



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

## INTERNAL QUALITY ASSURANCE CELL

([iqackatcoll@gmail.com](mailto:iqackatcoll@gmail.com))

Estd: 14.01.2016

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/20/1

Date: 11/7/2020

### Notice

This is to inform you that an IQAC body meeting will be held on 15<sup>th</sup> July, 2020 (Wednesday) at 2 PM by online platform to discuss about Webinar program. The meeting platform is Google Meet. All the members of this body are cordially requested to follow the link and actively participate in that time.

The meeting link: Meeting URL:// <https://meet.google.com/mun-gtuu-cfi>

1. Discuss about plan taken for the Academic Year 2020 - 2021 towards quality enhancement
2. Discuss about proposed two webinars
3. Miscellaneous

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
Principal  
Katwa College








  
UTPAL DAS  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College

Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)

Notice Ref. No: KCIQAC/NOTICE/20/1 dated- 01/7/2020

IQAC Meeting Held on – 15/7/2020 at 2 PM

### Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Sri Shameek Ghosh	Shameek Ghosh
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kumar Mukherjee	
10	Sri Rabiranjana Sen	
11	Dr. Bharat Chandra Dalui	Bharat Ch. Dalui
12	Sri Shbhajit Sanyal	Subhajit Sanyal
13	Sri Dulal Sarkar	
14	Sri Prosanta Barman	P. Barman
15	Sri Asit Kumar Mondal	
16	Sri Prasanta Kumar Das	



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Ref. No: KCIQAC/NOTICE/20/1 dated- 11/7/2020

Date: 15/7/2020

## **IQAC RESOLUTION**

**Meeting held on 15.7.2020 at 2 pm by online mode**

Dr. Nirmalendu Sarkar, Principal addressed to all members through Google meet platform. **Google Meet Link: <https://meet.google.com/mun-gtuu-cfi>**

Due to long time lockdown for pandemic Covid – 19 situations Katwa College IQAC convened an online meeting through Google Meet for discussing following agend.

The Principal introduced the IQAC new Coordinator Sri Utpal Das, Associate Professor in Commerce who has taken charge from the previous Coordinator on 13.3.2020. But since from 15.3.2020 the Government declared Lockdown in all educational sectors as well as all over India due to Covid - 19 so no meeting had been organized by the Coordinator and the resolution of last meeting which was held on 12.2.2020 had not been confirmed.

The Coordinator Mr. Das expressed his gratitude to the Governing Body and all members of the IQAC team for selecting him as a Coordinator of IQAC.

**Agenda -1** *Discuss about Plan taken for the Academic year 2020- 2021 towards Quality enhancement.*

The coordinator proposes to prepare the plan towards quality enhancement of the College during 2020 – 2021 Session. Principal proposes that the future plan which have been uploaded in the 2019 – 2020- AQAR is now taken as plan to achieve the



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target during this session and also he says during this lockdown period will try to manage the all items as far as possible. All members of the house accept this proposal. Coordinator places the future plan for the 2020 -2021 session from the uploaded AQA 2019- 2020. The future plan is as follows:

1. To strengthen all the departmental libraries to increase accessibility of books and resource material for students :
2. Merge the three sectional libraries in a single window accessible at different times:
3. Introduce Bar code system in our library management:
4. To arrange requisite software for conducting online teaching-learning process:
5. To organize departmental seminars on a regular basis:
6. To initiate the introduction of new UG courses:
7. To arrange MOUs with other colleges regarding faculty exchange programmes:
8. To arrange online inter departmental cultural competitions among college students:
9. To take steps for the construction of new class rooms for the college:
10. To introduce fully online administrative facilities:
11. To construct a cycle stand for the benefit of students and employees along with the central library:



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Principal says that try to complete these plans during this period by work from home.

**Agenda -2** *Discuss about proposed two webinars.*

The Coordinator proposed to conduct two webinars one arranged by the Department of Commerce in collaboration with IQAC and another solely organized by IQAC.

Prof. Arun Kumar Patra, Associate Professor in Commerce proposes to conduct a webinar in collaboration with IQAC on the topic of **Personal Income Tax Planning: A comparative analysis on existing and new tax regime** and speaker will be Prof. (CA) Chittaranjan Sarkar, Former Professor of Burdwan University and Director of MBA of Raiganj University, West Bengal. The speaker is willing to deliver his lecture on 4<sup>th</sup> August, 2020 at 3 to 4PM.

Secondly Mr. Das, Coordinator of IQAC proposes to conduct three day International webinar on the topic of **E-Learning – Door to the Future**. He also expresses that in this regard Dr. Bharat Chandra Dalui, Assistant Professor in Physics is trying to select / find resource person in India and abroad. We have already confirmed six resource persons, namely – Dr. Uma Kanjilal, Director, Centre for online Education (COE) Indira Gandhi National Open University (IGNOU), New Delhi, India, Dr. Sukumar Mondal, Assistant Professor Library and Information Science, University of Burdwan, India, Dr. Ana Serrano Teleria, Associate Professor, Art, Communication Science, The University of Castila LaMancha, Spain, Dr. Bidyut Kumar Patra, Assistant Professor, Computer Science and Engineering, National Institute of



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Technology, Rourkela, Odisha, India, Dr. Rakesh Das, Assistant Professor Sanskrit, Ramakrishna Mission Vivekananda Educational and Research Institute, Belur Math, Howrah, India and Dr, Amit Banerjee, Assistant Professor, Computer Science, South Asian University (SAU), New Delhi, India. All these speakers have agreed to deliver their lecture in between 18, 19 and 20<sup>th</sup> August, 2020. Everyday two speakers will be delivering their lecture in between 3 to 6 PM.

All the members are very pleased to approve the arrangement of these Webinars and unanimously express their opinion to go ahead and all members agreed to cooperate fully.

#### **Agenda –3 Miscellaneous.**

Principal report that if any arrangement needed to conduct the webinar it will be arranged and expert personnel will be provided.

The meeting ended with vote of thanks to the chair.

*N. Sarkar*

Dr. Nirmalendu Sarkar

Principal

Katwa College

Principal  
Katwa College



*U. Das*

UTPAL DAS

Convener

IQAC, Katwa College

Coordinator  
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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/20/2

Date: 01/09/2020

#### Notice

This is to inform you that an IQAC body meeting will be held on 5<sup>th</sup> September, 2020 (Saturday) at 12 noon by online platform to discuss about the following agenda. The meeting platform is Google Meet. All the members of this body are cordially requested to follow the link and actively participate in that time.

The meeting link: Meeting URL:// <https://meet.google.com/gak-ikso-hcgi>

1. Discuss about proposed webinar
2. Discuss about future plan for the session of 2020-2021
3. Miscellaneous




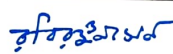


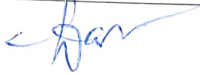
  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Principal  
Katwa College

  
UTPAL DAS  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College

Notice Ref. No: KCIQAC/NOTICE/20/2 dated- 01/9/2020  
IQAC Meeting Held on – 05/9/2020 at 12 Noon

### Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Sri Shameek Ghosh	Shameek Ghosh
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kumar Mukherjee	
10	Sri Rabiranjan Sen	
11	Dr. Bharat Chandra Dalui	Bharat Ch. Dalui
12	Sri Shbhajit Sanyal	Subhajit Sanyal
13	Sri Dulal Sarkar	
14	Sri Prosanta Barman	P. Barman.
15	Sri Asit Kumar Mondal	
16	Sri Prasanta Kumar Das	





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Ref. No: KCIQAC/NOTICE/20/2 dated- 01.9.2020

Date: 05/9/2020

## **IQAC RESOLUTION**

**Meeting held on 05.9.2020 at 12 noon by online mode**

Dr. Nirmalendu Sarkar, Principal addressed to all members through Google meet platform. **Google Meet Link:** <https://meet.google.com/gak-ikso--hcgi>

Due to long time lockdown for pandemic Covid 19 situation Katwa College IQAC convened an online meeting through Google Meet for discussing following agenda.

**Agenda – 1** *Discuss about proposed webinar.*

The Coordinator Mr. Das proposed to conduct one day national webinar on the topic of **National Education Policy 2020 – Impact on Higher Education** organized by IQAC, Katwa College in collaboration with Centre for Educational and Social Studies (CESS) Bengaluru.

Mr. Das also expresses that in this regard Mr. Rabi Ranjan Sen, Associate Professor in History is trying to select / find resource person from all over in India. We have already confirmed three resource persons, namely – Prof. M. K. Sridhar, Member of Drafting Committee on National Education Policy 2020, Member of UGC and President of CESS, Karnataka, Prof. Smritikumar Sarkar, former Vice Chancellor of the University of Burdwan, West Bengal and Dr. Kiron Hazarika, Member of UGC and Principal Tengakhat College, Asam. All these speakers have agreed to deliver their lecture on 22<sup>nd</sup> September, 2020 in between 3 to 6 PM.

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All the members are very pleased to approve the arrangement of this Webinar and unanimously express their opinion to go ahead and all members agreed to cooperate fully.

#### **Agenda – 2** *Discuss about future plan for the session of 2020 – 2021.*

In this regard Coordinator reports that item no four of future plan – requisite software for conducting online teaching learning process is too much essential and immediately take initiative to purchase it and also reports that item no eight, arrange online inter departmental cultural competitions among college students is very much needed. Principal says in this regard ICT, convener Dr. Bharat Chandra Dalui will take initiative in first case and General Secretary, students Mr. Shameek Ghosh will take initiative and place a report as early as possible. All members are accepted the Principal's both proposals.

#### **Agenda – 3** *Miscellaneous*

Mr. Asit Kumar Mondal and Coordinator proposed next time the meeting may be done physically if all conditions are favorable and maintaining full Covid – 19 protocols. All members accepted the proposal.

The meeting ended with vote of thanks to the chair.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
Principal  
Katwa College



  
UTPAL DAS  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC



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Ref. No: KCIQAC/NOTICE/20/3

Date: 05/12/2020

#### *Notice*

This is to inform you that an IQAC body meeting will be held on **11<sup>th</sup> December, 2020 (Friday)** at 3PM in the Principal Chamber to discuss about the following agenda.

1. Confirmation of the last meeting resolution 12.2.2020, 15.7.2020 and 5.9.2020
2. Preparation and submission of AQAR for the session of 2019 - 2020
3. Discuss about future plan for the session of 2020-2021
4. Proposal for the future plan for the session 2021 – 2022
5. Miscellaneous

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

**Principal**  
Katwa College

  
UTPAL DAS  
Convener  
IQAC, Katwa College

**Coordinator**  
**IQAC**  
**Katwa College**

Notice Ref. No: KCIQAC/NOTICE/20/3 dated- 05/12/2020

IQAC Meeting Held on - 11/12/2020 at 3PM

Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	<i>N. Sarkar</i> 11/12/2020
2	Utpal Das (Coordinator)	<i>U. Das</i> 11/12/2020
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	<i>P. Banerjee</i>
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	<i>S. Rajwar</i>
7	Sri Shameek Ghosh	<i>Shameek Ghosh</i>
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kumar Mukherjee	
10	Sri Rabiranjana Sen	<i>R. Sen</i>
11	Dr. Bharat Chandra Dalui	<i>Bharat Ch. Dalui</i>
12	Sri Shbhajit Sanyal	<i>Shbhajit Sanyal</i>
13	Sri Dulal Sarkar	<i>D. Sarkar</i>
14	Sri Prosanta Barman	<i>P. Barman.</i>
15	Sri Asit Kumar Mondal	<i>A. Mondal</i>
16	Sri Prasanta Kumar Das	<i>P. Das</i>



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Ref. No: KCIQAC/NOTICE/20/-3 dated- 5.12.2020

Date: 11.12.2020

## **IQAC RESOLUTION**

**Meeting held on 11.12.2020 at 3 PM in the Principal Chamber**

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC preside over the meeting.

**Agenda 1:** *Confirmation of the last meeting resolution.*

The resolution of the previous meeting held on 12.02.2020, 15.7.2020 and 05.9.2020 all are read one by one and have been confirmed unanimously without any change.

**Agenda 2:** *Preparation and submission of AQAR for the session 2019-2020.*

Mr. Das, Coordinator of IQAC informed that preparation of AQAR of the Session 2019-2020 has been already delayed, so he proposed to give special emphasis to prepare the AQAR in due time and also he says that this is a total team work job and it is not possible to make ready by any one where the portal of NAAC may be opened to submit the same by the mid of February, 2021. Principal also says that every member of the IQAC body give the extra time to prepare it in due time. After thorough discussion of this agenda the following decision have been resolved:

- i. All academic and administrative departments will have to submit data in both word and PDF format.
- ii. The coordinator along with Mr. Prosanta Barman and Mr. Asit Kumar Mondal will finalize the format in which information is to be taken from the departments in urgent basis.



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- iii. The student Feedback survey for 2019-2020 Session will be offline and for 2020-2021 Session will be online through Google Form.

**Agenda 3:** *Discuss about future plan for the session of 2020 - 2021*

After discussing the future plan for the Session 2020-2021 a compliance report at present have been made by the Coordinator and he reads out the same.

- i. To strengthen the departmental library – As the whole period is covered by lockdown and normal education is stopped in the college premises so this work has not been done.
- ii. Merge three sectional libraries in a single window with different time slabs – This decision will be taken in the Governing Body meeting and henceforth no decision is taken as yet.
- iii. Introduce Bar code in the library books keeping system- This system is partly maintained in the Day Library only and after normal condition, (post covid) when college will reopen it will be introduced in all the three sections.
- iv. To arrange online software for teaching purpose – No decision taken as yet.
- v. To organize departmental seminars on regular basis – Before covid situation many departments had been taken initiatives to organize departmental seminar but unfortunately they are in abeyance.



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- vi. To initiate the introduction of new UG course – Already college has taken positive step to open new UG Course but State Government has not accepted this application as yet.
- vii. To arrange MOU with different adjacent colleges regarding faculty exchange - Not yet taken any decision.
- viii. To initiate inter college / departmental cultural competition - Not yet taken any decision.
- ix. To initiate for the construction of Class Rooms – Already started new building construction.
- x. To initiate construction of new Cycle stand along with central library - Already started new building construction.
- xi. To introduce fully online administrative works – College office is maintained by various software activities and now efforts are ongoing for software where students are more benefitted.

**Agenda – 4 Proposal for the future plans for the session 2021-2022.**

The next Session 2021-2022 IQAC takes the following future plan and hope that these will be materialized during the Session. In this regard IQAC places a proposal to the meeting to for the following:

- i. Infrastructure Development: Including construction and repairing works
- ii. Introduction of new Courses and Subjects
- iii. College permanent ICT platform for e-learning, G-suit, Zoom, Webex etc



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- iv. Fire Security
- v. Ramp

Everybody welcomes these proposal and also said that if any proposal of the 2020 – 2021 session has not been completed those will be included in this proposal.

**Agenda 5: Miscellaneous**

- i. Mr. Das, Coordinator of IQAC places a letter of Dr. Bharat Chandra Dalui for his long due promotion CAS from Stage-2 to Stage-3. Principal says in this regard Governing Body takes a resolution to meet up his Career Advancement Scheme as early as possible. The house unanimously ask the Coordinator to give the attention and meet up the problems as per rules.
- ii. Principal says that resolution from IQAC should be forwarded by the Convenor to the Principal for placing in the GB, so that administrative decisions are taken accordingly.
  - A) Feedback from students and guardians should be analyzed and the results placed in the GB.
  - B) Mentor – Mentee process and two best practices should be considered and implemented with proper documentation.
  - C) In all cases Action Taken Report (ATR) should be submitted properly.
  - D) Guardians meeting for the all academic departments must be continued.






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- iii. Best Practices: Mr. Prosanta Barman proposes that if possible running senior students may be given the opportunity to take at least one class per week for the junior classes. Head of the Department will consult with other departmental teachers form selecting the best students.

The meeting ended with vote of thanks to the chair.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Principal  
Katwa College



  
UTPAL DAS  
Convener  
IQAC, Katwa College

Coordinator  
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Ref. No: KCIQAC/NOTICE/21/4

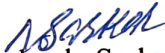
Date: 14.5.2021

### Notice

This is to inform you that an IQAC body meeting will be held on **21<sup>st</sup> May, 2021 (Friday)** at 12 noon by online platform to discuss about the following agenda. The meeting platform is Google Meet. All the members of this body are cordially requested to follow the link and actively participate in that time.

The meeting link: [Meeting URL:// https://meet.google.com/utp-wtpc-tkz](https://meet.google.com/utp-wtpc-tkz)

1. Confirmation of the last meeting resolution 11.12.2020
2. Preparation and submission of AQAR for the session of 2019 - 2020
3. Miscellaneous

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

*Principal*  
**Katwa College**

  
UTPAL DAS  
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IQAC, Katwa College



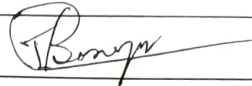
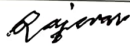

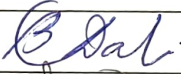

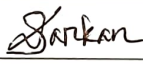

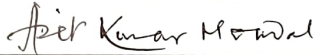
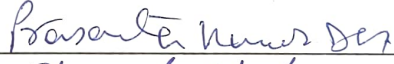

**Coordinator**  
**IQAC**  
**Katwa College**

Notice Ref. No: KCIQAC/NOTICE/21/4

Dated- 14.5.2021

IQAC Meeting Held on – 21.5.2021 at 12Noon in the Principal Chamber

Signature of Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Dr. Bibhas Chandra Saha	
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	
10	Dr. Bharat Chandra Dalui	
11	Sri Shbhajit Sanyal	
12	Sri Dulal Sarkar	
13	Sri Prosanta Barman	
14	Sri Asit Kumar Mondal	
15	Sri Prasanta Kumar Das	
16	Sri Shameek Ghosh	



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Ref. No: KCIQAC/NOTICE/20/-4 dated- 14.5.2020

Date: 21.5.2021

## **IQAC RESOLUTION**

### **Meeting held on 21.5.2021 at 12 noon by online mode**

Dr. Nirmalendu Sarkar, Principal presided and addressed to all members through Google meet platform. **Google Meet Link:** <https://meet.google.com/utp-wtpc-tkz>

Due to long time lockdown for pandemic Covid 19 situation Katwa College IQAC convened an online meeting through Google Meet for discussing following agenda:

**Agenda 1:** *Confirmation of the last meeting 11.12.2020.*

The resolution of the previous meeting held on 11.12.2020 read and confirmed unanimously without any change.

**Agenda 2:** *Preparation and submission of AQAR for the session of 2019 -2020*

Mr. Das, Coordinator of IQAC informed that NAAC published a notification to all Higher Education Institutions (HEIs) dated 11.5. 2021 regarding extension of revised timeline to submit pending AQAR for the session 2019-2020 is extended from 31.5.2021 to 31.8.2021 for online submissions and also reports that the last date for online submission of the academic year 2020-2021 AQAR remains 31.12.2021. Mr. Das also informed that preparation of draft AQAR of the Session 2019-2020 has been ready and he placed it in the body for suggestions. All members read and place their valuable suggestions one by one. Principal suggests that after getting modifications / corrections as soon as possible upload the AQAR within 31.5.2021 to the NAAC portal. All



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

members unanimously accept the proposal and given permission to the Coordinator to upload the same.

**Agenda 3: Miscellaneous**

- i. Principal report that due to General Assembly Election- 2021, GB President (SDO, Katwa) is unable to conduct the GB meeting, for this the proposal of IQAC which was taken in their last meeting 11.12.2020 is not placed.  
He also reports that Proposal 2021 – 2022 item no-1 Infrastructure Development is now going on and next time details program will be placed.
- ii. Principal proposes that due to pandemic covid-19 situation now the whole society is in a health crisis. In this respect it will be a commendable job if the college will purchase / arrange Oxygen (O<sub>2</sub>) concentrator and supply it to the needy patients by our NSS and NCC team. All members accept the Principal is proposal and asked him to materialize it as soon as possible.
- iii. Prosanta Barman proposes to arrange thermal scanner in the college main gate and whole premises be sanitized in regular basis.
- iv. Bibhas Chandra Saha proposes to emphasize the Teachers' publications on a regular basis.
- v. Dulal Sarkar pointed out that number of teachers using ICT (Learning Management System (LMS) and E- Learning Resources) is only 17 as per last AQAR – 2019-2020 which is too much less out of 103 teachers. He also says that we should take serious steps to increase the number of ICT using teachers. Principal says to Bharat Chandra Dalui, ICT, Convener to take necessary steps.

The meeting ended with vote of thanks to the chair.

*N. Sarkar*  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
Principal  
Katwa College



*UTPAL DAS*  
UTPAL DAS  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC



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Ref. No: KCIQAC/NOTICE/21/5


Date: 12.6.2021

#### Notice

This is to inform you that an IQAC body meeting will be held on **23<sup>rd</sup> June, 2021 (Wednesday)** at 12 noon by online platform to discuss about the following agenda. The meeting platform is Google Meet. All the members of this body are cordially requested to follow the link and actively participate in that time.

The meeting link: *Meeting URL:// <https://meet.google.com/opn-idfh-ywm>*

1. Confirmation of the last meeting resolution dated 21.5.2021
2. Update information about 2019-2020
3. Discuss about 2020 – 2021 AQAR
4. Action taken report on future plan which have been uploaded on 2019 – 2020 AQAR for the session 2020 -2021
5. Proposal for celebration of 75 years of Independence from 2021 - 2022
6. Miscellaneous

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

**Principal**  
**Katwa College**

  
UTPAL DAS  
Convener  
IQAC, Katwa College

**Coordinator**

**IOAC**  
**Katwa College**

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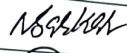


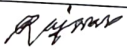


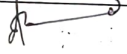


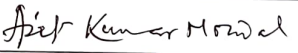
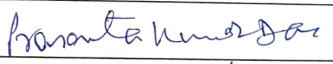

Notice Ref. No: KCIQAC/NOTICE/21/5

Dated- 12.6.2021

IQAC Meeting Held on – 23.6.2021 at 1 PM via Google Meet

Link: [google.com/opn-idhh-ywm](https://www.google.com/join/idhh-ywm)

Signature of Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Dr. Bibhas Chandra Saha	
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	
10	Dr. Bharat Chandra Dalui	
11	Sri Shbhajit Sanyal	
12	Sri Dulal Sarkar	
13	Sri Prosanta Barman	
14	Sri Asit Kumar Mondal	
15	Sri Prasanta Kumar Das	
16	Sri Shameek Ghosh	



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Ref. No: KCIQAC/NOTICE/21/5 dated- 12.6.2021

Date: 23.6.2021

## IQAC RESOLUTION

**Meeting held on 23.6.2021 at 12 noon by online mode**

Dr. Nirmalendu Sarkar, Principal preside and addressed to all members through Google meet platform. **Google Meet Link:** <https://meet.google.com/opn-idhh-ywm> Due to long time lockdown for pandemic Covid- 19 situation Katwa College IQAC convened an online meeting through Google Meet for discussing following agenda:

**Agenda 1:** *Confirmation of the last meeting resolution dated 21.5.2021.*

The resolution of the previous meeting held on 21.5.2021 read and confirmed unanimously without any change.

**Agenda 2:** *Update information about 2019-2020*

Mr. Das, Coordinator of IQAC informed that as per our last meeting discussion after some modifications, AQAR of the session 2019-2020 has been successfully uploaded to the NAAC portal on 25.5.2021. Mr. Das also informed that NAAC had given observations on some points and after that those corrections have been made and resubmitted successfully.

**Agenda 3:** *Discuss about 2020 – 2021 AQAR*

Mr. Das, Coordinator of IQAC informed that the time limit of the AQAR 2020 – 2021 is upto 30<sup>th</sup> June, 2021. The last date for online submission of the academic year 2020-2021 AQAR remains 31st December 2021 according to last notifications by the NAAC on 11<sup>th</sup> May, 2021.





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Mr. Das also reports that NAAC published 54 pages new online (format) guidelines of 2020 – 2021 AQAR. He asks to the Principal to place the report of the future plan which was taken in the session 2019 – 2020 AQAR. Principal reports that due to pandemic Covid-19 situation all normal activities of the College are affected. Few works have been done and few works are now on the process. Principal also says that after proper verification of the position of the future plan the rest of the plan which is still untouched is now included as the future plan of 2020-2021. All members admit the proposal and unanimously says that Principal himself and with the help of Coordinator prepare a status report of the future plan which was taken in the last AQAR and also request them to place it as soon as possible.

After that Mr. Das says that in the new version of the AQAR 2020-2021 there are 7 Criteria and weightages across Key Indicators (KIs) is total 1000 marks. First two Criteria are discussed in this meeting. Basically these three points are discussed thoroughly - 1.4 Feedback System, 2.6 Student Performance and Learning Outcomes, 2.7 Student Satisfaction Survey.

Mr. Subhajit Sanyal says that our feedback system is now going on in the online mode. He also reports that maximum students are not yet familiar with the platform basically General Course students. For that total feedback process is incomplete and he requests all members to look after this matter seriously and how we can overcome this drawback. Coordinator says that a notice had been circulated to all the department to give their departmental Learning outcomes and now maximum departments have submitted their Course outcomes. He also says that according to NAAC latest guidelines all course

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outcomes must be uploaded in the College Website. All the members express agreement and ask Bharat Chandra Dalui to upload it in proper format.

Coordinator informs that according to latest guidelines NAAC have been given more emphasis to the Student Satisfaction Survey (SSS) and it's results and details need to be provided as a weblink. Mr. Das says that a questionnaire is required and he proposes that Mr. Rabi Ranjan Sen prepare it. All members agreed to this proposal. The Principal proposes that the Office will be given a SSS questionnaire at the time of Examination form fillup for filling up by the students. and taken the same. Mr. Asit Mondal says that it is quite impossible and office is not capable to do so. Coordinator proposes that like online compulsory examination a notice will be circulated that it is compulsory to fill up the student Satisfaction Survey. Principal says that in the Google form this process is most successful and also he says that Mr. Sen prepare questionnaire and Mr. Barman prepare Google Form. All the members accepted this proposal.

Principal also says that after long pandemic situation there is a chance to arrange Governing Body meeting in the mid of July, so all proposals which are required to take permission from the GB should be forwarded me in proper time so that it will be placed in the Agenda.

**Agenda 4:** *Action Taken Report on Future plan which have been uploaded on 2019-2020 AQAR for the session 2020-2021*

Coordinator places action taken report on the target plan of the session 2020 -2021 which had been taken in the very first meeting of this 2020 -2021 on 15.7.2020.

1. To strengthen all the departmental libraries to increase accessibility of books and resource material for students :



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As the colleges in all its departments were closed due to the Covid-19 lockdown in this entire period, departmental libraries too were closed and there was no procurement of new books during this period.

2. Merge the three sectional libraries in a single window accessible at different times:  
The plan of new G+3 building which will house the Central Library, post merger of the three sectional libraries has been sanctioned. The construction work of the ground floor is ongoing at present and is proceeding as per schedule.
3. Introduce Bar code system in our library management:  
Bar Code System for library management has already been introduced in the Day Library. The process is ongoing for the Morning and B. Ed library.
4. To arrange requisite software for conducting online teaching-learning process:  
Consultation process with the stakeholders and with various vendors for choice of a suitable and appropriate online teaching software is going on.
5. To organize departmental seminars on a regular basis:  
Seminars have been organized by various departments and also by IQAC through online mode in this entire period as college was closed due to Covid-19 lockdown. Conducting of seminars in physical mode too will resume once permission for normal activities in the college is granted.
6. To initiate the introduction of new UG courses:  
Opening of new UG courses in the college have been sanctioned by the Governing Body and the requisite applications have been submitted to the Inspector of Colleges, Burdwan University for permission of the affiliating body. However,



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receipt of the applications by the Department of Higher Education, Government of West Bengal, is pending since applications were not received in that period.

7. To arrange MOUs with other colleges regarding faculty exchange programmes:  
As all colleges and Higher Education institutions were closed in this period due to Covid-19 lockdown, this item has not been implemented yet. It will be pursued after normalization of activities post restrictions.
8. To arrange online inter departmental cultural competitions among college students:  
This item could not be implemented in the period mentioned due to certain practical difficulties in the lockdown period.
9. To take steps for the construction of new class rooms for the college:  
Three new class rooms for the B. Ed department have already been constructed and are being used.
10. To introduce fully online administrative facilities:  
More than 75% of administration work is already conducted online, like admission, examinations, registrations, fees collection, salary of employees, pensions files etc.
11. To construct a cycle stand for the benefit of students and employees along with the central library:  
Work is ongoing for construction of new cycle stand. The construction is proceeding as per schedule and has a completion target of six months.

Principal proposes place this report to the Governing Body meeting and after that it will be uploaded in the AQAR and all members accept this proposal.

**Agenda 5: Proposal for Celebration of 75 years of Independence from 2021- 2022**

The Principal proposes that the College celebrate 'Azadi Ka Amrut Mahotsav' with a series of programmes commencing on 15<sup>th</sup> August, 2021 and culminating the next year comprising of seminars, exhibition, workshop, competitions etc on the theme. The



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members welcome and accept this proposal and recommend to form a committee for the same.

**Agenda 6: Miscellaneous**

- i.* Coordinator reports that a voluntary Blood Donation camp will be organized in the College by our NSS team with the help of Sub Division Hospital Katwa on 29.6.2021 at 10AM to 2PM and they requested all members to attend the occasion.
- ii.* Coordinator also reports that a letter has been given by Dr. Goutam Nandi to take necessary steps of his first Promotion from Grade I to Grade II. His promotion is due on 07.6.2021. All members said that it is regular process and request to Principal to include this in the agenda in next GB meeting.
- iii.* Principal says that resolutions which need ratification or approval by the Governing Body should be sent to him before the meeting so that those will be included as agenda.

The meeting ended with vote of thanks to the chair.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
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