

**MINUTES OF THE MEETING OF THE  
INTERNAL QUALITY ASSURANCE CELL,  
KRISHNAGAR GOVT. COLLEGE  
HELD ON 10.07.2018**

**Venue:** Principal's Chamber

**Time:** 02.00 pm

**AGENDA:**

- a. Plan of action adopted for academic session 2018-19
- b. Newly introduced UG-CBCS Course implementation related matters.
- c. Processing of CAS file of Dr. Ivy Kundu, Asst. Prof. of Zoology
- d. Matters Arising

**Dr. Sobhan Niyogi**, Officer-in-Charge, Krishnagar Govt. College commenced the meeting by stating that the newly introduced UG-CBCS course under the University of Kalyani would be introduced in this academic session. Under such circumstances, he urged Dr. Amaresh Mandal, Secretary, Teachers' Council and Dr. Chaitali Chaudhuri, Coordinator, IQAC to propose a plan of action for the academic year 2018-19.

1. **Dr. Chaitali Chaudhuri** 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 2018-19. The course of action proposed may be itemised below:
  - i. To incorporate all stakeholders of the institution for assessing the performance of the college.
  - ii. To implement, in proper manner, the newly introduced UG and PG-CBCS curricula as per the guidelines fixed upon and thereafter notified, by the University of Kalyani.
  - iii. To process the pending CAS files for promotion of several teachers of the college.
  - iv. To promote various extension activities under the NSS.
  - v. Adopting measures to implement greater security within the college.

Dr. Mandal add that the Institution was in the process of absorbing the introduction of the CBCS syllabus by the Kalyani University since July 2018 across both PG and UG programmes in Arts and Science streams in Semester Examination format.

2. The second agendum of the meeting was then taken up i.e. **"Newly implemented UG and PG-CBCS Course implementation related matters"**. The Officer-in-Charge urged IQAC Coordinator and Secretary , Teachers' Council to attend the seminar organized by Kalyani University on CBCS System.

IQAC Coordinator **Dr. Chaitali Chaudhuri** suggested the Officer-in-Charge to meet all Head of the Departments to restructure the syllabus by keeping the Semester time -frame in mind. Further, she asked the Secretary, Teachers' Council to organize a Teachers' Council meeting in this context.

**Dr. Amaresh Mandal**, the Secretary, Teachers' Council 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.

According to the PG-CBCS Syllabus of University of Kalyani, History, Economics and Physiology had been introduced as PG-CBCS subjects for PG 2<sup>nd</sup> semester students. IQAC suggested

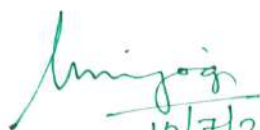
incorporation UG and PG-CBCS Committee (Academic) for efficient conduction of the examination system.

3. For the third agendum of the meeting, there was detailed discussion by the IQAC Coordinator regarding about G.O. No. 1373–Edn (CS) dated 07.12.2017 of Career Advancement Scheme. She also discussed issues related to the **CAS file of Dr. Ivy Kundu** and urged all incumbents whose CAS files were due to submit their complete files to IQAC.
4. The meeting then proceeded to its final agendum i.e. **Matters Arising**. In this section, mainly the problems encountered regarding the delay in processing to CAS files were discussed at length. It was also suggested by members of IQAC that there was the need for organizing a seminar related to Career Counselling could be beneficial to the students.

### Resolutions Adopted

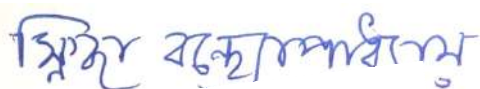
It was therefore resolved that:

- a. IQAC Coordinator and Secretary , Teachers' Council would attend the seminar organized by Kalyani University on UG and PG-CBCS System.
- 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. A meeting of the Teachers' Council, Krishnagar Govt. College would be organized for specifically addressing the implementation of the UG and PG-CBCS system.
- d. UG and PG-CBCS Committee (Academic) would be incorporated for efficient conduction of the examination system
- e. CAS file of Dr. Ivy Kundu would be processed as speedily as practicable.

  
10/7/2018

Gopal Das

Chaituli Chaudhary



Kauslika Sarkar

Ajanta Mukherjee

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

**HELD ON 15.03.2019**

**Venue:** Principal's Chamber

**Time:** 01.00 pm

**AGENDA:**

- a. Mentoring of Plassey College, Plassey, Nadia
- b. Antiragging monitoring and publicity in the campus.
- c. Processing of CAS file of Dr. Sharmistha Maity and Dr. Achintya Mohan Goswami
- d. Matters arising

1. Dr. Sobhan Niyogi, the Officer-in-Charge informed IQAC that a letter from IC of Kalyani University dated 05.03.2019 has been received by Krishnagar Govt. College for mentoring Plassey College for their preparations for NAAC. The Officer-in-Charge requested the coordinator of IQAC to attend the meeting along with him. After some deliberation, it was decided that a three member team, comprised of the Officer-in-Charge, the IQAC Coordinator and the Secretary, Teachers' Council, would visit Plassey College to aid them in facing their upcoming NAAC visit.
2. For the second agendum of the meeting, IQAC Coordinator Dr. Chaitali Chaudhuri stated that Antiragging monitoring and publicity by way of displaying Flex notices are to be done from the coming academic session. IQAC coordinator also recommended to escalate the awareness against ragging as per UGC guideline among all students. She advised Officer-in-Charge to call a meeting with disciplinary committee and anti-ragging committee of the college regarding this matter and also to circulate a notice regarding anti-ragging in College. She also suggested to introduce some rules against ragging as regulations at the time of UG and PG admission of the college.
3. The meeting then proceeded to its third agendum i.e. "**Processing of CAS files of Dr. Sharmistha Maity and Dr. Achintya Mohan Goswami**". Both of the said incumbents were advised with reference to the issues encountered in their respective CAS files. A few suggestions were also offered by **Dr. Chaitali Chaudhuri**, IQAC Co-ordinator regarding the incomplete aspects of their CAS files.
4. In discussing the fourth agendum i.e. "**Matters Arising**", where it was suggested by IQAC that all departments must maintain the following (a) Departmental records (b) Records of Parents-Teachers' Meeting (c) Syllabus distribution (d) Teaching plans of the teachers  
IQAC also recommended continuous internal assessment to identify students' progress.  
IQAC further recommended to take students' e-mail id to as a part of students' profile from now on.

**Dr. Chaitali Chaudhuri**, the IQAC coordinator apprised about the marks uploading system of internal examinations of UG CBCS System by utilizing university software. She also requested the Officer-in Charge to inform the H.O.DS about this matter in advance.

### Resolutions Adopted

After deliberation on the various agenda of the meeting, it was resolved that

- a. A three member team, comprised of the Officer-in-Charge, the IQAC Coordinator and the Secretary, Teachers' Council, would visit Plassey College on to aid them in facing their upcoming NAAC visit.
- b. Prompt action ought to be taken with regard to a complaint received, of ragging and harassment, from a case in the Old Hindu Hostel, along with raising greater awareness, especially among newly admitted UG and PG students regarding prevailing anti-ragging laws on campus through an official notice from the end of the college
- c. The processing of CAS files of Dr. Sharmistha Maity and Dr. Achintya Mohan Goswami should proceed as speedily as practicable.
- d. All academic departments of the college must maintain the following : (a) Departmental records (b) Records of Parents-Teachers' Meeting (c) Syllabus distribution (d) Teaching plans of the teachers
- e. Continuous internal assessments to identify students' progress ought to commence in all departments.
- f. Records of students' e-mail IDS also must be maintained, as a part of students' profile from now on.

*Mingoji*  
15/03/19.

*Kausik Jankar*

*Ajanta Mukherji*

*Anuresh Mandal*

*Biswanath Mandal*

*Smit Ghosh*  
*Chaitali Chaudhuri*



Government of West Bengal  
Office of the Principal

## Krishnagar Government College

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Memo No. ....

Date 2.11.18

IOAC Meeting was held on 2.11.18.  
Members were present to discuss the  
proceedings of Career Advancement of Dr.  
Balai Chandra Das., Assistant Professor of  
Geography of this college. His file has  
been properly scrutinized and thoroughly  
checked. It has been resolved that,  
University may consider this case  
and may send the names of two  
(2) subject experts for further proceedings.

### Members Present :

1. Jyotirmoyi 02/11/18.
2. Chaitali Chatterjee 2/11/18
3. Biswanath Mandal 02/11/2018
4. Anuresh Mandal 02/11/2018
5. Kaushik Sarma 02/11/18
6. Sujit Ghosh 02/11/2018

MINUTES OF THE I.G.A.C. MEETING HELD ON 03.12.2018  
at 1.30 pm.

The last IBAC committee tenure has expired in September '18, thus a fresh IBAC committee has been formed by the OIC through the office order no. 868 dated 30<sup>th</sup> Nov, 2018. The ASAR of 2017-18 is expected to be uploaded by March, 2019.

The record of events to be maintained for NAAC. Officially NAAC is due in 2020, thus last three year data is required.

65% evaluation will be based on report and only 35% significant on visit.

Every department should have their own departmental mail id in the format sub. nge 1846 @ gmail . com . Student feedback and database to be maintained in the mail.

Student feedback can be obtained during Parents' Teacher Meeting.

IBAC will have to take initiative to organize the 175<sup>th</sup> anniversary of the institution.

Seminar under the banner of IBAC.

In 2017-18 sports was not held and special camp by NSS was not held. Students' activity needs to be encouraged to shadow the effects of the ragging.

Report for grievances and sexual harassment.

Replacing the tubelights by LED.

Formatting the website, increasing the space.

Format for feedback form to be designed.

Special camp (NSS) to be organised.

External members with reference and emphasis on NAAC.

A letter to DR requesting his membership.

Sudhir Chakraborty, Basudev Mondal, GS, PWD (executive engineer).

Weaknesses as pointed out during NAAC-2015.

1. Girls hostel
2. Lamp
3. Library (no newspaper).
4. Preservation of rare books - digitization and fumigation.
5. Toilet
6. Smart office
7. Understaffed.
8. Provision for drinking water

Minutes of the ISAC Meeting held on  
3.12.2018 at 1:30 pm.

\* Members present & in 1st meeting  
of newly formed ISAC.

1. ~~Amiraji~~ 3.12.18.
- 2.
- 3.
4. Chaitali Chaudhuri
5. Anaresh Mandal 03/12/18
6. Biswanath Mandal 03/11/18
7. Sujit Ghosh 03.12.18
8. Sutejra Sanyal 3-12-18
9. Usmi Roy 3.12-18
10. Indrila Saha 03/12/18

**KRISHNAGAR GOVERNMENT COLLEGE**

**IQAC MEETING**

**DATE: 08.03.2019**

**VENUE: CONFERENCE HALL**

**TIME: 10.30 A.M. ONWARDS**

**MINUTES**

**AGENDA:**

1. The New Regulations of NAAC
2. Preparation of Departmental Profiles
3. Student Feedback and Parent-Teacher Meeting
4. Updating of College Website
5. Matters Arising.

**Deliberations:**

- The **IQAC co-ordinator, Dr. Chaitali Chaudhuri** informed the members about the new regulations of NAAC pertaining to affiliated colleges, and the need to score 60 percent out of 1000 marks to qualify for uploading the SSR. She also highlighted the importance of maintaining records like the minutes of the sub-committee meetings, uploading of data alongside supporting documents on the college website, as well as geotagging of photos and videos, while discussing the new format of the Institutional Information for Quality Assurance.
- **Smt. Indrita Saha, member, IQAC committee** read out the details of the new NAAC inspection format from the UGC Manual for Affiliated Colleges.
- The **Teachers' Council Secretary, Dr. Amaresh Mandal** further clarified that the new NAAC format had taken into effect post July 2017, with a few updating regulations in January 2019. He said that since Krishnagar was considered a semi-urban area, the fact that most of our students avail some kind of scholarship or the other should be highlighted.
- The **Officer-in-Charge, Dr. Sobhan Niyogi**, informed the members that according to the new regulations, the NAAC Peer-Team would prefer to communicate directly with the students, so arrangements should be made to collect the email ids of the present as well as outgoing students. He further added that the some of the strengths of the college like the quality of teachers, students, good overall University results should be highlighted as well. He said that being a government college no monetary grant could be accepted by the college from the Alumni Association.
- The **Librarian, Sri. Surja Kr. Mandal** informed the members of the need to arrange for some software and data-entry operators to make the process of digitization of the library easier. The **OIC** said that in the new session a tender could be called for computerization and bar-coding of the library books.



- **Smt. Debahuti Sarkar, Convenor of the Stakeholders' Committee** informed the members of the new format of taking student and parent feedback and insisted on the need of collecting student data like the email-ids and proper documentation in the latest feedback format every session.

**Resolutions taken:**

1. It was resolved by the House that all data related to teacher profiles and student data should be stored in the new email ids created for each college department, which would be later compiled by the IQAC. A list of documents to collect and store would be sent by email to each departmental Head by the IQAC.
2. It was resolved by the House that the student feedback for the session 2018-2019 (i.e. outgoing batch of B.A./B.Sc third year students) would be taken in the hardcopy format. 10 students from each department with consistent good results in their previous university examinations and good attendance record in class would be chosen by the Heads of the Departments for their feedback. Around 140 students from the entire college would thus receive the feedback forms and fill them up anonymously by the 23<sup>rd</sup> of March, 2019.
3. It was also resolved that for the B.A/ B.Sc second year and second semester students the students' feedback should be taken following the new online NAAC format, and their email ids would be collected and provided to the NAAC team, as and when required.
4. It was also resolved that each department will conduct a Parent-Teacher Meeting as per their convenience, within the 20<sup>th</sup> of March, 2019. Email ids of around 100 parents would be collected, including PG and UG departments, so that the NAAC team can directly contact them for feedback. Minutes and photos (along with time and place details) should be preserved department-wise.
5. It was resolved that a meeting will be called by the Website and Internet Maintenance Committee to discuss the possibility of increasing the space of the college website, so that all relevant feedback and data like the awards and certificates of the teachers and students can be uploaded. It was also resolved that the subcommittee would discuss with the Vendor Representative/s to get a domain registration done for the college website and oversee the regular maintenance of high speed of the website, by the internet service provider of the college.
6. It was resolved by the House that steps would be taken to get books bar-coded in the college library and to make the digital library cataloguing done.
7. It was resolved by the House that all students applying for student scholarships should submit their scholarship documents and first get them attested by the Heads of the Departments and then submit it to the OIC to approve. Thus a record of the sanction of the number and type of scholarships received by each student would be maintained.
8. It was resolved by the House that the 7 different committees for the preparation of NAAC data would start work accordingly and regular meetings would be conducted to keep a track of the work done.

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# IOSAC Meeting with HOD's and Stakeholder Committee: -

Date: - 8.3.19

IOSAC and Stakeholders' Committee Meeting

Date: 08.03.2019

Venue: Conference Room

Time: 10.30 a.m. onwards.

Members present:

1. ~~Mingoji~~ 08/3/19. 10:40 AM.
2. Anandal 08/3/19.
- 3.
4. Panchanan Mandal 08/03/2019
5. Chaitali Chaudhari.
6. Pinku Banerjee 08/3/19
7. Deekshita Samkar 8/3/19
8. Subrata Kumar 08/03/19
9. Swati Bhattacharya 08.03.19
10. Saha Chakrabarti. 08.03.19
11. Abhijit Biswas 08.03.19
12. Pitambar Nisde 08/03/19
13. Chandan Sarkar, 08/03/19
14. Prishwajit Saha 08/3/19
15. Ranita Ghosh. 08.3.19.
16. Indrita Saha 08.03.19
17. Kaushik Samkar 08/03/19
18. Haimroyee Banerjee Mukherjee 8/3/19
19. Sujit Ghosh 8/3/19
20. Kalidasa Das 8/3/19
21. Sharmistha Maity 8/3/19
21. Anindita Halder 8/3/19
22. Gopal Das 08/03/19
23. Iy Kundu 8/03/19
24. Sanjya Kumar Mandal. 08.03.19