseling and Guidance to Competitive Examinations for the students of Chandernagore College.



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Minutes / Resolution of the IQAC meeting held on 25/06/2022

The followings resolutions have been adopted by the IQAC committee members vide online meeting on **25/06/2022**:

1. As per the discussion in the meeting held with the TICs of the primary schools of Chandernagore Corporation on 23.06.2022, the IQAC will form a **three-by-three ISR team comprising of 21 teachers and 105 students**.
2. Since there are **7 (actually two schools have the common premises and infrastructure) schools**, **each team will comprise of 3 teachers acting as mentors and 15 students (3 for each subject) will serve as resource persons**.
3. The faculties of **Education Department, Chandernagore College** will serve as Nodal Officers for coordinating the entire programme.
4. The names of the faculty members (mentors) of the **ISR team comprising of 24 teachers** are as follows:

Names of Mentors	Department
Soumi Chatterjee	Bengali
Indrani Goswami	Bengali
Shantanu Bej	Bengali
Aparna Bandhu Sinha	Bengali
Sumana Sengupta	Chemistry
Sambuddha Das	Computer Science
Abhishek Nandi	Computer Science
Rumpa Sett	Computer Science
Sunrita Chakravarti	English
Avishek Bhattachayra	English
Chandrani Chatterjee	French
Anindita Sur	French
Ira Ghosh	Geography
Mithu Halder	Geography
Noor Bano Sattar	History
Chandana Banerjee	History
Malay Das	Philosophy
Rita Mallick	Philosophy
Dipa Goswami	Philosophy
Sohan Kr. Jha	Physics
Srijita Majumdar	Political Science
Arnab Dasgupta	Political Science
Jayanti Dutta	Sanskrit
Sujata Roy Moulik	Zoology
Total	24 faculty members

- Each of the Honors Departments will select **three of their best and diligent students** from Semester-V as resource persons for the ISR assignment.
- The College will request **Chandernagore Municipal Corporation** for providing subject-wise 2 sets of primary books taught in these schools.
- The 7 ISR teams will **design a curriculum subject wise and assign concerned resource persons** their daily study contents so that they can complete their teaching portions in stipulated time period.
- Each of the 7 ISR teams will visit **Monday- Friday** to their assigned primary school destinations as per special routine jointly designed by the College and the concerned primary schools.
- Each day three resource persons of specific subject (5 subjects: English, Bengali, Mathematics, Computer, Environmental Studies) will take classes of **Standard-III and standard-IV** at the assigned schools and submit day-wise reports to their mentors, who will again maintain necessary coordination with the nodal officers of the college for entire smooth running of the programme.
- The resource persons will be involved in **teaching, learning and evaluation of the pupils** in these primary schools as a supplementary support to their normal curriculum purely for academic interest.
- The College will carry out their first physical visit at the 8 (6+2) schools' premises on **27.06.2022 (Monday)**.
- Each of the **ISR teams will also observe the manner of exams conducted by these schools** and collect the question papers for documentation.
- The ISR teams will sit to discuss and analyze on the progress at a regular basis for improvement and better running of the program.
- The representative from the college Routine committee will be co-opted in IQAC cell.
- Education Hons. students of Semester-5 may be engaged in certified leaching-learning evaluation course as a part of ISR.
- The ISR team will meet on 30.06.2022 for detailed discussion on their work plan of mentoring students acting as resource persons at the 8 primary schools.


The faculty members (Mentors) of the **ISR team have been assigned the following schools for their mentorship** as follows:

SL.NO.	SCHOOL NAMES	NAMES OF MENTORS
1	Ecole Oghor Ch. Sett	DIPA GOSWAMI, SRIJITA MAJUMDAR SUMANA SENGUPTA
2	Ecole Nrityagopal	ABHISHEK NANDI, MALAY DAS SAMBUDHA DAS
3	Sramik Vidyalaya (Hindi)	CHANDANA BANERJEE, NOOR BANO SATTAR SOHAN KUMAR JHA
4	Harijan Naisha Vidyalaya	
5	Ecole de Jeunes Filles	IRA GHOSH, RUMPA SETT SHANTANU BEJ
6	Ecole Dourga	ANINDITA SUR, APARNA BANDHU SINHA JAYANTI DUTTA
7	Jugipukur Primary School	ARNAB DASGUPTA, CHANDRANI CHATTERJEE SOU MI CHATTERJEE
8	Gourhatty Primary School	INDRANI GOSWAMI, MITHU HALDER SUJATA ROY MOULIK

Nodal Officers: Sarbari Baksi, Shabnam Sultana Mandal, Gobinda Tarafdar, Soma Bhattacharya, Rita Mallick, Avishek Bhattacharya, Sunrita Chakraborty


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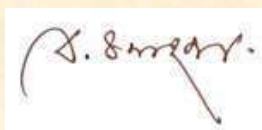
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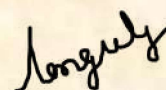
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Action Taken Report of IQAC for the Academic Session 2021-2022

1. Purchase of furniture for New Canteen & Students' Activity centre in Gurudev Bhawan Campus, constructed under RUSA 2.0 for its smooth functioning has been executed.
2. Commencement of classes for the new session, routine formation and preparation of Academic Calendar has been completed.
3. Repair and replacement of the existing LPG gas pipe line at the Dept. Of Chemistry, Chandernagore has been executed.
4. Purchase of Scientific instruments for Dept. of Physics, Chandernagore College for successful implementation of UG-CBCS syllabus has been successfully executed.
5. Purchase of books for the Central Library for successful implementation of UG-CBCS syllabus has been completed.
6. Incorporation of mandatory Add-on courses for Semester -II, IV and VI Honours and General Programmes has been executed.
7. Teacher-staff training programme (Faculty and Staff development programme) has been organized.
8. Hands-on training programme for science students in collaboration with ECSF has been organized.
9. MoU with ECSF has been signed for the purpose of Research and Academic activities involving UG students.
10. A project with ECSF involving UG students of Science departments has been started.
11. Proposal has been sent to Burdwan University and permission of approval for the establishment of Centre for Heritage Studies, Chandernagore College has been received from The University of Burdwan.
12. The International Seminar on 'Sedentary Life Style' in collaboration with West Bengal Government School Teachers Association (WBGSTA) has been organized at Chandernagore College on 08/05/2022.
13. Cloud based-Learning Management System (LMS) for implementation of ICT- enabled Teaching-Learning Process has been executed.
14. A meeting has been organized with the TICs of the neighborhood primary schools under the jurisdiction of Chandernagore Corporation at the College on 23.06.2022 at 2 pm. For formulating the mode of operation of the ISR Programme *Joyful Learning* Programme. Formulation of action plan for operating the ISR Programme *Joyful Learning* has been done in the meeting.
15. MoU with Anudip Foundation has been signed for developing Language and Communication Skills among the students.
16. MoU with RICE Education has been signed for organizing sessions on Career Counseling and Guidance to Competitive Examinations.
17. Celebration of World Heritage Day will be done through Heritage walk in the Chandannagar City on 18.04.2022 has been executed.



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Strand Road, Chandannagore, Hooghly, West Bengal, India, Pin-712136

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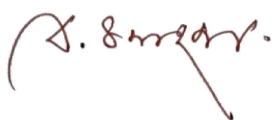
Resolution of the IQAC meeting held on 05/07/2022

The followings resolutions have been adopted by the **IQAC INTERNAL MEMBERS, ROUTINE COMMITTEE MEMEBERS AND ACADEMIC COMMITTEE MEMBERS** on the meeting held on **05/07/2022**:

1. The routine committee will incorporate various co-curricular activities as per the NAAC guidelines within the academic calendar and master class routine for Semester-I, III, V and shall be continued for Semester-II, IV and VI as well.
2. Routine shall be equally weight-aged for all six days in a week.
3. The routine should contain a slot for Library work
4. The following *co-curricular activities* are to be introduced in the forthcoming master routine:
 - a. Quiz competition
 - b. Students Seminar
 - c. Value and Ethic Education
 - d. Gender Sensitization / Sexual harassment/Anti Ragging
 - e. Career Counseling
 - f. Coaching/Training for various entrance examinations
 - g. Remedial Classes
 - h. NSS activities
5. The routine will categorize the above activities within relevant slots as
 - a. **Co-curricular Activities Cluster-1**: Quiz competition, Career Counseling, Gender Sensitization and Coaching/Training for various entrance examinations (**exclusively for Semester- V and VI**)
 - b. **Co-curricular Activities Cluster-2**: Students Seminar, Value and Ethic Education and Remedial Classes
 - c. **Co-curricular Activities Cluster-3**: NSS activities (Saturday, 9:30 am to 10:30 am)
6. All these above activities have to be followed mandatorily in a periodic manner through the semesters.
7. *Life skill activities* (Yoga, Gym, etc.) will be assigned during 11 am -12 noon for Morning section and 5 pm – 6 pm (Day section) students.
8. *Soft skill* (Language and Communicative skills), ICT/ Computer Skills are to be allotted as special programs periodically in the academic calendar.
9. All the Departments will assure conduction of *Continuous Class Assessments/ Class Tests* at the 4th week of each month and prepare report of the same for future correspondence.
10. The new Routine for the upcoming academic session has to be finalized by 08/07/2022.



11. Format for the proper documentation of the various co-curricular activities including *official notification, students participation, program objectives* reporting with geo-tagged photos, are to be provided to all the Departments, NSS and same has to be preserved by the Departments and also to be uploaded in the College website.
12. A meeting with NSS Unit will be held to chalk out the work plan of the activities in the current session.
13. Finalization of the marks sheets and certificates of all the Add-on Courses needed to be done by mid of July, 2022 and results declaration has to be made accordingly.
14. MoU will be signed with Purbasha Eco Helpline Society, Sundarbans for executing various environmental conservation and protection activities
15. Alumni programs are to be conducted jointly with the Institution and documentation to be done accordingly.
16. Commencement of Semester-III and V classes to be initiated from the 4th week of July, 2022 or as per University guidelines, whichever is available earlier.
17. Feedbacks on Academic performance and Ambience of the Institution have to be recorded from College Students, Staff, Employers and Alumni through online mode.
18. Students Satisfaction Survey regarding Teaching-Learning process has to be taken, analyzed and documented.
19. Installation of Solar panel and on-grid electricity management an alternative sources of energy and energy conservation measures has to be initiated.
20. Institution will apply for *ISO certification* number.
21. Teachers have been advised to incorporate study materials in the LMS installation software for the forthcoming academic session.
22. Rainwater harvesting unit has been proposed to be installed in the college.
23. Felicitation to Ms. Piyali Basak, Mt. Everest Summitter from Chandernagore to honor this great achievement has to be organized shortly.
24. Centre for Heritage Studies will organize a Staff Professional Development Programme on Awareness and Heritage Listing and resource persons from West Bengal Heritage Commission will be invited to deliver a special lecture.



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Website : www.chandernagorecollege.ac.in, Mail : office@chandernagorecollege.ac.in
Mob. : 91-74396 03177, Tel. : 91-33-26835290



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Resolution of the meeting of the members of IQAC committee and the Taskforce relating to the Centre for Heritage Studies will be held on 20.07.2022 (Wednesday) at 12 noon

The upcoming work plan of the Task force was identified and accordingly summarized.

- A. Following are the identified and proposed areas of work of the CHS
 - a. Establishment of the CHS Museum
 - b. Survey of the different architectural structures in and around Chandannagore
 - c. Awareness programs related to conservation of Architectural and Cultural Heritage
 - d. Certificate course on Heritage Studies
- B. Teams were formed based on the above identified areas:
 - a. **Team-1: Establishment of the CHS Museum – Plan and propose the proper establishment of the CHS Museum**
 - i. BASABI PAL (NEE GHOSH)
 - ii. CHANDRANI CHATTERJEE
 - iii. SOUMYA GOSWAMY
 - iv. SAIKA HOSSAIN
 - v. ASISH MAHATO
 - vi. ABIN CHAKRABORTY
 - vii. CHANDANA BANERJEE
 - b. **Team-2: Survey of the different architectural structures (both tangible and intangible) in and around Chandernagore Municipal Corporation**
 - i. SUMANA DATTA
 - ii. INDRANI GOSWAMI
 - iii. JAYITA BASAK
 - iv. GAUTAM GANGULY
 - v. KRISHNENDU GIRI
 - vi. NOOR BANO SATTAR
 - vii. ABIN CHAKRABORTY
 - c. **Team-3: Awareness programs related to conservation of Architectural and Cultural Heritage**
 - i. RITA MALLICK





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- ii. ANINDITA SUR
- iii. ATANU KUMAR
- iv. TUSAR KANTI SAMANTA
- v. SUBRATA GAYEN
- vi. MEMBERS OF RESEARCH AND SEMINAR COMMITTEE (IQAC)

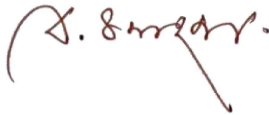
d. Team-4: Certificate course on Heritage Studies

- i. NOOR BANO SATTAR
- ii. ABIN CHAKRABORTY
- iii. SUDIPTA PAL
- iv. SAIKA HOSSAIN
- v. AVISHEK BHATTACHARYA
- vi. JAYITA BASAK
- vii. DEBASHRABA CHATTOPADHYAY

C. Heritage Task Force associated with the Centre for Heritage Studies, Chandernagore College will organize an architectural survey of Heritage Buildings in the vicinity of Chandernagore College involving the teachers and students of the college.

D. Centre for Heritage Studies Chandernagore College will place proposal for the Declaration of HERITAGE ZONE in the Chandernagore strand from Patalbari to Ranighat to West Bengal Heritage Commission.

E. Heritage Task Force will organize Drawing Competition on the Theme: Architectural Marvels of Heritage Sites in Chandernagore for the Registered College students on the occasion of Independence Day.



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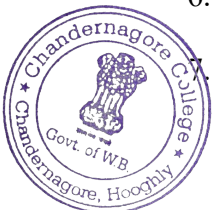
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RESOLUTIONS OF THE MEETING HELD ON 02/09/2022 WITH THE MEMBERS OF IQAC, CHANDERNAGORE COLLEGE & NAAC-STEERING TEAM, CHANDERNAGORE COLLEGE

As per the recommendation by the IQAC team, Chandernagore College, the following points have been raised at the Meeting and the resolutions have been accordingly proposed:

1. Recent development –
 - a. Yoga instructor will be paid monthly remuneration for the routine yoga classes
 - b. Karate classes will be provided- time slot (morning), Instructor – student 9:30-10:30 am (one day/week)
 2. NSS will execute –
 - a. MoU with *Prabartak Sangha*- related to social activities.
 - b. 06.09.2022-13.09.2022 NSS Special Camp. Routine of the Camp to be provided.
 3. Best practices-
 - a. ISR – JOYFUL LEARNING
 - i. Primary school related activities positive feedbacks received from stakeholders of CMC- primary schools.
 - ii. Certificate to Resource Persons for PHASE-1- to be distributed on 05/09/2022 (Teacher's Day)
 - iii. A remuneration of Rs. 200/- per Resource Persons for JF-PHASE-1- as travelling/conveyance allowances – fund intended from FDs interest credited.
 - iv. Attendances register for each school/ priors to be maintained.
 - v. Students of Class-12 and Class-10 will visit our college for better vision for future. (within AY:2022-23)
 - b. ENVIRONMENT PROTECTION ACTIVITIES-
 - i. 09/09/2022 Mangrove Plantation in between Patalbari to Ranighat on the western bank of Hooghly River at Chandannagar.
 - ii. 13/09/2022 – Statistical analysis of data related to environment – WORKSHOP.
 4. Distinctiveness Heritage of Chandernagore French legacy, Mayor Chandernagore Municipal Corporation will be invited in the CONVENTION for discussion of actual establishment of the Chandernagore College. Establishment of college 1862 instead of 1931, need to be discussed.
 5. Proposal sent to West Bengal Heritage Commission for the declaration of HERITAGE ZONE in the Chandernagore strand from Patalbari to Ranighat.
 6. Centre for Non-formal Sanskrit Education course to be conducted for the registered participants.
- Director Indian Museum- request to visit College and recommend the development and setting up of College Museum. 07/09/2022 visit (proposed) with IQAC- Heritage Task Force present in the meeting day. Notification for the same as CAPACITY BUILDING PROGRAMME. Fund proposition for the MUSEUM was placed.





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8. MoUs- 5 has been done till date.
 - a. George Telegraph - student's group- SEM-6 (every year) online/ offline mode -4 hr classes. Job training Sem-5 students -30 min for each students
 - b. During semm-6 enrolment, students to enrol George Telegraph programme
9. MoU management to be done by the following departments jointly with IQAC:
 - a. ITORIZIN TECHNOLOGY SOLUTIONS Pvt. Ltd- Departments of Mathematics + Computer Science
 - b. ISR- Department of Education
 - c. YOGA- Departments of Philosophy
 - d. ECSF + Purbasha - Departments of Botany, Zoology, Chemistry, Environmental Science.
 - e. Anudip Foudation for Social Welfare + RICE Education + Bandhan Konnagar – Departments of Commerce & Economics.
 - f. Karate - Departments of Political Science and Games& Sports Committee
 - g. Probartak – NSS and Departments of Political Science, Philosophy
10. Internal Exam- 22/9/2022 sem-V, 23/09/2022 sem-III (general – centrally, Hons- as per Dept.)
11. Notification on Document verification for Semester-1 on 19/09/2022, schedule to be made accordingly both for Honours + General Programmes.
12. Semester-1 2022 (Honours + General)
 - a. Session class commencement- 19/09/2022, 20/09/2022 and 24/09/2022
 - b. 19/09/2022 – semester-III & V study leave
 - c. 22/9/2022 and 23/09/2022, sem-1 class suspended due to sem-III + V Gen. Internal Assessment Examinations.
13. Submission of AQAR-2021-2022
 - a. 08/09/2022 data submission by dept. Notification to be made (proposed).
 - b. 12/09/2022- data accumulation to be completed (proposed).
14. NIRF/AISHE- monitoring committee will see for its timely submission.
15. COLLEGE WEBSITE updating to be done shortly.
16. Trivium Journal plagiarism checking software to be purchased. Meeting with the Journal committee and IQAC members to be done meeting to be done for the publication of forthcoming issue.
17. COLLEGE LOGO-
 - a. LOGO drawing competition for the college students to be conducted
 - b. WORKSHOP for logo development to be organized
 - c. DRAFT LOGO to be prepared and finalized after consultation by the teachers, staff and students of the college.
18. Academic/Administrative/Green Audit to be conducted for this academic session and suitable activities to be taken for its proper execution.

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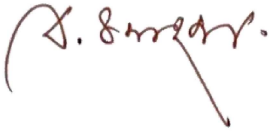
IQAC, CHANDERNAGORE COLLEGE

RESOLUTION OF THE MEETING OF THE HERITAGE TASK FORCE ON 14/10/2022 AT 12 NOON

1. Reporting of the previous work done on the 'Centre for Heritage Studies' by the Heritage Task Force. Different activities have been done by the 'Centre for Heritage Studies', Chandernagore College.
2. Establishment of the Museum in Chandernagore College Has been decided.
3. **Aims and objectives: Historical and reflection of history not reflected in the existing Museums of Chandernagore.**
4. **Background of the Museum- personal, local, Govt. artefacts and themes to be decided after the activities**
 - a. **Composition of the collection**
 - b. **History of the Pre-colonial 1673 period.**
 - c. Old map of the **Chandernagore to be displayed**
 - d. Acquisition – policy (personal/ local/ Govt. artefacts/ old articles/ magazines.
 - e. Pictures of the stalwarts/ personalities of Chandernagore related to Indian Freedom Movement
 - f. Bio-diversity of Ancient Chandernagore from literature survey
 - g. Cultural structure of Ancient Chandernagore may be reflected in the Museum in different forms.
 - h. Absence of typical and prevailing **Babu Culture** herein at Chandannagar.
 - i. Bharat Chandra Raigunakar once lived in Chandannagar.
 - j. Old furnitures in Chandannagar
 - k. Magazines and different Publications in Chandannagar
 - l. Middle class "burjoa" in Chandannagar, Bridge to Chandannagar.
 - m. Heritage of Chandannagar, old ones, church, Roman Catholic Church.
 - n. Kanailal Vidyamandir
 - o. Type of Museum, description at the front door.
 - p. Role of IQAC in developing the Museum
 - q. Orientation of the Museum
 - r. Lighting/ Audio-visual arrangement of the Museum- Bengali, English, French speeches.
 - s. Picture of 1850 , Chandernagore City
 - t. Old pictures of historical personalities in Chandernagore – models of Indian freedom fighters related to Chandannagar- KANAILAL, RASHBEHARI BOSE,
 - u. 1757- demolition of Fort the Alia- Picture
 - v. Revolutionary activities in Chandannagar –free city 1948-1950, flag of free city, etc.
 - w. Report of JHA COMMISSION to display mentioning the relevant policies existing therein about Chandernagore and Indian Govt.
 - x. Participants of ASHAJOG ANDALON carrying weapons (DA) for destroying the liquor (TARI) containers of PALM (TAAL) TREES.
 - y. JAGADHRATRI PUJA- culture, lighting and evolution of the Pratima with time-from BONEDI to BAROYARI.
 - z. PLACES TO VISIT AND PERSONS ASSIGNED:
 - aa. CHANDANAGAR PUSTAKAGAR- Sudipta Pal + Soumya Goswami+ Saika Hossain

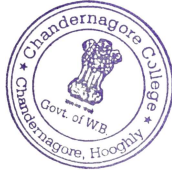


- bb. HOUSE OF RASHBEHARI BASU – Ranajit Babu+ Goutam Ganguly+ Dipanwita Majumdar
cc. HOOGHLY DISTRICT LIBRARY- Noor Bano Sattar+ Chandana Banerjee
dd. PROBORTAK SANGHA + Prof. SUBHASH BARAL – Sumana Datta+ Jayita Basak
ee. FRENCH INSTITUTE + GODOLPARA LOCALITIES + KANAILAL DATTA HOUSE + CHARUCHANDRA RAY HOUSE/ RELATIVES MEETING- French Department
ff. HOUSE OF HARIHOR SETT & KARTICK CH. DAS - French Department
gg. STATE ARCHIVES –Saika Hossain
hh. College Library- College Library Committee (HARIHOR SETT COLLECTIONS)
ii. SREERAMPORE+ JAIKRISHNA LIBRARY- Indrani Goswami + Jayanti Datta (Sanskrit)
jj. Recording of voices of relatives about experiences of works of great freedom fighters
5. DATE OF REPORTING OF THE ACTIVITES - **28/10/2022**



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RESOLUTIONS OF THE MEETING OF IQAC, CHANDERNAGORE COLLEGE WITH HERITAGE TASK FORCE HELD ON 19.10.2022

1. AQAR SUBMISSION- 2021-2022: Criteria-wise data to be yet filled-in/collected:

a. **Criterion-1:** Feedback analysis & SSS has to complete – Teachers & Alumni (Ex-students) to be collected. Mr. Tushar K. Samanta, Asst Professor of Economics will prepare the google form by 30.10.2022 and the deadline of submission will be 15.11.2022. The feedbacks from stakeholders are to be analyzed and corresponding action taken reports to be prepared.

b. **Criterion-2:** Exam related grievance to be collected from the College Office and reports to be prepared.

c. **Criterion-3:**

- Seminars on IRP, Research Methodology to be conducted. Seminars to be conducted Centrally by IQAC and by Departmental Collaborations as required.
- Publications from all the faculty members to be collected,
- NSS activity,
- Awards due to Extension activity (Kanyashree Award received by our college has to be included)
- Social Outreach activity: Joyful Learning Programme has to be included.
- Linkages/MoU: Activities with Anudip Foundations, ECSF, Howrah & RICE Education have to be included.

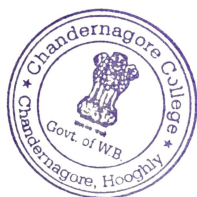
d. **Criterion-4:** Regarding expenditure, audited account statement is required and Bills for IT management/ maintenance system have to be collected. Student computer ratio-Stock registers to be maintained by all Depts in future.

e. **Criterion-5:**

- Student scholarship data to be collected from office and using google form.
- Data on the various co-curricular activities to be collected.
- Data from Anudip Foundations regarding competitive exams & training programmes to be included.
- For collection of Students progression- Google form to be employed at an earliest by Mr. Tushar K. Samanta, Asst Professor of Economics.
- Pending work: Grievance for Anti-ragging & Sexual Harassment – grievance mechanism and action taken reports to be framed.
- Alumni activity to be collected, financial audit data for their accounts.
- Gender Sensitization programme needs to be conducted.

f. **Criterion-6:**

- Academic Audit & Green Audit: Resolutions will be required for recommending Panel for the AA and GA.
- ISO certification process to be initialized
- Capacity Building programme to be conducted for the Staff members of the College.
- ICC grievance redressal system has to be formulated.





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g. Criterion-7:

- For Institutional Best Practices the activities and related documentations on: a) Environment b) e-governance to be considered.
- The documents from Centre for Heritage Studies to be considered for Inst. Distinctiveness.
- No vehicle day may be celebrated in our college at one campus.

Preparation of list of quantities that are outstanding/ due to be prepared for Criteria: 1-7

2. AQAR-2018-19 to be uploaded in the NAAC website by 30.11.2022.
3. NIRF-2023 data collection for financial, students' progression and scholarship fields to be done at an earliest by next week.
4. Social Media Management & Website Management with regular monitoring and upgradation to be executed.
5. For Waste Management, documentation to be completed.
6. Requisition from Science Depts for equipments and books from Library to be collected for e-tendering process through proper procedure.
7. The departments are requested to upload the departmental e-magazines in the Chandernagore College Official Website.
8. Reporting was done that the Heritage Commission has approved the Heritage Zone across the strand Road, Chandernagore.
9. On the eve of Celebration of National Heritage Week-19.11.2022-25.11.2022: the Heritage Study Centre, Chandernagore College will organize a programme in Chandannagar Strand Road in collaboration with Chandernagore Municipal Corporation, West Bengal Heritage Commission.
10. As per the decision taken in the Convention-16.09.2022, regarding the Historical Origin of Chandernagore College on 31.08.1862, necessary judicial (notary as well as first class magistrate) documentations have been completed successfully.
11. Chandannagar Barasat Gate Cultural Association on the eve of 150 yrs of Rishi Aurobindo will carry out "Photography on Rishi Aurobindo" from 24.11.2022-27.11.2022 from 4 pm-8 pm at Chandernagore College. Necessary infrastructural and supporting facilities to be provided for the execution of the programme. Related Official Letters for the programme to be sent to CBGCA and Members of Team-3 of Heritage Task Force will share collective responsibilities for the programme.
12. Joyful Learning- Phase-2 will be commenced within 14.11.2022 to 25.11.2022, members of the Nodal Department and Mentors will arrange a meeting to finalize the schedule, syllabus and study materials and other modalities accordingly.





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13. A review of the activities already carried out with the collaborating organizations was done. The tentative dates of execution of the pending activities were framed.

a. Estuarine and Coastal Studies Foundation: Programme on Experimental Data Analysis to be executed by Nov. 2022

b. Purbasha Eco-helpline Society: Mangrove plantation on the banks of river Hugli, Chandannagar

c. Career Counseling programmes and Capacity Building programmes with our Collaborators: RICE Education, ITOrizin Teach. Pvt. Ltd., Bandhan Konnagar, Anudip Foundations for Social Welfare, George Telegraph Training Institute for all the college students to be conducted just after the commencement of the even semester courses.

d. NSS activities will be majorly carried out in collaborations with Prabartak Sangha.

e. Reviewing of Collaborative programme /Activities of the Non-formal Sanskrit Education Centre formed by joint venture with Central Sanskrit University was carried out.

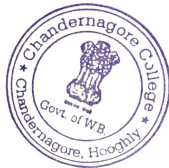
f. Training Programme for Mushroom Cultivation as apart of Entrepreneurship Generation with Earth Star has to be organized and conducted.

g. Centre for Heritage Studies will organize programmes to observe and celebrate the World Heritage Week by conducting a Heritage tour for the students accompanied with the teachers to the medieval temples situated in the Chandernagore city to spread awareness of the religious and architectural significance of these temples.

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RESOLUTIONS TAKEN IN THE MEETING HELD ON 06.11.2023 WITH THE MEMBERS OF IQAC CHANDERNAGORE COLLEGE & EDITORIAL BOARD MEMBERS OF TRIVIUM JOURNAL OF CHANDERNAGORE COLLEGE

IT HAS BEEN RESOLVED THAT:

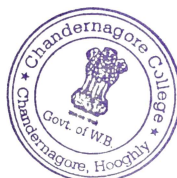
1. Process of **change in the Ownership Name of the Trivium Journal** has to be carried out.

‘Trivium: A Multi-disciplinary Journal of Humanities of Chandernagore College, (ISSN 2583-0422) in English and Bengali’ language of bi-annual periodicity is being published from Chandernagore College since September 2017 and Shri Prabir Kumar Bhattacharya, Associate Professor (WBES) in Chemistry, the the-then Officer-in-Charge was the Publisher of the Journal. After his official transfer from this college, the change in the publisher’s name has to be carried out but till date pending. In this meeting, it has been unanimously resolved that the name of the publisher will be changed to Sri Asish Mahato, Asst Professor in French and necessary AFFIDAVIT for transfer of ownership/publishership has to be made and communicated to the UGC for necessary action.

2. Notifications related to the **Call for Papers** for the 12th and 13th issues of the peer-reviewed journal of bi-annual frequency: TRIVIUM A Multi-disciplinary Journal of Humanities of Chandernagore College will be carried out within the last week of November, 2022.

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Resolution of the Meeting of **Joyful Learning'** as part of the **Institutional Social Responsibility, Chandernagore College held on 10.11.2022 at 3.00 PM at Chandernagore College**

1. Joyful Learning Phase-2 duration: 14/11/2022-25/11/2022, 2 classes per subjects has been allotted
2. The classes of 15/11/22 to be rescheduled on 19/11/22 due to holiday.
3. Orientation of the existing resource persons initially by the respective mentors on 11/11/22, 12/11/22, the mentors to arrange accordingly @ recess time.
4. For this session mostly discussion on the Assigned Syllabus (1d), MCQ (1d) to be focussed in the orientation programme.
5. The resource persons should meet the respective TIC of the schools 30 min before the scheduled classes for class discussion details.
6. The timing for classes 2:30-3:30pm only for Ecole Oghore Ch. Sett school, others remaining unchanged.
7. Attendance sheets of the resource persons to be submitted on the first day and taken back on the last day by mentors in the respective schools.
8. Next session to commence tentative from Feb.2023, semester-IV students to be introduced, to be confirmed by January, 2023.
9. All attendance sheets to be collected from Education Dept on 11/11/2022 and 12/11/2022@ 12-3pm.
10. Reminder to the Hon'ble Mayor, Chandernagore Municipal Corporation for an official communication regarding execution of the Joyful Learning programme by the Chandernagore College to the respective schools.

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RESOLUTIONS OF THE MEETING OF IQAC & HERITAGE TASK FORCE HELD ON 22.11.2022

It has been resolved in the IQAC meeting on 22.11.22, that HERITAGE TASK FORCE, Chandernagore College is going to arrange a Heritage tour to nearby Medieval Temples: Nandadulal Mandir, Bisalakshmi Mandir, Konebou Mandir, and Boraichandi Mandir by Toto/cycle on 25.11.22 at 2 p.m. to observe World Heritage Week . Therefore the concerned teachers in this group are requested to participate cordially in this tour to make it a huge success. Interested teachers are requested to share their names by tomorrow evening.

The Departments of History, French and Political Science are requested to encourage their students to participate in this tour and confirm the number of students participating in this tour.

The Departments of History, French, Political Science and Bengali are also requested to instruct their students to prepare at least 2 posters/ banners from each Department in this connection. The posters/banners can be written with the message on the theme of observation of WORLD HERITAGE WEEK (19th-25th November, 2022) on November 25th, 2022 at 2.00 p.m.

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MINUTES/ RESOLUTIONS OF THE IQAC MEETING HELD ON 02.12.2022

It was unanimously resolved that:

1. Confirmation of the proceedings of the last IQAC meeting held on 22.11.2022 has reported by IQAC Coordinator.
2. Parent-teachers meeting will be rescheduled on 17.12.2022 instead of 10.12.2022 due to ensuing TET Examinations-2022 to be held on 10.12.2022 at Chandernagore College Venue. In case it is further rescheduled, its date has to be finalized in the next year.
3. The three Exam committee members have suggested forming a new committee for conducting various public examinations that takes place at our College venue in the near future.
4. Regarding installation of College Museum, Mr. Rajat Chakraborty, Ex-student of Dept of English and batchmates of Prof. Basabi Pal, & Prof. Biswanath Bandyopadhyay will work on the life and workings of the Freedom Fighters relating to Chandernagore.
5. Models and Statues of Freedom Fighters – Artists have been consulted and they have agreed to work. They will visit our college in the next week.
6. Sri. Sridhar Das, the Legendary Light Artist of Chandernagore will visit the college to discuss the contents/ items he can contribute to the College Museum.
7. Financial Budget for the total expenditures for the different propositions made related to the installation of College Museum has to be estimated.
8. The re-examination for the Sem-I Internal Examinations to be carried out by 20.12.2022. Students should be highly encouraged to appear their internal examinations at the scheduled dates without failing unless for especial & unavoidable circumstances. Re-examinations will be strictly discouraged.
9. The submission of AQAR-2021-2022 has to be finished earliest by 15.12.2022.
10. NIRF-2023 data uploading has to be completed by next week.
11. Relating to students' progression data, by coming week data has to be collected and made ready.
12. Successful uploading of the AQAR-2018-2019 data in the NAAC Official Website has been done by Dr. Ram Narayan Deb and Dr. Goutam Ganguly.

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CHANDERNAGORE COLLEGE

RESOLUTIONS OF THE IQAC MEETING HELD ON 15.12.2022

It was resolved in the meeting that:

I. Regarding AQAR-2021-22 submission

The submission of AQAR-could not be completed by 15.12.2022 due to the following data short-fall as indicated below. The committee and the Departments will act according to the following work plan to complete the work earliest by **19.12.2022**.

1. Criterion – I:

- a. Regarding the Feedback from Alumni, all the Departments are earnestly requested to share the Alumni Feedback Google form and request the pass-out students of the years 2020, 2021 and 2022 to fill it up strictly by 16.12.2022, 12 noon.
- b. The departments are requested to send the copy of the Appointment letters of BOS/Examiner/Scrutinyfor the session-2021-22 strictly by 16.12.2022 @ 10 am.

2. Criteria- IV and VI: Audited reports of the Non-Government and Government Funds, The Office of the Principal will work on it and bring the same by 18.12.2022. Absence of any non-government grant from any organization or philanthropic concerns/individuals. Funds from Alumni and sponsored prized amount by Mr. Sandip Nowlakha, to be incorporated.

3. Criteria-V and VII:

All the Departments are earnestly requested to share the department wise event data by 16.12.2022, 2 PM positively.

All the Departments are earnestly requested to share the Students' data: Certificate of students awards/medals in culture/sports of 2021-2022 at University/state/national/international level by 16.12.2022, 2 PM to 09007681922 (Prof. Ashis Mahato, Dept of French).

4. Incomplete editing of the AQAR-2020-2021 as mentioned, in the Review Reports by the Coordinator, NAAC.The submission process of the AQAR-2021-2022 and the edited /revised AQAR-2020-2021 will be made at an earliest in Room No. 205, Gurudeb Bhawan Campus.

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IQAC, Coordinator

Chandernagore College

Co-ordinator
IQAC
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RESOLUTIONS OF THE IQAC & COORDINATORS OF INTERNAL AND UNIVERSITY EXAMINATIONS COMMITTEE (SEMESTER-I TO VI) HELD ON 19.12.2022

It was resolved that:

1. The uploading of the Add-on Syllabus and Academic Calendar in the College website will be done.
2. The Students' Feedback analysis and action taken reports to be provided in the College website.
3. The students feedback forms in future will be filled-in during enrolment process for the university semester examinations. Crt. 2, the SSS form will be circulated accordingly.
4. The Parent feedback forms to be analyzed and action taken report to be prepared accordingly.
5. The Financial Audit reports should include the work order and UCs and the pending financial data will be collected from the College Office.
6. Full scholarship data available along with students' co-curricular and extra-curricular activities records to be finalized.
7. Annual Report to be finalized under Crt.6 and Academic Audit & Green Audit Reports to be included for the submissions.
8. Students representatives names in the Organizing committees of different Cultural Programmes at the College to be separately notified.

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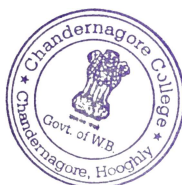
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RESOLUTIONS OF THE MEETING WITH THE INTERNAL MEMBERS OF IQAC CHANDERNAGORE COLLEGE HELD ON 24.01.2023

It was resolved that:

1. Regarding the confirmation of the proceedings of the last IQAC meeting on 13.01.223, the notification for NAAC Steering + Extended Committee and Institutional Preparedness for NEP-2020 Committee has been carried out and circulated. The NEP-2020 Preparedness committee will work as per the guidelines specified by NAAC.
2. Filling up of the application form by the **ISO certification Agency** for Energy audit. Environmental Audit and General Quality Management Audit was executed and related official papers/ documents was shared accordingly. The application date stands on **16.01.2023**. Some more required data to be provided to the Agency for the form-fill up. The guidelines for the detailed process mapping were outlined by the expert of the ISO certification Agency.
3. To review the documentation status on ISO certification, an online meeting on 25.01.2023 at 3:00 PM will be held and be notified accordingly.
4. Matters Arising Discussion:
 - i) A review on the status of the preparation of Departmental Profile for Academic Audit on 01.02.2023 were carried out.
 - ii) Reporting of the Change and Update of **The Name of Publisher of Trivium Journal: Ashis Mahato, Department of French, Chandernagore College**, In the Trivium Journal Website
 - iii) Gender Audit for the current session to be conducted and necessary activities to be pursued for its proper execution.

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RESOLUTIONS OF MEETING WITH THE INTERNAL MEMBERS OF IQAC CHANDERNAGORE COLLEGE HELD ON 08.02.2023

1. It was resolved that criteria -wise format of reporting will be shared with all departments for the sessions:2018-2019, 2019-2020, 2020-2021, 2021-2022 and 2022-2023 as follows:

1.2.1. Report Format for Add- on Course:

- Name/ title of the Course;
- Course duration of 30 hours,
- Syllabus, Brochure/ notifications
- Resource person involved;
- Objective; Students registered and Students' attendance,
- Certificate copy (original sign by HOI, IQAC Coordinator and HOD),
- Reports on the Course Outcome.

1.3.2. Reporting of events related to Curriculum based project work/field work/ internships of students:

- BU syllabus highlighted portion,
- List of enrolled students for this programme
- Project completion certificates to be issued by project guide and HOD original signature to be used,
- Project Report to be submitted by students, all merged file to be uploaded in the college website

2.6.2. Attainment of Programme Outcomes, Programme Specific Outcomes and Course Outcomes.

The Departments will prepare Action Taken Reports on both POs and PSOs for the HONS/GENENERAL Degree Programmes and COs for each course (paper-wise) for each semester based on the performances of their students in different examinations and continuous internal assessments. The format for the Departmental meeting will be provided with the notice.

2.7. Online Student Satisfaction Survey regarding teaching learning process.

The questions are available in the NAAC web link:

http://naac.gov.in/docs/Apply%20now/SSS-Questinnnaire_Students.pdf

These twenty-one questions are to be shared and discussed with students by the Departments in the classes of Co-curricular activities defined in the Master Routine of the College.

For the SSS: feedback will be collected during Exam Enrolment process.

The Mentoring programmes for Hons Students to be carried out by the respective Departments while the Crt.2 committee will form a special mentoring team for mentoring the General Students of BA/BSc and BCom.

For the slow learners special class assessments are to be provided by the Departments and the extent of their academic progress will be assessed/ reviewed in the departmental meetings.

3.2.2. Workshops /seminars/ conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and Entrepreneurship (year wise):

Reporting:





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1. Name of activity,
2. Category of activity,
3. Date, time and venue,
4. Name of the external resource person, with contact details including academic excellence
5. Notification, schedule of the programme and official letters of communication.
6. Total no. of participants
7. Brief description of the objective of the programme,
8. Outcome of the programme with geo-tagged photos.
9. Issuing of participation certificates.

An at least total of $19 \times 3 = 57$ programmes to be conducted within 30.06.2023 by all the Departments.

3.3.1. Research papers in the Journals published by faculty members:

- i) The link for paper landing to the paper/article.
- ii) The link to the journal website.
- iii) The HEI should provide screenshots of research articles clearly showing the title of the article, affiliation, name of the journal, year and authors name. If the links and DOI number are not available. The HEI should indicate in the data template against each paper about the presence of the paper in the UGC CARE list.
- iv) Publication of the authors with Institution affiliation will be considered for assessment years only.

3.3.2. Books and book chapters in edited volumes/books published and papers published in national/international conference proceedings per teacher

- i) Title page, front-cover page, back-cover page, Content page, full chapter/ at least first page of the single-authored book.
- ii) Revised edition can be considered as new book publication
- iii) Cover page, content page and first page of the selected publication.
- iv) Web-link of book showing ISBN number to be given by title, author, Department/ School/ Division/Centre/ Unit/ Cell, name and year of publication
- v) Books with ISBN number only would be considered.
- vi) Book's publication year should be mentioned

3.4.1. Extension activities are carried out in the neighbourhood community, sensitizing students to social issues

Reporting:

1. Name of activity,
2. Category of activity
3. Date, time and venue,
4. Notification, schedule of the programme and official letters of communication.
5. Total number of participants, including the members of the community to whom the service has been provided.
6. Brief description of the objectives of the programme,
7. Outcome of the programme with geo-tagged photos.
8. Certificate to be issued to the participants. Students, apart from NSS, NCC, are preferred as participants.





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3.4.2. Awards and recognitions received for extension activities from government / government recognized bodies

Award certificates with the programme details will be considered only as valid document.

4.2.1. Sharing of Link of e-resources:

Access to INFLIBNET link in the college website may be shared with Hons. students, Subscribed books and journals links provided in the college website. Description about it's' usage and sharing to be mentioned. The certificate for Internet Band width has to be collected from the Service Provider.

4.3.2. Number of computers available for students in the Departments:

Stock register book for old computers (still running condition) in the Departments to be provided.

5.1.2. Capacity building and skills enhancement initiatives

All the REPORTING of the programmes has to done as per the following steps:

- i) Name,
- ii) Date, time and venue
- iii) Organizing unit
- iv) Number of participants: students and staff
- v) Notification,
- vi) Schedule of the programme
- vii) Official letters of communication
- viii) Brief description of objective of the programme
- ix) Outcome with geo-tagged photos.
- ix) Certificate to be issued to the participants

5.1.3. Guidance for competitive examinations and career counselling offered by the Institution during the last five years

Guidance to Exams: competitive examinations: Staff selection commission, WBCS, NET/SET(PG only), GATE, JAM, PG entrance examinations whose min. eligibility criteria is Graduation) Slots for these special classes have been introduced in the Master Routine of the College.

REPORTING steps:

- i) Name of the programme,
- ii) Date, time and venue
- iii) Organizing unit
- iv) Number of participants: students and staff
- v) Notification,
- vi) Schedule of the programme
- vii) Official letters of communication
- viii) Brief description of objective of the programme
- ix) Outcome with geo-tagged photos.

5.2.1. Placement of outgoing students and students already passed

For placement: Appointments letters to be provided

For PG/ Other higher studies: Admission documents /ID cards





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5.2.2. Number of students appearing and qualifying in the examinations (e.g.: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) year wise during last five years

Students appearing: Scanned Copies of Admit cards

Students qualified: Scanned Copies of Admit cards and Qualification certificate.

Students' Grievance Redressal Mechanism, after required modifications with contact details, has to be uploaded in the College website.

6.3.2. Financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

- Programme schedule.
- Participating certificate.
- Photographs (if any).
- Signature in the Fund Receipt at the College Office

6.3.3. Teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

- Application and official letter of acceptance of participation in the programmes
- Programme schedule.
- Participating certificate by the Organising committee.

7.1.1. Celebration / organizing national and international commemorative days, events and festivals during the last five years

Celebrations of commemorative days, events(the list of event days has already been provided) and the process of REPORTING:

- Name of the event/ festival,
- Date, time and venue,
- Organizing unit,
- Number of participants: students and staff,
- Notification, schedule of the programme and
- Brief description of objective of the programme,
- Outcome with geo-tagged photos.

2. Revised date of AQAR-2021-22 submission is on 24.02.2023.

3. Programmes related to Professional ethics, code of conduct, Value Added Courses, will be conducted through special invited lectures.

4. Students to be encouraged for active participation in different Academic and Cultural/ Athletics/Sports Activities at the Intra-/ Inter-College Level as well as District/National/International Levels. Special Prizes for the students in Academic and other achievements will be accordingly awarded on College Foundation Day.





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5. Parent teacher meeting for semester-Vi will be conducted on the last week of February, 2023. The feedback forms and attendance of the guardians has to be preserved by the Departments for further analysis and reporting.
6. The provisional schedule for the various **Capacity Building and Skill Enhancement programmes** as well as **Guidance for competitive examinations and career counselling** programmes have been circulated for execution was reported.
7. Students representation in various Events Organizing Committees should include the names of the students taking special responsibilities in the Saraswati Puja, Sports Committee, NSS Committee, College Fests, Independence Day Celebration, Rabindra Jayanti, Basanta Utsav, and in various Commemorative Days/ Festivals.
8. Industrial visit cum training programmes to the collaborating industries/organizations to be conducted in the coming month.

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RESOLUTIONS OF THE MEETING WITH THE INTERNAL MEMBERS OF IQAC CHANDERNAGORE COLLEGE HELD ON 30.03.2023

It was resolved that:

1. The proceedings of the last IQAC meeting were unanimously approved by the IQAC Members Committee.

a) Feedback forms of the Parents obtained from P-T meeting of Semesters-VI &-I have been collected and their entry in soft copies has been carried out and in progress. Analysis has to be done.

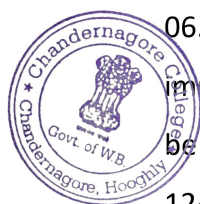
b) Feedback analysis and action taken reports on Grievance Redressal Cell and its operative mechanism has been framed and ready for uploading in the College Website. Action taken Reports on the Grievances are to be done on the basis of Student-Teacher's meetings carried out at the last week of even semesters/ final year and submit the same to the Central Committee. The Grievance Redressal Cell will generate the Overall report on the basis of dept. reports submitted. For 2022-2023, students with class attendance > 60% or more will be prescribed with the grievance format and submit the same to respective departments (01.04.2023-15.04.2023).

c) AQAR-2021-22, pending works related to revised uploading of data in the Crt.7 has to be finished at an earliest.

d) Revision of all AQAR-2018-19 to 2021-22 is needed as per SOP and due to extension of submission deadline.

2. Notification for the Students' Registration in the Add-on Courses for Session: 2022-2023 has to be circulated.

3. Solar Panel and water resources management systems projects vide tender no. 06.06.2022 for 5 KWP on-grid connected solar PV power plant installation already implemented (28.02.2023) and payment for the same of Rs. 389700/- vide SBI cheque has to be made by this financial year:2022-2023. For Water resources management vide tender no. 124 dt 22.01.2022 and 296 dt.28.06.2022, Workorder 127A dt 22.07.22 and has been completed on 24.02.2023. Total cost Rs. 499153.50/- payment done vide IDBI cheque of Rs. 200000/- from Alumni Association Chandernagore College Account and remaining part by





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SBI cheque from relevant College Account. No Fixed Deposits of College have been prematurely broken/ withdrawn to meet the above costs of the projects although approval of the same was taken in the previous TC meeting, in case needed.

3. PWD projects related to restoration of a) 150 years old building at Main campus b) Girls' Activity Room at the Gurudeb Bhawan. Both project works have been initiated. Girls' activity Centre is being formed inclusive of a space for gymnasium for the girls' students of Chandernagore College. A total of about Rs. 30 lakhs have been approved for the project. C) Project for the construction of Indoor Game facility for the students of Chandernagore College at Gurudeb Bhawan Campus of approx. Rs. 23 lakhs has been approved.

4. Reporting on the activities of Centre for Heritage Studies relating to a) MoU, b) Certificate Course: 43 students registered for the course, out of which 12 students are qualified to sit for the final course examination. The progress of certificate course is satisfactory. Certificate course for 2023-2024 will be continued as specified by the Collaborating Concern. c) Other activities relating to College Museum installation, was discussed. On 18.04.2023 – on the occasion of completion of one year of the Centre for Heritage Studies, Heritage Task Force will plan to celebrate its performing activity.

5. Museum:

a) Funding for the museum upgradation to be generated through project proposal submission to the relevant funding Agencies.

b) Theme of the museum: Revolutionary Activities in Chandernagore (including the Freedom Fighters)

Different Museum materials will be collected. To start, half-bust statue of Sri Rash Behari Bose (Rs 40000/-) of fiber, olden pottery materials, scrap parts of popular lightings of Chandernagore, Bakery, sweets making templates from the famous and world-renowned sweet-maker Surya Modak, fabulous Thermocol "sola" works, Stamps, old Horse carts, clothes of Farashdanga, and weaving machine etc. as per availability and budget permittance. Committee will be formed for selecting the statues of Indian Freedom Fighters to be built. Names of the Sculpture Artists: Pradip Sur, Malay Das, Somnath Banerjee. Self-financing of Rs. 1.5 Lakhs as Initial Budget for the development of the College Museum has



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been approved. As per decision taken on the online meeting platform on 25.03.2023, Prof. Biswanath Bandyopadhyay, Rajat Babu and Prof. Basabi Pal as Alumni will work together to contribute to write the Report on the History of Chandernagore College.

6. ISR: Social outreach programme for Class -10 and class -12 students of our neighbouring school: Kanailal Vidyamandir especially for the science students was proposed and approved by the IQAC.

7. Financial support for the Teachers will be provided for going to participate in the RC/OP/STC/ Workshops/Seminars, etc. FDP programmes for the FY:2022-2023. Dr. Kinsuk Das & Dr. Dipanwita Majumdar, Dept of Chemistry will be provided financial assistance for the registration of ASTRA-2023 Awards.

8. Internal Assessment for Sem-VI and Sem-IV will be conducted by the second last and last week of April 2023 respectively. Tentative schedule for IA for Sem-II will be conducted in the month of May 2023. During Internal Assessments, scholarship declaration, feedbacks and awards and achievement certificates to be collected from the students. Time schedule to be framed accordingly by the Exam Committees. Students' feedbacks to be taken from all students. Feedback will be taken in offline mode. The students should be made aware of the SSS questionnaire.

9. Workshop has been jointly organized on 05.04.2023 with Sett Consultancy and Department of Computer Science, Chandernagore College for enlightening the students about the current trends in IT industry.

10. Signing of MoU with Vital Waste can be only be executed after confirmation of no financial transaction involvement in the activities from their end.

11. Research/ Students project proposals framing and submission to:

- a) Star College Projects/Schemes
- b) Biodiversity Boards
- c) Pollution Control Board

For formulation of these projects a workshop will be organized on 04.04.2023 at 2:00 PM in collaboration with the Scientists of ECSF, Howrah.

12. The Procurement of Scientific Instruments/Equipment will be executed on the basis of the requisition submitted by the Laboratory based Departments of Chandernagore





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College for the smooth conduct of Practical Classes for their students in both Honours and General Degree Courses; the College Office will complete the purchase of the Requisite Scientific Instruments/Equipment following the existing financial guidelines.

13. On the basis of the requisition list of books submitted by the faculty members from all the nineteen (19) Departments to the Librarian of Chandernagore College for the FY: 2023-2024, it has been resolved that the purchase of the enlisted books will be executed following the existing financial guidelines.

14. On the basis of the requisition submitted by the Laboratory based Departments of Chandernagore College for the smooth conduct of Practical Classes for their students in both Honours and General Degree Courses, the College Office will complete the purchase of the requisite Chemicals and Glassware following the existing financial guidelines.

15. Keeping in view of smooth conduction of practical classes, per the CBCS Curriculum of The University of Burdwan, and the present Student: Computer ratio in being around 22:1 (Academic Session: 2022-2023), which is far below the Published Bench Marks (5:1) set by the NAAC Authority. Therefore, it was resolved that a total of at least ten (10) computers are essential on an urgent basis and quotation from GeM may be invited for sending a proposal to the Appropriate Authority for the procurement of the same.

16. Capacity Building programmes 'for our college students with collaborating organizations ANUDIP Foundation for Social Welfare, RICE Education, George Telegraph Training Institute, Bandhan Konnagar, ITOrin Technology Solutions Pvt. Ltd. To be completed by April 2023 before the university examination commences.

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RESOLUTION TAKEN IN THE MEETING HELD ON 19.05.2023 WITH THE INTERNAL MEMBERS OF IQAC CHANDERNAGORE COLLEGE & NAAC STEERING COMMITTEE MEMBERS

The list of criteria-wise action plan was outlined in the meeting.

1. Criteria-1

2021-2022: Academic Calendar finalization to be completed.

2022-2023: The Academic Calendar is pending.

Programmes related to Professional Ethics, Gender related Awareness Programmes, Human Values and Environmental Sustainability have to be conducted within 30.06.2023.

2. Criteria-2

Learning material – PPTs and notes to be collected and uploaded.

Mentoring of the BA General students to be conducted.

Internal Assessment and Continuous Assessment Question papers (for the last 5 years) at least 4 sample copies to be collected.

3. Criteria-4:

Consolidated Financial Audit report to be collected from CA and uploaded.

4. Criteria-5:

Grievance Redressal Cell and RTI has to be updated and necessary modifications to be incorporated and accordingly uploaded in the College Website.

Life Skill activities such as Yoga and Karate programmes documentations to be completed.

5. Criteria-6:

Appraisal Systems -SAR documents and Policy documents – TCS & IQAC and Philanthropy activities- Alumni contribution data to be collected.

6. **Criteria-7:** Programmes beyond Curriculum on Gender, Constitutional, Human Values and Professional Ethics to be conducted by 30.06.2023.

7. Awareness programme on Code of conduct for the students to be notified by second week of July, 2023.

8. Programmes related to Professional Development for the Staff Members of the Chandernagore College to be conducted shortly by last week of June, 2023.

9. Provisional Certificate distribution will be accompanied with mandatory feedback form submission by the passed-out students which will be collected in the forthcoming week.

10. All Departments are to submit the Curriculum Development Suggestions by second week of June, 2023.

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RESOLUTIONS TAKEN IN THE MEETING HELD ON 25.05.2023 WITH THE MEMBERS OF IQAC CHANDERNAGORE COLLEGE & REPRESENTATIVE FACULTY MEMBERS OF ALL DEPARTMENTS OF CHANDERNAGORE COLLEGE

The following tentative programmeschedule was finalized in the meeting:

1. **Environmental Awareness and Sustainability Programme:** 2nd phase **Mangrove Plantation Programme** to be conducted. **Seminar Lecture** on Entrepreneurship Generation through Eco-Tourism to be organized for the students. All UG students of Science Departments will participate in the programme.
2. **MoU Activity with Institut de Chandernagor:** a) Seminar Lecture on Research Methodology in Heritage Studies for the PG Students of BENGALI and FRENCH, UG students of UG-SEMESTER-II AND SEMESTER-IV of HISTORY HONS, FRENCH HONS. (b) Workshop on Museum Display and Conservation of Artifacts for the students to be organized.
3. **Staff Professional Development Programme:** Seminar Lecture on **Career Advancement Scheme** for College Teachers to be conducted.
4. a) **Seminar Lecture on Professional Ethics** for UG Students of Sanskrit Hons, Political Science Hons & Economics Hons to be organized.
b) **Value-added Education** by Dr. Tarun Goswami, Coordinating Editor, The Statesman to be organized. All the UG students of Education Hons, Sociology Hons. and Philosophy Hons will participate in the Programme.
5. On the occasion of **World Environment Day Celebration**, Seminar Lecture on **05.06.2023** at on Environment & Sustainability by Dr. Sourav Paul, Director, Estuarine and Coastal Studies Foundation, Howrah and Ms. Debarati Sengupta, National Coordinator of UN Ocean Decade Endorsed Early Career Ocean Professionals (ECOP) Programme for India to be organized.
6. **Special Lecture Series on Sensitization of students to the Constitutional Obligations: Values, Rights, Duties and Responsibilities of Citizens** to be conducted.
7. **Seminar Lecture on Domestic and Sexual Violence** to be organized for the students.
8. Awareness Programme on **CODE OF CONDUCT** for the Students will be conducted by the respective Faculty Members during co-curricular classes as per the scheduled routine on **13.06.2023**.
9. **Blood Donation Camp** at Chandernagore College in collaboration with Association of Voluntary Blood Donors, West Bengal 20A, Fordyce Lane, Kolkata on **14.06.2023** at 11a m.
10. **Faculty Professional Development programme** on **22.06.2023** at 12:30 pm by Sri Gaur Hari Khanra Former Chief Executive Officer Centre for Policy & Training for School Education, Netaji Subhas Administrative Training Institute, Govt of West Bengal Presently working as National Resource Person for Developing Trainers, Government of India.





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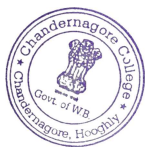


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11. **Staff Administrative Training Programme** on **22.06.2023** at 3: 30 pm on Office Management: Self Awareness, Motivation and Stress Reduction by Sri Gaur Hari Khanra Former Chief Executive Officer Centre for Policy & Training for School Education, Netaji Subhas Administrative Training Institute, Govt of West Bengal Presently working as National Resource Person for Developing Trainers, Government of India.
12. Schedule has to be finalized for the **Administrative Training Programme** for the Office Staff Members on ERP Software by Right Brains Solutions Pvt.Ltd.to be organized.
13. In addition, **Alumni Feedback** to be collected during the distribution of BU Certificates from the College.
14. Besides MoU related activities with **Prabartak Sangha**- a Seminar lecture on Values and Ethics to be organized by the last week of June, 2023.
15. MoU related activities with **Nasibpur Gramme Panchayet**: UG Students of Political Science will visit the Nasibpur Gramme Panchayet and attend the meetings to have practical experience on the workings of the panchayets, as a part of their curriculum enrichment programme.
16. Proposals for purchase of books for the upcoming session to be placed and departments will provide the requisition of books to the Central Library at an earliest.
17. Proposal for the Annual Maintenance of different infrastructural and laboratory facilities in the college to be placed for smooth functioning of the institution.

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IQAC Coordinator
Chandernagore College

Co-ordinator
IQAC
Chandernagore College
Chandernagore, Hooghly



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Action Taken Report of the IQAC Meeting for the Academic Session: 2022-2023

- 1. Institutional Social Responsibility: Joyful Learning Programme** has been successfully conducted in two phases.
- 2. Centre for Heritage Studies with IQAC organized a Staff Professional Development Programme on Awareness and Heritage Listing** and Dr. Basudeb Malik, Officer on Special Duty, West Bengal Heritage Commission will be invited to deliver a special lecture on Gradation and Enlisting of Heritage Sites.
- 3. As a Part of the activity of the Centre for Heritage Studies, an Architectural Survey of Heritage Buildings** in the vicinity of Chandernagore College will be conducted by the Heritage Task Force of Chandernagore College involving the teachers and students.
- 4. On the eve of Independence Day, Drawing Competition on the Theme: Architectural Marvels of Heritage Sites** in Chandernagore for the Registered College students and **Drawing For Freedom** for the Goswamighat Prabartak Aponalay (Boys) has been arranged.
- 5. Incorporation of cluster-wise co-curricular activities** like, quizzes, debates, student seminar, extempore, Value and Ethic Education, Gender Sensitization, Career Counseling, Coaching/ Training for various entrance examinations, Remedial Classes, NSS activities for the holistic development of the students in the Master Routine has been done.
- 6. Staff Professional Development Programme** will be organized and Dr. Jagatpati Sarkar Senior Cataloguer of the Museum Section & Research Officer officiating The Asiatic Society, Kolkata will be invited to share his expertise on setting up a museum and preserving the heritage.
- 7. CONVENTION** was organised on 16.09.2022 in presence of Honourable Mayor Chandernagore Municipal Corporation, President of the Convention, faculty members, staff, students and alumni of Chandernagore College that the year of establishment of Chandernagore College was identified as 31st August, 1862 A.D. only.
- 8. Mangrove Plantation Programme** as an initiative for Environmental Awareness and Protection Activities in collaboration with **Purbasha Eco Helpline Society, Sundarban & Estuarine and Coastal Studies Foundation (ECSF)** has been successfully conducted on





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the west bank of River Hooghly at Chandannagar in two phases on 09.09.2022 & 30.05.2023 respectively. In addition, lectures on '**Entrepreneurship Generation through Eco-tourism**' by experts have been conducted for the students of the college.

9. Centre for Non-Formal Sanskrit Education has been established and certificate course on Non-Formal Sanskrit Education has been successfully conducted.

10. Continuous Class Assessments/ Class Tests (apart from internal assessment examinations under curriculum) on every month to be conducted to assess the academic progress of the slow learners.

11. Installation of Solar Panel on the top of main administrative building, as an alternative source of energy and energy conservation measures has been completed.

12. Institution has taken initiative to perform energy and environment audits by obtaining **ISO Certification Number** in Quality Management (9001:2015), Energy Management (14001:2015) and Environment Management (50001:2018) Systems.

13. LMS installation software as an ICT initiative has been introduced in this academic session for upgrading the teaching learning process of the college.

14. The College have taken initiatives in subscribing to several **e-Journals, e-Shodhsindhu, Sodhganga memberships**, to provide e-learning facilities to the students and teachers of the college.

15. Water Resource Management and Rainwater Harvesting System has been installed in the college campus.

16. Felicitation to Ms. Piyali Basak, Mt. Everest Summitter from Chandernagore to honor this great achievement has to be organized shortly.

17. Yoga, Gym -Life skill activities and Language and Communicative skills (Soft skill), ICT/ Computer Skills have been allotted as special programs in the academic calendar. Yoga Instructor has been appointed for conducting regular Yoga classes for the student on every week.

18. Proposal placed by **Centre for Heritage Studies** Chandernagore College to West Bengal Heritage Commission for the **Declaration of HERITAGE ZONE** in the Chandernagore strand from Patalbari to Ranighat has been accepted and officially declared.

19. Centre for Heritage Studies organized programmes to observe and celebrate the **World Heritage Week** by conducting a Heritage tour for the students accompanied with





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the teachers to the medieval temples situated in the Chandernagore city to spread awareness of the religious and architectural significance of these temples.

20. Capacity Building And Career Counselling Activities including guidance for competitive examinations Programmes have been organized in collaboration with organizations like ECSF, **RICE Education, Anudip Foundation for Social Welfare** with whom we already have collaborated in AY: 2021-2022.

21. MoU signing with organizations Bandhan Konnagar, George Telegraph Training Institute, ITOrizin Technology Solutions Pvt. Ltd., for collaborative programmes relating to **Capacity Building and Career Counselling Activities including guidance for competitive examinations** for the students have been successfully executed and the programmes have been successfully conducted.

22. Industrial Visit and Training programmes have been conducted for our college students with our collaborative organizations/industries – G. P. S. Arts Pvt. Ltd., Usha Food Storage Pvt. Ltd., Simla Food Product, Raj Bakery to provide exposure to practical job environment.

23. Industrial Visit and Field Training Programmes have been conducted with our collaborating organizations with Pallabi Nursery for exposing our students for Horticultural Techniques.

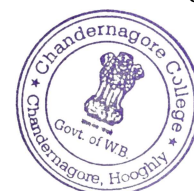
24. College has collaborated with **Earth Star, Howrah** for conducting workshops on Entrepreneurship Generation through Mushroom Cultivation Technology for the students.

25. A Mushroom Cultivation Centre has been set up in the College under the supervision of Botany Department to promote Mushroom Cultivation Technology to educate students as mushroom growers.

26. Workshop has been organized for focussing our students on the Recent Trends in IT Industry in collaboration with expert **organizations such as Sett Consultant.**

27. College has collaborated with **Nasibpur Gram Panchayet** to provide **Practical Experience on the Functions of Gram Panchayet** to our students.

28. NSS Unit of Chandernagore College in collaboration with NGOs - **Goswamighat Prabartak Aponalay Children's Home Sangbed and other professional organizations,** has carried out several Extension and Social Outreach Programmes to serve the society. Apart from NSS, departmental activities will also be conducted with these collaborating organizations.





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29. **Submission of AQAR-2021-2022** has been successfully conducted.
30. **NIRF-2023 submission** has been successfully executed.
31. **College LOGO** has been finalized through drawing competition for the college students, WORKSHOP for logo development and active input from the students, staff and experts in the college.
32. Celebration of the **International Heritage Week** and Pictorial Exhibition of Sri Aurobindo on the eve of the Celebration of 150th Birth Anniversary of Sri Aurobindo from 24/11/2022 to 27/11/2022 from 4pm-8 pm at Heritage Building.
33. **Academic/Administrative/ Green and Gender Audit** has been successfully conducted by the visiting Resource Team Members from the University of Burdwan.
34. **Meeting with the parents/ guardians of semester students** has been conducted for the session 2022-2023.
35. **Extended NAAC Steering Committee has been reformed** for the purpose of systematic collection of NAAC related data from the departments, college office and collaborating organizations.
36. The college has taken bold initiatives by maintaining a **cleaning and hygienic environment in the premises** through execution of well-organized working plan on different solid waste management in collaboration with **Chandernagore Municipal Corporation**.
37. **Awareness Seminars on Degradable and Non-degradable Waste Management and educational visits** to municipal corporation waste management site by the college students to learn the methodologies of **waste reduction and its proper disposal including management** has been organized in collaboration with **Chandernagore Municipal Corporation**.
38. **Certificate Course in Heritage Tourism** in pursuance of the activity of MoU with Murshidabad Heritage Development Society for a total Course duration of 30-40hrs involving the students from Chandernagore College, especially from Depts. of English and French, has been organized.
39. **Certificate Course in Digital Still Photography** has been organized and completed by the students of our college in collaboration with Vertex Digital Studio, Konnagar.





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40. Certificate Courses on Tax Package and Accounting Package have been conducted with collaborating organizations like ICA Edu Skill and Tally Institute to provide job opportunities to the students.

41. Hands on Exposure to Laboratory Environment as a part of institutional social responsibility programme for the class-X and Class-XII students of neighbouring secondary and higher secondary schools have been conducted involving the science departments to encourage/motivate them to join the Basic Science(s) Course(s) in the near future.

42. Faculty exchange/ student exchange programmes have been organized in collaboration both with **Women polytechnic College Chandernagore as well as with iLEAD Kolkata** for enhancing the communication skill as well as technical expertise of our college students. The Faculty Members of our college also engaged themselves to share their academic expertise with the students of iLEAD as well.

43. The proposals for **Seminars** on research methodologies on heritage studies, **workshops** on **preservation** of museum artefacts, **educational tour** to the **Museum, Institut de Chandernagor** has been successfully conducted **in collaboration with Institut de Chandernagor. Internship** for the PG student of French has also been offered by **Institut de Chandernagor** as a part of collaborative activity.

44. Change and Update of the Name of Publisher of Trivium Journal: Ashis Mahato, Department of French, Chandernagore College, in the Trivium Journal Website was completed.

45. Special lectures on **Gender Awareness and Gender Sensitization Programmes** have been conducted. **Gender Audit** has been proposed and conducted for this academic session.

46. Special lectures to spread awareness on **Environment & Sustainability** have been organized.

47. Special lectures **Value Added Education and Professional Ethics, Code of conduct** have been organized for the students to enlighten them about the importance of values and ethics in every sectors of life.





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48. Special programmes related to Workshops, Hands-on training on promoting eco-friendly products including environmental awareness activities has been organized in collaborating with Integrated Institute for Advanced Research and Information (IIARI).

49. Special Lecture Series Programmes related to Sensitization of students to the **Constitutional Obligations: Values, Rights, Duties and Responsibilities of Citizens** delivered by Experts from specialized Institutions/Organizations have been organized.

50. Seminars on Research Methodology, Intellectual Property Rights and Entrepreneurship have been organized at the College

51. Workshops, Orientation Programmes, Hands-on Training, Data Analysis and Manuscript Writing Skill developing programmes have been conducted in collaboration with **Estuarine and Coastal Studies Foundation (ECSF)** to nurture the innovative thinking and learning opportunities as a preliminary exposure to research environment among the undergraduate students.

52. Alumni Feedback, Students' Feedback, Parents' Feedbacks for the session: 2022-2023 has been collected, analysed and action taken reports have been circulated.

53. Teachers and Non-Teaching Staff Feedbacks for the session 2022-2023 have been collected action taken reports have been circulated.

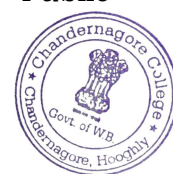
54. Professional Development Programmes for the Staff Members have been conducted for maintaining academic ambience in the college.

55. Staff Administrative Training Programmes for the smooth conduction of the College Office Administration has been conducted.

56. Financial Support to the teachers to attend various academic events such as conference, workshops, refreshers' course, short term course, orientation programmes have been provided as per request submitted by the teachers.

57. Annual Maintenance of Desktop Computers for Chandernagore College has been proposed and placed to the Director of Public Instruction, Education Directorate, Department of Higher Education Government of West Bengal for the smooth functioning of the IT facilities for academic & administrative purposes.

58. Annual Routine Maintenance of entire Electrical works in both the Campuses of Chandernagore College including AC machines, Lift and Special repairing works with maintenance materials **has been proposed and placed** to the Director of Public





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Instruction, Education Directorate, Department of Higher Education Government of West Bengal to run the Academic activities of the Chandernagore College smoothly.

59. Proposal for the maintenance of the existing water purifiers of Chandernagore College has been placed to the Director of Public Instruction, Education Directorate, Department of Higher Education Government of West Bengal.

60. Construction of room and Electrical Installation work for the Indoor Game Facility of the students in Gurudeb Bhawan Campus of Chandernagore College” has been completed.

61. Civil works and Electrical Installation in of the circa 150 years old one storied building in the main campus of Chandernagore College has been completed.

62. Works related to the “Replacement of existing old fittings/fixtures, fan etc. including allied works and repair of existing Electrical Installation in the Two and Three storied building located in the main campus of Hooghly” has been completed.

63. Proposal for the Annual Maintenance of CCTV in Chandernagore College Campus for the FY: 2023-2024 has been placed.

64. Works related to “Construction and repair of the existing boundary wall, Cycle Stand, Covering of DG set in Gurudeb Bhawan Campus and repairing of walls and approach road in the main campus at Chandernagore College has been completed.

65. Works relating to Repairing of Security and Generator room, repair and renovation of boundary wall and floor of Geography Departments’ rooms and installation of paver tiles adjacent to 150 years old building in the campus of Chandernagore College has been completed.

66. The Chandernagore College Museum will be housed in The Heritage Building of Chandernagore College and its installation process has been initiated.

67. Departments will be designated specific student centric activities for the smooth functioning and continuation of MoU activities with different collaborating organizations.

68. MoU has been signed with expert concern Mrityunjoy and Sons, Bhadreswar, Hooghly for the purpose of setting up of the Vermicompost unit in the college and train our students on its installation process.





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69. All departments are encouraged to conduct the **seminars and workshops** involving the students on different topics including research methodologies, intellectual property rights and entrepreneurship generating skill developing events.

70. Revised Proposal for **purchase/procurement of furniture** for Gurudeb Bhawan, Student Activity Centre for Girls, 150 years old building renovated to Guest House, College Museum has been placed.

71. Proposal for the **Purchase of Books** for the **Central Library of Chandernagore College** for the **FY: 2023-2024** has been placed.

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