

IQAC
Krishna Chandra College
Hetampur, Birbhum

MEETING NOTICE

09.08.2021

An online meeting was conducted with the members of the IQAC on 09.10.2021 at 7 p.m. The agenda of the meeting was as follows:

1. Preparation and uploading of Previous, present and upcoming AQAR report of our college
2. CAS of teachers
3. Puja vacation
4. Miscellaneous

Sd/-
Sk. Anowar Hossain
(Coordinator, IQAC)

Sd/-
Dr. Goutam Chatterjee
(Principal & Chairperson, IQAC)

MINUTES

At first principal congratulate the newly appointed coordinator and all other members of the newly formed IQAC. After that discussion starts and it was resolved that—

1) As the AQAR of the academic year 2018-19, 2019-20, and 2020-21 are not prepared and not uploaded, a separate committee in IQAC formed will look after the matter seriously and prepare and upload the AQAR of the following years and the current year as soon as possible.

The members are as proposed—

Dr. Shyamal Kr Jash, Assistant Professor

Mr. Manoj Saha, Assistant Professor

Mr. Sudipto Bhattacharjee, Assistant Professor

Sk Anowar Hossain, Assistant Professor

Mr. Meghnad Roy, College Office.

Also Dr. Pallav Joti Pal, Assistant Professor , will assist them whenever it is needed.

Prof. S. K. Jash points out that IQAC should conduct at least four meetings each one with Teaching staff, non-teaching staff, students of the college and their parents separately in every academic year. The AQAR should prepare and sent to the mail of the regional coordinator in every academic year regularly. All members agreed with him. It is also resolved that all the departments of the college and all the staffs are take the matter seriously and cooperate with the committee to prepare the AQAR at the earliest.

2) It is resolved that principal will place the matter of the CAS of the teachers in GB and necessary steps will be taken.

3) It is resolved that as per the notification of The University of Burdwan the Puja Vacation will start on and from 11th October and end on 22nd October. All the classes will resume from 23rd October unless the University provides us with further notification.

4) In miscellaneous — principal discusses the matter of pre-registration of the 1st Sem newly admitted students and it is resolved that the college office run a pre-registration programme for the students from 30th October unless University gives any new notification about registration of the new students in between.

All members agreed with the proposal and the meeting ended with vote of thanks.

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member
7. Mr. Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur, Nominee from Education Society
10. Mr. Aritra Banerjee, Student from SEM-II (2020-21), Chemistry Hon- ours— Representative of Students
11. Mr. Meghnad Roy - Nominee from Administrative Officers
12. Dr. Pallav Joti Pal, Assistant Professor and secretary of Teachers Council as Special invitee

ACTION TAKEN REPORT

| Sl. No | Suggestions | Action to be taken | Person responsible | Target Date | Status |
|---------------|-----------------------------|---------------------------------------|---|---|------------------|
| 1. | Preparation of pending AQAR | A separate committee in IQAC formed | The IQAC team and all the college staff | December,21 | Partly Completed |
| 2. | CAS of the teachers | Principal will place the matter in GB | Principal | As per documents verification and expert availability | Processing |
| 3. | Puja Vacation | As per university notification | University | As per university notification. | Completed |

IQAC
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Hetampur, Birbhum

MEETING NOTICE

10.11.2021

An online meeting was conducted with the members of the IQAC on 10.11.2021 at 2 p.m. The agenda of the meeting was as follows:

1. Confirmation of proceeding of the last meeting held on 06.10.2021 (at- attached herewith)
2. Measures taken for starting offline classes as scheduled
3. Guideline for preparation of the AQAR
4. Miscellaneous

Sd/-
Sk. Anowar Hossain
(Coordinator, IQAC)

Sd/-
Dr. Goutam Chatterjee
(Principal & Chairperson, IQAC)

MINUTES

An online meeting was conducted with the members of the IQAC on 10.11.2021 at 2 p.m. At the beginning of the meeting the two resolutions taken on 6th October and 1st November are confirmed. After that discussion start and it was resolved that—

1. At first Principal informed that the college is taking certain measures for re-opening offline classes as scheduled to ensure the safety of all students and staff in this pandemic situation. Principal also suggests an oriental class with the students on the Telegram platform to recapitulate the guidelines to be maintained on the campus. It is also suggested that the Routine advisory committee prepare a routine initially as soon as possible for offline classes. Prof. Dr. Salma Khatun and prof. Dr. Pallav Joti pal suggests that the Routine advisory committee should consider the present pandemic situation and the safety of the students and staff while preparing the routine. The coordinator agreed with them and suggest that the routine adv. committee should discuss the matter with the departmental coordinators and prepare an offline routine as feasible as possible. The coordinator also suggests that as the situation changes so rapidly all the advisory committee formed can act individually and independently under the guidance of the Principal on an emergency basis as the situation demand for the sake of the college. It is also suggested that the Teacher Council Secretary can revise the committees and place the newly appointed teachers on certain committees to strengthen them as possible. The members agreed with the coordinator.

2. it is resolved that IQAC shall prepare all the pending and ongoing AQARs on an emergency basis. Prof. Dr. Shyamal Kr Jash points out that certain data should be provided by the college

office and departments for preparing the AQARs. Principal suggests to prepare the annual report which is to be submitted to the UGC for financial assistance in order to meet the expenditure of the IQAC of the college.

3. In miscellaneous—principal discusses the problem of shortage of the teaching staff in some departments and ensures that the college will take steps in this regard as government permits. the meeting ended with a vote of thanks.

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member
7. Mr. Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur, Nominee from Education Society
10. Mr. Aritra Banerjee, Student from SEM-II (2020-21), Chemistry Hon- ours— Representative of Students
11. Dr. Salma Khatun, Assistant Professor, Department of Zoology, Hetampur,
12. Mr. Meghnad Roy - Nominee from Administrative Officers
13. Dr. Pallav Joti Pal, Assistant Professor and secretary of Teachers Council as Special invitee

ACTION TAKEN REPORT

| Sl. No | Suggestions | Action to betaken | Person responsible | Target Date | Status |
|--------|---|---|--|--------------|-----------|
| 1. | Measures taken for starting offline classes | College is taking certain measures for re-opening offline classes | Principal and all the college staff | 30.11.2021 | Completed |
| 2. | Guideline for preparation of the AQAR | Certain data should be provided by the college office and departments for preparing the AQARs | All the IQAC members and the office and rest of the teaching staff | December, 21 | Completed |

IQAC
Krishna Chandra College
Hetampur, Birbhum

MEETING NOTICE

05.01.2022

A meeting was conducted with the members of the IQAC on 5th January 2022 at 2 p.m. The agenda of the meeting was as follows:

1. Confirmation of proceeding of the last meeting
2. Preparation of the previous AQAR 2020-21(as the last date of uploading the following is 1st February 2022)
3. The situation arises in college due to lockdown
4. Discussion regarding progress of registration of Alumni association.
5. Miscellaneous

Sd/-
Sk. Anowar Hossain
(Coordinator, IQAC)

Sd/-
Dr. Goutam Chatterjee
(Principal & Chairperson, IQAC)

MINUTES

At the beginning of the meeting, the resolutions taken in the last meeting was confirmed. After that principal congrats all the college staff and the AQAR preparation team for preparing and uploading the pending AQAR 19-20. After that discussion start and it was resolved that—

1. The team already prepare and submit the pending AQAR 19 -20 will prepare the same for the year 20-21. Again the cooperation of the college staff is highly desirable to prepare the same. Prof. Dr Shyamal Kr Jash point out that certain data should provide by the college office and departments for preparing the AQAR.
2. It was discussed and resolved that the college will take every measure to fight the situation that arises in a certain omicron pandemic lockdown, classes are taken in online mode, and the college will try its best to provide all the facilities to the students with less presence of the students in the college.
3. In the agenda number 4, it was resolved that the registration process of alumni of K. C. college will be completed after discussion with the eminent alumni who will be present in the event of 125th celebration of KC college.

In miscellaneous Principal asked to prepare the annual report which is to be submitted to the UGC office for financial assistance in order to meet the expenditure of the IQAC of the college.

The meeting ended with a vote of thanks.

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member
7. Mr. Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur,
Nominee from Education Society
10. Mr. Aritra Banerjee, Student from SEM-II (2020-21), Chemistry Hon- ours—
Representative of Students
11. Mr. Meghnad Roy - Nominee from Administrative Officers
12. Dr. Pallav Joti Pal, Assistant Professor and secretary of Teachers Council as Special invitee

ACTION TAKEN REPORT

| Sl. No | Suggestions | Action to be taken | Person responsible | Target Date | Status |
|--------|--|---|--|--------------------------------|-----------|
| 1. | Preparation of the previous AQAR 2020-21 | Prepare and upload | All the IQAC members and the office and rest of the teaching staff | December, 2021 | Completed |
| 2. | Situation arises in college due to lockdown | College will take every measure to fight the situation that arises in a certain omicron pandemic lockdown | All the college staff and the students of the college | 31 st January, 2021 | Completed |
| 3. | Discussion regarding progress of registration of Alumni association. | College was informed to alumni of the K. C. College for taking necessary steps for registration | Member of Alumni Association | 24-26 June, 2022 | Completed |

IQAC
Krishna Chandra College
Hetampur, Birbhum

MEETING NOTICE

25.02.2022

A meeting was conducted with the members of the IQAC on 25.02.2022 at 11.30 AM in the IQAC seminar hall. The agendas of the meeting were as follows:

1. Confirmation of the proceedings of the last meeting
2. Commencement of the even semester classes and safety measures taken by the college after the pandemic
3. Status of the pending AQAR 2020-21(as the last date of uploading the following is 31st March 2022)
4. Introducing 2-year MA, M.Sc. course in regular mode (self-financed) in some Departments from the coming academic year
5. Confirmation of uploading the final AISHE report of our college on the website
6. Miscellaneous

MINUTES

At the beginning of the meeting, the resolutions taken at the previous meeting were confirmed. After that, the discussion started and it was resolved that –

1. At first, the Chairperson informed that the college was taking adequate measures to prevent the ongoing covid situation. Dr. Pallav Joti Pal had asked the chair if it was possible to distribute a good quantity of soap and sanitiser in all the bathrooms and toilets. He also undertook the responsibility of purchasing a new water filter for the college staff room. The Chairman also informed that all the AC machines of the college were undergoing servicing and cabinets were installed for the outlets of the AC machines.

2. IQAC confirmed to submit the pending AQAR within the stipulated time.

3. In the next agenda, the introduction of the full-time PG courses in the college was postponed for the ongoing academic year and it was proposed that the college would take time to build the complete set-up to introduce the course.

4. In the next agenda, the AISHE report is examined and confirmed for uploading. In miscellaneous, the chairman asked to initiate the process of including the college as a member of National Knowledge Network (NKN). It was also discussed and resolved that all the departments (faculties only) can arrange a meeting once in a month to exchange their views and discuss the ongoing academic accomplishments in the different branch of studies. Dr. Joyita Mukherjee and Dr. Asis Chakraborty were requested to coordinate the whole thing in a pleasant manner.

The meeting ended with a vote of thanks.

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member
7. Mr. Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur, Nominee from Education Society
10. Mr. Aritra Banerjee, Student from SEM-II (2020-21), Chemistry Hon- ours— Representative of Students
11. Mr. Meghnad Roy - Nominee from Administrative Officers
12. Dr. Pallav Joti Pal, Assistant Professor and secretary of Teachers Council as Special invitee

ACTION TAKEN REPORT

| Sl. No | Suggestions | Action to be taken | Person responsible | Target Date | Status |
|--------|---|--|---|--|------------------------|
| 1. | Commencement of the even semester classes and safety measures taken by the college after the pandemic | The college was taking adequate measures to prevent the ongoing covid situation | All teaching and non-teaching staff of the college | 28 th February, 2021 | Completed |
| 2. | Uploading the pending AQAR 2020-21 | IQAC confirmed to submit the pending AQAR within the stipulated time. | IQAC team | December 2021 | Completed |
| 3. | Introducing 2-year MA, M.Sc. course in regular mode (self-financed) in some Departments | It was proposed that the college would take time to build the complete set-up to introduce the course. | The college authority and Coordinators of the concerned departments | As the infrastructure and manpower permitted | For further discussion |
| 4. | Uploading the final AISHE report of our college on the website | Verified | IQAC team | 26.02.2022 | Completed |

IQAC
Krishna Chandra College
Hetampur, Birbhum

MEETING NOTICE
19.07.2022

A meeting was conducted with the members of the IQAC on 19.07.2022 at 11.30 AM in the IQAC seminar hall. The agendas of the meeting were as follows:

1. Confirmation of the proceedings of the last meeting
2. Vote of thanks to the 125 yrs. celebration committee for organizing the whole programme
3. Commencement of the odd semester classes and safety measures taken by the college in the ongoing covid situation
4. Discussion on the resolution taken by the admission and academic committee
5. Status of the pending AQAR 2020-21(as the last date of uploading the following is 31st July 2022)
6. Internet facilities all around the campus
7. Discussion on the request to the NSS unit of the college to collaborate with the ASER centre for conducting the ASER 2022 survey in Birbhum (the letter is attached herewith)
8. To start some add on courses in the college (like spoken English, Tailoring, mobile and laptop repairing etc)
9. To set up an awareness cell in the college on various competitive examinations (the GO is attached here with)
10. Preparation for the upcoming NAAC visit
11. Miscellaneous

Sd/-
Sk. Anowar Hossain
(Coordinator, IQAC)

Sd/-
Dr. Goutam Chatterjee
(Principal & Chairperson, IQAC)

MINUTES

At the beginning of the meeting, the resolutions taken on the previous meeting were confirmed.

1. Vote of thanks was given to the 125 yrs celebration committee.
2. After that principal informed that the college is taking adequate measures to prevent the ongoing covid situation. Hand sanitizer, soaps, masks were distributed among the

departments. Few teachers had taken quarantine leave for being diagnosed as covid positive and they had re-joined the college only after they were tested covid negative.

3. After that the chairman discussed the 3 resolutions taken by the Admission and Academic committee and it was informed that the upcoming 3rd and 5th-semester classes will be resumed from 1st August 2022. The 1st-semester classes will be started as per the government guidelines, immediately after their prior admission to the college. It was also discussed that the principal and all the departmental coordinators and the academic committee will again meet for the matter of SEC subjects, raised by the Education and Economics department. The chairman also informed that the matter of de- reservation of the reserved teaching posts in the Economics and Chemistry department as requested by the department coordinators is to be placed in the GB and depends solely upon the decision taken by the GB of the college and the existing government rules. The newly appointed departmental coordinators are approved by IQAC and forwarded to the GB for their approval.
4. In the next agenda, the IQAC confirmed to submit the pending AQAR within its stipulated time.
5. In the next agenda the college confirmed to provide sufficient internet facility throughout the campus and also resolved that four (4) new router will be placed in the college---- One for the floor of the Bengali, History department, One for the ground floor of the Philosophy, pol science department, two open access for the students, one in front of the library and one in front of the college office.
6. In the next agenda, the proposal of the ASER centre to work jointly with the college, was approved by the IQAC and proceeded for further action.
7. In the next agenda, to start some add-on courses in the college, the body approved the proposal and asked that, IQAC with the help of NSS and career counselling cell, will take initiative to start the courses in the college.
8. In the next agenda, it was decided that the college will set up an awareness cell to help the students of the college for the preparation of different competitive examinations.
9. In the next agenda, for the preparation of the upcoming NAAC visit, the principal requested each and every teaching and non-teaching staffs of the college to contribute their best to stand strong and also asked to start to prepare the SSR for that purpose. A SSR preparation team under the IQAC will prepare the SSR in the stipulated time and upload in the website.
10. The principal also asked to prepare to do list for the departments in the coming odd semester Which will help for the NAAC visit.

The discussion ended with a vote of thanks to all the members present in the meeting.

The meeting ended with a vote of thanks.

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member
7. Mr. Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur, Nominee from Education Society
10. Mr. Aritra Banerjee, Student from SEM-II (2020-21), Chemistry Hon- ours— Representative of Students
11. Mr. Meghnad Roy - Nominee from Administrative Officers
12. Dr. Pallav Joti Pal, Assistant Professor and secretary of Teachers Council as Special invitee

ACTION TAKEN
REPORT

| Sl. No | Suggestions | Action to be taken | Person responsible | Target Date | Status |
|--------|--|--|--------------------|------------------------------------|-----------|
| 1. | Vote of thanks to the 125 yrs. celebration committee | Vote of thanks given | The IQAC team | On the same day | Completed |
| 2. | Commencement of the odd semester classes | Commencement of the odd semester classes | College authority | End of February | Completed |
| 3. | Discussion on the resolution taken by the admission and academic committee | The resolution implemented | Principal | Before commencement of the classes | Completed |
| 4. | Pending AQAR 2020-21 | Prepare and upload | IQAC team | December 2021 | Completed |
| 5. | Internet facilities all around the campus | Provide sufficient internet facility throughout the campus | college | Before commencement of the classes | Completed |

IQAC
Krishna Chandra College
Hetampur, Birbhum

MEETING NOTICE

25.08.2022

A meeting was conducted with the members of the IQAC on 25.08.2022 at 2 PM in the IQAC seminar hall. The agendas of the meeting were as follows:

1. Plan of action against recent notice from the DPI, regarding uploading pending AQAR and SSR (the notice attached herewith)
2. Plan of action against recent notice from NAAC regarding uploading AQAR (the notice attached herewith)
3. Preparation of the SSR for the upcoming NAAC visit
4. Miscellaneous

All the ex-coordinators (from 2016-17) are requested to present at the meeting.

Sd/-
Sk. Anowar Hossain
(Coordinator, IQAC)

Sd/-
Dr. Goutam Chatterjee
(Principal & Chairperson, IQAC)

MINUTES

At the beginning of the meeting, the resolutions taken at the previous meeting were confirmed. After that, the discussion started and it was resolved that -

1. IQAC with the help of all the staff of the college will prepare and upload the AQAR and SSR.
2. IQAC confirmed to submit the pending AQAR within the stipulated time.
3. The coordinator asks the members to read the instruction given by NAAC in its website for the prepare and upload of the SSR for the upcoming NAAC visit. Principal suggest to prepare a team for prepare the different criterion of the SSR .

The meeting ended with a vote of thanks .

Members Present:

1. Dr. Goutam Chatterjee, Principal – Chairperson
2. Sk. Anowar Hossain, Assistant Prof, Dept of Mathematics – Co-ordinator
3. Mr. Pramananda Dutta, Representative from Management
4. Mr. Manoj Saha, Assistant Prof, Dept of Physics, Teacher Member
5. Dr. Lalan Chandra Mandal, Assistant Prof, Dept of Chemistry, Teacher Memb.
6. Ms. Rini Labar, Assistant Prof, Dept of Physics, Teacher Member

7. Mr.Sudipto Bhattacharjee, Assistant Prof, Dept of Mathematics,
8. Mr. Shymal Garai , Assistant Prof, Dept of Commerce, Teacher Member
9. Mr Kanan Gopal Chakraborty, Principal, Bakreswar College of Education, Hetampur, Nominee from Education Society
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ACTION TAKEN REPORT

| Sl. No | Suggestions | Action to be taken | Person responsible | Target Date | Status |
|--------|--|---|---|------------------------|------------|
| 1. | Plan of action against recent notice from the DPI | prepare and upload the AQAR and SSR | IQAC and All teaching and non-teaching staff of the college | Before NAAC visit | Processing |
| 2. | Recent notice from NAAC regarding uploading AQAR | IQAC confirmed to submit the pending AQAR within the stipulated time. | IQAC team | December 2021 | Completed |
| 3. | Preparation of the SSR for the upcoming NAAC visit | IQAC confirmed to submit the pending AQAR within the stipulated time. | IQAC and all college staff | Before next NAAC visit | Processing |