



**HIJLI COLLEGE  
KHARAGPUR-721306**

Date: 09.01.2019

**NOTICE**

An all-staff meeting-cum-workshop on NAAC Assessment will be held on 18.01.2019 at 12 noon at Smart class room of the college.

2-30 pm. for specim.

Date: 9/1/19

**Dr. Asis Kumar Dandapat  
Principal  
Hijli College**

Principal  
**HIJLI COLLEGE  
KHARAGPUR-6**

Pradyumn 14/01/2019  
 10.01.19  
 Sandip Sarkar 10/01/19  
 10.1.19  
 Maitrayee Mitra 17/01/19  
 10.01.19  
 Mukherjee 10/01/19  
 10/01/19  
 A. Banerjee 10.01.19  
 10.01.19  
 N. Ghosh 10.01.19  
 10/01/19  
 S. K. 10.1.19  
 S. Khatun 10/01/19  
 10.01.19  
 S. Khatun 10/01/19  
 10/01/19  
 M. Paul 10/1/19  
 S. Khatun 10/1/19  
 S. Khatun 10/01/19



Dr. A. K. Sanderpat, Principal, presided over the meeting.

Resolutions : ① The program in terms of SSR preparations was discussed at length (Annexed document).

The Principal made the staff aware of different aspects of SSR.

It was resolved to expedite the matter and meet in the next month to discuss about the program.

② Sri Prakash Muckhenju, PTT in MsTh., was entrusted with collection and procurement of donation/subscriptions towards meeting the expenditure for purchasing gifts in connection with different invitations involving the college staff.

Since there was no other item for discussion, the meeting ended with a vote of thanks to and from the chair.

AKS



1. E-Cell (Convener - D.K. Petros) 20% - Uchechi
2. SSR preparation -
  - i) Curricular Aspects - (" - Dr. N.K. Barman) 30% - Within 15 days
  - ii) Teaching, Learning & Evaluation - (" - Dr. S. Permi) 40% - Within 15 days
  - iii) Research, Innovations & ~~Learning~~ <sup>Extension</sup> - (" - Dr. S. Keli) 50% - Within 10 days
  - iv) Infrastructure & Learning Resources - (" - M. Nandi) 40% - Uchechi
  - v) Student Support & Progression - (" - R. Sarker) 25% - Uchechi
  - vi) Governance, Leadership & Management - (Dr. S.K. Saha) 25% - Uchechi
  - vii) Institutional Values & Best Practices - (T.K. Maity) 10% - Uchechi
3. Other Activities -
  - i) Building/Departmental Work including Boundary Wall (" - The King) 0% - Uchechi
  - ii) College Campus including Garden (10 days) - S. Pal & K. Gohs
  - iii) College Sports Ground & Hostel (" (Maity) T.K. Maity) 0%
  - iv) Electric Wiring, Generator & Pump (" - Dr. N.K. Barman) Garden
  - v) Women's Amenities (" - P. Mukherjee) ???
  - vi) Office Set (" - S. Pallanjan) 50% 80%
  - vii) Backlog Clearing especially UGC Funds (" - T.K. Maity & S. Pallanjan) 10 days
  - viii) Student Feedback, Alumni Association & Parent-Teacher Association (" - A.K. Sam) Uchechi



Staff present in the all-staff meeting held on 18/01/19

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1. And 18/1/19
2. L
3. Rani 18/1/19
4. Ran 18.01.19
5. Pran 18.01.2019
6. Prin 18.01.2019
7. Ran 18.01.2019
8. Nilay kanti Goswami 18.01.2019
9. Mr. Raseel Mallick 18/01/19
10. Dipak Mr. Patra 18/01/19
11. Soumitra Bhattacharya 18/01/19
12. N. K. K. 18/01/19
13. Jhantu Mallik 18/01/19
14. Iman Kalyan Mishra 18/01/19
15. Ranjan Sankar 18/01/19
16. Sudipta meikap 18.1.19
17. Dr. Mithu Jana 18/01/19
18. Mun Mun Nandy 18/1/19
19. Maitrayee Mitra 18.01.19
20. Debashree Day 18/01/19
21. Ganjam Ranchoy 18/01/19
22. Tapas Kumar Maity 18/01/19
23. Harun Rashid Chan 18/01/19
24. Mayna Paul 18/1/19
30. Nurjahan Khatun 18/01/19
31. Swapan Panigrahy 18/1/19
32. Schoditsch - 18-01-19
33. Ananta Panigrahy 18.01.19



Queries & Observations

Accounts

1. M. Nandy - \* Data not available  
Librarian & Accountant  
Cashier

2. R. Sankar - S.2.1. Student Program

3. ~~E. Cell~~ - ~~Faculty~~ CV uploading  
G. Roychoudhury - Research activities

Alumni - Regd.  
↓  
Fields?

4. A. Sam - 10 Ph. no. of 10 ex-students for old depts.

5. ~~P. K. Sanyal~~ - PPTs for Hoops in CD form  
~~D. Sam~~ Mentors

6. T. K. Maity D. Sam - 2.6.1 & 2.6.2

7. T. K. Maity - Gender Equity Programme

8. P. Mukherjee - Published Papers  
Conference Abstr?