

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	1
তারিখ / Date	16.01.2019

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	1 pm.

- ১। ১.
- ২। ২। *[Signature]*
- ৩। ৩. Balaram Choudhary
- ৪। ৪. Yangki Dolma Sherpa
- ৫। ৫. Biplob Barua
- ৬। ৬. Biswajit Roy
- ৭। ৭. Alka Moktan

- ৮। ৮.
- ৯। ৯. Sukhen Datta
- ১০। ১০.
- ১১। ১১.
- ১২। ১২.
- ১৩। ১৩.
- ১৪। ১৪.

- ১৫। ১৫.
- ১৬। ১৬.
- ১৭। ১৭.
- ১৮। ১৮.
- ১৯। ১৯.
- ২০। ২০.
- ২১। ২১.

নং / No. রেজল্যুশন / Resolution Adopted

AGENDA :

- ① Selection of IOAC coordinator.
- ② Proposal for organising International Seminar.
- ③ Proposal for organising one day workshop.

Resolution Adopted

In the first IOAC meeting the Principal welcomed all the members of the IOAC.

- ① Miss Alka Moktan was unanimously selected as coordinator of IOAC with effect from 16.01.2019. The newly elected coordinator thanked everyone for giving her the responsibility to work for the accreditation of the institution.

After selection process the coordinator IOAC placed other Agendas for discussion and all the members put forward their valuable suggestions on different points.

- ② It was decided that an International Seminar on the topic "World Peace and Harmony in 21st Century and its Challenges" will be held on 16-17 March 2019. It will be organised by Rajganj College in collaboration with IEFRA foundation, Bhubaneswar. Miss Alka Moktan will be the convener of the International Seminar and she was requested to form different sub-committee, to distribute

রেজল্যুশন / Resolution Adopted

স্র / No.

responsibilities among teachers and staffs for making the program successful one.

8 It was decided to organise an awareness program on 'Save Energy & Environment Protection' which will be organised by IOAC Rajganj college in collaboration with Petroleum Conservation Research Association under the Ministry of Petroleum and Natural gas on date of 20.2.2013. Mrs. M.K. Moktan Co-ordinator was requested to make necessary arrangements for the same.

The meeting ended with thanks to the chair

Alka Moktan

Co-ordinator

I.O.A.C.

Rajganj College

Rajganj, Jalpalguri

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	২
তারিখ / Date	২৭.০৯.২০১৯

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	

- | | |
|---------------------------|--------------------|
| ১। ১. Laikotiye mokon Roy | ৮। ৮. |
| ২। ২. ফারুক | ৯। ৯. Sukhen Datta |
| ৩। ৩. Parvina Chowdhury | ১০। ১০. |
| ৪। ৪. Yangki Dolma Sherpa | ১১। ১১. |
| ৫। ৫. Peoples Rama | ১২। ১২. |
| ৬। ৬. Biswasjit Roy | ১৩। ১৩. |
| ৭। ৭. Alka Mukta | ১৪। ১৪. |

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| ২১। ২১. |

নং / No. রেজল্যুশন / Resolution Adopted

Agenda:

১. Confirmation of resolution of previous meeting.
২. Proposal for initiation of Student's feedback
৩. Miscellaneous.

The meeting started on a welcome note by Principal Sir Dr. Anuprasad Mitra.

- ১) All the resolutions taken in the meeting held on 16.01.2019 is unanimously confirmed.

- ২) It was decided to initiate the process of collecting feedback from students, for that a committee is to be formed to prepare a comprehensive feedback form and further to develop a system to collect feedback report from the students.

Miscellaneous.

- ৩) Members present discussed the CBCS syllabi.

- ৪) Report on the Action taken, in compliance with the decision taken on

The meeting held on 16.01.2019.

Regarding organising the workshop / awareness program on 'Save Energy and Environment Protection' the coordinator informed the members that the program was successful, which was also followed by the information of successful organisation of the International Seminar.

The meeting concluded with vote of thanks proposed by Principal Rajganj College.

Atka Moktan

Co-ordinator

I.A.C.

Rajganj College
Rajganj, Jalpaiguri

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মিটিং নং / Meeting No.	4
তারিখ / Date	19.9.2019

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	12 pm.

১। ১.	১। ৮.
২। ২. <i>Lakshya Dasgupta Roy</i>	২। ৯.
৩। ৩.	৩। ১০.
৪। ৪. <i>Yograj Datta Sheng</i>	৪। ১১.
৫। ৫. <i>Palash Choudhury</i>	৫। ১২.
৬। ৬. <i>Biswajit Ray</i>	৬। ১৩.
৭। ৭.	৭। ১৪.

১৫। 15.
১৬। 16.
১৭। 17.
১৮। 18.
১৯। 19.
২০। 20.
২১। 21.

নং / No. রেজল্যুশন / Resolution Adopted



RAJGANJ COLLEGE

Estd.: 2009

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P.O. Rajganj, Dist. Jalpaiguri-735134

Ph.: (03561) 254356, e-mail: rajganjcollege@gmail.com,

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Date: 13/09/2019

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 19/09/2019 at 12 pm in the Principal's chamber to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. Proposal for conducting of Add-on course in each Academic Year.

Miscellaneous

Alka Mukherjee
Co-ordinator
IQAC,
Rajganj College
IQAC Co-ordinator

Rajganj College

Therefore it is resolved:

- ① All the resolution taken in the last meeting is unanimously confirmed.
2. Add-on Course Programs shall be initiated and organized by all the departments of the college. The departments shall organize Add-on Course at the end of the session so that regular classes will not be hampered as well, as suggested by some members of the committee. The Departments shall take all the responsibilities of coordinating the Course by themselves.
3. Some of the members also suggested for organizing workshops and Seminars.

Alka Mukta
Co-ordinator
I.Q.A.C.
Rajganj College
Rajganj, Jalpaiguri

মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	5
তারিখ / Date	20.01.2020

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principals Chamber
সময় / Time	

১। ১. Laikshya Mohan Roy	৮। ৮.
২। ২. [Signature]	৯। ৯.
৩। ৩. Paramita Ghosh	১০। ১০.
৪। ৪. Yargui Dorma Sherpa	১১। ১১.
৫। ৫. Alka Mallik	১২। ১২.
৬। ৬. Biswajit Roy	১৩। ১৩.
৭। ৭.	১৪। ১৪.

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Resolutions / Resolution Adopted



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Date: 08/01/2020

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 20/01/2020 at 12 pm in the Principal's chamber to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. To discuss about the upcoming Annual Sports to be organised.
3. To discuss about the R.B.U. examination to be held in the college.

Alka Mohan
IQAC Co-ordinator

Rajganj College

Co-ordinator
M. C.
Rajganj
Rajganj College
Jalpaiguri

It is resolved :

- ① All the resolutions taken in the last meeting is unanimously confirmed.
- ② It was decided that the Annual College Sports will be held next month, tentatively by 15th of February, and all the necessary steps will be taken by the Sports Committee from distribution of the duties and organizing the event successfully.
- ③ Regarding R.B.U. Examination to be held in February it was decided that before the commencement of examination a meeting will be held to discuss the rules and regulations for the smooth conduction of examination.

Alta Hossain
 Co-ordinator
 I.Q.A.C.
 Raiganj College
 Raiganj, Jalpaiguri

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	তারিখ / Date	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place	সময় / Time
৩	30/04/2020		Virtual Meeting	
১।		Laikehya Bhattacharya	১৫।	15.
২।		Paranita Ghosh	১৬।	16.
৩।			১৭।	17.
৪।		Yangqi Dolma Sherpa	১৮।	18.
৫।			১৯।	19.
৬।		Alka Mohan	২০।	20.
৭।		Biswajit Ray	২১।	21.
নং / No.	রেজল্যুশন / Resolution Adopted			



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Date: 29/04/2020

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 30 /04/2020 at 6 pm in online mode to discuss the following agenda:

1. To discuss about the routine preparation for online classes
2. To discuss about the organisation of webinars /programs in online mode.

Alka Mohan
IQAC Co-ordinator

Rajganj College
Co-ordinator
I.Q.A.C.
Rajganj College
Rajganj, Jalpaiguri

It is resolved that:

- ① It was decided to prepare a class routine immediately for online classes maintaining flexibility according to the students' internet connection and availability.
- ② The members also suggested for organizing online programs / webinars to engage the students and teachers online.

Alka Haldan
Co-ordinator
I.O.A.C.
Rajganj College
Rajganj, Jalpaiguri

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	23.09.2021

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	11:30 am

১। ১.		৮। ৮.
২। ২. Laikalya Mohen Roy		৯। ৯.
৩। ৩.		১০। ১০.
৪। ৪. Biswajit Roy		১১। ১১.
৫। ৫. Paramita Ghosh		১২। ১২.
৬। ৬. Yargu Dolma Sherpa		১৩। ১৩.
৭। ৭. Alka Moktan		১৪। ১৪.

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রেজল্যুশন / Resolution Adopted

INTERNAL QUALITY ASSURANCE CELL RAJGANJ COLLEGE

Alka Moktan,
Coordinator,



(Affiliated to University of North Bengal)
Recognised under sections 2(f) and 12(B) of UGC 1956
P.O. Rajganj, Dist. Jalpaiguri-735134
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website: www.rajganjcollege.org.in

Ref No. _____

Date 16/09/2021

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 23/09/2021 at 11:30 a.m. in the Principal's chamber to transact on the following agenda:

Agenda:-

- 1) Confirmation of the proceedings of the last meeting & placement of ATR.
- 2) Application for verification of CAS documents of Dr. Magfera Begum, Asst. Professor, Dept. of Bengali & Dr. Sudip Khasnobish, Asst. Professor, Dept. of History for their up gradation from stage-I to stage-II.
- 3) Annual plan of action for 2021-22.
- 4) Miscellaneous.

Co-ordinator
I.O.A.C.
Rajganj College
Jalpaiguri

Alka Moktan
Coordinator
IQAC

Meeting started by welcoming the members of IOSE by Principal Sir, which was followed by discussion.

(a) Going through the papers / documents of Dr. Magfesa Begum certain discrepancies are found and the members suggested to make it clear with discussing with the person concern and to place it in the next meeting of IOSE for possible consideration.

(e) Dr. Suelip Khasnobish papers will be verified after submission of his papers.

(b) IOAE in collaboration with any departments will conduct seminars in this session.

Alka Mohan
Co-ordinator
I.Q.A.C.
Rajganj College
Rajganj, Jalpaiguri

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মিটিং নং / Meeting No.	
তারিখ / Date	26/02/2022

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	1pm

১। ১. *[Signature]*
২। ২. *Pranmita Ghosh*
৩। ৩. *Lakshya Mishra Roy*
৪। ৪. *Yogesh Dolua Sheeja*
৫। ৫. *Biswajit Roy*
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Date: 16/02/2022

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 26/02/2022 at 1 pm in Principal's chamber to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. To discuss about organising NSS Special Camp.
3. To Discuss about the Extension Programme on Disaster Management to be organised in Collaboration with University of North Bengal.
4. Proposal for organising NAAC Workshop in this session for teachers.
5. Proposal for organising Add-On Course for this Session.

Alka Molta.

IQAC Co-ordinator

Rajganj College

Meeting started by welcoming the members by the Chair followed by discussion:

It was resolved that:

- ① All the resolutions taken in the last meeting is unanimously confirmed.
- ② It was decided to organize a two Days Awareness Extension Program on Disaster Management with the collaboration with University of North Bengal on 15/03/22 and 16/03/22. All the necessary steps will be taken for distribution of the notices and organizing the event successful.
- ③ NAAC workshop will be organized to sensitize all the staffs of the College about NAAC Accreditation.
- 4 It is decided that all the departments shall organize Add-on course for this session at the end of the semester.
- ⑤ The NSS Unit will organize Special Camp

Alka Mahanta
Co-ordinator
I.Q.A.C.
Rajganj College
Rajganj, Jalpaiguri

মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	2.06.2022

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	11:30 am

১। ১. Laikshya Mohan Roy	৮। ৮.
২। ২. Paramita Ghosh	৯। ৯.
৩। ৩. Alka Moktan	১০। ১০. Saha D.K.
৪। ৪. Yagna Debna Shaha	১১। ১১.
৫। ৫. Koushajit Ray	১২। ১২.
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রেজল্যুশন / Resolution Adopted

নং / No.



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Date : 28/05/2022

Ref No.:

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 02/06/2022 at 11:30 a.m. in the Principal's Chamber to transact on the following agenda :-

Agenda :-

1. Confirmation of the proceeding of the last meeting.
2. Application for verification of CAS documents of Dr. Magfera Begum, Asst. Professor, Dept. of Bengali & Dr. Sudip Khasnobish, Asst. Professor, Dept. of History for their up gradation from stage-I to stage-II.
3. Miscellaneous.

Alka Moktan

Co-ordinator
IQAC
Jalpaiguri

[Signature]

Principal
Rajganj College, Rajganj
Jalpaiguri

নং / No.

It is resolved:

After going through CAS documents of Dr. Majumdar Program and Dr. Sudip Khannobish the members of the IOAC suggested to make some corrections in the papers and to re-submit after correction.

The Principal of the College was requested to send letters to the University and DPI nominee for their CAS.

Alka Molta
 Co-ordinator
 I.O.A.C.
 Rajganj College
 Rajganj, Jalpatguri

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	01/09/2022

উপস্থিত সভ্যগণের নাম

NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	1 pm

১। ১. Laikshya Mishra Roy	৮। ৮. Alha Haldan
২। ২. [Signature]	৯। ৯. [Signature]
৩। ৩. Yangki Dolma Sherpa	১০। ১০. Subh Datta
৪। ৪. Paramita Choudhury	১১। ১১. [Signature]
৫। ৫. Sudip Khasnabish	১২। ১২. [Signature]
৬। ৬. Birucanjit Roy	১৩। ১৩. [Signature]
৭। ৭. [Signature]	১৪। ১৪. [Signature]

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নং / No. রেজল্যুশন / Resolution Adopted



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Date: 20/08/2022

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 01/09/2022 at 1 pm in Principal's Chamber to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. To Discuss about celebration of College Foundation day.
3. To discuss about organising a Cycle Rally in Collaboration with Eco-Club.

[Signature]
IQAC Co-ordinator

Rajganj College

Jalpaiguri

It was resolved :

- ① All the resolutions taken in the last meeting is confirmed.
- ② 9.09.2022 a college Foundation Day will be celebrated so accordingly a committee will be formed to distribute the duties to all the staffs. Program schedule will be decided by cultural committee and the Principal for smooth conduction of the Program.
- ③ In relation to the foundation day celebration a Cycle Rally will be organized collaborating with Eco-Club with the theme of 'Save Nature and go Green', from the college to different schools to spread awareness.

Alka Mishra
 Co-ordinator
 I.Q.A.C.
 Rajganj College
 Rajganj, Jalpaiguri

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	14.01.2023

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	12:30 pm

১। ১. <i>[Signature]</i>	৮। ৮.	১৫। 15.
২। ২. Parvati Ghosh	৯। ৯.	১৬। 16.
৩। ৩. Laikalya Mahan Roy	১০। 10. Subh Dill.	১৭। 17.
৪। ৪. Sudip Khasnabish	১১। 11.	১৮। 18.
৫। ৫. Yargui Dolma Sheepa	১২। 12.	১৯। 19.
৬। ৬. Biswajit Ray	১৩। 13.	২০। 20.
৭। ৭. Alka Molten	১৪। 14.	২১। 21.

নং / No. রেজল্যুশন / Resolution Adopted



RAJGANJ COLLEGE

Estd.: 2009

(Affiliated to North Bengal University)

P.O. Rajganj, Dist. Jalpaiguri-735134

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Date: 03/01/2023

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 14/01/2023 at 12:30 pm in Principal's Chamber to discuss the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. To Discuss about organising Annual Sports 22-23
3. To discuss about organising NAAC Workshop for All staffs.
4. Proposal for Organising Add-On Course for the Session 22-23.
5. Proposal for conducting Academic Audit for the Session 22-23.

Alka Molten

Co-ordinator
I.Q.A.C.
Rajganj College
Rajganj, Jalpaiguri
Co-ordinator

It is resolved:

- ① All the resolutions taken in the last meeting is unanimously confirmed.
- ② It was decided that the Annual college Sports will be held in this month tentatively 21st of January and all the necessary steps will be taken by the Sports Committee from distribution of the duties and organizing the event successfully.
- ③ NAAC workshop will be organized to sensitize all the staffs of the college about NAAC, and to guide and inform the teachers about various aspects and challenges of NAAC.
- ④ It is decided that all the departments shall organize Add-On Course for this session, at the end of the semester as a part of Academic Year.
- ⑤ The IOAC members also discussed about conducting Academic - Audit for the session 2022-2023. Principal sir shared that Academic Audit is important for upgradation of quality for college, so immediate action will be taken for so.

Alka Moktan

Co-ordinator

I.Q.A.C.

Rajgarh

Rajgarh Jagpur

মিটিং রেজল্যুশন বই MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	13-05-2023

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	11:30 am

১।	Leikahyamohan Roy	৮।	Yangki Dolma Sherpa	১৫।	15.
২।		৯।		১৬।	16.
৩।	Paramita Ghosh	১০।	Suleh D.H.	১৭।	17.
৪।	Atika Hossain	১১।		১৮।	18.
৫।	Sudip Khanrobish	১২।		১৯।	19.
		১৩।		২০।	20.



RAJGANJ COLLEGE

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Ref No: 77/RC/2023

Date: 10/05/2023

NOTICE FOR THE IQAC MEETING

A meeting of the IQAC is convened on 13/05/2023 at 12 noon in Principal's chamber to transact the following agenda:

1. Confirmation of the proceedings of the last meeting.
2. Application for verification of CAS documents of Yangki Dolma Sherpa, Assistant Professor, Department of Philosophy for her up gradation from Stage-I to Stage -II.
3. Application for verification of CAS documents of Dr. Biswajit Roy, Assistant Professor, Department of Bengali for his up gradation from Stage-I to Stage -II.
4. Proposal for conducting Green Audit in the College.

Atika Hossain.
Co-ordinator
IQAC Co-ordinator
Rajganj College

Meeting started by welcoming the members of IOAC, which was followed by discussion.

1. After going through the CAS documents of Mrs Langki Palma Sheeps, Assistant Professor Department of Philosophy, the members of IOAC suggested to make minor changes and resubmit the same, and letters to DPI and University would be sent.

2. After going through the CAS documents of Dr. Biswanjit Roy, Assistant Professor Department of Bengali, the members of IOAC suggested to make minor changes and resubmit the same as well. The letters to DPI and University would be sent.

3. One of the IOAC member Parun Sir suggested for MOU with other educational institutions and welfare organization.

4. Principal of the college, suggested that college will conduct a Green Audit for the session 2022-23 as soon as possible.

Alka Haldan
 Co-ordinator
 I.Q.A.C.
 Rajganj College
 Rajganj, Jalpaiguri