

14/02/15

Agenda: Charges handover from the former Coordinator to the new coordinator

Items handover in the meeting:

1. Accounts Register
2. Voucher file
3. Proceeding books
4. Confidential file
5. Peer Book
6. Minutes file
7. Outgoing letter file
8. Incoming letter file
9. Proceeding meeting file with the students
10. Certificate file
11. IQAC Bureau
12. Fax for stakeholders
13. Paper weight
14. Lock & key
15. Photo
16. Item like punching machine, stapler, pin etc
17. JK copier paper
18. Unused registers.

Member present:

1. Pallabi Sasmah (Invited)
 2. Jagriti Ch. Sutar (Coordinator)
 3. Jyotirmay Sengupta
 4. Atanu K. Chowdhury
 5. Pichayajjidi Das Mahanta - Babant
 6. Ira Das
- 14/02/2015

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Today the 14th Feb' 2015 an emergency meeting of IQAC was held at the IQAC Room. The meeting resolved that:

Resolution 1: The meeting resolved that IQAC should have a website, moreover the College website should be upgraded.

Resolution 2: Local Area Network (LAN) should be setup in the IQAC office having connection with all the departments, Library & office of Pragyaatish College.

Resolution 3: A modernised Language Laboratory & Computer Laboratory is to be setup in the College as per the recommendation of JAC from NAAC.

Resolution 4: Mr. Sailer Kumar to be entrusted as the office bearer of IQAC.

Accepted—

J. C. Sural
14/02/2015