



**SUBHAS CHANDRA BOSE CENTENARY COLLEGE  
LALBAGH, P.O & Dist- MURSHIDABAD**

**Estd- 1998**

Email Address: [scbccollege@gmail.com](mailto:scbccollege@gmail.com) Ph. 03482-270643, Fax-03482-270543

Website: [www.sbcc.org.in](http://www.sbcc.org.in)

Date: 10.08.2015

**NOTICE**

A meeting on behalf of IQAC is going to be held on 17.08.2015 at Principal's Chamber at 2pm. Esteemed members of the Internal Quality Assurance Cell are informed to attend the meeting.

**Agenda:**

1. Proceedings of decisions of previous meeting on 30.03.2015.
2. Proposals for department rooms.
3. Need of internal annual academic audit.
4. Inspire the students in participatory teaching-learning process.
5. Issue of Alumni society formation.

Dr. Shakil Ahamed Khan,  
Teacher-in-Charge  
**Teacher-in-charge**  
**S. C. B. C. College**  
**Lalbagh, Murshidabad**

Dr. Supam Mukherjee  
Coordinator,  
IQAC, SCBC College  
**Co-ordinator IQAC**  
**S.C.B.C. College**  
**Lalbagh, Murshidabad**

**IQAC members:**

1. Dr. Anjana Saha ( Assistant Professor)
2. Mr. Madhusudan Mitra (Accountant)
3. Mr. Sudhin Chakroborty (Head clerk)



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Date: 17.08.2015

Place: Principal's Chamber

The meeting was started at 2pm and Honorable Teacher-in-Charge presided the meeting.

**Discussion:**

- **Proceedings of decisions in previous meeting which was held on 30.03.2015:**  
In this meeting decisions were taken on 60% attendance of students, infrastructural works specially need of seminar hall and ICT rooms; the members discussed on the so far progress of students' attendance that are followed by the departments. It was also discussed that seminar hall and ICT rooms are within process and after permission from Governing Body and Finance committee tender is been invited and work order will be placed soon.
- **Academic issues:**  
The honorable coordinator of IQAC highlighted the need of students' active participation in teaching-learning process and also mentioned the importance of such active participation and related events in NAAC accreditation. All the members unanimously supported the thought and the honorable coordinator was told to inspire the departments in innovative teaching – learning process like quiz competition, department level seminar, extempore, wall magazine etc.
- **Infrastructural issues:**  
With the growing number of students the need of keeping academic reports properly by each and every department is rising. Considering the issue the need of individual department rooms were proposed by the members and decision was taken to appeal before the Governing Body for such permission.
- **Annual Internal Academic Audit:**  
All the members agreed in a common issue i.e. the Annual Internal Academic Audit. It was told that study of year wise academic audit will make the real academic environment clear before the IQAC and it will help to prepare required planning to cover the weak points.
- In the issue of **Alumni Society** considering the event that all the departments don't have sufficient number of faculties to start and continue such process, so instead of central alumni society department level alumni communication got priority.

After the vote of thanks Honorable Coordinator, IQAC declared the end of the meeting.

Dr. Shakil Ahamed Khan,  
Teacher-in-Charge

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Date: 20.02.2016

**NOTICE**

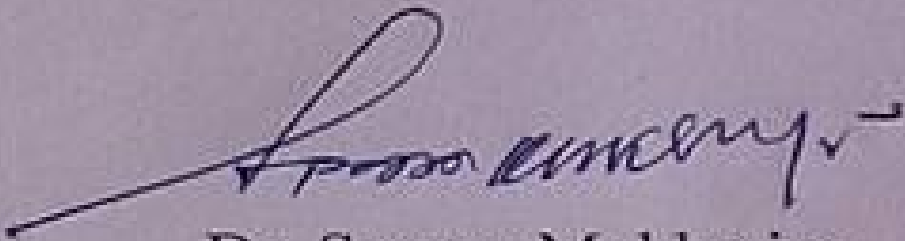
IQAC, Subhas Chandra Bose Centenary College, is going to organize a meeting on 26.02.2016 at Principal's Chamber at 2pm. Esteemed members of the Internal Quality Assurance Cell are informed to attend the meeting.

**Agenda:**

1. Proceedings of decisions of previous meeting on 17.08.2015.
2. Renovation of the play ground.
3. Importance of feedback collection and their analysis.

  
Dr. Shakil Ahamed Khan,  
Teacher-in-Charge

**Teacher-in-charge  
S. C. B. C. College  
Lalbagh, Murshidabad**

  
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Website: [www.sbcc.org.in](http://www.sbcc.org.in)

Date: 26.02.2016

Place: Principal's Chamber

The meeting was started at 2pm and Honorable Teacher-in-Charge presided the meeting.

**Discussion:**

• **Proceedings of decisions in previous meeting which was held on 17.08.2015:**

The proposals of department wise room allocation, preparation of Internal Annual Academic Audit, active participation of students in teaching-learning process were the major issues discussed in the previous meeting. The issues related to infrastructural changes were placed before the Governing Body and the authority provided permission for department wise room allocation.

All the Academic Departments are making the teaching-learning process more innovative by active participation of the students through department level seminar, quiz and extempore like events. The departments are also interested in displaying departmental wall magazine. The format provided by IQAC for Annual Internal Academic Audit is been filled by the departments.

• **Academic issues:**

Teaching-learning is in fact a two way process, the members attending the meeting declared that we should have an organized feedback system from our students, teaching faculties and non-teaching staffs to make the whole process acceptable and to establish a friendly environment. The members of IQAC recommended for framed questionnaire for students, teaching faculties and non-teaching staffs.

• **Infrastructural issues:**

All the members were glad to declare the progress of the seminar hall but simultaneously mentioned that to facilitate our students with modern teaching aids ICT class room is of topmost priority. Considering the importance of ICT Class Room all the members unanimously decided to recommend for ICT Rooms before the Governing Body.

Another important issue as per the grievance produced from the end of students related to play ground within the college campus was raised by Mr. Sudhin Chakroborty. The members agreed with the students' demand and it was decided to appeal before the Governing Body for renovation of the ground within college campus to make it useful for netball, badminton like games.

• **Issue related to make the institution prepared for NAAC visit:**

All the members considered that the Institution couldn't succeed to make the Institution prepared for NAAC visit, the members unanimously raised the name of Mr. Sudipto Mukhopadhyay, Assistant Professor, Department of English, as NAAC coordinator.

After the vote of thanks Honorable Coordinator, IQAC declared the end of the meeting.

Dr. Shakil Ahamed Khan,  
Teacher-in-Charge

**Teacher-in-charge**  
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Lalbagh, Murshidabad

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