

**MINUTES OF THE MEETING OF THE
INTERNAL QUALITY ASSURANCE CELL,
KRISHNAGAR GOVT. COLLEGE**

HELD ON 18.07.2019

Venue: Principal's Chamber

Time: 01.00 pm

AGENDA:

- a. Plan of action to be adopted for academic session 2019-20
- b. Preparation of Academic Calendar for academic session 2019-20
- c. Processing of CAS file of Dr.Sumana Das, Department of Zoology
- d. Matters Arising

Deliberation:

Dr.Sobhan Niyogi, Officer-in-Charge, Krishnagar Govt. College urged Dr.Chaitali Chaudhuri, Co-ordinator, IQAC to begin the discussion. Dr. Chaudhuri requested to all members of the IQAC to propose plan of action for the current academic Session . Dr. Amaresh Mandal, Secretary, Teachers' Council to propose a plan of action to implement the same during the academic year.

. Dr.Amaresh Mandal, Secretary, Teachers' Council, Krishnagar Govt. College continued the meeting by taking up the first agendum i.e. "Plan of action adopted for academic session 2018-19"by offering a brief overview of the plan of action to be adopted to tackle the challenges likely to arise in the academic session 2019-20. The course of action proposed may be itemised below:

- A) 1.To encourage and implement pro-environmental projects during the academic session such as Rain Water Harvesting projects. Dr. Sharmistha Maity also stressed on the importance of adopting such Environment-friendly programmes to maintain the high standards the college must aspire to in the upcoming NAAC evaluation.
2. To give due impetus to the participation of the faculty members of the college, under various departments, in Seminars, Workshops and Training Programmes aimed at furthering the better management of the newly implemented UG-CBCS programme, as outlined by the University of Kalyani.
3. To try to improve the security of the college, especially in order to prevent undue intrusion of outsiders, to preserve the desirable academic environment of the college. IQAC resolved to set plans afoot for the construction of a Boundary Wall around the campus of the institution in this regard. The Officer-in-Charge Dr.Sobhan Niyogi also added that the issue of intrusion of outsiders had to be dealt with in a strict and uncompromising manner.

4. To pursue the completion of the construction of buildings inside the campus such as extension and renovation of the Mathematics Building and the Students' Toilet Block, as well as the Women's Hostel.
5. To facilitate the development of Library Services in the institution by improving the purchase, cataloguing and distribution of books and e-resources.
6. To promote various extension activities through the NSS of the college, such as Campus Cleaning Programme, Blood-Donation Camps, Health Awareness initiatives, etc.
7. To organise a year-long programme to commemorate the 175th Anniversary Celebrations of Krishnagar Govt. College, proposed to commence from the Inaugural Programme scheduled to commence from 27th of November, 2019 (Foundation Day of the College). This programme, aimed at acknowledging the historical contribution of this famed institution towards Higher Education, will include various Academic and Cultural Events, which are to be hosted through the joint efforts of the students and the teaching faculty of the various departments of this institution. IQAC proposed that a dedicated 175th Anniversary Celebrations Committee be formed to manage various aspects of this event. IQAC has also resolved to maintain liaison with the Alumni Association of the college and various other stakeholders to smoothen the elaborate process.
8. To continue the system of collecting structured feedback from Parents/ Guardians through organizing Parent-Teachers' Meetings and rigorously analysing the data received thereof.
9. To make efforts towards the extension of the Language Lab of the Department of English by improving and maintaining equipment and computers.
10. To facilitate the extension of Gymnasium facilities in the college, along with the Health Centre Unit of the college.

B) In the discussion on the second agendum, Dr.Chaitali Chaudhuri, Coordinator, IQAC notified requirement of revision of routine for successful continuation of CBCS System. He mentioned inclusion of routine committee members in the upcoming meeting of all Heads of Departments. Smt. Indrita Saha advised that a meeting with the respective Heads of different Arts and Science departments of the college was necessary to co-ordinate the revision of the routine.

C) For the third agendum of the meeting, IQAC thoroughly checked and recommended forwarding the CAS file of Dr.Sumana Das, Assistant Professor, Dept. of Zoology (Stage 3 to 4) to the next step.

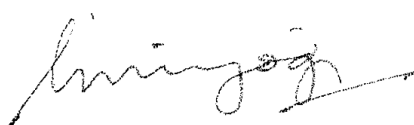
D) The meeting then proceeded to its final agendum i.e. Matters Arising. In this section, IQAC discussed anti-ragging measures adopted by the institution at the time of new Undergraduate and Postgraduate admissions. Apart from an anti-ragging undertaking included in the Application Form during admission, IQAC prescribed measures such as better and more clearly visible Anti-Ragging notification in

campus premises to alert students towards the uncompromising stance of the institution regarding the nefarious practice of Ragging.

Resolutions Adopted

It was therefore resolved that:

- a. The Plan of Action proposed by the IQAC would be implemented during the length of the academic session 2019-20.
- b. A meeting of all Head of the Departments would be organized to restructure the syllabus by keeping the Semester time -frame in mind. This would also include members of the Routine Committee who would be thereafter entrusted with the responsibility of creating a routine for the academic session keeping the Semester format in mind.
- c. CAS file of Dr. Sumana Das would be processed and forwarded as speedily as practicable.
- d. Anti-ragging measures such as more explicit notification on campus (to increase awareness about the grave offence of Ragging) are to be adopted.


Chaitali Chandra

Anuresh Panday
Sarmistha Meity

Indrita Saha

Smit Shon

Gopal Das

Anindita Halder

**MINUTES OF THE MEETING OF THE
INTERNAL QUALITY ASSURANCE CELL,
KRISHNAGAR GOVT. COLLEGE**

HELD ON 13.09.2019

Venue: Principal's Chamber

Time: 02.00 pm

AGENDA:

- a. 175th Anniversary Celebrations of Krishnagar Govt. College
- b. Processing of CAS file of Dr.Sutapa Sanyal, Department of Zoology, Krishnagar Govt. College
- c. Matters Arising

Deliberation:

Dr.Sobhan Niyogi, Officer-in-Charge, Krishnagar Govt. College urged Dr.Chaitali Chaudhuri, Co-ordinator, IQAC to begin the meeting. Dr.Chaitali Chaudhuri and Dr.Amaresh Mandal thereafter continued the meeting by taking up the first agendum i.e. "175th Anniversary Celebrations of Krishnagar Govt. College" by offering a brief overview of the plan of action to be adopted to tackle the challenges in the smooth execution of the same. The Inaugural Celebrations, starting on 27th November, 2019 (Foundation Day of the College) would include :

- (a) Cultural Programmes and Seminars
- (b) Speeches by eminent dignitaries
- (c) Procession by students and teaching staff across Krishnagar town
- (d) Musical concerts by eminent artists
- (e) Publication of a commemorative Souvenir Volume for the event.

Dr.Amaresh Mandal proposed that the 175th Anniversary Celebrations Sub-committee would act as the major co-ordinators of the said events, along with due co-operation from all teaching and non-teaching staff of Krishnagar Govt. College.

Dr.Pintu Banerjee supported Dr.AmareshMandal's proposal and stressed on the need for a dedicated sub-committee to manage the 175th Anniversary Inaugural Celebrations.

Dr.Kalidas Das also emphasized on the importance of sending a positive message to the general public of Krishnagar town and the adjoining areas regarding the eminent contributions of this institute in the field of higher education.

2. In the discussion on the second agendum, IQAC reviewed and resolved to expedite the processing and forwarding of the CAS file of Dr.SutapaSanyal, Assistant Professor, Department of Zoology (Stage 2 to 3)

3. The third agendum i.e. "Matters Arising" consisted of discussion among IQAC members regarding improving the management of several scholarships for students operational at the moment, namely the **Swami Vivekananda Merit-cum-Means Scholarship** (Department of Higher Education, BikashBhavan), **Kanyashree Scholarship** (Govt. of West Bengal) ,

Aikyashree Scholarship (West Bengal Minorities Development & Finance Corporation) and the **Backward Classes Welfare Development-Oasis Scholarship** (for SC, ST and OBC students) . Dr.SharmisthaMaity added that the college must ensure that maximum number of students are made aware of applying to these scholarships and see to the proper disbursement of these funds to the students availing of them.

Resolutions Adopted

It was therefore resolved that:

- e. A dedicated sub-committee named “175th Anniversary Celebrations Committee” will be drawn up by Dr.AmareshMandal, Secretary, Teachers’ Council and be subsequently ratified by all members of the Teachers’ Council in the next Teachers’ Council meeting.
- f. CAS file of Dr.Sumana Das would be processed and forwarded as speedily as practicable.
- g. IQAC emphasized to ensure the proper execution and disbursement of different scholarships.



Government of West Bengal
Office of the Principal

Krishnagar Government College

Krishnagar, Nadia, PIN - 741101

Phone: 03472-252863/252810 Fax: 03472 252810

Email: kgcollege1846@gmail.com

Website: www.krishnagargovtcollege.org

Memo No.....667.....

Date13/09/2019..

Resolution of IQAC

A meeting of IQAC was held on 13-9-19 at Principal's chamber to evaluate the CAS file of Dr. Sutapa Sanyal, Assistant Prof. (Grade-2) in Zoology. Her file was checked thoroughly and properly. The Committee further decide to recommend her file for further process.

Members Present :

1. *[Signature]*
2. Chaitali Chaudhary
3. Anuresh Pandey
4. Sarmita Meity
5. Smita Sen
6. Gopal Das
7. Anindita Halder

Chaitali Chaudhary

Co-ordinator, IQAC
Krishnagar Govt. College

[Signature]
Officer-in-Charge
Krishnagar Govt. College
Officer-in-Charge
Krishnagar Govt. College
Krishnagar

KRISHNAGAR GOVERNMENT COLLEGE

DATE: 17.02.2020

VENUE: PRINCIPAL'S CHAMBER

TIME: 1 P.M. ONWARDS

AGENDA:

1. Progression of the activities of the cell.
2. Preparation of different Departmental Profiles
3. Student Feedback and Parent-Teacher Meeting
4. CAS files of 5 faculty members
5. Matters Arising.

- It was resolved by the Cell that AQAR 2017-2018 and 2018-2019 are to be prepared and uploaded on the website .
- It was also resolved that the resolutions of meetings of the IQAC would be uploaded on the website.
- The following names were proposed to be included in the IQAC:
The District Magistrate (Member from Management/ GB)
Dr. Kalidas Das (Member from Teaching Faculty)
Executive Engineer PWD (1st member from Senior Administrative Officer; 2nd member to be decided later)
Mr. Khagendra Dutta (Member from Student Body or Alumni Association)
Dr. Sudhir Chakraborty (Member from Local Society)
- It was resolved that the departmental academic audit report (including Departmental Profiles, Student Feedback and Parent Teachers' Meeting data) would be collected from all departments in the specified format for the consolidated period of 5 years i.e. July 2015 to June 2020.
- It was resolved that regular maintenance of the medicinal plant garden and cleanliness of the campus to ensure a Green Campus would be given priority. Also the construction of a Nature Park beside the Dept. of Bengali would be done.
- It was resolved that the digitization of the library would be done soon and two newspapers, Bengali and English would be subscribed to.
- The CAS files of 5 faculty members were checked. 5 faculty members were :
Dr. Sujit Kr. Ghosh, Asst. Prof. of Mathematics; Dr. Pranab Kr. Bhattacharyya; Asst. Prof. of Mathematics, Dr. Subrata Rana, Asst. Prof. of Statistics; Dr. Debojyoti Saha, Asst. Prof. of Chemistry and Dr. Subhadip Nath, Asst. Prof. of Physics.

Deliberations:

- The **IQAC co-ordinator suggested** that initiatives should be taken to **build a ramp** for every departmental building and hostel.
- It was also **proposed** that steps should also be taken for **rainwater harvesting** in the college (if possible, with the construction of an underground tank for storage), and installation of **solar panels** on roofs of the buildings. The **Officer-in-Charge** informed the House that it could be difficult to install solar panels on roofs of old buildings, but a proposal and budget could be prepared for installation on the Physics building roof.
- It was **proposed** that if a fund of around Rs. 10000, for each department could be arranged, then **NSS activities and students' seminars** could be organised in the college, with guest resource persons.
- It was proposed that students could be given **appreciation certificates** for securing 1st, 2nd and 3rd positions in college-level exams, on a particular Prize Day ceremony.
- It was also **proposed that the IQAC room could be modernised** with the installation of a another computer, and faster internet services.

The meeting ended at 3.30 p.m.

Members Present :

[Signature]

Indira Halder

Anuresh Pandey

Arumisha Meity

Smit Shri

Gopal Das

Indira Saha