



**Azad Hind Fouz Smriti Mahavidyalaya  
Domjur, Howrah**

Academic Session: 2022-23

**MEETING MINUTES**

Meeting of the Internal Quality Assurance Cell (IQAC) of Azad Hind Fouz Smriti Mahavidyalaya, Domjur, Howrah, held on 14.7.2022 at 3 p.m. in the Principal's chamber.

**Members present:**

1. Dr. Asim Kumar Ghosh (Principal)
2. Partha Pratim Mukherjee
3. Dr. Aditi Sengupta
4. Dr. Mrinal Kanti Mondal
5. Dr. Nityananda Mandal
6. Dr. Palash Bandyopadhyay
7. Asish Kumar Paul

Dr. Asim Kumar Ghosh, Principal, took the chair.

**Agenda1: To confirm the proceedings of the previous meeting**

The proceedings of the previous meeting were read out and confirmed.

**Agenda 2: Upgradation of Dr. Palash Bandyopadhyay, Assistant Professor of Commerce from Assistant Professor (Stage-II) to Assistant Professor (Stage-III)**

The Coordinator, IQAC, reported that Dr. Palash Bandyopadhyay, Assistant Professor (Stage II) of Commerce has satisfactorily completed 5 (five) years of continuous service in the aforementioned post of Assistant Professor (Stage II) and is eligible for promotion to the post of Assistant Professor (Stage III) with effect from 23.4.2020.

The IQAC has received his Performance Based Appraisal System (PBAS) for the preceding five years, viz. 23.4.2015 to 22.04.2016, 23.4.2016 to 22.4.2017, 23.4.2017 to 22.4.2018, 23.4.2018 to 22.4.2019 and 23.4.2019 to 22.4.2020. The IQAC has verified the PBAS with college records and found that Dr. Palash Bandyopadhyay has obtained the required score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

After detailed discussion, the IQAC unanimously resolved that Dr. Palash Bandyopadhyay is eligible for promotion to the post of Assistant Professor (Stage III) with effect from 23.4.2020.

**Agenda 3: Upgradation of Dr. Julie Dutta, Assistant Professor of Education from Assistant Professor (Stage I) to Assistant Professor (Stage II)**

The Coordinator, IQAC, reported that Dr. Julie Dutta, Assistant Professor (Stage I) of Education has satisfactorily completed 4 (four) years of continuous service in the aforementioned post of Assistant Professor (Stage I) and is eligible for promotion to the post of Assistant Professor (Stage II) with effect from 21.12.2020.

The IQAC has received her Performance Based Appraisal System (PBAS) for the preceding four years, viz. 21.12.2016 to 20.12.2017, 21.12.2017 to 20.12.2018, 21.12.2018 to 20.12.2019 and 21.12.2019 to 20.12.2020. The IQAC has verified the aforementioned PBAS with college records and found that Dr. Julie Dutta has obtained the required score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

After detailed discussion, the IQAC unanimously resolved that Dr. Julie Dutta is eligible for promotion to the post of Assistant Professor (Stage II) with effect from 21.12.2020.

**Agenda 4: Upgradation of Dr. H. M. Kutub Uddin, Assistant Professor of Geography from Assistant Professor (Stage I) to Assistant Professor (Stage II)**

The Coordinator, IQAC, reported that Dr. H. M. Kutub Uddin, Assistant Professor (Stage I) of Geography has satisfactorily completed 4 (four) years of continuous service in the aforementioned post of Assistant Professor (Stage I) and is eligible for promotion to the post of Assistant Professor (Stage II) with effect from 19.5.2021.

The IQAC has received his Performance Based Appraisal System (PBAS) for the preceding four years, viz. 19.5.2017 to 18.5.2018, 19.5.2018 to 18.5.2019, 19.5.2019 to 18.5.2020 and 19.5.2020 to 18.5.2021. The IQAC has verified the aforementioned PBAS with college records and found that Dr. H. M. Kutub Uddin has obtained the required score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS).

After detailed discussion, the IQAC unanimously resolved that Dr. H. M. Kutub Uddin is eligible for promotion to the post of Assistant Professor (Stage II) with effect from 19.5.2021.

**Agenda 5: Miscellaneous**

The members did not raise any issue for discussion under 'Miscellaneous'.

The meeting ended with a vote of thanks to the chair.

  
Principal  
Azad Hind Fouz Smriti Mahavidyalaya  
Domjur, Howrah



**Azad Hind Fouz Smriti Mahavidyalaya  
Domjur, Howrah**

Academic Session: 2022-23

**MEETING MINUTES**

Meeting of the Internal Quality Assurance Cell (IQAC) of Azad Hind Fouz Smriti Mahavidyalaya, Domjur, Howrah, held on 14.7.2022 at 3 p.m. in the Principal's chamber.

**Members present:**

1. Dr. Asim Kumar Ghosh (Principal)
2. Partha Pratim Mukherjee
3. Dr. Aditi Sengupta
4. Dr. Mrinal Kanti Mondal
5. Dr. Nityananda Mandal
6. Dr. Palash Bandyopadhyay
7. Asish Kumar Paul

Dr. Asim Kumar Ghosh, Principal, took the chair.

The Principal informed the IQAC that Dr. Aditi Sengupta, Associate Professor, Department of English, has been appointed as the new Coordinator of the Internal Quality Assurance Cell of the College.

All the other members welcomed the new IQAC Coordinator.

**Agenda1: To confirm the proceedings of the previous meeting**

The proceedings of the previous meeting were read out and confirmed.

**Agenda 2: Upgrade the college website**

The Coordinator informed the members that the college website needs upgradation urgently as the college is planning to get itself accredited by NAAC. After detailed discussion on the

implications of overhauling the website, it was unanimously resolved that the IQAC will discuss the matter with the website service providers 'Infonetics' about the technical and financial implications before making a final decision. The IQAC Coordinator volunteered to take up the responsibility of content writing.

**Agenda 3: Academic Calendar for the Academic Session: 2022-23**

The IQAC Coordinator informed the members that the Academic Calendar for the session: 2022-23 has been prepared and placed it for discussion. The Academic Calendar was discussed in detail. The IQAC accepted the Academic Calendar for the session unanimously and requested the Coordinator to uphold it on the college website. The Academic Calendar will also be shared with all the students of the college through internal communication channels.

  
Principal  
Azad Hind Fouz Smriti Mahavidyalaya  
Domjur, Howrah