



INTERNAL QUALITY ASSURANCE CELL (IQAC) Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006

E-mail: kbcc_iqac1884@rediffmail.com

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Ph.: 033-2555 7102

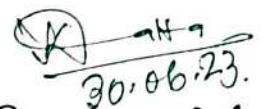
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Date: 30-6-2023

NOTICE

An IQAC meeting will be held on 03/7/2023 at 2.30 P.M. in the Principal's room. All members are requested to remain present. All HOD's are cordially invited to attend the meeting.


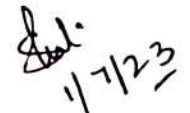
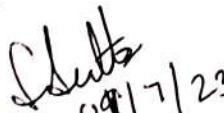
Anamika Nandy
Coordinator
IQAC


30.06.23.

Principal

Agenda :-

- 1) Grade Calculator Submitted
- 2) A&AR yearly Reports to be submitted within 31/7/23
- 3) A & A to be conducted for last five years
- 4) Value Added / Add On Courses to be conducted
- 5) Green Audit, Energy & Waste Audit to be completed
- 6) Misc.

 01/7/23
 11/7/23
 09/7/23

 01/7/23

 21/7/23



The following members were present in the meeting

1. ~~...~~ 03.07.23
2. Tapari Ghosh 03/07/23
3. Anamika Nandy 03/7/23 Coordinator, T&Ae
4. ~~...~~ 3.7.23
5. ~~...~~ 03.07.23
6. Aravinda Majha
7. ~~...~~ 3/7/23
8. S. Nandy 3/7/23
9. ~~...~~ 3/7/23
10. ~~...~~ 3/7/23
11. ~~...~~ 3/7/23
12. Jayeta Mullick 3/7/23
13. ~~...~~ 3/7/23
14. Chandrani Dutta 03/07/2023 (Non-Teaching)



Minutes of IQAC Meeting held on 03/07/2023 at 2:30 PM in Principal's Chamber

Agenda-1: Grade Calculator

IQAC Co-coordinator informed the members that the Grade Calculator as provided by department of Higher Education has been and forwarded to concerned authority from college mail. In this self evaluation format college scored B++ grade (2.81). All members appreciated the score and hoped college score would improve further.

Agenda-2: AQAR pending yearly report submission

On recent visit and discussion with Dr. T.K. Ghara, Nodal Officer, it was learnt that all pending AQAR must be submitted at the earliest. Co-coordinator informed that report of 2019-20 is almost ready for uploading. However reports of 2020-21 and 2021-22 need to be prepared very soon. Distribution of work is as follows:

B1. Curricular aspects	Prof. Payel Nandi, Prof. Tapasi Ghosh, Dr. Raja Ghosh
B2. Teaching, Learning & Evaluation	Prof. Tapasi Ghosh, Dr. Shubhra Upadhyay, Sri Gopal Mukherjee.
B3. Research Innovation and Extension	Dr. Shubhra Upadhyay, Prof. Payel Nandi
B4. Infrastructure and Learning Resources	Prof. Arabinda Mridha, Smt. Jayeeta Mallick, Dr. Raja Ghosh
B5. Student Support and Progresses	Prof. Sheuli Biswas Adhikary, Prof Anamika Nandy, Sri Sujit Deb
B6. Governance Leadership & Management	Smt Jayeeta Mallick, Prof. Sheuli Biswas Adhikary.
B7. Institutional Values and Best Practices	Prof Anamika Nandy, Prof. Arabinda Mridha
B8. Future Plan of Action	Prof Anamika Nandy, Prof. Arabinda Mridha, Dr. Shubhra Upadhyay

All members incharge of different criteria are requested to submit their criteria wise reports within 15th July 2023.

Agenda-3: Academic & Administrative Audit for last five years.

This should be completed on priority basis as informed by Dr. T.K. Ghara, Nodal Officer. A committee for this purpose has to be formed including Principals of other colleges. House requested IQAC Co-coordinator to informed each department about the necessary documents that need to be prepared for the Academic Audit. IQAC Co-



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coordinator requested to contact Dr. Jaydeep Sarangi, State Level Mentor & Principal, New Alipore College.

Agenda-4: Value Added / Add-On Courses.

IQAC Co-coordinator informed the house that the department of English and College Library have submitted proposals to organize Value Added courses for students both within and outside the college. The course organized by the English department will be a thirty hours VAC titled '*Effective Writing Skills*' to be held from 10/07/2023 to 15/07/2023. The course to be organized by the college library will be a thirty-six hour VAC titled '*Information Literacy in Digital Era: From www to ChatGPT*'. Co-coordinator also informed that the department of Hindi has also expressed eagerness to organize a VAC on spoken Hindi titled '*Bolchal ki Hindi Seekhien*' from 25/07/2023 to 31/07/2023. The closing ceremony will coincide with celebration of Munshi Premchand Jayanti Diwas on 31/07/2023. All proposals have been recommended and forwarded by IQAC to College Principal who would get the necessary approval from college G.B. Members wished great success to all these VAC's and encouraged other departments to come forward with similar proposals.

Geography department proposed an Add-on course on 'Python Software Language'.

Agenda-5: Green Audit, Waste Audit and Energy Audit

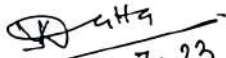
IQAC Co-coordinator informed the house that these Audit's have to be conducted mandatorily on a yearly basis. Members enquired as to which authority would conduct the audit and submit report. Principal requested the 'Beautification and Eco-friendly Campus Sub-committee to undertake this issue immediately. Dr. Raja Ghosh suggested that government fund allotted to NSS head may be utilized for this purpose.

Agenda: Miscellaneous

- a) Best practices issue raised a few suggestions from members.
 - i) College should work towards developing a green campus by extending the already existing practices like plastic free zone, planting of saplings in and around the college campus, exploring possibilities of rain water harvesting, reduce wastage of water and electricity among many others.
 - ii) Whether it was possible for college to offer facilities to differently abled persons like barrier free environment in the campus.
 - iii) Setting up of Sanitary Napkin Vending machine including Incinator, dry and wet waste separation facility.

- iv) College would take up the initiative in bringing children of nearby slums and nearby street dwellers to the college two days per week to impart academic and co-curricular training on a purely voluntary and charitable purpose. Dr. Raja Ghosh and Sri Sujit Deb voluntarily took up the responsibility of organizing such evening classes.

The meeting ended with vote of thanks to the chair.


03.07.23

Khudiram Bose Central College

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President
Debasis Mallick
M.Sc., LLB (Arbit)



Teacher-in-Charge & Secy
Dr. Shubhra Dubey (Upadhy)

Ref No. :

Date : 04/10/23

NOTICE

Meeting with the members of the NAAC Team will be held on ~~4th~~^{10th} October, 2023 at ~~2:00 noon~~^{2:pm} in the TIC's room to discuss the prospect of future NAAC visit 2024.

The IQAC Coordinator, Prof. Anamika Nandy is requested to remain present in this meeting.

Members of NAAC.

1. Dr Sriparna Dulla (Coordinator)
2. Dr Shilpa Nandy (Jt - Coordinator)
3. Dr Chandrani Dulla (Member)
4. Prof. Jyoti Singh (")
5. Prof. Rinjee Lama (")
6. Prof. Supreeta Mehta. (")


4/10/23

(Dr. Shubhra Dubey)
(T.I.C.)



IQAC Minutes of Meeting

Admission for 2023-24 shows huge vacancy which reflects a dismal picture. YUVA portal for internships.

1. Quantitative analysis. Office has to provide data.
2023-24, 22-23, 21-22, 20-21, 19-20, 18-19,
Current X Back Years.

She/he who does not give tuition fee is a drop out of the College.

June May

20-21 - All Activities of the Department.

21-22 - do -

22-23 - do -

A notice to be issued tomorrow mentioning year wise departmental activities for the academic years 2020-21, 2021-22, 2022-23.

For 2020-21 } English, Bengali, Hindi, History
2021-22 - } on Wednesday 11/10/23 ✓
2022-23 }

" } J.M.C Education Pol-Sc
Thursday 12/10/23

" } Commerce, Eco, Geography
13/10/23

Departmental Activities → Students Activities,
Teacher Activities, Participation, Presentation,
Organization, Student & Teacher Achievement,
Publication - either teacher, student, or department
Achievement - Sports, JPC, NCC
Departmental SWOC, Best Practice of Department



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Cells & Subcommittee reporting on 16/10/23

Departmental ex-students profile - to be included during year wise data.

Review of Departmental activities will be held on 16/10/23 at 1.00 PM

As there were no further agenda to discuss the meeting ended with vote of thanks to the chair

Anamika Nandy

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

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NOTICE

02/11/2023

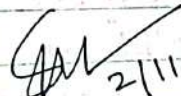
An emergent meeting of IQAC will be held on 03/11/2023 in the chamber of the TIC at 3.00 PM to discuss the following agenda:-

- 1) Uploading of all pending AQAR's
- 2) Students' feed back analysis
- 3) Upcoming NAAC visit
- 4) Misc.

Members are requested to remain present.

Anamika Nandy
Coordinator, IQAC

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006


2/11/23
T.I.C.



IQAC Minutes of Meeting

The following members remained present in the meeting:-

1. An 3/11/23
2. Anamika Nandy 02/11/23 Coordinator IQAC
3. Tapani Ghosh 02/11/23
4. Jayeeta Mukherjee 03/11/23
5. Sheuli Biswas Adhikary 3/11/23.
6. Jayel Nandi 3/11/23.
7. Arshinda Mridha 3/11/23
8. Sujit Das
9. Smita 2/11/23 (invitee member)
10. Shilpa Nandy 3/11/23 (invitee member)

It was unanimously decided that:-

1) Distribution of work regarding uploading of AQAR 2019-20 onwards has already been completed. Despite repeated reminders the pending work remains incomplete. The IQAC Coordinator expressed her concern that unless pending reports are uploaded preparation for forthcoming NAAC visit cannot be undertaken in full swing.

It was decided that all pending AQAR need to be uploaded by November 2023 at the latest. This matter is of serious concern and all members agreed that it was team work and not the sole responsibility of the IQAC Coordinator.

2. The IQAC Coordinator informed that student feedback for the year 2022-23 has been taken in physical form through filling up of a questionnaire. The analysis of the student feedback and submission of report is yet to be completed. It will be done as soon as possible. All IQAC members were requested to fill out an excel sheet



where students response should be noted. As this is a somewhat time consuming work, the members were grouped into small two member groups. All group were handed over sections of the filled out forms and asked to submit their report through mail. Finally the report would be prepared on the basis of the excel sheets submitted by the different teams. Invitee member Dr. Shilpa Nandy informed the house that students' feedback could not be collected during pandemic period i.e. 2019-20 and 2020-21 and she suggested that it should be mentioned in the college website. The librarian sayeta Mallick also stated that chronology must be maintained in the uploading of student feedback analysis and in the college website. The groups formed for the purpose:- 1) ABM & TO 2) AN & SBA 3) JM & PN. All groups need to submit their file by 15th NOV 2023.

3) Regarding impending NAAC visit it was suggested that few best practices need to be selected for eg: training could be given to ex-students who were part of college alumni to motivate current students through inter active activities. As college does not own any play ground it was suggested that MOU could be conducted with play grounds belonging to neighbouring schools / colleges / municipal corporations so that our college may benefit out of such MOU's. Another best practice which should find place is our commitment through charity towards society. The college performs social work each year under banner "We Care" that should be highlighted. Other areas that can be explored include women, health, community information service etc.

With this the meeting came to an end.

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President
Debasis Mallick
M.Sc., LLB (Arbit)




Teacher-in-Charge & Secretary
Dr. Shubhra Dubey (Upadhyaya)

Ref No. :

Date : 03/01/2024

NOTICE

The IQAC and NAAC Coordinator is requested to conduct meetings with the members of the Committee every Friday at a time suitable for all members to review the progress of work for forthcoming NAAC visit.


[Dr. Shubhra Dubey]

T.I.C. / Secretary
Khudiram Bose Central College
Kolkata-700006



IQAC Minutes of Meeting

The 1st meeting to be held every Friday had its first meeting on 05/1/2024 at 3.30 P.M. The members of IQAC & NAAE met as follows:-

1. GAN 05/01/2024
2. Anamika Nandy 05/1/2024, Coordinator, IQAC
3. Shukta 05/01/2024
4. Jayeta Mullick 05/01/24
5. Tapani Ghosh 05/01/24
6. Shilpa Wandy 05/1/24.
7. Arubonde Mousha 5/1/24

It was unanimously decided that:-

1. The IQAC Coordinator, Prof Anamika Nandy informed that at the beginning of the meeting she had been selected as NAAE coordinator in January 2021 and in the same meeting Dr Sriparna Dutta was selected as NAAE coordinator by the then Principal Dr Subir Kumar Dutta. Both were performing their duties accordingly. However in the meeting held on 22nd Dec 2023 it came to notice that NAAE peer team visit related all reports were to be completed and uploaded by March end 2024. In the said meeting Dr Sriparna Dutta suggested that same person should perform both duties of IQAC and NAAE coordinators and she suggested name of current IQAC Coordinator for this job. In this context Prof Anamika Nandy said that with impending NAAE visit it is advisable to remain in existing status of separate coordinators and this was accepted by all the members present. Members also agreed to work with full cooperation.

The meeting ended with vote of thanks to the chair



NOTICE

27/1/2024

A meeting of the IQAC and NAAC Committee will be held on 27/1/2024 at 2.00 P.M to discuss the following agenda:-

1. Submission by all departments a copy of AAA Report with necessary modification
2. Preparation of AQAR 2020-21 & 21-22.
3. Fixing a deadline such submission and distribution of criterion of work
4. Green Audit, Energy Audit, Gender Audit
5. Misc.

Anand 27/1/24

~~Dr~~ IQAC
Coordinator

IQAC Co-ordinator

Khudiram Bose Central College
Kolkata-700006

Shukla
27/1/24

S. Nandy
27/1/24

27/01/24

TIC
27/01/2024



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The following members remained present :-

1. Chair 27/01/2024
2. Anamika Nandy Coordinator, IQAC
3. Arzbeinda Boricha 27/01/24
4. Shilpa Nandy 27/01/24.
5. Shakti 27/1/24

Minutes of the meeting :-

Members unanimously decided that AAA Report in copy form to be submitted by all departments by 03rd February 2024 by 12-00 noon.

2023 Compilation of Data - 5th, 6th, 7th February 2024

uploading of A&AR by 10th Feb 2024

4. Dr. Shilpa Nandy informed upon consultation with Jt. DPI F.K. Ghara that Energy Audit can be conducted by Govt level authority like PWD, Jadavpur University, Elec. Engrg Dept.

For Green Audit, Botany or ENVS Dept. of C.U. may conduct it

Waste Audit & E-waste Audit College has MOU with DISHA. so it can be held.

Gender Audit → Women's Studies Centre of C.U.

Prepare Proforma.

To complete all such Audit by 28th February 2024.

5. Misc. Dates for submission of AAA Report of JMC, Bengali (Re submission), library (Resubmission) to be completed on 07/2/2024.

Meeting ended with vote of thanks to the Chair.

Anamika Nandy

IQAC Co-ordinator

Khudiram Bose Central College

Kolkata-700006

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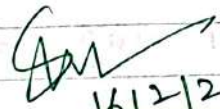


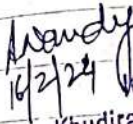
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NOTICE

A weekly meeting of the IQAC and NAAC committee will be held on 16/2/24 at 3.15 p.m to discuss following agenda

1. A report on queries sent to NAAC
2. Preparation of AQR 2020-21 & 21-22
3. Misc.


16/2/24
TIC


16/2/24
IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006

- 1.
2. Jayeta Mullick 16/2/2024
3. Arbinda Mridha 16/2/24
4. Sapari Ghosh 16/02/24
5. Chatterjee 16/02/24
- 6.



The following members remained present

1. GAN 16/2/24
2. Anamika Nandy 16/2/24 (Coordinator, IQAC)
3. Shukta 16/2/24
4. Jayeta Mulla 16/2/2024
5. Topai Ghosh 16/2/24

It was decided that:-

1. Queries which were raised have been answered mostly. The process of uploading AQAR for 2020-21 has begun. Part A has been filled out. However 2018-19 is still slowing as rejected.
 2. For preparation of AQAR 2020-21 & 21-22, Dr SD informed Abe and Dr SN will look after Criterion 4, 5 & 6 and will try to submit their report by next Friday. Criterion 1, 2, 3 will be handled by JM, AN & TB. Criterion 7 will be dealt with
 3. All Cells & Sub-Committees are to submit reports of their activities latest by next two working days
 4. House raised question of Green audit, Gender audit, e-waste audit and whether these would be conducted in the College. The TIC informed that Green audit would take place but informed house parties after website notification. The Coordinator expressed concern that AQAR was pending since 2020-21 and in spite of repeated reminders the IQAC-NAAC team was yet to begin preparation of report.
- The meeting ended with vote of thanks to the chair

Anamika Nandy
IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006



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Ref:

Date: 12-03-24

NOTICE

Meeting with members of reconstituted IQAC and NAAC team will be held on 18.03.24 at 2:30 pm in the TIC's room to discuss the following –

1. Uploading of AQAR(s)
2. Signing of MOU
3. MISC.

IQAC Coordinator

IQAC Co-ordinator
Khudiram Bose Central College

12/3/24
TIC
T.I.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006

Nihil boni sine labore



Meeting with members of ICAEC and NAAC
2:30pm in the TIC's room to discuss Status of
AAR Submission and plans for forthcoming NAAC VISIT.

Members present

1. Gan 18/3/24
2. Shukta 18/3/24
3. Arubinda Mohite 18/3/24
4. ~~Rishu~~ 18.3.24 #
5. ~~Shalini~~ 18.3.24
6. Jayeta Mullick 18/03/24
7. Topari Ghosh 18/03/24
8. Shilpa Dandy 18/3/24
9. A 18/3/24

1. uploading of AAR 2020-21 within 21st March, 2024
2. uploading of AAR 2021-22 within 20th March, 2024
2. Maximum number of MOU to be signed at the earliest.

Proposed colleges:

- ① Smendranath college for women / Any one.
- ② Smendranath college
- ② vidyanagar college (Any one)
- ③ Jogeshbandha Choudhury college
- ④ Santosh college
- ⑤ Hiralal Rajinder College
- ⑥ GIS University
- ⑦ SWAYAM
- ⑧ Lalitpur Girls College
- ⑨ ICWA
- ⑩ Goenta College of Commerce
- ⑪ Gish Chandra College
- ⑫ Bangaloni College
- ⑬ APC college
- ⑭ BITM
- ⑮ Ram Mohan Library
- ⑯ City College
- ⑰ Muralidhar Girls' College



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(18) South Calcutta Girls' college

(19) Rani Birla college.

(20) MIES

(21) ACA^{OF} MECIS

4. MISC

a. Feedback Proforma to be revised for 2020-21.

b. PO for Hom. will be prepared by SD Madam.

c. Code of conduct should be reflected and to be prepared by Shilpa Madam within 19/03/24 (10 am)

d. Written proposal to be submitted by the librarian for library and by Shilpa Madam for beautification of the colg.

Read & Confirmed:

1. Anu 18/3/24

2. Shubh 18/3/24

3. Nijus 18.3.24

4. Ananda Mohan 18/3/24

5. Jayeeta Mukherjee 18.3.24

6. Shilpa Nandy 18/03/24

7. Tapasi Ghosh 18/03/24

8. ~~18/3/24~~



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Ref:

Date: 23-03-2024

NOTICE

Meeting with members of IQAC and NAAC team will be held on 28.03.24 at 2:30 pm in the TIC's room to discuss the following –

1. Status of Uploading of AQAR(s)
2. Status of CAS of Teachers
3. Progress in NAAC work
4. MISC.

IQAC Coordinator

IQAC Co-ordinator
Khudiram Bose Central College

T.I.C. / Secretary
Khudiram Bose Central College
71/2A, Bidhan Sarani,
Kolkata-700006

Meeting with members of IAC and NAAC team held on 28.03.24 at 2:30pm in the Library to discuss the given agenda.

Members Present

1. ~~Asubinda Aritha~~ 28-03-24 7. ~~58/24~~
2. Jyoti goswami 28/03/24
3. Jyoti Mullick 28/03/24.
4. ~~Rishu~~ 28/03/24.
5. ~~Sultra~~ 28/03/24
6. Dr. Shelpa Nandy & Dr. Subrata Kumar Mallik joined online.
(<https://meet.google.com/hdv-bmnm-yuw>)

T.I.C. Dr. Shubra Upadhyaya (Dubey) asked Dr. Sriparna Dutta, IAC coordinator to conduct the meeting as she will not be able to remain present in the meeting due to some official work. The meeting was held in the Library as the T.I.C.'s room was not available for meeting.

1) Status of Uploading A&AR(s) -

a) The new IAC and NAAC team was reconstituted on 11 March 2024. This new team held its first meeting on 18 March 2024. At this time of meeting files were not handed over to the new team. However, the new team was hopeful that it would be able to complete A&AR 2020-21 work by 21 March 2024.

b) On reviewing files, that was handed after 18 March the team realised that plenty of work remained incomplete and also untouched.

c) The minutes of the meeting book was blank for the session 2020-21. Minutes had to be constructed from chat history of online meetings held in 2020-21 and some notes that were preserved from that period.

d) From the year 2020-21 A&AR ~~is~~ is to be submitted in a new format and requires many data templates



and write ups

^ to be prepared.

c) This Committee is also faced with a challenge as from 2023 Students' Data Management Software has changed. The Committee is facing difficulty in generating old data of 2020-21.

However, inspite of all difficulties the team is trying its best to complete NAAC work of 2020-21 and almost 50% is done.

The members of the committee resolved to be quick and alert in completing the work at the earliest.

2) Status of CAS of Teachers -

The four incumbents -

- 1) Dr. Subrata Kumar Maitik - Stage 3 to Stage 4
- 2) Prof. Shanti Kumar Adhikary - Stage 2 to Stage 3
- 3) Prof. Jyoti Ghosh - Stage 1 to Stage 2
- 4) Dr. Bishnu Sikder - Stage 1 to Stage 2

had submitted their CAS papers to IAAC.

The committee reviewed their papers on 23 March 2024 in their presence.

Their papers were found to be in order and were signed by the IAAC coordinator.

The coordinator communicated this verbally to the TIC and asked her to proceed with their selection/screening as per rule.

The papers were handed over to the TIC for her signature.

3) Progress in NAAC work -

The college is parallelly getting ready to face NAAC peer team. As part of preparation for this the Librarian and the Convener of Beautification Committee, are asked to submit their proposal for improvement.

4) Misc

a) Smt Jayeta Mukherjee raised the meeting that was



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conducted by our State mentor, Dr. Jaydeep Sarangi on 21-03-24. Sriparna Dutta said that Dr. Sarangi has asked colleges to submit IIA by 15 April 2024. He further asked colleges to complete their preparation and uploading of all pending AGARs and proceed towards NAAC.

b) Smt. Jayeeta Mullick asked Sriparna Dutta to issue notice to all depts. and conveners of Cells & Committees.

i) Submit report of all activities conducted in the year 2023-24. If any dept is still planning any activity in this academic session they are requested to do so at the earliest.

ii) Submit proposal for next academic session with approximate budget.

c) The Committee also decided that ATR will be taken up towards end of current academic session.

Meeting ended.

Read and Confirmed
28/3/24

Rijunghosh

Japani Ghosh 28/3/24

Shukla 28/3/24

Read and Confirmed
Jayeeta Mullick
28/3/24

28/03/24



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Ph.: 033-2555 7102

Ref:

Date: 03-04-24

NOTICE

Meeting with members of IQAC and NAAC team will be held on
04.04.2024 at 2:30 pm in the TIC's room to discuss the following –

1. Submission of AQAR 2020-21.

S. H.
03/04/24

IQAC Coordinator

TIC



Khudiram Bose Central College
71/2A, Bidhan Sarani, Kolkata-700006
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Meeting held on 04.04.2024 to discuss and finalise uploading of A&AR 2020-21 on 04.04.24.

Members Present

1. Shukla 4/4/24
2. Shilpa Bandy 04/4/24
3. Jyoti Ghosh 04/04/24
4. Anubrata Mohanta 4/4/24
5. Rishmi 4.4.24
6. Subrata Kumar Mallik 4/4/24

IAAC coordinator showed the total report to TIC. The report was approved by her. After this the IAAC team submitted the report.

Shukla
4/4/24

S. Nandy
04/4/24

Jyoti
04/04/24

Anubrata
4/4/24

Rishmi
4.4.24

Subrata
04.04.2024



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Ref:

NOTICE

Date: 05-04-2024

Meeting with members of IQAC and NAAC team will be held on 12.04.24 at 11:00 am in the TIC's room to discuss the following -

1. Preparation of AQAR for 2021-22 and 2022 - 23
2. Misc.


5/4/2024
IQAC Coordinator

TIC



Meeting held on 12.04.2024 at 11:30am in the T.T.C's room.

Members Present

- 1.
2. Jayeeta Kundick 12/4/2024
3. Aravinda Mondha 12/4/24
4. Subrata Kumar Mallik 12/04/24
5. Tapasi Ghosh 12/04/24
6. Shukla 12/4/24
- 7.
8. DR. RITA GHOSH joined online - <https://meet.google.com/khr-naxo-ppj>.

1) Preparation of AOR - 2021-22 and 2022-23.

- In period 2021-22 two meetings were held online and all data is to be found in chat history. Two meetings were held offline. These 4 meetings to be uploaded.
- MOM for 2022-23 also to be prepared for uploading.

2) Misc.

- CO to be prepared based on actual data available. Also mention no. of students appeared for that particular semester exam.
- Letter to go to Calcutta University asking for subject officiation document for purpose of uploading IIR.A.

Read & accepted

Shukla 12/4/24
12/4/24

12/4/24

12/4/24



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Notice

Meeting with members of IQAC will be held on 26.04.24 at 3:00 pm in the TIC's room to discuss the following –

1. Submission of AQAR 2021-22
2. Preparation of AQAR 2022-23
3. Completion of AQAR 2017-18 as per inquiry.
4. Review of Plan of Action 2022-23
5. Review of feedback - a) Students b) Teachers
6. Preparation of IIQA
7. MISC.

IQAC coordinator

TIC



Meeting scheduled on 26th April 2024 was not held as TIC was not able to remain present. No future date set for meeting.

Shubra 26/4/24
Rishmi 26/4/24
Rishmi 26.4.24
Jaycelā Mullick 26/4/24

Meeting with members of IAAC held on 29.04.24 at 2:00 pm in the IAAC room to discuss uploading of AAR for 2021-22.

Members present

1. Shubra
2. Jaycelā Mullick 29/4/24
3. Shripa Nandy 29/4/24
4. Anshika Mridha 29/4/24
5. Subrata Kumar Mallik 29.4.24
6. Tapai Ghosh 29/04/24
7. Rishmi 29.4.24

- The meeting to upload AAR 2021-22 was scheduled to be held on Friday 26th April 2024. The meeting was not held as TIC madam was not able to remain present. She asked for ID and Password so that she can check the report and convey her feedback to IAAC.
- ID and Password were emailed to her on Saturday 27 April 2024.
- Till now, 29 April 2024 2:45 pm the IAAC is yet to get some feedback from her. She has not communicated with any team member.
- The IAAC team decided that the team will wait for some response from her till 30 April 2024.



After that the team will communicate with President of G.B. ^{VIA email} and explain to him the exigency of the situation. The report of AAR 2021-22 will get uploaded after this. The team will clearly state in this communication the necessity of quick uploading of AAR and the consequences of delay.

Agreed
Chatterjee
29/4/24
Biswas
29.4.24

29/04/24

29.4.24

29/4/24

Jayelā Kulkicki
29/4/24.

29/4/24

— X —

Meeting on 30-04-2024 at 2:30 pm in IAAC room to review and upload AAR 2021-22.

Members present

1. Chatterjee 30/04/24
2. Arubinda Mishra 30/4/24
3. ~~Pravin~~ 30/4/24
4. Biswas 30.4.24
5. Jayelā Kulkicki 30/4/24
6. Shilpa Nandy 30/4/24
- 7.

The AAR for 2021-22 was placed before members again. The members unanimously decided that there cannot be any further delay in uploading of AAR 2021-22. It was decided that the report will get submitted today, 30 April 2024 at the end of



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The meeting. The team wants to proceed with completion of AACAR 2022-23 and after that submitting IIAA.

Secy. Rijam
30.4.24

AR
30/04/24

Arin
30/4/24

Jayeta Kullick
30/4/24

Shilpa Nandy
30/4/24

— x —

Emergency meeting of IOAC was held on 03/05/2024 at 3 p.m. at in library to discuss the queries related to 2021-22 and further proceedings.

Members Present.

1. Shilpa 3/5/24
2. Japani Goshw 3/5/24.
3. Subrata Kumar Mallik 3/5/2024
4. Arabinda Mridha 03/05/24
5. Jayeta Kullick 03/5/2024.
6. Shilpa Nandy 03/05/24

1. The AACAR which was uploaded on 30/4/24 of 2021-22 has been reopened for editing which has been briefed by Shilpa Nandy to the IOAC. The queries should be met and re-submitted within five days.

2. The AACAR 2022-23 is expected to get uploaded by 7th May, 2024. After that IOAC Committee decide to filled up IIAA with a requisite fee. The Coordinator will know the IIAA fees and will approach the head of the institution for further proceedings.