

সভার কার্য বিবরণী বই

সাধারণ অধিবেশন/বিশেষ অধিবেশন

মিটিং-এর তারিখ :

মিটিং-এর সময় :

মিটিং-এর ধরন : সাধারণ/বিশেষ

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর স্থান :

Internal Quality Assurance Cell



KATWA COLLEGE

KATWA - 713 130

PURBA BURDWAN

Tel.: (03453) 255049

E-mail : iqackatcoll@gmail.com

Website : www.katwacollege.ac.in

NOTICE

Date: 06/07/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 10/07/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 08/05/2019.
- 2) To discuss about the letter for opening M.A. Course in the Department of Bengali and Education.
- 3) To discuss about promotion of Mr. Utpal Das, Assistant Professor in Commerce, through CAS in new prescribed format.
- 4) Misc.

Ngamuddin Ali
Coordinator/Director 06/07/19
Katwa College

Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

Aswini
Principal 06/07/19
& Chairperson, IQAC
Katwa College

Principal
Katwa College

Signature of present members

| Sl. No. | Name | Signature |
|---------|--------------------------|--|
| 1 | Dr. Nirmalendu Sarkar | <i>N. Sarkar</i> 14/07/19 |
| 2 | Dr. Nijamuddin Ali | <i>Nijamuddin Ali</i> 10/07/2019 |
| 3 | Sri Goutam Mondal | |
| 4 | Dr. Pareshnath Banerjee | |
| 5 | Sk. Ashraf Ali | |
| 6 | Sri Sufal Rajwar | |
| 7 | Sri Ratul Kundu | |
| 8 | Dr. Bibhas Chandra Saha | |
| 9 | Sri Goutam Kr. Mukherjee | <i>Goutam Kumar Mukherjee</i> 10.07.19 |
| 10 | Dr. Ramesh Chandra Das | |
| 11 | Dr. Sutanu Kr. Chandra | |
| 12 | Sri Rabiranjana Sen | <i>Rabiranjana Sen</i> 10/7/19 |
| 13 | Dr. Bharat Chandra Dalui | <i>B. Dalui</i> 10/07/19 |
| 14 | Sri Subhajit Sanyal | <i>S. Sanyal</i> 10.7.2019 |
| 15 | Sri Utpal Das | <i>U. Das</i> 10/7/19 |
| 16 | Sri Dulal Sarkar | <i>D. Sarkar</i> 10.07.19 |
| 17 | Sri Prosanta Barman | <i>Prosanta Barman</i> 10-07-19 |
| 18 | Sri Asit Kumar Mondal | <i>A. Mondal</i> 10.7.19 |
| 19 | Prosanta Kumar Das | <i>Prosanta Kumar Das</i> 10.7.19 |

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on ~~08.05.2019~~: 10.7.2019

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 08.05.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the letter for opening M.A. Course in the Department of Bengali & Education.

Resolution: Considering the application received from the teachers and the students of the Department of Bengali to open a post graduation course in the subject, the IQAC welcomes this proposal and urges the Governing Body, Katwa College, to consider this proposal in a positive manner and also address the infrastructural upgradation that will be necessary for successful implementation of this proposal.

Agenda-3. To discuss about promotion of Mr. Utpal Das, Assistant Professor in Commerce, through CAS in new format.

Resolution: The promotion from Assistant Professor (Stage-3) to Associate Professor (Stage-4) under CAS of Mr. Utpal Das was due on 02.05.2019. IQAC decide to take initiative to complete the procedure after preparation of CAS file in new format.

Agenda-4 Misc.

- (a) **Resolution:** The opening proposal of undergraduate course in Education (Hons & Pass both) in the general section of our college proposed by Dr. Nirmalendu Sarkar, Principal is accepted unanimously. IQAC recommends to the Governing Body, Katwa College, to consider this proposal in a positive manner.
- (b) IQAC welcome the proposal of formation of NCC female unit by Dr. Nirmalendu Sarkar, Principal.
- (c) All the teachers' profile will be updated in every academic session and the total procedure will be observed by ICT Committee convener, Dr. B.C. Dalui.
- (d) IQAC proposes Mr. Prasanta Barman as Nodal Teacher of Social Media Campaign.

The meeting ended with vote of thanks to the chair.

N. Sarkar
Principal 14/7/2019
Katwa College

Internal Quality Assurance Cell



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Website : www.katwacollege.ac.in

NOTICE

Date: 27/08/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 04/09/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 10/07/2019.
- 2) To discuss about work distribution & collection of information from different academic sub-committee for AQAR submission of the session 2018-19.
- 3) To discuss about organisation of a series of seminar for quality development viz E-library & open access system, Network security, Career Advancement Scheme (CAS) etc.
- 4) To discuss about permission for the start of The Literary Society, Department of English.
- 5) Misc.

Nijamuddin Ali
Coordinator/Director 27/08/2019
Katwa College

Co-ordinator
IQAC
Katwa College
Katwa, Burdwan

Katwa College will be held on 04/09/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:
Principal
& Chairperson, IQAC
Katwa College

Principal
Katwa College

27/08/19

Signature of present members

| Sl. No. | Name | Signature |
|---------|--------------------------|-----------------------------|
| 1 | Dr. Nirmalendu Sarkar | N. Sarkar 04/09/19 |
| 2 | Dr. Nijamuddin Ali | Nijamuddin Ali 04/09/2019 |
| 3 | Sri Goutam Mondal | |
| 4 | Dr. Pareshnath Banerjee | |
| 5 | Sk. Ashraf Ali | |
| 6 | Sri Sufal Rajwar | |
| 7 | Sri Ratul Kundu | |
| 8 | Dr. Bibhas Chandra Saha | |
| 9 | Sri Goutam Kr. Mukherjee | |
| 10 | Dr. Ramesh Chandra Das | |
| 11 | Sri Rabiranjana Sen | |
| 12 | Dr. Bharat Chandra Dalui | B. Dalui 04/09/19 |
| 13 | Sri Subhajit Sanyal | S. Sanyal 4/9/19 |
| 14 | Sri Utpal Das | Utpal Das 4/9/19 |
| 15 | Sri Dulal Sarkar | Dulal Sarkar 4/9/19 |
| 16 | Sri Prosanta Barman | Prosanta Barman 04-09-19 |
| 17 | Sri Asit Kumar Mondal | Asit Kumar Mondal 04/9/19 |
| 18 | Sri Prasanta Kumar Das | Prasanta Kumar Das 04.09.19 |

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 04.09.2019.

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 10.07.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously except Misc (c).

Misc (c): It has been resolved that all the teachers' profile will be updated in every academic session and the total procedure will be observed by Secretary of the Teacher's Council, Katwa College in place of ICT Committee convener, Dr. B.C. Dalui.

Agenda-2. To discuss about work distribution & collection of information from different academic sub-committee for AQAR submission of the session 2018-19.

Resolution: It has been resolved that the internal members of IQAC would be appointed for collection of information to prepare AQAR for the session 2018-19. These are distributed as follows:

| Criterion | Name of the key indicator | Member assigned |
|---------------|---|--|
| Criterion I | Curricular Aspects | Dr. Nijamuddin Ali |
| Criterion II | Teaching-Learning and Evaluation | Principal & Sri Rabiranjana Sen |
| Criterion III | Research, Innovations and Extension | Sri Utpal Das & Dr. Nijamuddin Ali |
| Criterion IV | Infrastructure and Learning Resources | Sri subhajit Sanyal & Sri Prosanta Barman |
| Criterion V | Student Support and Progression | Sri Goutam Kumar mukherjee & Sri Dulal Sarkar |
| Criterion VI | Governance, Leadership and Management | Principal, Dr. Nijamuddin Ali, Sri Prosanta Barman & Sri Dulal Sarkar |
| Criterion VII | Institutional Values and Best Practices | Principal, Sri Goutam Kumar mukherjee. & Sri Asit kr.Mondal |

Agenda-3. To discuss about organisation of a series of seminar for quality development viz E-library & open access system, Network security, Career Advancement Scheme (CAS) etc.

Resolution: It has been unanimously resolved that IQAC try to organized a series of seminar for quality development viz E-library & open access system, Network security, Career Advancement Scheme (CAS).

Agenda-3. To discuss about permission for the start of The Literary Society, Department of English.


Principal
Katwa College

Resolution: It has been unanimously resolved that IQAC recommends for the start of The Literary Society, Department of English to the Governing Body of Katwa College, financial & infrastructural requirements, if necessary.

Agenda-5. Misc.

Resolution:

- (a) Mr. Utpal Das proposed the issue of financial support for attending Seminar/Conference/Workshop at national/international level to promote research interest of teaching faculties. All the members are accepted the proposal to increase the CGPA of next probable NAAC visit in the year 2023. Principal informed that this issue will be resolved in next Governing Body meeting.

The meeting ended with vote of thanks to the chair.

Banerjee 04/09/2019
Principal
Katwa College

Internal Quality Assurance Cell



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NOTICE

Date: 19/09/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 24/09/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 04/09/2019.
- 2) To discuss about Participation in NIRF
- 3) To discuss about Academic Administrative Audit (AAA) conducted and its follow up action
- 4) To discuss about Green Audit Report
- 5) Misc.

Hajewuddin Ali
Coordinator/Director
Katwa College 19/09/19

Co-ordinator
IQAC
Katwa College
Katwa, Burdwan

Asker
Principal 13/09/19
& Chairperson, IQAC
Katwa College

Principal
Katwa College

Signature of present members

| Sl. No. | Name | Signature |
|---------|--------------------------|---------------------------------|
| 1 | Dr. Nirmalendu Sarkar | N Sarkar |
| 2 | Dr. Nijamuddin Ali | Nijamuddin Ali 24/09/2019 |
| 3 | Sri Goutam Mondal | |
| 4 | Dr. Pareshnath Banerjee | Dr. Pareshnath Banerjee 24/9/19 |
| 5 | Sk. Ashraf Ali | Sk. Ashraf Ali |
| 6 | Sri Sufal Rajwar | Rajwar |
| 7 | Sri Ratul Kundu | |
| 8 | Dr. Bibhas Chandra Saha | |
| 9 | Sri Goutam Kr. Mukherjee | |
| 10 | Dr. Ramesh Chandra Das | |
| 11 | Sri Rabiranjana Sen | Rabiranjana Sen 24/9/19 |
| 12 | Dr. Bharat Chandra Dalui | Bharat Chandra Dalui 24/9/19 |
| 13 | Sri Subhajit Sanyal | Sri Subhajit Sanyal |
| 14 | Sri Utpal Das | Sri Utpal Das 24/9/19 |
| 15 | Sri Dulal Sarkar | Sri Dulal Sarkar 24.9.19 |
| 16 | Sri Prosanta Barman | Prosanta Barman 24-09-19 |
| 17 | Sri Asit Kumar Mondal | Asit Kumar Mondal 24/9/19 |
| 18 | Sri Prasanta Kumar Das | Prasanta Kumar Das 24.9.19 |

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 24.09.2019

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 04.09.2019

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously

Agenda-2. To discuss about Participation in NIRE.

Resolution: The IQAC Coordinator said that the college name had been registered on the portal of National Institutional Ranking Framework on 17.09.2019 as 18.09.2019 was the last date for registration. The Principal had to participate in NIRE for better performance in NAAC assessment. Then it was unanimously resolved that college would proceed for participation in NIRE.

Agenda-3. To discuss about Academic Administrative Audit (AAA) conduction and its follow up action.

Resolution: As per telephonic conversation with Tupur Banerjee, Convener, Academic & Administrative Audit committee, Principal informed that she was unable to prepare Academic Administrative Audit report for the session 2018-19 due to her illness. Then it was decided that Dulal Sarkar and Prasanta Barman prepare the said report for the session 2018-19 before submission of AQAR (2018-19).

Agenda-4. To discuss about Green Audit Report.

Resolution: IQAC coordinator said that he met with Kousik Sarkar, Convener, Green Audit committee for the said report and informed that the report is ready for the session 2018-19.

Agenda-5. Misc.

Resolution:

- It was decided that for all programmes there should be a notice signed by the principal and after the programme, a report of the programme should be prepared.
- It was decided that a format for information collection be prepared by Dr. Bharat Chandra Dalui for collecting information about Passing out students.

The meeting ended with vote of thanks to the chair.

N. Sarkar
Principal
24/09/19
Katwa College

Internal Quality Assurance Cell



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NOTICE

Date: 07/12/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 13/12/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

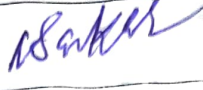
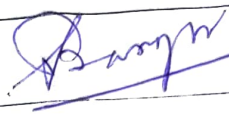
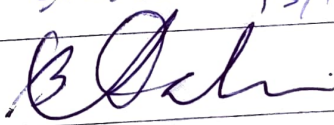

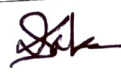
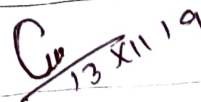
- 1) To read and confirm the resolutions/minutes of previous meeting held on 24/09/2019.
- 2) To discuss about the report of data submission in NIRF
- 3) To discuss on draft AQAR(2018-19) for finalisation
- 4) To discuss about new IQAC Coordinator
- 5) Misc.

Nipamuddin Ali
Coordinator/Director
Katwa College 07/12/19

Co-ordinator
IQAC, Katwa College

Principal
Principal
& Chairperson, IQAC
Katwa College 07/12/19
Principal
Katwa College

Signature of present members

| Sl. No. | Name | Signature |
|---------|--------------------------|--|
| 1 | Dr. Nirmalendu Sarkar |  13/12/19 |
| 2 | Dr. Nijamuddin Ali | Nijamuddin Ali 13/12/2019 |
| 3 | Sri Goutam Mondal | |
| 4 | Dr. Pareshnath Banerjee |  |
| 5 | Sk. Ashraf Ali | |
| 6 | Sri Sufal Rajwar | Rajwar 13-12-19 |
| 7 | Sri Ratul Kundu | |
| 8 | Dr. Bibhas Chandra Saha | B. Saha 13.12.19 |
| 9 | Sri Goutam Kr. Mukherjee | G. Mukherjee 13-12-19. |
| 10 | Dr. Ramesh Chandra Das | |
| 11 | Sri Rabiranjan Sen | ৩০০৩২২১৫, 13/12/19 |
| 12 | Dr. Bharat Chandra Dalui |  13/12/19 |
| 13 | Sri Subhajit Sanyal | Subhajit Sanyal 13/12/2019 |
| 14 | Sri Utpal Das |  13/12/19 |
| 15 | Sri Dulal Sarkar |  13/12/19 |
| 16 | Sri Prosanta Barman | P. Barman. 13-12-2019 |
| 17 | Sri Asit Kumar Mondal |  13 XII 19 |
| 18 | Sri Prasanta Kumar Das | Prasanta Kumar Das - 13.12.19 |

সভার কার্য বিবরণী বই

সাধারণ অধিবেশন/বিশেষ অধিবেশন

গ্রাম উন্নয়ন কমিটি/
মাতা কমিটি/সমিতি

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 13.12.2019:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 24.09.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the report of data submission in NIRF.

Resolution: IQAC coordinator informs that the necessary data has been successfully submitted on 25.11.2019 in the National Institutional Ranking Framework portal. But the number of publication is not enough. The data about students' progression to higher education is low from each department.

Agenda-3. To discuss on draft AQAR(2018-19) for finalization.

Resolution: IQAC coordinator placed a draft AQAR (2018-19) prepared in latest format provided in the website of NAAC and seeks opinion from the members with in 31.12.2019. After finalization, these informations will be uploaded in the online version of AQAR with in 02.02.2020.

Agenda-4. To discuss about New IQAC Coordinator.

Resolution: The Coordinator/ Director says that as he will be joining another college (Vivekananda Mahavidyalaya, Purba Bardhaman), the committee will have to recommend another name for Coordinator/ Director for its smooth running in the future. The committee unanimously recommends the name of Sri Utpal das as Coordinator/ Director.

Agenda-5. Misc.

Resolution:

- (a) IQAC coordinator informs that a dedicated team work is necessary to analyses the data gap between year wise AQAR and academic audit for the purpose of online uploading to NAAC, NIRF, AISHE etc.

The meeting ended with vote of thanks to the chair.

N. Sarkar
13/12/2019

Principal
Katwa College

Internal Quality Assurance Cell



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PURBA BURDWAN

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NOTICE

Date: 05/02/2020

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 12/02/2020 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 13/12/2019.
- 2) To discuss about the online AQAR report of session in NAAC portal 2018-19
- 3) To discuss on draft Academic Audit report (2018-19)
- 4) To discuss on draft feedback analysis (2018-19).
- 5) Misc.

Nizamuddin Ali
Coordinator/Director

Katwa College 05/02/2020

Co-ordinator
IQAC, Katwa College

Principal 05/02/2020
& Chairperson, IQAC
Katwa College
Principal
Katwa College

Signature of present members

| Sl. No. | Name | Signature |
|---------|-----------------------------------|-----------------------------------|
| 1 | Dr. Nirmalendu Sarkar | <i>N. Sarkar 12/02/2020</i> |
| 2 | Dr. Nijamuddin Ali | <i>Nijamuddin Ali 12/02/2020</i> |
| 3 | Sri Goutam Mondal | |
| 4 | Dr. Pareshnath Banerjee | |
| 5 | Sk. Ashraf Ali | |
| 6 | Sri Sufal Rajwar | <i>Rajwar</i> |
| 7 | Sri Ratul Kundu | |
| 8 | Dr. Bibhas Chandra Saha | |
| 9 | Sri Goutam Kr. Mukherjee | |
| 10 | Dr. Ramesh Chandra Das | |
| 11 | Sri Rabiranjana Sen | |
| 12 | Dr. Bharat Chandra Dalui | <i>Bharat Ch. Dalui</i> |
| 13 | Sri Subhajit Sanyal | |
| 14 | Sri Utpal Das | <i>Utpal Das</i> |
| 15 | Sri Dulal Sarkar | |
| 16 | Sri Prosanta Barman | <i>P. Barman, 12-02-2020</i> |
| 17 | Sri Asit Kumar Mondal | <i>Asit 12/02/20</i> |
| 18 | Sri Prasanta Kumar Das | <i>Prasanta Kumar Das 12-2-20</i> |

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 12.02.2020:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 13.12.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the online AQAR report of session in the NAAC portal.

Resolution: IQAC coordinator informs that the AQAR (2018-19) has been successfully submitted on 28.01.2020 in the NAAC portal. But the number of publication is not enough. The data about students' progression to higher education is low from each department.

Agenda-3. To discuss on draft Academic Audit Report (2018-19).

Resolution: IQAC coordinator placed a draft Academic Audit Report (2018-19) prepared by Prosanta Barman (Member, IQAC) & Dulal Sarkar (Member, IQAC) in latest format provided by The University of Burdwan and seeks opinion from the members with in 19.02.2020. After finalization, these information's will be uploaded in the website.

Agenda-4. To discuss on draft feedback analysis (2018-19).

Resolution: IQAC coordinator placed a Feed Report (2018-19) prepared by Subhajit Sanyal (Convener, Feedback Committee & Member, IQAC) in latest format provided in the website of NAAC and seeks opinion from the members with in 19.02.2020. After finalization, these information's will be uploaded in the website.

Agenda-5. Misc.

Resolution:

- (a) IQAC coordinator suggest a strong mechanism for collection of pass out students information viz, their higher studies, service status, etc. The Principal informs that student progression report from each session will be collected after publication of final results (6th Semester) by sending notice/sms to each student.

The meeting ended with vote of thanks to the chair.

18/02/2020

Principal
Katwa College