

MEETING RESOLUTION BOOK

মিটিং-এর ক্রমিক সংখ্যা / Serial No. of Meeting : 01

মিটিং এর তারিখ / Date of Meeting : 20.01.2015

মিটিং এর স্থান / Venue of Meeting : Dept. of Chemistry

মিটিং এর সময় / Time of Meeting : 2-30 PM

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	Kedar Nath Mishra	৯/৯	১৭/১৭
২/২	Kanchan Jona	১০/১০	১৮/১৮
৩/৩	Subhajit Sanyal	১১/১১	১৯/১৯
৪/৪	Tupen Banerjee	১২/১২	২০/২০
৫/৫	Mukpal Sin.	১৩/১৩	২১/২১
৬/৬		১৪/১৪	২২/২২
৭/৭		১৫/১৫	২৩/২৩
৮/৮		১৬/১৬	২৪/২৪

ক্রমিক সংখ্যা
Serial No.

রেজল্যুশন / RESOLUTIONS ADOPTED

১. Discussion about the function

Members present in the meeting have taken the following resolutions unanimously:

1. The committee proposes the names of two External members and one Administrative official from inside the college. They are -

External members:

(i) Sri Narayan Chandra Chatterjee (Retired Professor and Secretary, Students' Health Home, Katwa)

(ii) Dr. Sushin Chandra Mondal (Head Master, Katwa Kashiram Das Institution)

Administrative official:

(i) Dr. Md. Tofazzal Haque (Bursar, Katwa College)

The co-ordinator of IQAC consulted with UGC official of Kolkata office over phone and made it clear that Bursar of the college may be selected as the Administrative official.

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(ii) Dr. Sushin Chandra Mondal (Head Master, Katwa Kashiram Das Institution)

Administrative official:

(i) Dr. Md. Tofazzal Haque (Bursar, Katwa College)

The co-ordinator of IQAC consulted with UGC official of Kolkata office over phone and made it clear that Bursar of the college may be selected as the Administrative official.

would be requested by the co-ordinator for providing a room along with some furniture for future meetings of IQAC and NAAC.

3. The Committee proposes the following names as the members of NAAC Core Committee:

- (i) Teacher-in-charge
- (ii) Academic Bursar (Secretary, Teachers' Council)
- (iii) Co-ordinator, IQAC
- (iv) Prof. Goutam Choudhury
- (v) Dr. Tapati Bhattacharya
- (vi) Prof. Santanu Kumar Chandra
- (vii) Dr. Barnali Hazra
- (viii) Sri Birbahu Mondal
- (ix) Prof. Kanchan Jana
- (x) Prof. Pulak Samanta
- (xi) ~~Dr.~~ Subhajit Sanyal
- (xii) Prof. Rabi Ranjan Sen
- (xiii) Prof. Utpal Das
- (xiv) Prof. Nizamuddin Ali

4. The coordinator has intimated all the incumbents for promotion to submit promotion files to the former. Necessary action will be taken after submission of the files. ~~He~~ He appoints Prof. Kanchan Jana and Prof. Utpal Das to fix up the date for screening in consultation with TIC as soon as possible.

5. The committee strongly recommends for holding Test Examination for Part-I & Part-II students in the last week of February or in the first week of March.

Kanchan Jana
20/01/2015

Kadur Xata Miku
20/01/15

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	N. Sarkar	৯/৯	১৭/১৭
২/২	Kedar Nath Mitra	১০/১০	১৮/১৮
৩/৩	Bharat Chandra Daskin	১১/১১	১৯/১৯
৪/৪	T. pur Banerjee	১২/১২	২০/২০
৫/৫	Kanchan Garg	১৩/১৩	২১/২১
৬/৬	M. Pal	১৪/১৪	২২/২২
৭/৭		১৫/১৫	২৩/২৩
৮/৮		১৬/১৬	২৪/২৪

ক্রমিক সংখ্যা
Serial No.

রেজল্যুশন / RESOLUTIONS ADOPTED

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting and following resolutions were taken unanimously:

- (1) The resolutions taken in the meeting of 20.01.2015 were read by Dr. Kedar Nath Mitra, IQAC Coordinator and confirmed by other members.
- (2) The Coordinator informed that UGC have made changes in the composition of IQAC and some more persons, both teachers and persons from different spheres of society may be included in the Cell. Members agreed with the Coordinator and proposed names of different persons for inclusion in the Cell and were unanimously accepted.

Following are the names of the persons who have been included in IQAC, Katwa College:

1. Dr. Jyotipratim Raychaudhury, Associate Professor, Katwa College
2. Prof. Sutanu K. Chandra, Assistant Professor, Katwa College
3. Prof. Nijamuddin Ali, Assistant Professor, Katwa College
4. Dr. Monoj Mukherjee, Retired Physician, Katwa Sub-divisional Hospital
5. Dr. Bibhas Chandra Saha, Assistant Professor, Chandidas Mahavidyalaya & Alumni of Katwa College
6. Prof. Achintya Goswami, Assistant Professor, Krishnanagar Govt. College & Alumni of Katwa College
7. Mr. Ranadeb Mukherjee, Reporter, E.TV Channel & Gurdian
8. General Secretary, Students' Union, Katwa College

- (3) The Coordinator argued for a Separate Room with related accessories for setting up an Office of IQAC because with time span of work of the Cell are being increased. Principal asked him to place an appeal in writing and assured that he will do the needful as prescribed in UGC regulation in this regard.

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- (4) Members expressed their deep anxieties regarding the descendent staff strength, both teaching and non-teaching. Principal informed them that the Coordinator of IQAC had already given him a letter in this regard and he was also sharing with the anxieties of the members. He also said that he is well acquainted with the problem that the Hundred Point Roaster has not been updated properly for a long period of time and that the State Government will not provide new non-teaching staff because the college at present has no Staff Pattern. Principal assured the members that he has already started working on this matter and will be trying his best in spite of the fact that the problems are sufficiently aged and hence complicated.
- (5) ~~Dr.~~ Subhajit Sanyal explained about the process of procuring and benefits of INFLIBNET-NLIST Programme. Principal requested ~~Dr.~~ Sanyal to take initiative on an urgent basis for the installation of the same and also advised him (~~Dr.~~ Sanyal) to exploit the expertise of Dr. Bharat Chandra Dolui and Prof. Sutanu Kumar Chandra in this regard.
- (6) Members discussed about opening new Courses and Curriculum as the college is planning to go for accreditation by NAAC. Principal suggested that Honors in Education and/or Honors in Computer Science may be the two disciplines for which the college may place proposal to the affiliating University. Members supported him and requested him to take initiatives for doing so.

The Coordinator informed other members that Dr. Jyotipratim Raychaudhury, Associate Professor of Physics; Katwa College has received a proposal from our ex-colleague Dr. Debabrata Das presently working as Assistant Professor of English in Rabindra Bharati University that his University wants to open a Study Centre in Katwa College. Principal and other members appreciated the proposal and it was decided that our college will go for it and the former will take necessary action in this regard.

- (7) Since the college is planning to face NAAC, it has become necessary to organize seminars and workshops in the college. Recently a workshop has been organized jointly by Mathematics Department of Katwa College and Kolkata Mathematical Society.

The Coordinator informed other members that he has received an information from one ex-student that some eminent scientists of international reputation doing their research work in Kolkata based Research Institutes has shown interest in giving talks on various fields to popularize science in rural Bengal. The proposal has been accepted by the members and Dr. Bharat Chandra Dolui is asked to make a budget for the seminar and to communicate UGC for inquiring about the fund they provide for such programmes. It is also resolved that the Seminar and Workshop Committee will organize the seminar.

- (8) Katwa College is at present one of the largest colleges of Burdwan University and is engaged in catering higher education on an average to more than five thousand students in an academic session. The college started its journey with a handful of students on 16th August, 1948; just one year and one day after the well deserved independence of our

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২/২	১০/১০	১৮/১৮
৩/৩	১১/১১	১৯/১৯
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Contd. from previous page..

beloved country and is now waiting to celebrate its 68th Foundation Day. Now, at different stages of its growth the college received grants from both UGC and State Government. Without these helps such expansion would not be possible. But unfortunately for last few years the college authority failed to bring any grant either from UGC or State Government and as a result further development of our college has been affected badly. Funding under 11th plan has been closed officially on 31st March, 2012 and a grant of Rs. 37,03,725/- had been allocated under PBG scheme of 12th plan but without the settlement of 11th plan which is still lying due, the said allocation cannot be utilised for the development of the college. So settlement of the 11th plan expenditure with UGC is very urgent and members of IQAC requested the Principal to take immediate action on the said matter. Principal proposed that he along with some teachers and Accountant will go to UGC Office at Kolkata and will try to resolve the disputes regarding 11th plan so that the obstacle in using the allocation under 12th plan may be removed.

Kishor
30.07.2015
Coordinator
IQAC
Katwa College
Katwa, Burdwan

Sardar
Principal &
Chair Person
IQAC
Katwa College
Katwa, Burdwan

উপস্থিত সভ্যগণের নাম / Name of Members Present

১/১	Sarkar 18/8/15	৯/৯	Jyotirajin Ray Chandra	১৭/১৭	
২/২	Mypal Sen	১০/১০	বনেন্দ্র কুমার	১৮/১৮	
৩/৩	Bharat Ch. Dalui	১১/১১	Nijamuddin H. T.	১৯/১৯	
৪/৪	Sudhin Kumar Mondal	১২/১২	Sutarna Kumar Chakr	২০/২০	
৫/৫	Manoj Mukherjee	১৩/১৩	Subhajit Sanjal	২১/২১	
৬/৬	Tapan Bahin	১৪/১৪	Kedar Kanti Mish	২২/২২	
৭/৭	Achintya Mohan Goswami 18.08.15	১৫/১৫		২৩/২৩	
৮/৮	Kanchan Jana 18/8/15	১৬/১৬		২৪/২৪	

ক্রমিক সংখ্যা
Serial No.

রেজল্যুশন / RESOLUTIONS ADOPTED

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting and following resolutions were taken unanimously:

1. The resolutions taken in the meeting of 30.07.2015 were read and confirmed without any change.
2. The Co-ordinator raised the issue of accrediting the college by NAAC. The issue was discussed in detail and it was resolved that the college should get prepared for that purpose. IQAC requested the Co-ordinator for preparation and submission of AQARs for last five sessions (2010-2011 to 2014-2015) before submitting the SSR. It was also resolved that the preparation of SSR should be done simultaneously and the NAAC Co-ordinator was also instructed to take initiative in this regard.
3. The Principal placed proposal for publication of an International online journal. Dr. Achinta Goswami shared his experiences regarding such publication and the process of securing ISSN Number for such kind of journals. The Proposal was accepted unanimously and the Coordinator was instructed to talk to the Convener of the Journal Committee to initiate the process. In this context it was also resolved that initiatives are to be taken for publication of the magazine "STRING". The Co-ordinator was requested to consult with the Chief Editor of the Journal.
4. Dr. Achintya Goswami proposed for introducing coaching for ENTRY IN SERVICES through securing grants from UGC. The proposal was accepted but the Principal said that no fund will be available before settlement of XI-th and XII-th Plan Grants. However the members were unanimous about the utility of such coaching programmes and requested the Principal to find the way out for starting such programmes.
5. Dr. Sudhin Kumar Mondal raised the issue for starting a coaching programme for Spoken English. The members of the IQAC agreed with his proposal and the Principal was requested to take necessary steps in this regard.
6. Dr. Sudhin Kumar Mondal also raised the issue for observing a day as Swachha Bharat

7. Other members agreed with him and the Co-ordinator was requested to convey the message to the NSS Programme Officers for organising the event.
8. Prof. Tupur Banerjee raised the issue of making Green Audit of the trees and plants in the premises of the college. It was resolved that the work be done by the Department of Botany, Katwa College.
9. Dr. Monoj Mukherjee proposed for opening an Health Centre in the college. The Principal informed that the college already has a tie up with the Students' Health Home, Katwa and NSS, Katwa College organises Health Camps and Blood Donation Camps on regular basis.
10. Dr. Nizamuddin Ali raised the problem regarding the management of space to run the newly introduced two-year B.Ed. course. He also pointed to the other criteria that are to be fulfilled to restore the NCTE affiliation. It was resolved that the Principal and IQAC Co-ordinator will meet the teachers of B. Ed. Department to discuss the matter separately. The meeting ended with the vote of thanks given to the members by the Principal.

N. Banerjee
Principal
Katwa College
18/08/15

KATWA COLLEGE

(Affiliated to the UNIVERSITY OF BURDWAN)



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BURDWAN

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Ref. No:

Date : 07.02.2017

To,

X X X

Member, IQAC, Katwa College

Madam/Sir,

A meeting of the Internal Quality Assurance Cell, Katwa College is hereby convened to be held in the Principal's Chamber on 15th February, 2017 at 12-30 PM to discuss about the following items. Your presence and active participation in the meeting is highly solicited.

Agenda:

1. To read and confirm the resolutions of the previous meeting that was held on 18.08.2015.
2. To discuss about the overall academic environment of the institution.
3. To discuss about the management of Human Resource by the institution.
4. To discuss about the requirement for renovation of laboratories of science departments.
5. To discuss about the status of Centers for Distance Education.
6. To discuss about the progress of work for shifting and renovation of Day and Morning Libraries.
7. To discuss about the progress regarding construction/renovation of the Cycle Stand.
8. To discuss about the arrangement of Common Rooms for male and female students.
9. To discuss about the acute shortage of non-teaching staff.
10. To discuss about the status and activities of the Alumni Association.
11. To discuss about conducting Green Audit.
12. To discuss about inviting TCS for campus interview.
13. To discuss about construction of ICT enabled class room(s).
14. To discuss about construction of (a) Disposal chamber for waste disposal from Bio-Science departments
(b) Safety chamber for waste disposal from Chemistry department.
15. To discuss about construction of an open dias and boundary wall in the sports ground.
16. To consider about refilling/installation of fire extinguishers in Offices and laboratories.
17. To discuss about shortage of class rooms for B.Ed. department.
18. To consider about plantation of medicinal plants in Charak Udyan.
19. Miscellaneous.

K. M. Khan 07/02/17.
Coordinator, IQAC
Katwa College
Katwa, Burdwan

N. S. Khan
Principal
& Chair Person, IQAC
Katwa College
Katwa, Burdwan
07/02/17
Principal
Katwa College

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 15.02.2017

মিটিং-এর ধরন : সাধারণ/বিশেষ

মিটিং-এর স্থান : Principal's chamber

মিটিং-এর সময় : 12-30 PM

উপস্থিত সভ্যগণের নাম (Name of Members present)

১।	18 ork at 15/02/17	২১।	Santanu Kumar Chandra	২১।	
২।	Dr. Parvesh Nath Bora	২২।	Iyotibratan Ray Chaudhuri	২২।	
৩।	Sudhin Karmakar	২৩।	Barat Chandra Dalmi	২৩।	
৪।	Tapas Banerjee	২৪।	S. Arayan Chattopadhyay	২৪।	
৫।	Subhajit Samal	২৫।		২৫।	
৬।	Bibhas Chandra Saha	২৬।		২৬।	
৭।	Kanchan Jena	২৭।		২৭।	
৮।	Achintya Mohan Gormami	২৮।		২৮।	
৯।	Sudip Halder	২৯।		২৯।	
১০।	Nigamati Ali 15 Feb 17	৩০।		৩০।	

ক্রমিক সংখ্যা

বিবরণ

Dr. Nirmalendu Sarkar, Principal, Katwa College & Chair Person of IQAC, Katwa College chaired the meeting and agenda-wise discussions were made and following resolutions were taken unanimously.

Agenda 01: The Co-ordinator reported about the action taken on the resolutions taken in the previous meeting held on 18.08.2015. According to his report,

- Based on the resolution taken in the meeting of 30.06.2015, the Principal brought the issue of gradually thinning teaching and non-teaching staff strength in the Governing Body meeting and after getting rectified and updated 100-Point roster from BCW, requisition for 26 teaching posts and 1 librarian has been submitted to the West Bengal College Service Commission and very recently joining of new teachers has been started which would definitely improve the teacher-student ratio. The members of IQAC offered their heartfelt thanks to the Principal for achieving this success within such a small period of time.
- IQAC has conducted following seminars on various subjects. Students from neighboring academic institutions are invited to these seminars so that an inclusive environment of academic activity may be created in the region.

Seminar Topic

Speaker

Theory of Relativity: in the light of Centenary

Dr. Kalicharan Das & Dr. Amit Sen

Arctic Biology

Dr. Sudipta Mondal

Zero: An Eternal Enigma

Dr. Parthasarathi Mukhopadhyay

Birth Centenary Lecture on Poet and Editor, Samar Sen

Dr. Dilip Saha

Electronic Learning: NET Security

Dr. Anindya Bose

Nanomaterials for new Cancer Therapy and Future

Dr. Indranil Roy

Memory (RAM) Technology

Gender Sensitization: Rhetoric and Realities

Dr. Biswajit Roy & Dr. Bristi Basu

Honourable members of IQAC applauded Dr. Jyotipratim Ray Chaudhury, Convener, Seminar & Workshop Committee for his tireless effort for arrangement of so many academic events.

- c) The College publishes a double blind peer reviewed international research journal named 'International Journal of Research on Social and Natural Sciences' circulated both online and offline twice a year and it has a separate web address assigned to it, www.katwacollegejournal.com. The College also publishes a multilingual academic journal named '**String**'. The members of IQAC congratulated the Chief Editors, Dr. Ramesh Chandra Das and Dr. Utpal Ghosh of the two journals.
- d) AQAR for five sessions (2010-2011 to 2014-2015) has been submitted to NAAC and AQAR for the session 2015-2016 is under preparation.
- e) The Co-ordinator requested the the Programme Officers of the NSS units to organize a rally with the theme of **Swachh Bharat Mission**, adopted by the Govt. of India and **Nirmal Bangla**, adopted by the Govt. of West Bengal, to spread the message among the people of this locality that environmental awareness and cleanliness is the primary condition for good health. A rally has been volunteered by four NSS units of the college on the themes stated above and almost three hundred students participated in that event.
- f) Dynamic website of the college has been launched with web link: www.katwacollege.ac.in.
- g) Screening for promotion under CAS of twenty four teachers from different stages to the next higher stages has been conducted successfully.
- h) DCF-II for the sessions 2014-2015 and 2015-2016 has been uploaded under the supervision of the IQAC co-ordinator and members of IQAC and NAAC rendered their help whenever sought by the Co-ordinator.

Beside these positive achievements, there are some short comings also; these are –

- a) In spite of sincere and tireless effort from the end of the Principal Staff Pattern for recruitment of non-teaching staff has not yet been obtained and this has become a major head-ache of the college administration. The Principal informed that the thin staff strength is compensated by outsourcing and thus major bulk assignments like, admission, registration, examination form fill-up, registration under Kanyashree, etc.
- b) The proposal of merging day and morning libraries has not yet been done and any Group-C staff was not provided to the day library. The Principal replied that he will look after this matter.
- c) Dearth of space in the B.Ed. department for running two-year course has not yet been mitigated. The Principal informed the members that these problems were itemized in Governing Body meetings and approved by the apex body but the delay in implementing the resolutions is occurring to maintain different official decorum especially in cases where huge amount of money

has to be spent. The members requested the Principal to take special initiative implementation of the resolutions taken in the meetings of the IQAC and the Governing Body.

- d) Questions were raised by the members regarding the non-submission of the SSR (Self Study Report) to the NAAC. Mrs. Tupur Banerjee, NAAC Co-ordinator assured the members that this will be done very quickly.

Agenda 02: Regarding the academic atmosphere of the College, the internal teacher members of IQAC were unanimous that a definite qualitative change in positive sense is evident after the joining of the Principal. Students of Honours departments are performing well in the university examinations. A number of teachers are engaged in research works, some are in collaboration with teachers of other HEIs; some are engaged in writing books at different levels. However, the Principal and the Co-ordinator drew attention towards few lacuna that are to be repaired for further development of the academic atmosphere that has been prevailing in the college at present. There remains the scope for strong vigilance on the arrival and departure of few teachers, leaves taken by some CWTT, PTT and Guest Lecturers. The Principal also stated that the distributions of classes in the departmental routines of some departments are not uniform. All internal members including the Principal and the Co-ordinator were unanimous that attendance of students in the classes of General courses and Honours classes of Humanities and B.Com. is below the desirable limit in contrast to the students' attendance in Honours and General classes of science departments. All members opine that this situation must have to be changed. The student member who is also the Secretary of Katwa College Students' Union said that the College Authority may take stringent action to orient students towards class. After long discussion it is resolved that this is not a one-shot solution problem and thread bare discussion is needed among the stake holders, i.e., between teachers, students and guardians and the Principal is requested to make arrangement for discussions at different circles involving the stake holders.

Agenda 03: The Principal reported that some casual staff will be taken within a month or two to mitigate the problem of conferring more than one assignments on the present Group-C and Group-D staff working in substantive posts. The members expressed their hope that if this happens so then the problem of distribution of work load among non-teaching staff would be justifiable.

Agenda 04: The IQAC resolved that renovation of laboratories should be done on an urgent basis and serious efforts be taken before the visit of the NAAC Peer team. The Principal is requested to place the matter before the Governing Body for approval.

Agenda 05: The IQAC Co-ordinator wanted to know about the subscription/rent given to the College by NSOU and RBU Study Centres. The Principal informed that admission in different subjects has just began by RBU Study Centre for the first-ever session and no monetary transaction has yet been made between two ends. However, the Principal receives an honourarium of Rs. /- per month from NSOU

Study Centre and the College gets only Rs. /- per month. The Principal also informs that he has already asked NSOU Study Centre for their annual audit report and after getting that the College authority will request NSOU for enhancement of the monthly subscription.

Agenda 06: This has been discussed already in Agenda 01.

Agenda 07, 08: The IQAC resolved that these matters be placed in the next Governing Body meeting for approval and implementation be made on urgent basis.

Agenda 09: This has been discussed already in Agenda 01.

Agenda 10: The Principal informed that registration of the Alumni Association is complete and a get together of the Association will be arranged on the 30th April, 2017.

Agenda 11: The Principal assured the members that this will be done through the active participation of the botany department before the visit of NAAC Peer Team.

Agenda 12: The IQAC resolved that Dr. Jyotipratim Ray Chaudhury, Convener of Career Counselling Cell will keep in touch with the same Cell of the University of Burdwan for inviting TCS to Katwa College for conducting campus interview.

Agenda 13: Dr. Bharat Chandra Dalui, Convener of ICT committee assured that the first ICT enabled class room will be made ready within two months.

Agenda 14: The Principal assured that the disposal chamber for waste disposal from Bio-science departments and safety chamber for disposal of wastes from the chemistry department will be constructed very shortly.

Agenda 15: The Principal informed that the issue of construction of an open dias and boundary wall in the sports ground will be brought under the notice of the Governing Body.

Agenda 16: The Principal said that he will consult with the Head Clerks for making contact with the local authority of the Fire Brigade for refilling/installation of fire extinguishers in offices and laboratories.

Agenda 17: The Principal informed that the Governing Body is concerned with the problem but nothing can be done without getting officially approved building plan. He also stated that he is in continuous touch with the Chief Engineer of the Katwa Municipality but could not understand the cause of delay. The members of IQAC suggested that the Principal might contact with the Governing Body about seeking expertise from outside Katwa for preparation of building plan in lieu of requisite service charge.

Agenda 18: The Principal requested the IQAC Co-ordinator to consult with the HOD of Botany department for necessary action in this regard.

There was no miscellaneous agenda.

The meeting ended with the vote of thanks given by the Chair Person of IQAC.



18/02/2017
15/02/2017
Principal
KATWA COLLEGE

INTERNAL QUALITY ASSURANCE CELL

Katwa College



P.O. - Katwa
Dist. - Burdwan
Phone : 03453-255049
E-mail : iqackatcoll@gmail.com
Website : www.katwacollege.com
Fax : 03453-258434

Ref. No. -

Date

To,
XXXXX
Member, IQAC, Katwa College
Madam/Sir,

All Internal members are hereby requested to attend a meeting of the Internal Quality Assurance Cell, Katwa College in the Chemistry Department on 13th May, 2017 at 12-00 Noon to discuss about the following items. Your presence and active participation in the meeting is highly solicited.

Agenda:

1. To read and confirm the resolutions of the previous meeting that was held on 15.02.2017.
2. To discuss about introduction of the Choice Based Credit System from the ensuing academic session.
3. To discuss about collection and analysis of feedback from Stake holders.
4. Miscellaneous.

Khishu 10/05/17
Coordinator, IQAC
Katwa College
Katwa, Burdwan

Principal
& Chair Person, IQAC
Katwa College
Katwa, Burdwan
Principal
Katwa College

উপস্থিত সভ্যগণের নাম

১।	Sarkar 13/05/17	১১।		২১।	
২।	Kedar Nath Mitra	১২।		২২।	
৩।	Nijamuddin Ali 13/05/17	১৩।		২৩।	
৪।	Utpal An. 13/5/17	১৪।		২৪।	
৫।	Tupen Banerjee	১৫।		২৫।	
৬।	Subhajit Sanyal	১৬।		২৬।	
৭।	Jyotipratim Ray Chaudhuri	১৭।		২৭।	
৮।	Abanpreet Singh	১৮।		২৮।	
৯।	Kanaka Jena	১৯।		২৯।	
১০।		২০।		৩০।	

ক্রমিক সংখ্যা	বিবরণ
	Chairperson, IQAC, Khatwa College
	Dr. Nijamuddin Sarkar, presided over the meeting with only the internal teachers of the college.
	Agenda 01:
	The resolutions of the previous meeting held on 15.02.2017 are read one by one and has been accepted unanimously without any change.
	Agenda 02: Dr. Kedar Nath Mitra, Co-ordinator, IQAC, lays the course structure of Choice Based Credit System (CBCS) in detail. The members take part in discussion with due weightage and are unanimous in their opinion that the college has to be necessary managerial actions would be needed to make the college ready as practicable as possible towards introduction of this new course from the coming academic session. Based on this discussion following resolutions are taken:
	(a) A bilingual discourse be incorporated in the Prospectus for the session 2017-18. The
	(b) Co-ordinator of IQAC is entrusted along with Dr. Jyotipratim Ray Chaudhuri for preparation of the manuscript.
	(c) Master Routines for all the sections, viz. B.A (Hons. & Gen), B.Sc. (Hons. & Gen), B.Com.

will have to be restructured before the commencement of classes for the coming academic session. The Principal is requested to convey the message to the convenor of the Routine Committee to expedite their functioning towards preparation of new and revised Master Routine. The Principal suggests that attention must have to be given towards uniform distribution of classes. The Co-ordinator of IQAC is requested to assist the Routine Committee so that the intention of IQAC is reflected in the Master Routine and both Old (1+1+1)-system and new CBCS be adjusted properly in the same Routine Time Table.

(c) Meetings with different stakeholders, viz. students, teachers, ^{administrative staff} class representatives, etc. will have to be arranged. The IQAC Co-ordinator is requested to give demonstration in these meetings on CBCS course and curriculum.

(d) The Co-ordinator raises the issue of procuring new books prescribed in the newly introduced Semester based CBCS curriculum and also ~~also~~ ~~and~~ draws attention of the members towards the need of purchase of new equipments, ^{computers} chemicals, glass-wares etc. to run hand in hand with the new syllabus. Other members second his ~~propo~~ view. The Principal/Chair Person mentions that ~~these~~ these ~~needs~~ procurement or purchase will need huge budget allocation and therefore needs the permission of the Governing Body. So he will make it an agenda in the next GB meeting under the name 'Need Analysis'. The fund allocated by the GB will be used to ~~procure~~ ~~the so~~ fulfill the needs of the departments as has been articulated in the CBCS ~~course~~ syllabus of different subjects.

Agenda 03: It is resolved that ~~the so~~ the matter will be placed in the next meeting of the Teachers' Council and a committee be formed towards making preparing feedback Questionnaire for feedback Analysis.

মি: মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 13.05.2017

মিটিং-এর ধরণ : সাধারণ/বিশেষ

মি: মিটিং-এর স্থান : Dept. of Chemistry

মিটিং-এর সময় : 12 Noon

উপস্থিত সভ্যগণের নাম

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৮।.....	১৮।.....	২৮।.....
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১০।.....	২০।.....	৩০।.....

ক্রমিক সংখ্যা

বিবরণ

Agenda 04: No member raises any agenda.

The meeting ended with vote of thanks by the chairperson of IRAC.



13/05/2017

Principal
KATWA COLLEGE



উপস্থিত সভ্যগণের নাম

১। Kishor Nath Miah	১১। Alaka Chakraborty	২১।
২। Jyotiratin Ray Choudhury	১২। Ranjita Nanday	২২।
৩। Tapas Banerjee	১৩। Snigdha Majumdar	২৩।
৪। Indrani Roy	১৪। Indrani	২৪।
৫। Madhumita Sin	১৫।	২৫।
৬। Priyanka Roy	১৬।	২৬।
৭। Sreeparna Dutta	১৭।	২৭।
৮। Barnali Hazra	১৮।	২৮।
৯। Purabi Kundu	১৯।	২৯।
১০। Rita Bhosmick	২০।	৩০।

ক্রমিক সংখ্যা	বিবরণ
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The IRAC Co-ordination puts forth before the attendee at the meeting the need to adopt programmes on gender sensitisation and the necessity of being in continuous contact with girl students coming in large number seeking higher education especially from conservative families as also from financially weaker sections of the society.

The attendee teachers agree with Dr. Mitra and it is resolved unanimously that a Committee/Cell viz. Gender Sensitisation Cell should be constituted comprising of lady teachers and representatives from girl students one must be from minority section.

It is also resolved that the cell may organise seminars on gender sensitisation in consultation with the convener, Seminar and Workshop Committee.

It is further resolved that Prof. Indrani Roy, Assistant Professor, Dept. of English and Prof. Sreeparna Dutta, Assistant Professor of Bengali are selected as the Jt. Conveners of the said Cell and ^{they are entrusted to call} other lady teachers, if the conveners think necessary at their own discretion because the primary condition to make the cell's activity meaningful for the welfare of girl students is to maintain privacy.

The meeting ended with vote of thanks to all the

ক্রমিক সংখ্যা

বিবরণ

attendees by the co-ordinator.

Tupur Banerji 13/09/17

18/09/17
Principal
Katwa College

১। 18/11/17	২১। Hosing, Kuni Choudhury	২১।
২। Naba Kumar Dhasa	২২। Tapin Banerjee	২২।
৩। Jyoti Pratan Ray Chaudhary	২৩। Sayamoy Bisui	২৩।
৪। Minidya Gandyapadhyay	২৪। Ramen Das 14/11/17	২৪।
৫। Koushik Sankar	২৫। Alaka Chakraborty 14/11/17	২৫।
৬। Madhura Sen	২৬। Arun Kumar Paul	২৬।
৭। Debaprasad Saha	২৭। Kedar Nath Mitra	২৭।
৮। Kanchan	২৮।	২৮।
৯। Subhasis Mandal	২৯।	২৯।
১০। Utpal Ghosh	৩০।	৩০।

ক্রমিক সংখ্যা

বিবরণ

The meeting has been called to discuss on the issue of preparing 'Course Outcomes (COs), and Program Outcomes (POs) and Program Specific Outcomes (PSOs)'. IQAC Co-ordinator, Dr. Kedar Nath Mitra intimates the members regarding the necessity of about preparation of COs, POs and PSOs and to upload those in the college website (KatwaCollege.ac.in).

Prof. Naba Kumar Dhasa and Dr. Ramesh Chandra Das raised the question whether an affiliated college (like Katwa College) is bound to prepare COs, POs and PSOs in the context that the college does not enjoy the autonomy to prepare or design the syllabus.

The co-ordinator replies that it has now become obligatory for HEIs of India to upload COs, POs and PSOs although POs be uploaded by the ^{respective} Universities, not by the affiliated college and it will bring score for the institution under Metric XOs.

and as mentioned in the prescribed New format of the SSR, that has with have to be

The Principal supports the view of the co-ordinator and requests the members (HOD or departmental representative) to take initiative towards preparation of COs & PSOs.

The meeting comes to an with the vote of thanks to the chair.

18/11/17 Principal
Katwa College

NoticeDate: 10/05/2018

All members of ^{the} teaching fraternity are hereby requested to attend a meeting tomorrow in room no. 107 at 1:30 p.m. to discuss about departmental preparation for the ensuing NAAC PEER TEAM VISIT.

K. Mitra 10/05/2018
Dr. Kedar Nath Mitra,
Coordinator, IQAC,
Katwa College

N. Sarkar 10/05/18
Dr. Nirmalendu Sarkar,
Principal,
Katwa College
Principal
Katwa College

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 11/05/2018

মিটিং-এর ধরণ : সাধারণ/বিশেষ

মিটিং-এর স্থান : Room No. 107

মিটিং-এর সময় : 1-30 PM

Spec

উপস্থিত সভ্যগণের নাম

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ক্রমিক সংখ্যা

Teachers' Council

বিবরণ

The meeting that had been was started at 12-30 PM came to an end at 2-30 PM. and the Principal and the IQAC Coordinator decided after consultation with senior faculties that to make the target/goal of the meeting ^{on depth, prepa. for exam} effective, the meeting ~~is~~ is deferred to occur tomorrow, i.e., next day, i.e., 12.05.2018. It is also decided that the the meeting will be convened in 'ICT Room' instead of today's Room No. 107 and will start at 11-30 AM.

18/05/18

11/05/18

Principal
Kahwa College

NoticeDate: 11/05/2018

All members of the teaching fraternity (Associate Professor, Assistant Professor, CWTT, PTT, Librarians, GLI and Guest Lecturers) are hereby informed that under unavoidable circumstances today's meeting on departmental preparation towards NAAC visit has been deferred tomorrow (12/05/2018).

Venue: ICT Room

Time: 11:30 a.m.

K. N. Mitra 11/05/18

Dr. Kedar Nath Mitra,
Coordinator, IQAC,
Katwa College

N. Sarkar 11/05/18
Dr. Nirmalendu Sarkar,
Principal,
Katwa College

Principal
Katwa College

উপস্থিত সভ্যগণের নাম

১। 18/05/18	১১। Barnali Hazra	২১। Tapan Banerjee
২। Sultanur K. Chandra	১২। Parbati Kuer Banerjee	২২। Arinda Chhik
৩। take 12/5/18	১৩। Bijoy Kumar Das	২৩। Poulami Chatterjee
৪। Madhumita Sen	১৪। Nizamuddin Ali 12/5/18	২৪। Pulak Samanta
৫। Subhjit Sanyal	১৫। Ranjita Nanday 12/5/18	২৫। Abhaya Prasad Ghosh
৬। Subhakinandan Maji	১৬। Neela Bhattacharya 12/5/18	২৬। Hemanta Banerjee
৭। Siddhartha Maji	১৭। Suraj Sarkar 12/05/2018	২৭। Debdut Ghosh
৮। Dinesh Maity	১৮। Utpal Ghosh	২৮। Madhulhanda Das
৯। Saptarshi Biswas	১৯। Jagadish Ray Chaudhary	২৯। Nalini Kumar Dhar
১০। Gouram Nandi	২০। Indrani Ray	৩০। Kishor Kumar Mishra

- ৩১। 12/5/18
- ৩২। Balu Sarkar
- ৩৩। Jahar Lal Mazumdar
- ৩৪। Bosanta Barman
- ৩৫। Rajesh Ch. Mandal
- ৩৬। Minidya Bandyopadhyay
- ৩৭। Nabomoy Ghosh 12.5.18
- ৩৮। Tarasankar Chatterjee

বিবরণ

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting. Dr. Kedak N. Mitra, Co-ordinator, IQAC, starts with the information that the college has sent three slots of dates for the ensuing NAAC Peer Team Visit. The last week of September (25th & 26th) and the first two weeks of October (5th, 6th and 10th, 11th) has been chosen by the Committee formed by the Teachers' Council in its meeting held on 04.05.2018 and communicated to NAAC for their kind perusal. Then he requests Dr. Sultanur K. Chandra to start the Power Point Presentation on how the departments would take preparation for presenting their departments before NAAC Peer Team.

Dr. Chandra presents 40 slides to describe different aspects of a department broadly.

classified into five sections, viz. (1) Department its history and infrastructural facilities, (2) Teachers' Profile, (3) Teaching-learning, & Students' Profile & Examination Results, (4) Ex-students' Profile / Students' Progression / Alumni Interaction and (5) Others (including SWOC Analysis).

After Dr. S.K. Chandra concludes his presentation, an interactive session has been conducted by the DRAC Co-ordinator. He meets the inquiries come from faculty members.

At the end, Dr. Mitra requests the his colleagues to extend their cooperation during the final hours of preparation for XAAC.

The Principal thanks the participants and the meeting comes to an end.

18/05/18

12/05/18

Principal
Katwa College

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 16/05/18

মিটিং-এর ধরণ : সাধারণ/বিশেষ

মিটিং-এর স্থান : Principal's chamber মিটিং-এর সময় : 3 PM

উপস্থিত সভ্যগণের নাম

১।	16/05/18	১১।		২১।	
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৪।	Tapankundry	১৪।		২৪।	
৫।	Kidar Xairi Mishr.	১৫।		২৫।	
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ক্রমিক সংখ্যা

বিবরণ

Dr. Nirmalendu Sarkar, Principal, Katwa College presides over the meeting.

After thorough discuss with two Head Clerks it is resolved that the following files are to be made ready for A/AAC.

A. Office:

- 1) Admission File
- 2) Circular file
- 3) Scholarship/Free ship File.
- 4) Equipment purchase File
- 5) Ongoing, completed and applied project file
- 6) Teaching & non-teaching staff file.
- 7) XSOV file
- 8) RBU file.
- 9) Academic & Administrative Audit files.
- 10) Non-teaching staff pattern file.
- 11) XI - IX plan & XII IX plan file.

B. Bursar:

- 1) Finance Committee Resolutions.
- 2) Purchase Committee Resolutions

cost, accuracy, year of purchase etc.)

- 2) Parents-teacher meeting file.
- 3) Curriculum revision file
- 4) Routine/Class Time Table.
- 5) Deptl. profile including vision & Mission of the department in printable form.
- 6) Books published.
- 7) Departmental Library file.
- 8) Log book for each equipment.
- 9) Question bank for each subject.
- 10) Publication file for each teacher.
- 11) Lesson plan file
- 12) Course Outcomes file.
- 13) Certificates of participation/paper presentation/Refreshers Course/Orientation Programme/Seminar/Workshop - for individual teacher.
- 14) Class Test Records.
- 15) Internal Assessment file.
- 16) Students' Seminar file.

~~Ex~~

Exam Committee:

- 1) Test Exam file.
- 2) Internal Assessment file.
- 3) Question Bank.

NCC/NSS:

- 1) Extension activities / awareness programmes file.

Secretary (Academic Bursar) of the Teachers' Council:

- 1) Staff meeting note / file with agenda.

Library:

- 1) Journal Subscription file
- 2) e-journal Subscription file.

The meeting ends with vote of thanks to the Chair.

18/05/18
Principal
Kalwa College

To,

Member, IQAC, Katwa College
Madam/Sir,

A meeting of the Internal Quality Assurance Cell, Katwa College will be held in the Principal's Chamber on 23rd May, 2018 at 12-00 Noon to discuss on the following agenda. Your presence and active participation in the meeting is highly solicited.

Agenda:

1. To read and confirm the resolutions of the previous meeting that was held on 13.05.2017.
2. To discuss about NAAC Peer Team Visit with special attention towards:
 - (a) Report of SSR submission
 - (b) Metrics to be opted out
 - (c) Metrics under Key Indicator 7
 - (d) Academic and administrative Audit
 - (e) Repairing/renovation/paint works
 - (f) Updation of the college web site
3. To discuss on the preparation of Master Routine for 2018-2019 academic session.
4. To discuss on new CAS regulations.
5. Miscellaneous.

Amir 15/05/18

Coordinator, IQAC
Katwa College
Katwa, Burdwan

Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

A. Sarker 15/05/18

Principal
& Chair Person, IQAC
Katwa College
Katwa, Burdwan
KATWA COLLEGE

উপস্থিত সভ্যগণের নাম

১।	Dr. Sankar	২১।	Dr. Sankar
২।	Kidari Nalin Mihir	২২।	Utpal Das
৩।	Nijamuddin Ali	২৩।	Bibhas Chandra She
৪।	Kamran Jona	২৪।	Sutamu Kumar Chandra
৫।	Sudhin Kumar Mandal	২৫।	
৬।	Subhajit Sanyal	২৬।	
৭।	Jyotirmoy Ray Chaudhuri	২৭।	
৮।	Tapan Banerjee	২৮।	
৯।	Narayan Chatterjee	২৯।	
১০।	Achintya Mohan Ghosh	৩০।	

ক্রমিক সংখ্যা

বিবরণ

- * Dr. Nityamalekha Sarker, Principal, Katwa College chaired the meeting.
- 1. The resolutions of the previous meetings were read one by one and confirmed unanimously.
- 2(a) The co-ordinator of IQAC informed the members that the Self Study Report (SSR) has been submitted successfully on 23rd February, 2018 to NAAC. He acknowledged the contribution made by all teaching and non-teaching staff in preparing and submitting the SSR. Dr. Mitra specially thanked Dr. Sutamu Kumar Chandra for his contribution in the whole process.
- (b) It was resolved to set up a Committee with Dr. Sutamu Kumar Chandra and Dr. Nijamuddin Ali to decide on the metrics that are to be opted out in the SSR.
- (c) The Principal is specially requested to take urgent and necessary action towards fulfilment of the works mentioned in Metric 7 of the SSR before NAAC Peer Team visit. (Please see the 3rd page also)

- (d) The Principal is requested to take necessary action towards preparing the Academic & Administrative Audit (AAA) as early as possible.
- (e) Discussions were made regarding the status of repairing & renovation works going on in the college. The Principal informed that painting works could not be started before completion of those construction-related works and he would place the ~~stat~~ view of IQAC before the Building and the Beneficiary Committees.
- (f) It was resolved that a Committee be formed in Teachers' Council meeting towards development/^{upgradation} of the college web site.
3. The IQAC co-ordinator is requested to take initiative towards preparation of the Master Routine for the Academic Session 2018-2019 for B.A (Day), B.Sc., BA (Morning) and B.Com.
4. It was resolved that the IQAC co-ordinator would discuss the CAS regulations with the incumbents in a separate meeting.
5. It was resolved that ^{Internal} teacher members of IQAC would be appointed to monitor the ~~SAR~~ ^{re AQAR} the data collection for preparation of AQAR for the session 2017-18. These are distributed as follows -
- (a) Research publication, books, etc. - Dr. Kanchan Jana & Dr. Nijamuddin Ali
- (b) Scholarship / fellowship / freeship - Dr. Nijamuddin Ali & Dr. Bharat Chandra Dalui
- (c) Planning for the next year - Principal, Dr. Jyoti-pratim Ray Choudhury & Prof. Dtpal Das.
- (d) Students' Statistics - Principal, Dr. Kedar Nath Mitra & Dr. Kanchan Jana

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ক্রমিক সংখ্যা	বিবরণ
	Jupuk Banerjee & Dr. Santanu Kumar Chandra.
(f)	Reframing of AQAR (Session 2012-13 to 2016-17) for submission at ERO, UGC - (Dr. Kedar Nath Mitra, Mr. Soumya Prasad Ray (Casual staff)).
(g)	Staff information - Principal & Dr. Kedar Nath Mitra.
(h)	Finance related data - Principal & Bursar
(i)	NSS & NCC related information - (Dr. Kedar Nath Mitra, Dr. Dayamoy Bisui & Mr. Birbahu Mondal.
(j)	Grievances, ^{if any} & their redressal - Principal.
Misc.	2(c) It was resolved to appoint the Dept. of Botany for Green Audit. Prof. Koushik Sarkar & Prof. Subhasish Mondal have would be appointed for this purpose.
Misc.	1. IQAC proposed for half-yearly monitoring of the work done different committees and the Co-ordinator was instructed to do the job.

- Misc. 2. It was resolved that Prof. Narayan Chandra Chatterjee & Dr. Pareshnath Banerjee would prepare a theme for cultural program to be presented before NAAC Peer Team.
- Misc. 3. Prof. Jyoti Banerjee opined that major renovation of toilets be needed before NAAC Peer Team visit and the Principal is requested to take necessary measure in this regard.
- Misc. 4. It was resolved that a list of invitees be prepared during NAAC Peer Team visit. The Principal was requested to ~~take~~ ~~need~~ do the needful in this regard.
- Misc. 5. It was resolved that the auditorium above the Administrative building be completed before NAAC Peer Team visit.
- Misc. 6. The Bursar is appointed to set up the IQAC Room before NAAC Peer Team visit.

The meeting ended with vote of thanks to the chair.

Narayan
23/05/18
Principal
Katwa College

উপস্থিত সভ্যগণের নাম

১।	18/6/18 29/06/18	১১।	Santanu Kumar Chandra	২১।	
২।	Panaj Natar Bage	১২।	প্রবীণ কুমার সিং	২২।	
৩।	Rider Xath Mithi	১৩।	Blorat Chandra Dal	২৩।	
৪।	Utpal Das	১৪।		২৪।	
৫।	Mujamuddin H.C.	১৫।		২৫।	
৬।	Kanukam Jone	১৬।		২৬।	
৭।	Sudhakar Mandal	১৭।		২৭।	
৮।	Subhajit Sanyal	১৮।		২৮।	
৯।	Achintya Mohan Gomen	১৯।		২৯।	
১০।		২০।		৩০।	

ক্রমিক সংখ্যা	বিবরণ
	Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC, Katwa College presides over the meeting. ^{The resolutions of the previous meeting of 23.05.2018 are read out and confirmed unanimously and the report placed in front of the members.}
	After detailed discussion it is resolved that the following projects have been completed during 2017-18 academic session:
	1) Virtual Class Room (with the financial aid by the State Higher Education Department, Govt of WB)
	2) Complete renovation of the drainage system inside the college premises.
	3) Pavement works.
	4) Installation of office management software (CAN)
	5) Installation of OPAC in the central library
	Bursar also reports that the following work are almost complete and will be completed before XIACAC Peer Team Visit. These are
	1) Indoor Sports Complex
	2) Security Room
	3) Auditorium / Conference Hall →
	* by Mr. Utpal Das, Bursar,

- 4) Newhy setup canteen Room
- 5) Installation of CCTV inside college campus.

The common cell resolves Principal informs that the following works will be completed within the financial year 2018-2019:

- 1) Girls' Hostel which was started during XI -th plan
- 2) construction of the proposed Library Building and cycle Stand.
- 3) Extension of the Administrative Building.
- 4) Laboratory renovation works.
- 5) Repairing, renovation and paint works of the Main Building and Science Building
- 6) Construction of shed on the Teachers' Room of the Botany department and necessary repairing
- 7) Proposed B. Ed. building.

The IQAC Coordinator proposes for the following:

- 1) To purchase books of different subjects prescribed in CBCS curriculum.
- 2) To procure equipments for the lab-based departments included in CBCS curriculum.
- 3) To increase the number of computers for students' use.
- 4) To provide computer & television to both Boys' Hostel and Girls' Hostel.
- 5) To increase facilities of two important wings of the college - NSS & NCC, like computers with internet facilities.

The proposal given by the coordinator ~~has been~~ is accepted unanimously.

The meeting ends with vote of thanks to the Principal.

29/11/18
Principal
Katwa College

**INTERNAL QUALITY
ASSURANCE CELL**
Katwa College



P.O. - Katwa
Dist. - Burdwan
Phone : 03453-255049
E-mail : iqackatcoll@gmail.com
Website : www.katwacollege.com
Fax : 03453-258434

Ref. No. -

Date

To,

Member, IQAC, Katwa College
Madam/Sir,

A meeting of the Internal Quality Assurance Cell, Katwa College will be held in the Principal's Chamber on 24th September, 2018 at 3 pm to discuss on the following agenda. Your presence and active participation in the meeting is highly solicited.

Agenda:

1. To read and confirm the resolutions of the previous meeting held on 23.05.2018.
2. To discuss about NAAC Peer Team Visit and related issues.
3. CAS related issues.
4. Miscellaneous.

K. K. K. 20/08/18

Coordinator, IQAC
Katwa College
Katwa, Burdwan

N. S. K. 30/08/18
Principal

& Chair Person, IQAC
Katwa College
Katwa, Burdwan

Principal
Katwa College

উপস্থিত সভ্যগণের নাম

১।	12/09/18	২১।	Sulamu Kumar Chandra	২১।
২।	Parash Chandra	২২।	প্রতিদেবী	২২।
৩।	১২/০৯/১৮	২৩।	Charat Ch. Dal.	২৩।
৪।	Kumar xnu mrtin	২৪।		২৪।
৫।	Kanchan Jone	২৫।		২৫।
৬।	Ngamuddin H.C.	২৬।		২৬।
৭।	Sudhakar Mandal	২৭।		২৭।
৮।	Subhajit Sanyal	২৮।		২৮।
৯।	Utpal Das	২৯।		২৯।
১০।	Achintya Mohan Banerjee	৩০।		৩০।

বিবরণ

Dr. Nirmalendu Sarkar, Principal & Chairperson presides over the meeting.

1. The resolutions of ~~the~~ two previous meetings of 29.06.2018 ~~are~~ read one by one and confirmed unanimously.

The Coordinator reports that the Master Routine for the session 2018-19 ~~has~~ has been prepared and implemented. He also adds that all ~~def~~ Heads of the departments be requested to submit the departmental routines to the IBAC Coordinator.

He also reports that the preparation of AQAR is in progress and the cause of delay are various, ~~the~~ e.g., busy university exam schedule, & submission of DWR clarification, preparation for NAAC Peer Team Visit.

2. The Coordinator suggests that meetings ^{with} office managers (Head Clerks, Accountant) & Teachers' Council is needed to be arranged for smooth Peer Team Visit and his proposal ~~has~~ is accepted unanimously.

- The ~~pro~~ schedule of the Cultural Programme to be presented before the Honorable members of the Peer Team is hereby fixed.

- i) Inaugural song by Debjit (NSS volunteer)
- ii) Nazrulgeeti by Nihita Yasmin (3rd Sem student)
- iii) Old hind song by Nihita Yasmin
- iv) Dance performance by Students.
- v) Gymnastics by Students
- vi) Kirtan music by Mrs. Monalisa Bhattacharya.
- vii) Drama by students & teachers of the B. Ed. department.

- It is resolved that Invitation cards be sent to the dignitaries in connection with NAAC Peer Team visit. The Principal requests the Coordinator to prepare a list of invitees.

- The coordinator informs that the Govt. Order for promotion of teachers under CAS has already been sent to the teachers whose promotion remains due by mail and he will give a presentation before the teachers after NAAC Peer Team visit.

The meeting ends with vote of Thanks to the chair.

Principal
12/05/18
Principal
Katwa College

Report of action taken by the IQAC cell

Date of meeting: 20.01.2015

- External members and administrative official was unanimously selected.
- The IQAC Coordinator was the only full time faculty in the Department of Chemistry at the mentioned time period. Therefore he did not shift to a separate room for conducting the cell related activities.
- Members of NAAC core committee was selected.
- Screening of 14 teachers for promotion under CAS was materialized.
- Test examination for students facing part 1 and part II university examination was reintroduced.

Date of Meeting: 30.07.2015

- Addition of a few internal teachers, alumni and guardians in the IQAC team.
- The college could not provide any room in close proximity to the department of chemistry and the IQAC coordinator, the only full time faculty in the department at that time could not hence shift to another room to carry out the activities of the cell.
- A letter of concern and appeal for measure was addressed to the principal on behalf of the members who expressed concern on the steady decline of teaching and non teaching staff in the institution.
- The college subscribed for INFLIBNET-NLIST Programme.
- Rabindra Bharati University Study Centre began operating in the college.
- The contingency fund of the cell was utilized for organizing seminars and a total of seven seminars were organized during the assessment period.

1

Sanku 10/18
Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman



Sanku
10/10/18
Principal
Katwa College

- The dispute regarding the construction of the ladies' hostel under 11th plan grant was not resolved. The principal along with the IQAC Coordinator and the accountant visited the ERO and spoke to the Regional Director. The matter remained unresolved. Hence the governing body of the college decided to complete the construction using its own fund. The construction is at present under process.

Date of Meeting: 18.08.15

- The international double blind peer reviewed journal of the college started functioning with the release of its first issue.
- A number of coaching programmes was organized in collaboration with Employment Exchange of Labour Department, Govt. of West Bengal, Katwa Branch for entry in services.
- The college tried to contact various institutions for introducing Communicative English course for the students. However the course expenditure was unaffordable for the students of this area. The college further advertised for guest lecturers for Communicative English. However no response was received. With the introduction of CBCS language skill is now taught to the students as a paper titled MIL/Communicative English and guest lecturers have been hired to deliver the lectures. In addition to this, English Department has started a language skill development course which is at present restricted to the students of the department.
- The NSS wing of the college organized Swachh Bharat Avijan rally.
- Green audit was conducted recently.
- Proposal for Extension of B.Ed building was approved and fund was allocated for the purpose.

Krishna 10/10/18
Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman



10/10/18
Principal
Katwa College

Date of meeting: 15.02.2017

- The matter was referred to GB for further discussion.
- Installation of Fire Extinguisher

Date of meeting: 13.05. 2017

- CBCS Related issues
- Feedback analysis was conducted and the report uploaded in the college website

Date of meeting: 13.09.2017

- Gender sensitization cell was formed

Kavilur 10/10/18
Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

Sankar
10/10/18
Principal
Katwa College

