

Dr. Kanailal Bhattacharyya College

(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of Meeting

A meeting of Commerce department would be held tomorrow on 8th October, 2021 at 8.00 P.M to have some discussions on departmental NAAC preparation. Meeting would be held on Google meet mode. Link of the meeting would be provided by Prof. Srabani Dey timely.

Date: 7.10.2021

Asim Kumar Roy
Department of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting 8.10.2021

Online meeting, Mode of Meeting – Google Meet

Members present: 10

Members Present

- 1. Asim Kumar Roy**
- 2. Srabani Dey**
- 3. Asanta Maiti**
- 4. Subhas Chandra Dalui**
- 5. Kuntal Kanti Chaulia**
- 6. Saurav Mondal**
- 7. Bidyut Mondal**
- 8. Manjuri Pakhira**
- 9. Soiuvik Paul**
- 10. Shilpa Hati**

Minutes and Resolutions of the meeting dated 8th October, 2021

It is resolved unanimously that for the purpose of departmental NAAC preparation, following criteria to be taken into account in conformity with the requirement of SSR and AQAR 2020-21.

- 1) Just like earlier six years teaching plan of our department for the academic session, 2021-22 to be prepared and submitted to college authority.
- 2) Departmental feedback from the student to be collected from the students for the academic session 2021-22 and finally the same to be submitted to the college authority.
- 3) The classification of students on the basis of their academic performance have to be done in the following three categories namely, Advance, Moderate and Slow Learners.
- 4) Detailed programme of last six years of seminar, workshops, webinar have been organized by our departments to be prepared and has to be submitted to the authority.
- 5) Departmental teachers are ready to go for faculty exchange programme with any neighboring college.
- 6) Student performance and progression report of last five years have to be prepared and submitted to the authority.

Dr. Kanailal Bhattacharyya College

(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of meeting

A meeting of Commerce department would be held tomorrow on 10th November, 2021 at 8.00 P.M to have some discussions on distribution of Mentor-Mentee and decision on advance & slow learners.

Meeting would be held on Google meet mode. Link of the meeting would be provided by Prof. Srabani Dey timely.

Date: 9th November, 2021

Asim Kumar Roy
Department of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting: 10th November, 2021

Online meeting, Mode of Meeting – Google Meet

Members present: 11

Members Present

1. Asim Kumar Roy
2. Srabani Dey
3. Asanta Maiti
4. Subhas Chandra Dalui
5. Kuntal Kanti Chaulia
6. Prabir Kumar Sanki
7. Saurav Mondal
8. Bidyut Mondal
9. Manjuri Pakhira
10. Soiuvik Paul
11. Shilpa Hati

Minutes and Resolutions of the meeting dated 10th November, 2021

It is unanimously resolved that Mentor–Mentee distribution as well as allocation in between faculties and students of our department has to be decided upon and the same has to be submitted to the college authority.

Dr. Kanailal Bhattacharyya College

(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of meeting

A departmental meeting of faculties of our Commerce department would be held tomorrow i.e. 3rd December, 2021 in the departmental teachers' room at 2.00 P.M to discuss and for taking decision on the present status of departmental NAAC preparation and further course of actions to be taken up.

Date: 02.12.2021

Asim Kumar Roy
Department of commerce

Date of Meeting: 3rd December, 2021

Members present: 9

Members Present

- 1. Asim Kumar Roy**
- 2. Srabani Dey**
- 3. Subhas Chandra Dalui**
- 4. Kuntal Kanti Chaulia**
- 5. Prabir Kumar Sanki**
- 6. Saurav Mondal**
- 7. Manjuri Pakhira**
- 8. Soiuvik Paul**
- 9. Shilpa Hati**

Minutes and Resolutions of the meeting dated 3rd December, 2021

1. Document submission for NAAC

a) Documents relating to criteria 3.1.1 & 3.2.1 were submitted to coordinator Prof. Sampa Ray Bagchi on 1st November, 2021.

Details of seminar participation, publication details by each faculties and seminar & workshops organized by the department from academic year 2015-16 to 2020-21.

b) As per requirement; papers relating to AQAR 2020-21 were submitted to Prof Madhumita Debnath on 2nd December, 2021

Information in respect of the following - Number of student enrolled in the year 2020-21, report on advance & slow learners, student & full time teacher ratio, details of google class room code, performance of student (both odd & even semester),Details distribution of Mentor-Mentee programme.

c) Available necessary documents as per requirement for SSR- criteria 1 were submitted to coordinator Prof Madhumita Debnath on 2nd December.

Documents submitted in respect of details of project under taken by the students from 2015-16 to 2020-21, syllabus of Business Ethics,Teaching Plan (under 1+1+1 system & CBCS system) from 2015-16 to 2020-21, details of university assignment duties discharge by each faculties from 2015-16 to 2020-21.

d) Details of seminar & workshop organized by the department were submitted online to the coordinator Prof. Sampa Ray Bagchi for fulfillment of criteria 3 of SSR.

Agenda2. Criteria for Advance & Slow Learners

In case of semester V, the basis of classification of students as Advance, Moderate & Slow learners; it is resolved that percentage of marks obtained in Semester- I examination would be basis for consideration as follows:-

Divisions are as follows:

Slow – Less than 60% , Moderate- 60% to 69%, Advance- 70% and above(% is the average of total marks.)

It is resolved that in case of Semester I & III students, the classification as Slow, Moderate and Advance learners to be determined on the basis of response of the students in the class.

Agenda3. Preparation of Book List

For Library purchase, the list of books is ready for submission to the authority.

Agenda 4. Need of Seminal Library for students

It is unanimously resolved that a Seminal Library facility can be provided to the students of our department in general.

Agenda 5. Teaching Plan of Odd semester

It is resolved that teaching Plan for the Academic session 2021-22 of our department would be placed to the authority on demand.

Agenda 6. Programme to be under taken in current Academic Session (2021-22)

a) It is resolved that criteria 2 for Teaching, Learning & Evaluation vide sub point no. 2.3.1, departmental wall magazine would be published as early as possible.

b) It is resolved that a departmental Quiz Contest would be organized as early as feasible.

Agenda 7. Availability of Refreshment facility in Science Block

Minimum refreshment facility is not available in science block, an earnest appeal is resolved to be placed to the authority to do the needful.

Agenda 8 Requisition of a whiteboard in the class room of information Technology & its Application in Business.

For Practical classes of semester III, Information Technology & its Application in Business, a White Board is required in the computer Laboratory in main building and it is resolve that a requisition would be placed to the authority.

Agenda 9 Need for common Ladies Wash Room

A common ladies washroom is urgently needed in Science block for staff, it is resolved that a requisition would be placed to the authority to do the needful.

Dr. Kanailal Bhattacharyya College

(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of Meeting

A Departmental meeting of faculties of our Commerce Department would be held online on 13.12.2021 at 8 P.M. to take decisions on the following agenda.

Link of the said meeting would be provided by Prof Srabani Dey in due time.

Agenda:-

- 1) Holding of Continuous College Assessment of Semester I, III and V
- 2) Deciding on the modalities of conducting the said assessment online.
- 3) Deciding on the date of publication of result of the said assessment.
- 4) Deciding on the principle of determination of status of students based on performance in the said assessment.
- 5) Determination of subjective Mentor-Mentees to find out the status of students.
- 6) Deciding on the date of parents teachers meeting.
- 7) Miscellaneous.

Date: 11.12.2021

Asim Kumar Roy
Department of Commerce

Dr. Kanailal Bhattacharyya college

Department of commerce

Date of Meeting 13.12.2021

Online meeting, mode of meeting – Google Meet

Members Present 8

Members Present

- 1. Asim Kumar Roy**
- 2. Srabani Dey**
- 3. Subhas Chandra Dalui**
- 4. Asanta Maiti**
- 5. Saurav Mondal**
- 6. Manjuri Pakhira**
- 7. Soiuvik Paul**
- 8. Shilpa Hati**

Minutes and Resolutions of the meeting dated 13rd December, 2021

Agenda 1

1) It is resolved that Continuous college assessment of semester I, III, & V: both Honours & General of our department would be conducted as per college schedule for the following subjects:

Semester I:- Financial accounting I (H)

Financial accounting I (G)

Semester III:- Business Mathematics 7 Statistics (Both Honours & General)

Semester :- Auditing 7 Assurance (Both Honours & General)

Agenda 2

2) It is resolved that that Continuous college assessment would be conducted through google form and each paper will carry 10 marks.

Agenda 3

3) It is resolved that the result of the same assessment would be published as per college schedule.

Agenda 4

4) It is resolved unanimously that the status of students would be classified as on the basis of percentage of marks obtained in the CCA & university examination as follows:

A) **In case of Hons students** - Advance –60% and above, Moderate -50% to 59 %, Slow - less than 50%

B) **In case of General students** -60% and above, Moderate- 50% to 59 % ,Slow - less than 50%

Agenda 5

5) It is resolved unanimously that the subjective mentors to guide the mentees (students) are as follows:

Semester I

Financial Accounting I (H +G)- Prof AK Roy, Business Law (H+G) SMD,PPM – (H+G) KC,
Micro Economics I MP, Statistics SP

Semester III

Financial Accounting II(H) SD,Financial Accounting II(G)SMD,IFS (H)- SD Information Technology & its application in Business (H)-SH, Information Technology & its application in Business (G)-BM,

Business Mathematics & Statistics (H+G) SP

Semester v

Corporate Accounting (H) AM, Taxation II (H) –AM, Auditing & assurance (H)- SCD, Macro Economics & Advance Mathematics (H)- MP & SP

Corporate Accounting (G) SCD, Auditing & assurance (G)- KC, Taxation II (G)PKS

Agenda 6

6) It is resolved that Parent teachers' meeting would be held as per college schedule.

Dr. Kanailal Bhattacharyya College

(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of Meeting

Departmental faculties are requested for joining the meeting tomorrow i.e., on 27th December, 2021 at 8 p.m. for consideration of result of Semester I in College Internal Examination and finalisation of subjective mentor mentees. Link of the meeting would be provided by Prof. Srabani Dey timely.

Date: 26.12.2021

Asim Kumar Roy,
Dept. of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting 27.12.2021

Online meeting, Mode of Meeting – Google Meet

Members Present 9

Members Present

1. Asim Kumar Roy
2. Srabani Dey
3. Prabir Kumar Sanki
4. Subhas Chandra Dalui
5. Asanta Maity
6. Kuntal Kanti Chaulia
7. Soiuvik Paul
8. Shilpa Hati
9. Manjuri Pakhira

Minutes and Resolutions of the meeting dated 27th December, 2021

Agenda 1

1) It is resolved that result of Internal College Assessment of Sem I for the paper Financial Accounting I of both Honours and General would be submitted tomorrow to college authority on receipt of the same for General from Prof. Asanta Maity.

Agenda 2

2) It is resolved unanimously as per the resolution taken on 13th December, 2021, that the subjective mentors to guide the mentees (students) are as follows:

Semester I

Financial Accounting, I (H +G) – Prof. AK Roy, Business Law (H+G) - SMD, PPM (H+G) - KC, Micro Economics I (H+G) MP, Statistics (H+G) SP.

Semester III

Financial Accounting II(H) SD, Financial Accounting II(G) SMD, IFS (H)- SD, Information Technology & its application in Business (H) - SH, Information Technology & its application in Business (G)-BM, Business Mathematics & Statistics (H+G) SP

Semester V

Corporate Accounting (H) AM, Taxation II (H) –AM, Auditing & assurance (H)- SCD, Macro Economics & Advance Mathematics (H)- MP & SP

Corporate Accounting (G) SCD, Auditing & Assurance (G)- KC, Taxation II (G) PKS

Dr. Kanailal Bhattacharyya College
(Ramrajatala, Santragachi, Howrah- 711104)

Department of Commerce

Notice of Meeting

An online meeting of faculties of our Commerce Department is being convened hereby on Monday, 10th January, 2022 at 8.00 P.M to have discussion on Departmental Profile update.

Link of the meeting would be provided by Prof. Srabani Dey timely.

Date: 09.1.2022

Asim Kumar Roy,
Dept. of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting 10.1.2022

Online meeting, Mode of Meeting – Google Meet

Members present: 11

Members Present

1. Asim Kumar Roy
2. Srabani Dey
3. Asanta Maiti
4. Subhas Chandra Dalui
5. Kuntal Kanti Chaulia
6. Prabir Kumar Sanki
7. Saurav Mondal
8. Bidyut Mondal
9. Manjuri Pakhira
10. Soiuvik Paul
11. Shilpa Hati

Minutes and Resolutions of the meeting dated 10th January, 2022

Agenda 1

It was unanimously resolved that for fulfillment of requirement of website layout of our department following points to be taken into account very sincerely.

- I. Teachers' profile of our department has been uploaded on the college website and the faculties would examine whether the owned data furnished has been properly uploaded or not.
- II. It is agreed upon that as soon as the final list of the library books of our department would be provided by the authority the classification in between Text and Reference books would be completed.
- III. It is specifically pointed out that the links of study material of online classes have already submitted to the college authority.

- IV. As part of departmental achievements the report on student progression and achievements for the last five year has been prepared and submitted to the authority. The same has to be checked on the college website.
- V. Show far as uploading of question papers of college and University examinations are concerned, Prof. Prabir Kumar Sanki is requested to provide the same after collecting the question papers from college office for uploading on the college website.
- VI. Model questions and answer to be provided for uploading on the college website.
- VII. The detailed statements of departmental activities for the last six years have been submitted to the authority and now the uploading of the same on the college website has to be checked.
- VIII. It is decided that the syllabus of our department uploaded on the college website has to be checked.
- IX. The reports on Course outcome and Programme outcome have been submitted to the authority and uploading of the same on the college website has to be checked.
- X. It is pointed out that Notices and Minutes of our departmental meetings have to be submitted to college authority for uploading on the college website.
- XI. It is decided that the rectified allotment sheets of Mentors-Mentees of our department have to be submitted to the authority for uploading on the college website.
- XII. It is decided that link for departmental feedback which has been already been provide to the college authority has to be activated now through uploading the same on the college website.

Notice of meeting

A departmental meeting of faculties of our Commerce department will be held on Tuesday, 9th February, 2022 in the departmental teachers' room at 1.00 P.M to transact the following business and for passing resolution

Presence of faculty members is solicited.

Agenda:

1. Feedback from Subjective Mentors on learning outcomes of of 3rd and 5th Semesters AC Session 2021- 22.
2. Curricular deliverance procedures with topic allotment among faculties for 4th and 6th Semesters with accounting for allotment if possible.
3. Role of Subjective Mentors in ensuing 4th and 6th Semester.
4. An appraisal of conducted Learning Management System for completed 3rd and 5th Semesters with emphasis on Learning outcomes and hurdles encountered.

Date: 8th February, 2022

Asim Kumar Roy,
Dept. of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting 09.02.2022

Members Present:

1. Asim Kumar Roy
2. Srabani Dey
3. Asanta Maiti
4. Kuntal Kanti Chaulia
5. Subhas Chandra Dalui
6. Saurav Mondal
7. Manjuri Pakhira
8. Soiuvik Paul
9. Shilpa Hati
10. Bidyut Mondal
11. Prabir Kumar Sanki

Proceedings and Resolutions of the meeting :-

1. Resolved that feedback will be collected by Subjective Mentors on learning outcomes of 3rd and 5th Semesters, AC Session 2021- 22 with necessary technological support to be provided by the college authority.
2. Resolved that curricular deliverance procedures with topic allotment among faculties for 4th and 6th Semesters will be done by the concerned subject faculties.
3. Resolved that faculties as Subjective Mentors will perform their responsibilities in ensuing 4th and 6th Semesters.
4. Resolved unanimously that an appraisal of Learning Management System for completed 3rd and 5th Semesters with emphasis on Learning outcomes and hurdles encountered have to be done under effective guidance and explicit clarifications.

Dr. Kanailal Bhattacharyya College
(Ramrajatala, Santragachi, Howrah- 711104)
Department of Commerce

Notice of Meeting

A meeting of our Commerce department will be held today on 12th May, 2023 at 8.30 P.M to decide on Action Taken Report to be submitted for NAAC purpose. Meeting would be held on Google meet mode. Link of the meeting would be provided in advance by Prof. Srabani Dey.

Date: 12.05.2023

Asim Kumar Roy
Department of Commerce

Dr. Kanailal Bhattacharyya College

Department of Commerce

Date of Meeting 12.05.2023

Online meeting, Mode of Meeting – Google Meet

Members present: 10

Members Present

- 1. Asim Kumar Roy**
- 2. Srabani Dey**
- 3. Prabir Kumar Sanki**
- 4. Subhas Chandra Dalui**
- 5. Kuntal Kanti Chaulia**
- 6. Saurav Mondal**
- 7. Bidyut Mondal**
- 8. Soiuvik Paul**
- 9. Shilpa Hati**
- 10. Manjuri Pakhira**

Minutes and Resolutions of the meeting dated 12th May, 2023

1. It is unanimously resolved that as regards completion of syllabus in last semester; students have been advised to be specific on a regular basis instantly.
2. It is resolved unanimously that about use of ICT facilities; concerned teachers have been requested to be concerned about the student's anxiety particularly during the period of online classes.
3. It is resolve that although there is free access to the departmental library but the same will have to be run in an organized way.
4. It is unanimously resolved that to solve the problem of IT laboratory infrastructure; attention of the administration has already been drawn for the same.
5. It is resolved that illustration of concepts with examples and applications; faculties henceforth would be more cautious.
6. It is resolved that so far as helpfulness and supportiveness of the faculties are concerned; students have been advised to be specific.
7. It is resolved that faculties will be more careful to encourage students to participate in extra-curricular activities.
8. It is resolved that fair conduction of Internal Assessment is in practice as per guidelines of the University of Calcutta and it has been conveyed to students.
9. It is resolved that attention of the competent authority has already been drawn to the suggestions of students.

10. It is also resolved that to address the demand of the students, department has placed requisitions for purchase of new text and reference books relevant to the current syllabus. Two such requisitions were placed as per decisions were taken in the departmental meetings dated 3rd December, 2021 and 10th January, 2022 vide Agenda no. 3 & Agenda no.1(ii)] respectively.

Another list of books was submitted to the authority on 12th February, 2022 by our Department of Commerce.

As per available document vide bill no. **SBHPL/INV/85/2022-23** dated **22/4/2022** number of books purchased thirty amounted to Rs. 11059.

11. It is resolved for record that requisition placed to the Authority for purchase of ten computers (Windows 10) for the Computer lab of the Department including the software **MS ACCESS & Tally Prime**.

12. It is resolved for record that one Guest Faculty has been appointed as per requisition.

13. It is resolved for record that already demand placed verbally to the authority for providing at least two Smart class rooms.

14. It is resolved for record that for the sake of harvesting knowledge; organizing seminar and publication of wall-magazine etc. are in practice.



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DEPARTMENT OF COMMERCE
DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)
Re-Accredited with 'B' Grade by NAAC
15, KONA ROAD, RAMRAJATALA,
P.O. - SANTRAGACHI, HOWRAH - 711104

Ref. No.

Date

Minutes and Resolutions of the departmental meeting dated 2nd June, 2023

1. It is unanimously resolved that sufficient number of library books is required to be purchased on an urgent basis for all the semesters of B. Com Honours & General under newly introduced CBCS Syllabus.
2. It is unanimously resolved that purchase of ten computers (**Windows 10**) for the Computer lab of the Department including the **software MS ACCESS & Tally Prime** is urgently needed in the academic interest of the students.
3. It is resolved that **white boards** in all the four **class rooms** of Commerce Department are necessary.
4. It is resolved that three spacious classrooms for the department are necessary.
5. At least **two spacious ICT enabled classrooms** is urgently needed.
6. Drinking water provision in 2nd and 3rd floor in Science block is extremely necessary.
7. For our Commerce Department of eleven Faculties; a spacious staff room is urgently necessary.
8. Making provision for reporting of attendance in Science Block is extremely necessary.
9. Facility for refreshment is urgently needed in Science Block.
10. A common Ladies Wash Room is indispensable.
11. The attendance of parents and students on the meet held on 26.05. 2023 is a matter of great concern.