

Internal Quality Assurance Cell (IQAC)

**Krishna Chandra College
Hetampur, Birbhum**

IQAC MEETING DETAILS (2023-24)



Dr. Shyamal Kr. Jash, M.Sc., Ph.D.
Co-ordinator, IQAC

Phone No: (+91) 8250208910 & 9434633430
E-Mail: iqac@kccollege.ac.in

MEETING NOTICE: 1

INTERNAL QUALITY ASSURANCE CELL (IQAC)



KRISHNA CHANDRA COLLEGE

[Quasiquicentennial College (125+)]
Govt. Sponsored Degree College, Affiliated to Burdwan University

Accredited 'B' by NAAC

Hetampur, Birbhum

Mobiler: 9002244569/8250208910

E-mail: principal@kccollege.ac.in;
iqac@kccollege.ac.in

Website: www.kccollege.ac.in

Ref. No.

Date.....

NOTICE

15-07-2023

A general meeting of IQAC will be held on **18.07.2023 (Tuesday)** in the **IQAC Meeting Room** from **1.00 PM** onwards. All the following members and Special Invitee are requested to attend the meeting positively to discuss the following agenda:

1. Confirmation of Proceeding of the last meeting dated 03-05-2023
2. Welcome to new IQAC committee for the year 2023-24.
3. Discussion regarding proposal for Infrastructural Development and Library Book Purchase Grant by JDPI in virtual meeting with principal.
4. Discussion regarding future plan for the session 2023-24.
5. Miscellaneous.


IQAC Members:

SL No.	Name	Designation	Position
1.	Dr. Goutam Chatterjee	Principal, Krishna Chandra College, Hetampur	Chairperson
2.	Dr. Shyamal Kr Jash	Associate Professor, Dept of Chemistry	Co-ordinator
3.	Dr. Manoj Kr. Saha	Assistant Prof, Dept of Physics	Representative from Management
4.	Dr Tapan Goswami	Associate Prof, Dept of Bengali	Teacher Member
5.	Dr. Asis Kr Chakrabarty	Associate Prof, Dept of Bengali	Teacher Member
6.	Dr. Lalan Ch. Mandal	Assistant Prof, Dept of Chemistry	Teacher Member
7.	Ms. Rini Labar	Assistant Prof, Dept of Physics	Teacher Member
8.	Dr. Sudipto Bhattacharjee	Assistant Prof, Dept of Mathematics	Teacher Member
9.	Dr. Sumit Howladar	Assistant Prof, Dept of Pol. Science	Teacher Member
10.	Dr. Salma Khatun	Assistant Prof, Dept of Zoology	Teacher Member
11.	Mr. Shyamal Garai	Assistant Prof, Dept of Commerce	Teacher Member
12.	Mr. Meghnad Roy	Office Staff	Nominee from Administrative Officers
13.	Mr. Utpol Bhandari	Office Staff	Nominee from Stake Holders.
14.	Sri Malay Mukherjee	Advocate, Dubrajpur	Nominee from Local Society
15.	Mr Kanan Gopal Chakraborty	Principal, Bakreswar College of Education, Hetampur	Nominee from Education Society
16.	Sri Sagar Kundu	Ex Student and Ex G.S of KCC, Govt. Nominee of GB	Representative from Alumni
17.	Mr. Swagata Roy	Student from SEM-4 (2023-24), Botany Honours	Representative of Students

Special Invitee:

1. **Dr. Joyita Mukherjee**, Asst. Prof. in Zoology and Secretary of Teachers Council (2023-24)
2. **Dr. Shyamal K. Jash**, Asso. Prof. of Chemistry, **Dr. Manoj Kr. Saha**, Asst. Prof. in Physics & **Dr. Arindam Ghosh**, Asst. Prof. in English ---- **3TR Members of GB**
3. **Mr. Sukhan Bauri**, Skilled Lab, Attd of Chemistry ---- **NTR Member of GB**
4. **Arindam Datta**, Librarian, K.C. College

Coordinator, IQAC
K. C. College, Hetampur
Co-Ordinator, IQAC
KRISHNA CHANDRA COLLEGE
Hetampur, Birbhum


Principal
K. C. College, Hetampur
Principal
Krishna Chandra College
Hetampur, Birbhum

MINUTES

IGAC Meeting Dated; 18/07/2023

Venue: IGAC Meeting Room

* Members Present in the meeting

① ~~Guest~~

② ~~Guest~~ 18/7/23

3. TG 18/7/23

4. Manjunathulu 18/7/23

5. Dr. Sumit Houladar. 18/7/23.

6. Sudipto Bhattacharjee 18/7/23

7. Kanan Sanku Chakrabarty.

8. Asis Chakrabarti. 18/07/23

9. Anindam Ghosh (Invited)

10. Salma Khatun, 18.07.23

11. Jayita Mukherjee 18/07/23

12. Kirti Chm 18/07/23

13. S. Ravi 18/7/23

14. Anagata Ray 18/07/23

15) Ujjwal Bhandari

16) Shyamal Garai

17) Selen Chandra Mandal 18/07/2023

18) Arindam Dutta 18/07/2023

19) Meghna Sen

20) Sagarika

Proceedings of the IQAC Meeting of Krishna Chandra College

Date: - 18.07.2023

Venue: - IQAC Meeting Room

Time:-2.00 P.M.

Discussion and Resolutions adopted in the meeting are as follows.

1. Proceeding of the last meeting dated 03-05-2023 has been confirmed unanimously without any correction.
2. The Chairman of the IQAC, Dr. Goutam Chatterjee as well as IQAC Coordinator, Dr. S. K. Jash both welcomed all the new members of IQAC committee for the year 2023-24.
3. It is resolved that Principal informed to the house as per telephonic conversation with JDPI for preparing proposals under Infrastructural Development and Library Book Purchase grant should be made as soon as possible. For smooth conducting the whole process the five committees will act to materialize the needful action. The following are the committees, proposed budget and their responsibility.

Assigned Committee	Name of the Teacher with Designation	Tentative Budget (in Lakh)
Library Software-RFIT	Anirban Dutta, Librarian	5 Lakh
Book Purchase	Dr. Joyita Mukherjee, Asst. Prof. of Zoology	Rs 50000/- x 14 Depts. = 7 Lakh
	Dr. Arindam Ghosh, Asst. Prof. of English	
	Dr. Sumit Howladar, Asst. Prof of Pol. Science	
	Rini Labar, Asst. Prof. of Physics	
Furniture Purchase	Shyamal Garain, Asst. Prof. of Commerce	15 Lakh
	Megnad Roy, Office Representative	
	Sukhan Bauri, NTR Member of GB	
	Mr. Swagata Roy, SEM-4 (2023-24), Botany Honours	
Lab Equipments (Science & Geography)	Dr. Manoj Kr. Saha, Asst. Prof. of Physics	6 Lakh
	Dr. Lalan Chandra Mandal, Asst. Prof. of Chemistry	
Construction/renovation of Building	Dr. Goutam Chatterjee, Principal	As per guidance of Civil Engineer of PWD/Zilla Parisad
	Dr. Salma Khatun, Asst. Prof. of Zoology	
	Mrinal Das, SACT of Botany	

4. Shyamal Garain, Asst. Prof. of Commerce proposed to the house for arranging seminar regarding CAS for the benefit of the newly jointed faculty members.

It is resolved that a talk will be delivered by IQAC Coordinator, Dr. Shyamal Kr. Jash and another member from education department, Govt. of WB.

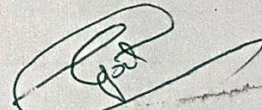
5. It is resolved in regard to future plan for forthcoming NAAC: All departments are requested to arrange the following programmes.

- More and more outreach programme with nearby schools and colleges
- Adequate seminar/workshop/conferences
- Industry & Eminent Educational Institute visit
- Educational Tour
- Science exhibition/Book fair

Having no other discussion, the meeting ends with a vote of thanks both to and from the chair.



(Dr. Shyamal Kr. Jash)
IQAC Coordinator
Krishna Chandra College,
Hetampur, Birbhum



(Dr. Goutam Chatterjee)
Chairman, IQAC & Principal
Krishna Chandra College,
Hetampur, Birbhum

ACTION TAKEN REPORT

Sl. No	Suggestions	Action to betaken	Person responsible	Target Date	Status
1.	Preparation of documents for Infrastructural Development and Library Book Purchase Grant	Five separate committees were formed	The convenor of the committees	August, 2023	Completed
2.	Arrange a seminar regarding CAS	IQAC coordinator, Shyamal Kr. Jash was asked to deliver a lecture regarding CAS	IQAC coordinator	September, 2023	Completed
3.	CAS of the teachers	The principal will place the matter in GB	Principal	As per document verification and expert availability	Completed
4.	Preparation of Academic Calendar.	To approve the academic calendar before the members of the IQAC	Dr Shyamal Kr. Jash, IQAC Coordinator	September, 2023	Completed
5.	Arrange outreach programme with nearby schools and colleges students	DBT Star college-funded departments are requested to conduct such program	Dr Shyamal Kr. Jash, DBT Star College Coordinator	January, 2024	Completed
6.	Conduct Industry & Eminent Educational Institute visit	DBT Star college-funded departments are requested to conduct such program	Dr Shyamal Kr. Jash, DBT Star College Coordinator	December, 2023 to February, 2024	Completed
7.	Organise seminar / workshop	All the HoDs are requested to organise seminar, workshop, conference	All Head of the Department	March, 2024	Completed
8.	Organise Science exhibition/Book & Food Fair	Separate committees will be formed to organize such program	The Head of the Committee	April, 2024	Completed

MEETING NOTICE: 2

INTERNAL QUALITY ASSURANCE CELL (IQAC)



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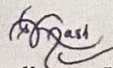
NOTICE
05-01-2024

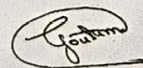
A general meeting of IQAC will be held on **09.01.2024 (Tuesday)** in the **IQAC Meeting Room** from **2.00 PM** onwards. All the following members are requested to attend the meeting positively to discuss the following agenda:

1. Confirmation of Proceeding of the last meeting dated 18-07-2023
2. Review of previous plan of action/report of IQAC
3. Discussion regarding rethinking of Vision, Mission & Objective of the College and Department also.
4. Discussion regarding rethinking of Best Practices of the College.
5. Discussion regarding SWOC analysis of the college.
6. Discussion regarding future plan for the session 2023-24.
7. Miscellaneous.

IQAC Members:

Sl. No.	Name	Designation	Position
1.	Dr. Goutam Chatterjee	Principal, Krishna Chandra College, Hetampur	Chairperson
2.	Dr. Shyamal Kr Jash	Associate Professor, Dept of Chemistry	Co-ordinator
3.	Dr. Manoj Kr. Saha	Assistant Prof, Dept of Physics	Representative from Management
4.	Dr Tapan Goswami	Associate Prof, Dept of Bengali	Teacher Member
5.	Dr. Asis Kr Chakrabarty	Associate Prof, Dept of Bengali	Teacher Member
6.	Dr. Lalan Ch. Mandal	Assistant Prof, Dept of Chemistry	Teacher Member
7.	Ms. Rini Labar	Assistant Prof, Dept of Physics	Teacher Member
8.	Dr. Sudipto Bhattacharjee	Assistant Prof, Dept of Mathematics	Teacher Member
9.	Dr. Sumit Howladar	Assistant Prof, Dept of Pol. Science	Teacher Member
10.	Dr. Salma Khatun	Assistant Prof, Dept of Zoology	Teacher Member
11.	Mr. Shyamal Garai	Assistant Prof, Dept of Commerce	Teacher Member
12.	Mr. Meghnad Roy	Office Staff	Nominee from Administrative Officers
13.	Mr. Utpol Bhandari	Office Staff	Nominee from Stake Holders.
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Coordinator, IQAC
K. C. College, Hetampur
Co-Ordinator, IQAC
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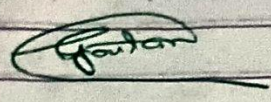
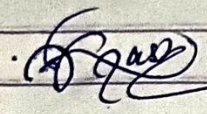
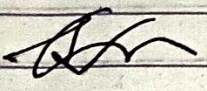

Principal
K. C. College, Hetampur
Principal
Krishna Chandra College
Hetampur, Birbhum

MINUTES

IQAC Meeting Dated : 09/01/2024

Venue: IQAC Meeting Room

* Members Present in the meeting

- ① 
- ②  09/01/24
- ③  09/01/24.
- ④ Shyamal Garai 09/01/24
- ⑤ ~~Kannappa Chakraborty~~ 09.01.2024.
- ⑥ Rina Laha 09/01/24
- ⑦ Salma Khatun , 09.01.2024
- ⑧ Manoj Kumar Saha. 9.01/24
- ⑨ Jagad Kumar 09/01/2024
- ⑩ Meshud Kumar

Proceedings of the IQAC Meeting of Krishna Chandra College

Date: - 09.01.2024

Venue: - IQAC Meeting Room

Time:-2.00 P.M.

Discussion and Resolutions adopted in the meeting are as follows.

1. Proceeding of the last meeting dated 18-07-2023 has been confirmed.

I) In this context, the Chairman, IQAC & Principal, Dr. Goutam Chatterjee informed that all said projects were submitted successfully. Dr. Chatterjee also informed that some queries had arisen regarding RFIT, Lab equipment, construction of the building, etc. The principal resolved the problem.

II) Science Exhibition and Bookfair should be arranged very soon.

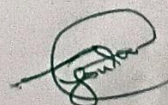
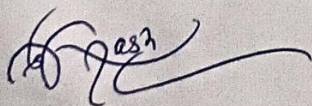
2. Dr. S. K. Jash, IQAC Coordinator informed that following the execution of the IQAC plan of action, significant steps have been achieved in various domains. The Intellectual Property Rights (IPR) Seminar saw widespread participation, and its insights are being seamlessly integrated into the academic curriculum. The NAAC Seminar fostered a comprehensive understanding of accreditation processes, guiding the establishment of a committee to enhance institutional documentation. CAS Seminar sparked discussions on effective documentation and processes. The 5 years academic audit and last year's green audit pinpointed areas for improvement, forming the basis for an actionable plan to enhance academic processes and promote sustainable practices on campus. In response to safety concerns, handrails have been successfully installed on identified staircases, ensuring a safer environment for all. The institution is poised to integrate these insights into daily practices, ensuring a holistic approach to academic excellence and sustainable growth.

3. IQAC Coordinator, Dr. S. K. Jash informed the members present in the meeting that Audit Expert Team has raised some technical issues regarding Vision, Mission and Objective of the College.

After vivid discussion in the meeting, all the members decided to send the matter to the teacher's council for better suggestions.

4. Dr. Jash again informed the committee members regarding rethinking about Best Practices of the College as suggested by the academic audit committee. One of the members of IQAC, Dr. Salma Khatun, Assistant Professor of Zoology Department, talked about making Organic Farming Vegetables as a best practice. The principal also proposed that If an allopathy doctor and a homeopathy doctor are brought to the college weekly, it will be of great benefit to our students and local people and It should be a best practice. Mushroom cultivation comes up as a good practice also.

It is also resolved that the matter has been sent to the teacher's council for better discussion and better suggestions for the Best Practices of the college.

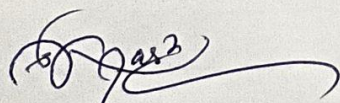


5. It is resolved that the proposal of best practice given by the principal is accepted by all the members and it was decided to pay Rs 2500/- (Rupees two thousand five hundred only) to Allopathy Doctor and Rs. 500/- (Rupees five hundred only) to Homeopathy Doctor per sitting from college fund after final approval from the finance committee.
6. The IQAC Coordinator informed to house regarding discussion about SWOC for NAAC of our college. The Principal was requested to look into the matter and asked to form a committee in the next TC meeting that would give detailed information on the matter.
7. The committee proposed starting some courses on the college campus like computer training where students will acquire some basic skills. Our students (current & Ex) get preference then local people for pursuing the course. The house requested to Mr. Shyamal Garai, Assistant Professor of Commerce & Bursar of the college to arrange the needful steps. Dr. Lalan Ch. Mandal, Assistant Prof. of Chemistry and Miss Rini Labar, Assistant Prof. of Physics, propose to guide students for various competitive examinations like PSC, WBSC etc. As propose by DBT Coordinator regarding outreach program in college campus. The House also discussed for conducting motivational talk for higher education to near by school students.

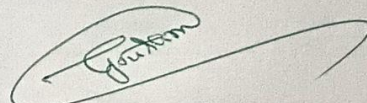
Miscellaneous:

1. Dr. Manoj Kr. Saha, Asst. Prof. of Physics, proposes to set up more drinking water machines in appropriate places.

Having no other discussion, the meeting ends with a vote of thanks both to and from the chair.



(Dr. Shyamal Kr. Jash)
IQAC Coordinator
Krishna Chandra College,
Hetampur, Birbhum



(Dr. Goutam Chatterjee)
Chairman, IQAC & Principal
Krishna Chandra College,
Hetampur, Birbhum

ACTION TAKEN REPORT

Sl. No	Suggestions	Action to betaken	Person responsible	Target Date	Status
1.	Arrange two seminars on IPR and NAAC for the forthcoming NAAC visit	IQAC Coordinator is requested to arrange said program	IQAC members	December, 2023	Completed
2.	Rethinking of the Vision, Mission, and Objective of the college as suggested by the Academic Audit Team	Send the matter to the Teacher's Council for better suggestion	TCS & ATCS	February, 2024	Partially Completed
3.	Rethinking of the Best practices of the college	Send the matter to the Teacher's Council for better suggestion	TCS & ATCS	February, 2024	Partially Completed
4.	Arrange for an allopathy doctor to conduct free health check-ups for the society and students on college premises.	Send the matter to the Financial Committee for approval	Principal & Committee member	March, 2024	Completed
5.	Conduct Computer Training Program for Current, Ex-students then local people	IQAC Coordinator is requested to arrange said program	Shyamal Gorai, Assistant Professor, Dept. of Commerce, K. C. College	March, 2024	Completed
6.	Conduct Outreach Program to nearby school students	IQAC as well as DBT Coordinator is requested to arrange said program	All the Departmental DBT Coordinators of the Science Departments	March, 2024	Completed

EETING NOTICE: 3

INTERNAL QUALITY ASSURANCE CELL (IQAC)



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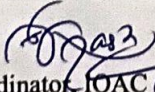
NOTICE 01-02-2024


A general meeting of IQAC will be held on **06.02.2024 (Tuesday)** in the IQAC Meeting Room from **2.00 PM** onwards. All the following members are requested to attend the meeting positively to discuss the following agenda:

1. Confirmation of Proceeding of the last meeting dated 09-01-2024
2. Discussion regarding Major Reforms in Accreditation of Higher Education Institutions (Press release January 27, 2024)
3. Discussion regarding IQA & SSR Submission.
4. Miscellaneous.

IQAC Members:

Sl. No.	Name	Designation	Position
1.	Dr. Goutam Chatterjee	Principal, Krishna Chandra College, Hetampur	Chairperson
2.	Dr. Shyamal Kr Jash	Associate Professor, Dept of Chemistry	Co-ordinator
3.	Dr. Manoj Kr. Saha	Assistant Prof, Dept of Physics	Representative from Management
4.	Dr Tapan Goswami	Associate Prof, Dept of Bengali	Teacher Member
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11.	Mr. Shyamal Garai	Assistant Prof, Dept of Commerce	Teacher Member
12.	Mr. Meghnad Roy	Office Staff	Nominee from Administrative Officers
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14.	Sri Malay Mukherjee	Advocate, Dubrajpur	Nominee from Local Society
15.	Mr Kanan Gopal Chakraborty	Principal, Bakreswar College of Education, Hetampur	Nominee from Education Society
16.	Sri Sagar Kundu	Ex Student and Ex G.S of KCC, Govt. Nominee of GB	Representative from Alumni
17.	Mr. Swagata Roy	Student from SEM-5 (2023-24), Botany Honours	Representative of Students


Coordinator, IQAC 01/02/24
K. C. College, Hetampur


Principal
K. C. College, Hetampur

MINUTES

ISAC Meeting Dated: 06/02/24
Venue: Principal Chamber

(*) Members Present in the meeting

- (1) ~~Govind~~
- (2) ~~(S. S. S.)~~ 06/02/24
- (3) Karun gopal Chakrabarti 06/02/24
- (4) Manoj Kumar Datta 06/02/24
- (5) Rishi 06/02/24
- (6) Lalit Chandra Mandal 06/02/2024
- (7) Shyamal Das 06/02/2024
- (8) Dr. Sumit Howladar. 06/02/2024.
- (9) Anagata Ray 06/02/2024
- (10) Mehmood Khan
- (11) Sagar Kumar 06/02/2024
- (12) Zapan Ganesan
- (13) Asis Chakrabarti 06/02/24
- (14) Sudipto Bhattacharyya 06/02/24

Proceedings of the IQAC Meeting of Krishna Chandra College

Date: - 06.02.2024

Venue: - IQAC Meeting Room

Time:-2.00 P.M.

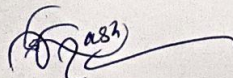
Discussion and Resolutions adopted in the meeting are as follows.

1. Proceeding of the last meeting dated 09.1.2024 has been read and confirmed.
2. Dr. S. K. Jash, IQAC Coordinator informed the house that Major Reforms in Accreditation of Higher Education Institutions (press release January 27, 2024) has been adopted by the UGC-NAAC. Two options are available: 1. Binary System and 2. traditional old system (up to May 2024).
The house resolved that maximum works related to NAAC have already been completed in the traditional format. Therefore, the house unanimously decided to complete the submission process within May 2024 as per old conventional system.
3. After vivid discussion in the meeting, all the members decided to submit IQA & SSR of Krishna Chandra College before the stipulated time. The house requested to Dr Jash, IQAC Coordinator of the college to do the needful and the Principal informed to the house that all types of cooperation would be provided to Dr. Jash all the stakeholders of the college.
4. Dr. Jash again informed the committee members regarding the formation of Science Exhibition and Book Fair Committee for the smooth conduction of the forthcoming said program. In this regard a committee is being formed by the following members:
 1. Dr. Manoj Saha, Assistant Prof. of Physics
 2. Dr. Rini Labar, Assistant Prof. of Physics
 3. Anirban Dutta, Librarian
5. The President of IQAC as well as Principal, Dr. G. Chatterjee proposed to organize a Food Festival alongside the Book Fair. The house approved the proposal and decided to form a committee and send it to TC to enlist the names of the committee.

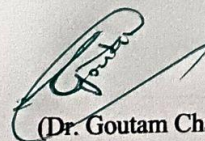
Miscellaneous:

1. Dr. Sumit Howladar, Assistant Professor of Political Science requested the house to do the needful so that students could select their desired book from the bookshelf of the library. The Principal informed the house that he would look into the matter.

Having no other issues for discussion, the meeting ended with a vote of thanks both to and from the chair.



(Dr. Shyamal Kr. Jash)
IQAC Coordinator
Krishna Chandra College,
Hetampur, Birbhum



(Dr. Goutam Chatterjee)
Chairman, IQAC & Principal
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ACTION TAKEN REPORT

Sl. No	Suggestions	Action to betaken	Person responsible	Target Date	Status
1.	Uploading the final AISHE report of our college on the website	Verified and submitted	IQAC team	February 2024	Completed
2.	Uploading the pending AQAR 2022-23	IQAC confirmed to submit the pending AQAR within the stipulated time.	IQAC team	February 2024	Completed
3.	Submission of IIQA & SSR for NAAC cycle-2	IQAC confirmed that it would submit the said documents within the stipulated time.	IQAC & SSR preparation team	May, 2024	Partly Completed
4.	Organise a Food & Book Fair	Send the matter to the Teacher's Council for committee formation for the smooth conduct of the program	Food & Book Fair Committee members	April, 2024	Completed