

DEROZIO MEMORIAL COLLEGE

ESTD. - 1996

(RE-ACCREDITED BY NAAC WITH B++ GRADE) (2ND CYCLE)

RAJARHAT ROAD, P.O. R-GOPALPUR
 NORTH 24 PARGANAS, KOLKATA - 700136

Ref. No.....

Date.....

DEROZIO MEMORIAL COLLEGE : RAJARHAT
(IQAC Cell)

IQAC MEETING NO. 1 of 2021-22

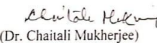
A meeting of the IQAC will be held on 28.02.2022 at 1 PM to consider the matter of pay fixation of the following teachers :

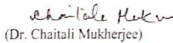
1. Prof. Subarna Ghosh (Samanta), Assistant Professor (Stage II), Department of Education
2. Dr. Inamul Haque, Assistant Professor (Stage II), Department of Botany
3. Dr. Mrinal Sarkar, Assistant Professor (Stage II), Department of Chemistry

Following other items will also be discussed.

1. Online classes for Odd and Even Semesters
2. Submission of online class data to HE Deptt., Govt. of West Bengal.
3. Online briefing session for WBSU online Examinations.
4. Utilization of hand sanitizer manufactured in Chemistry Laboratory.

Dated : 26.02.2022


 (Dr. Chaitali Mukherjee)
 Coordinator-IQAC


 (Dr. Chaitali Mukherjee)
 Teacher-in-charge

Pages: 1
Date: 28.2.2022

MINUTES - IQAC MEETING NO 1 of 2021-22 dated 28.2.2022

Members present-

1. Dr. Chaitali Mukherjee 28/2/22
2. Dr. Inamul Haque 28/2/22
3. Prof. Subarna Ghosh 28/2/22
4. Inamul Haque 28/2/22

Resolutions :

The IQAC considered the matter of Pay-Fixation of the three teaching staff as detailed below :

Prof. Subarna Ghosh (Samanta), Assistant Professor, Department of Education joined the College with M. Phil. and was due for promotion to Assistant Professor (Stage II) after completion of 5 years of service.

Dr. Inamul Haque, Assistant Professor, Department of Botany and Dr. Mrinal Sarkar, Assistant Professor, Department of Chemistry completed Ph.D. within 4 years after joining service and were due for promotion to Assistant Professor (Stage II) after completion of 4 years of service.

However they were granted promotion to Assistant Professor (Stage II) with effect from the date following the date of completion of their Refresher Course. Details are as follows :

Sl. No.	Name	Date of Joining	Date of Completion of Ph.D./ M.Phil.	Date of Completion of Refresher Course	Existing Pay Fixation w.e.f.	Pay Fixation actually due vide G.O. 1909-Edn (CS) dated 19.11.2019 w.e.f.
1.	Prof. Subarna Ghosh (Samanta), Assistant Professor (Stage II), Department of Education	25.03.2010	2007 (M.Phil.)	21.04.2015	22.04.2015	25.03.2015
2.	Dr. Inamul Haque, Assistant Professor (Stage II), Department of Botany	01.04.2010	15.02.2011 (Ph.D.)	11.11.2016	12.11.2016	01.04.2014
3.	Dr. Mrinal Sarkar, Assistant Professor (Stage II), Department of Chemistry	06.04.2010	15.12.2010 (Ph.D.)	28.03.2015	29.03.2015	06.04.2014

It was resolved that the Governing Body of the College will be requested to approve the pay refication of the said three teachers from their due dates in terms of G.O. 1909-Edn (CS) dated 19.11.2019.

Other Items

- (1) Online classes for Odd and Even Semesters may be conducted on the existing platforms (Google Meet, Discord, etc) on the basis of the Master Online Class routine.
- (2) Online class data in the prescribed format to be submitted by teachers to Higher Education Deptt, Govt. of West Bengal.
- (3) Various Departments have already re-acquainted students with the online system of various WBSU End Semester examinations (eg Sem I, to Sem V, Supplementary and Sem II, Sem III, Sem IV, Sem V and Sem VI Examinations) These Departments also briefed students of Sem I on the WBSU Instructions in respect of their End Semester Examination to be held in March 2022.
- (4) Hand Sanitizer manufactured indigenously in the Chemistry Laboratory is to be distributed among stakeholders of the College and members of the local community.




 Teacher-in-Charge
 Derozio Memorial College
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MINUTES - IQAC MEETING-NO 2 of 2021-22 dt 2.3.2022

Members present-

1. Chaitali Mukherjee	5. Amitav Adh.
2. Dr. Papri Saha	6. Dr. Chaitali Mukherjee 2.3.2022
3. Dr. Saikat Mondal	7. Dr. Saikat Mondal
4. Dr. Saikat Mondal	8. Dr. Saikat Mondal

Resolution

(1) The IQAC considered the matter of pay-refixation of Dr. Saikat Mondal as detailed below:

Dr. Saikat Mondal, Associate Professor, Department of Bengali was due for promotion to Associate Professor (stage IV) with effect from 11.04.2017. However he was granted promotion to Associate Professor (stage IV) with effect from the date following the date of completion of his refresher course. Details are as follows:

Name	Date of joining	Date of Completion of Refresher course	Existing Pay fixation (w.e.f)	Pay fixation actually due vide G.O. 1909 Edn(CS) Dated 19.11.2019 (w.e.f)
Dr. Saikat Mondal Professor(Stage IV), Bengali	11.04.2005	07.07.2017	08.07.2017	11.04.2017

It was resolved that the Governing Body of the college will be requested to approve the pay refixation of Dr. Saikat Mondal from his due date in terms of G.O. 1909-Edn(CS) Dated 19.11.2019.

(2) The IQAC considered the matter of pay- refixation of Dr. Papri Saha as detailed below :

Dr. Papri Saha, Assistant Professor, Department of Computer Science was due for promotion to Assistant Professor (stage III) with effect from 01.12.2016. However she was granted promotion to Assistant Professor (stage III) with effect from the date following the date of completion of her refresher course. Details are as follows:

Name	Date of joining	Date of Completion of Refresher course	Existing Pay fixation (w.e.f)	Pay fixation actually due vide G.O. 1909 Edn(CS) Dated 19.11.2019 (w.e.f)
Dr. Papri Saha, Assistant Professor, Computer Science	01.12.2006	17.12.2016	18.12.2016	01.12.2016

It was resolved that the Governing Body of the college will be requested to approve the pay refixation of Dr. Papri Saha from her due date in terms of G.O. 1909-Edn(CS) Dated 19.11.2019.

Date : 02.03.2022

Dr. Chaitali Mukherjee
 Co-ordinator, IQAC

Dr. Chaitali Mukherjee
 Teacher-in-charge

DEROZIO MEMORIAL COLLEGE : RAJARHAT
 (IQAC Cell)

MEETING NO. 2 / 2021-22

A meeting of IQAC will be held on 02.03.2022 at 12 noon to consider the matter of pay fixation of

- (1) Dr. Saikat Mondal, Associate Professor (Stage IV), Department of Bengali.
- (2) Dr. Papri Saha , Assistant Professor (Stage III), Department of Computer Science.

Dated : 02.03.2022
 (Dr. Chaitali Mukherjee)
 Coordinator-IQAC

(Dr. Chaitali Mukherjee)
 Teacher-in-charge



Teacher-in-Charge
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DEROZIO MEMORIAL COLLEGE: RAJARHAT
(IQAC Cell)

MEETING NO. 3 / 2021-22

A meeting of IQAC will be held on 12.04.2022 at 1 P. M to consider the following Agenda.

- 1.Covid 19 Vaccination Drive at the college premises.
- 2.Conduct of online Examination and receipt of answerscripts.
- 3.Yoga and Self Defence Programme organised in collaboration with Rotary Club,Sutanuti,on 11th and 12th March 2020.
4. Sanitization of the College premises.
5. Organising/ attending offline academic programmes.

Dated 12.04.2022 (Dr. Chaitali Mukherjee)
Coordinator-IQAC

(Dr. Chaitali Mukherjee)
Teacher-in-charge

MINUTES - IQAC MEETING - No 3 of 2021-22 dt 12.4.2022

Members present:

1 Chaitali Mukherjee 12/4/22	5 Pratik Mondal 12/4/22
2 Aniket Das 12/4/22	6 Sumita Dasgupta 12/4/22
3 [Signature] 12/4/22	7 [Signature]
4 [Signature] 12/4/22	8 [Signature]

Resolutions

- (1) The minutes of Meeting No - 2 of 2021-2022 dt 02.03.2022 were confirmed.
- (2) Covid 19 Vaccination Drive was organised by the college on 5th October 2021. Appx 200 stake holders were vaccinated.
- (3) Online Examinations were successfully conducted and answerscripts were received online to avoid spreading of Covid19.
- (4) It was noted that the NSS Unit of the college in collaboration with the Rotary Club Sutanuti, successfully organised a two day programme on Yoga and Self Defence at the college on 11th and 12th March 2022.
- (5) It was noted that the President of the Governing Body took the initiative of sanitizing the entire college premises with the help of Bidhanagar Municipal Corporation, after reopening of the college on lifting of the lockdown.
- (6) Teachers were requested to organize/attend offline academic programmes.

Dated : 12.04.2022

(Dr. Chaitali Mukherjee)
Coordinator-IQAC

(Dr. Chaitali Mukherjee)
Teacher-in-charge



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ACTION TAKEN REPORT

2021-22

ACTION TAKEN:

1. The matter of pay-fixation of 5 teachers, on completion of their Refresher Course was considered.
2. Online classes for Odd and Even Semester were conducted on existing platforms (Google Meet, Discord etc.) on the basis of the Master online classes routine.
3. Online class data in the prescribed format was submitted by teachers to Higher Education Department, Govt. of West Bengal.
4. Hand Sanitizer manufactured in the Chemistry Laboratory was distributed among the stakeholders of the college and members of the local community.
5. Students with the online system of various University Examinations.
6. Online Examinations were successfully conducted and answer scripts were received online to prevent the spread of COVID-19.
7. Academic data for 2020-2021 was collected from departments via email and an online data base created by IQAC.
8. A Vaccination Drive was organised at the college on October 5, 2021. Approx 200 stakeholders were vaccinated.
9. The President Governing Body, took the initiative of sanitizing the college premises with the help of Bidhannagar Municipal Corporation.
10. The NSS Unit of the college, in collaboration with The Rotary Club, Sutanuti, organised a two-day programme on Yoga and Self Defence at the college on 11th & 12th March 2022.




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