

**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 20th 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. 20/08/18
Principal
& Chair Person, IQAC
Katwa College
Katwa, Burdwan
Principal
Katwa College

মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 12/09/18

মিটিং-এর ধরণ : সাধারণ/বিশেষ

মিটিং-এর স্থান : Principal's Chamber

মিটিং-এর সময় : 3-00 PM.

উপস্থিত সভ্যগণের নাম

১।	Sarkar 12/09/18	১১।	Sutanu Kumar Chandra	২১।	
২।	Parash Chandra Roy	১২।	অপস্থিত	২২।	
৩।	Subhajit Sanyal	১৩।	Bharat Ch. Dal.	২৩।	
৪।	Kumar Anil Mishra	১৪।		২৪।	
৫।	Kanchan Jena	১৫।		২৫।	
৬।	Mr. Anurag K. S.	১৬।		২৬।	
৭।	Sudhakar Mandal	১৭।		২৭।	
৮।	Subhajit Sanyal	১৮।		২৮।	
৯।	Utpal Das	১৯।		২৯।	
১০।	Achintya Mohan Ganan	২০।		৩০।	

ক্রমিক সংখ্যা

বিবরণ

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

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

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

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

- The Coordinator suggests that meetings of office managers (Head Clerks, Accountant) & Teachers' Council is needed to be arranged for smooth Peer Team Visit and his proposal ~~was~~ 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 (NIS volunteer)
- ii) Nazrulgeeti by Nihita Yasmin (3rd Sem student)
- iii) Old Hindi song by Nihita Yasmin
- iv) Dance performance by Students.
- v) Gymnastics by Students
- vi) Kiritan music by Mrs. Monalisha 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.

3. 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.

N. Sen
12/05/18
Principal
Katwa College

উপস্থিত সভ্যগণের নাম

১।	Manoj Mukherjee	১১।	Nizamuddin Ali	২১।	
২।	Kanchan Jena	১২।	Sudhin K. Mondal	২২।	
৩।	ব্রজেন কান্তি রায়	১৩।	Utpal Das	২৩।	
৪।	Bharaat Chandra Dalui	১৪।	Kedar Nath Mishra	২৪।	
৫।	Tanus Banerjee	১৫।		২৫।	
৬।	Santanu Kumar Panda	১৬।		২৬।	
৭।	Subhjit Sanyal	১৭।		২৭।	
৮।	Achintya Mohan Goswami	১৮।		২৮।	
৯।	Pranab Kumar Baruah	১৯।		২৯।	
১০।		২০।		৩০।	

ক্রমিক সংখ্যা	বিবরণ
	Dr. Nirmalendu Sarker, Principal and Chair Person IRAC presides over the meeting.
#	Since the NAAC Peer Team visit has already been held on 11.10.2018 & 12.10.2018, the cell holds that there is no need to read and confirm the resolution of the meeting held on 13.09.2018.
	Agenda 1: The college has received 'C' grade in NAAC Assessment. The Principal explained the a long gap between the last assessment and the present assessment has led to the poor result. He also mentioned that the college hadn't fulfilled its future plans that the college had put up during 1st cycle assessment. Mr. Tanus Banerjee added that the college would perform better in the 1st cycle since many work has been started in the college after the NAAC assessment during 2017-18 session.
	Dr. Dalui suggested that the score would have improved if the college could have set up a computer laboratory for the students.
	The Co-ordinator, Dr. K. N. Mitra pointed towards lacuna in data management system, especially the students' data. He gave emphasis on the derivation

of students' related data from SSR to JVV classification and according to Dr. Mitra, this is the primary reason for poor performance in NAAC. He opined that an efficient data management system should set up to overcome the problem.

Agenda 2: • The Coordinator is requested to go over the research section (list of publication) for deciding on the number of publications of the teaching.

• The Principal is requested to provide information on sec 1.1.2 (Certificate/Diploma & Course).

• It is resolved to include PTT, CWTT & GLIs and Librarians in the list of teachers.

• It is resolved that the college was preparing for NAAC Peer Team visit and hence there was no post-accreditation initiative.

Agenda 3: It is resolved ~~that~~ to put forward the reports of feedback analysis, Green Audit, Academic and Administrative Audit to the Governing Body for action taken.

Agenda 4: The IQAC requested the Principal to set up a Mentor-Mentee Committee.

Agenda 5: It is resolved that the new IQAC team would take initiatives regarding student ~~to~~ satisfaction survey (SSS).

Agenda 6: The IQAC requests the Principal to set up a Placement cell for carrying out the activities of TCS; earlier the Coordinator informs IQAC members that TCS has sent an offer to arrange a training-cum placement program like the previous year.

Agenda 7: The members request the Principal for a speedy purchase of equipments and books for holding practical classes and university exams.

Dr. K.N. Mitra, Coordinator proposes to set up a central Instrumentation facilities. The IQAC

উপস্থিত সভ্যগণের নাম

১।.....	১১।.....	২১।.....
২।.....	১২।.....	২২।.....
৩।.....	১৩।.....	২৩।.....
৪।.....	১৪।.....	২৪।.....
৫।.....	১৫।.....	২৫।.....
৬।.....	১৬।.....	২৬।.....
৭।.....	১৭।.....	২৭।.....
৮।.....	১৮।.....	২৮।.....
৯।.....	১৯।.....	২৯।.....
১০।.....	২০।.....	৩০।.....

ক্রমিক সংখ্যা

বিবরণ

common equipments to be included in the proposed Central Instrumentation Facility so that as to make budget allocation for purchase of equipments economical for the Institution.

Dr. Mitra places a proposal that Rs. 25,00,000 (Rupees twenty five lakhs) be allocated ^{initially} towards purchase of equipments.

Mr. Subhrajit Sanyal, Librarian proposes that Rs. 5,00,000/- (Rupees five lakhs) be allocated for purchase of books for ~~BCS~~ students studying CBCS.

Other members are unanimous in supporting the said proposals placed by Dr. Mitra and Mr. Sanyal and the Principal is requested to take initiative to place these proposals before GB for necessary approval towards allocation of funds.

Agenda 8: The Coordinator thanked all the members of IQAC and all stakeholders for their support carrying out its work since October' 2014.

He suggested dissolution of the present IQAC and formation of new IQAC and he also assumed that all members would help the new IQAC in carrying out its work. The Principal

ক্রমিক সংখ্যা

বিবরণ

informed that he has already included this as an agenda item for the next meeting of the GB.

The meeting ended with vote of thanks to the chair.

18/01/19

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:19/03/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 28.03.19 at 12.00 Noon at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 24/01/2019.
- 2) To discuss about official Whatsapp group of IQAC.
- 3) To discuss about promotion of Mr. Rabiranjana Sen, Mr. Anup Polley, Dr. Nandita Banerjee through CAS in old format.
- 4) To discuss about promotion of Purabi Kundu through CAS in new prescribed format.
- 5) To discuss about department wise allotment of fund for book purchase.
- 6) Misc.

Nijamuddin
Coordinator/Director 19/03/2019
Katwa College
Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

N. Sarker
Principal 19/03/19
& Chairperson, IQAC
Katwa College
Principal
Katwa College

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	<i>N Sarkar</i> 28/03/19
2	Dr. Nijamuddin Ali	<i>N Ali</i> 28/03/19
3	Sri Goutam Mondal	<i>Goutam Mondal</i> 28/03/19
4	Dr. Pareshnath Banerjee	<i>Pareshnath</i>
5	Sk. Ashraf Ali	<i>Ashraf</i>
6	Sri Sufal Rajwar	<i>Sufal Rajwar</i>
7	Sri Ratul Kundu	Ratul Kundu.
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kr. Mukherjee	<i>Goutam</i> 28/03/19
10	Dr. Ramesh Chandra Das	
11	Dr. Sutanu Kr. Chandra	
12	Sri Rabiranjana Sen	<i>Rabiranjana</i>
13	Dr. Bharat Chandra Dalui	
14	Sri Subhajit Sanyal	Subhajit Sanyal
15	Sri Utpal Das	
16	Sri Dulal Sarkar	<i>Dulal Sarkar</i> 28-3-19
17	Sri Prosanta Barman	<i>Prosanta Barman</i> . 28-03-19
18	Sri Asit Kumar Mondal	<i>Asit Kumar Mondal</i>

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 28.03.2019:

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

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 24.01.2019.

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

Agenda-2. To discuss about official whatsapp group of IQAC.

Resolution: IQAC decided to open a closed group in the name of IQAC(2019-2022).

Agenda-3. To discuss about promotion of Mr. Rabiranjana Sen, Mr. Anup Polley, Dr. Nandita Banerjee through CAS in old format.

Resolution: The promotion from Assistant Professor (Stage-3) to Associate Professor (Stage-4) under CAS of Mr. Rabiranjana Sen and Mr. Anup polley were due on 08.04.2015, 18.04.2016 respectively and the promotion from Assistant Professor (Stage-2) to Assistant Professor (Stage-3) under CAS of Dr. Nandita Banerjee was due on 25.09.2017. IQAC decide to take initiative to complete the procedure after preparation of CAS file in old format with consultation of fixation committee convener Mr. Utpal Das.

Agenda-4. To discuss about promotion of Purabi Kundu through CAS in new format.

Resolution: The promotion from Assistant Professor (Stage-2) to Assistant Professor (Stage-3) under CAS of Purabi Kundu was due on 16.07.2018. IQAC decide to take initiative to complete the procedure after preparation of CAS file in new format with consultation of fixation committee convener Mr. Utpal Das.

Agenda-5. To discuss about department wise allotment of fund for book purchase.

Resolution: Allotment of fund for book purchase for different departments is as follows:

Sl. No.	Group	Departments	Amount allotted (Rs.)
1	Arts/ Social Science Group	Bengali Honours	20000
2		English Honours	20000
3		History Honours	20000
4		Political Sc Honours	20000
5		Philosophy Honours	20000
6		Sanskrit Honours	20000
7	Social Science Group	Commerce Honours	20000
8		Economics Honours	20000
9		Geography Honours	20000
10		Mathematics Honours	20000
11	Science Group	Botany Honours	30000

12		Chemistry Honours	30000
13		Physics Honours	30000
14		Physiology Honours	30000
15		Zoology Honours	30000
16		Electronics General	10000
17	Arts Group Morning	Bengali General	10000
18		English General	10000
19		History General	10000
20		Political Sc General	10000
21		Philosophy General	10000
22		Sanskrit General	10000
23	Education	B.Ed.	25000
		Total	445000

Agenda-6. Misc.

Resolution:

- IQAC coordinator represent the list of materials handed over by Ex- coordinator Dr. K.N. Mitra and informs that no data back-up is given by Dr. mitra to the new IQAC.
- It has also been noted that no information and no data back-up is in official laptop of IQAC.

The meeting ended with vote of thanks to the chair.

N. Sarker
28/03/2019
Principal
Katwa College

Internal Quality Assurance Cell



KATWA COLLEGE

KATWA - 713 130

PURBA BURDWAN

Tel.: (03453) 255049

E-mail : igackatcoll@gmail.com

Website : www.katwacollege.ac.in

NOTICE

Date:04/05/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 08/05/2019 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 28/03/2019.
- 2) To discuss about the road map of IQAC for the sessions 2018-19 & 2019-20 for AQAR submission.
- 3) Misc.


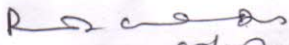


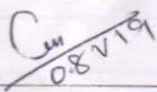
N. Sankar
Coordinator/Director 04/05/19
Katwa College

**Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman**

N. Sankar
Principal 04/05/19
& Chairperson, IQAC
Katwa College

**Principal
Katwa College**

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	
2	Dr. Nijamuddin Ali	Nijamuddin Ali 08/05/2019
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	 08/05/2019
11	Dr. Sutanu Kr. Chandra	
12	Sri Rabiranjana Sen	 8/5/19
13	Dr. Bharat Chandra Dalui	Bharat Chandra Dalui 08/05/19
14	Sri Subhajit Sanyal	Subhajit Sanyal 08/05/2019
15	Sri Utpal Das	 8/5/19
16	Sri Dulal Sarkar	Dulal Sarkar 08/05/2019
17	Sri Prosanta Barman	Prosanta Barman 08-05-2019
18	Sri Asit Kumar Mondal	 08/05/19

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

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

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 28.03.2019.

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

Agenda-2. To discuss about the road map of IQAC for the sessions 2018-19 & 2019-20 for AQAR submission.

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

It has also been resolved that the information backup for AQAR 2019-20 will be prepared from the beginning of the academic session.

Agenda-3. Misc.

Resolution:

- It was decided that IQAC coordinator meets all the respective committee conveners and departmental HOD for orientation & collection of necessary information related to AQAR 2019-20.
- It was decided that digital uniform data base of students will be prepared in E-camps software.

The meeting ended with vote of thanks to the chair.

N. Sarkar
04/05/2019
Principal
Katwa College