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DR. KANAILAL BHATTACHARYYA COLLEGE

(Affiliated to the University of Calcutta)

Re- Accredited with 'B' Grade by NAAC
15, KONA ROAD, RAMRAJATALA,
P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No.

Date : 28/12/2021

ACADEMIC SESSION-2020-2021

IQAC MEETING-1

DATE: 17-10-2020

TIME: 1:30 P.M.

VENUE: IQAC ROOM

AGENDA:

- Online classes taken by each department from 28th March, 2020 till date during the pandemic of COVID-19.
- Number of Webinars and others events organised by different departments as part of departmental activities.
- Future planning and prospect of UGC B.Voc Programme.
- Future plans and programmes for NSS Unit.
- MOU with Seacom Skills University, Bolpur for faculty Exchange Programme in P.G. Geography and other subjects, conducting vocational courses and organising seminar and research project in Earth and atmospheric Science.
- Report on the compilation of master routine from Prof.Subhasish Ghosh, Prof.Asimkumar Roy, Prof.Keshab Chandra Khanra and Prof.Madhumita Debnath.
- Current operational status of Academic audit, Administrative Audit and ISO Certification and to finalise the date of these Audit.
- To prepare AQAR (2019-2020) within October, 2020 and subsequently SSR for 4th cycle NAAC accreditation within November, 2020.
- Resignation of Prof.Swati Mustaphi as Coordinator of Administrative Audit Sub-Committee and selection of a substitute to the assignment of coordinator.
- Miscellaneous.

(DR. MANTU BISWAS)
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RESOLUTIONS:

1. Online classes have been conducted from 28th March and are still continuing till regular classes are resumed. The Departments would monitor the level of access of students in the online classes and compare their involvement in these classes.
2. Departmental webinars and student's seminars have been conducted by Departments of Geography (2), History (3), Political Science (2), Physiology, Zoology and by B.Voc and NSS Unit of the College.
3. Under Tally ACE new classes will start from November and 9 students have enrolled. In the previous session 18 students have graduated. It has also organized job fair where 300 students participated. Six companies came for campus placement. In future student's awareness programme would be conducted to encourage students to participate in these job fairs.
4. 15 Programmes have been conducted by the NSS Unit in the Academic session 2019-2020 like COVID-19 Awareness Programme, World Earth Day, Psychological and Physical wellbeing of students, inter departmental photograph competition on the theme 'Aftermath of Amphan'. Herbal garden has been formed in college campus (main building) as part of Environmental Management System. A scientific lab has also been installed in the science block in collaboration with TCG Life Sciences, Kolkata.


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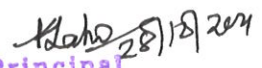
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5. Several new courses in collaboration with Peerless Skill Academy and Ramakrishna Mission have been proposed.
6. All HoDs will mailed their Departmental Routine from 2015 to 2020 to the college mail. Sri Sumalay De will compile the routines.
7. All HoDs are sending the departmental profile as per the format for Academic Audit. Prof. Asim kumar Ray is advised to prepare the teachers profile with technological help from his departmental teachers. He will be requested to be present in college for the above purpose. 1st phase of ISO Certification is completed. The recommendations will be followed and implemented with immediate effect.
8. Preparation of AQAR for 2019-2020 to be submitted by 30th November, 2020 and SSR to be prepare subsequently.
9. Prof. Swati Mustaphi's resignation from the post of the Convenor, Administrative Audit is accepted by IQAC. Prof. Srabani Dey and Prof. Madhumita Debnath would act as joint conveners and complete the process. Dr.Samir kumar Naskar is also incorporated in the Administrative Audit Committee. The next meeting of the committee will be on 20th October, 2020. Exclusive IT Lab has been established with 6 new desktops from RUSA Grant for Department of Commerce.


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10. A) College has plans to install a display in collaboration with WEBEL for air pollution monitoring.

B) IQAC has plans to prepare a site map of the campus for security, cleanliness and maintenance of campus, electric circuit map as per recommendation of Fire and Emergency Services, Government of West Bengal for quick prevention of sudden disaster and also a network mapping for complete internet layout of the campus.

C) The College will participate in NIRF and AISHE 2020.


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Ref. No.

Date : 28/12/2021

ACADEMIC SESSION 2020-2021

IQAC MEETING-2

DATE: 30/08/2021

TIME: 3:00 P.M.

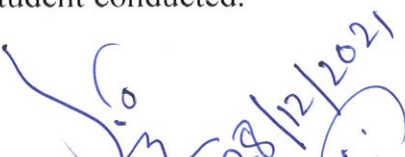
VENUE: IQAC ROOM

AGENDA:


1. Finalization of AQAR for the Academic Year 2019- 2020.
2. Preparatory initiation of the AQAR for the Academic Year 2020- 2021.

RESOLUTIONS:

1. Several new initiatives have been undertaken for the academic year 2019-2020.
 - a. ISO Certification 9001:2015, 14001:2015 have been completed for Quality Management System and Environmental Management System.
 - b. Institutional feedback from students collected, analyzed and uploaded in the college website.
 - c. Corporate linkage with TCG Life Sciences for up gradation of Bio-Science Laboratory signed on
 - d. UGC Approved B-Voc Programme on 'Beauty Therapy and Aesthetics; initiated from 2019-2020 session.
 - e. Online Classes conducted from 23rd March, 2020 onwards through Google Classroom and Google Meet for all semesters and courses.
 - f. UGC Project on Pandemic Awareness Programme through survey conducted in Amoragori Grampanchayat in Howrah District on 26/06/2020
 - g. NSS Outreach programmes conducted.
 - h. Criterion wise documentation has been done. Special mention should be made about the live online classes conducted through in campus ICT enabled smart classrooms.
 - i. Value added course through life skill training programme in Karate for girls student conducted.


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- j. Faculties are requested to publish research papers in UGC Care listed journals and chapters in books.
- k. MoU for faculty exchange programme with Prafulla Chandra College is operative since March, 2020.
- l. Four new Laboratories have been added.
- m. Job training has been conducted for 270 students.
- n. The percentage of progression of students to Higher Education has increased in the academic year 2019-2020.
- o. Registration of Alumni Association renewed and Alumni meet has also been organized on 26/08/2021
- p. Fire extinguishers training to all teaching and non-teaching staff impetrated in association with Fire and Emergency Services, Government of West Bengal.
- q. Cloud based KOHA software enabled library management system is fully operational.
- r. Girls and Boys Common room renovated in the main campus.
- s. Last utilization report under RUSA Grant submitted to DPI, Government of West Bengal.
- t. NSOU Office has been shifted in the main campus. The old room will be used as Girls common room in the Science Block.
- u. Statutory Audit completed till 2020.

2.

- a. Preparation of AQAR for academic year 2020-2021 to be completed and submitted by 31st December, 2021.
- b. Emphasis to be placed on collective programmes to be conducted by each Department.
- c. E-resource center to be prepared. Faculties are encouraged to develop e-content in SWAYAM, E-pathshala etc.
- d. Academic and Administrative Audit to be completed.
- e. Internal Financial Audit for 2020-2021 to be completed as proposed by Hon'ble G.B. Member Prof. Swapan kumar Das.


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Ref. No.

Date : 28/12/2021

ACADEMIC SESSION-2020-2021

IQAC MEETING-3

DATE: 29/9/2021

TIME: 1:30 P.M.

VENUE: IQAC ROOM

AGENDA:

- 1) PREPERATION OF AQAR-2020 – 2021
- 2) EVALUATION OF ACADEMIC PERFORMANCE AND ASSESSMENT OF ADMINISTRATIVE SYSTEM PERTAINING TO AQAR 2020-2021.
- 3) MISCELLANEOUS

RESOLUTIONS:

- 1) Format of submitting AQAR has undergone significant changes from 2020-2021 Academic Sessions. The AQAR for 2020-2021 must be finalized and submitted within 31st December, 2021 as per the new format. The SSR for 4th Cycle NAAC must also be completed within due time. In order to speed up this process all HoDs are requested to submit the requirements pertaining to AQAR within 15 days from the date of the present meeting.
- 2) In order to improve the academic performance as per the new format all HoDs and Faculties are requested to adopt the following measures –
 - a) Teaching plan (From 2016-2021) to be done with special emphasis on the teaching methods adopted for taking theory and practical classes. This is to be done for both 1+1+1 and CBCS System.
 - b) Feedback must be collected from Students, Teachers, Alumni and Employers. Student's feedback is to be designed by respective HoDs as per curricular delivery. The report must be analyzed on the basis of feedback collected and action taken.

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- c) **Organize special programmes for advanced and slow learners. Yardsticks for differentiating the students for the above programme must be made keeping in mind the results of previous semester as also the curriculum imparted for science and humanities and commerce streams.**
- d) **PPT, Study materials, audio recording pertaining to syllabus must be uploaded in Google Classroom and also in the Departmental Profile in the College Website.**
- e) **Pass percentage of students for both Honours and General Courses for Final and Intermediate semesters must be assessed and recorded by all departments. This must be uploaded in the College Website.**
- f) **Participation of students in Seminars, Conferences and workshops must be recorded through Google forms.**
- g) **New MoU must be initiated for faculty and student exchange programmes and old MoUs to be renewed.**
- h) **Per day record of use of library by students and teachers must be submitted by Coordinator, Library Committee.**
- i) **All HoDs must keep a record of students progression to higher education as well as students placed in jobs.**


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j) Interactive meetings with HoDs and faculties, IQAC Coordinator and Principal would be held as per the following schedule-

Date	1 st Meeting (12:30 P.M.)	2 nd Meeting (2:30 P.M.)	3 rd Meeting (3:30 P.M.)
5/10/2021	BENGALI	BOTANY	
7/10/2021	COMMERCE	EDUCATION	
8/10/2021	ENGLISH	GEOGRAPHY	
9/10/2021	HISTORY	PHILOSOPHY	
11/10/2021	PHYSIOLOGY	POLITICAL SCIENCE	ZOOLOGY

3.a) As part of curricular planning two new proposals for add on course is submitted by career counseling coordinator Dr.Sampa Ray Bagchi namely a) Faculty Development from Pune Institute of Business Management (in collaboration with NSDC), b) NEST Examination for student placement. There is no financial obligation/liability on the college exchequer. The above proposals are passed by the Hon'ble GB and IQAC Members.

3.b) Proposals submitted by Dr.Samir kumar Naskar namely-
i) DDUGKY for SC/ST/Minorities and women in association with EDU Bridge which is free of cost.

ii) Retail Management and Hospitality Management in association with EDU Bridge.

iii) Certificate Course in association with Standard Chartered for 5th and 6th semesters. This programme is for students with family income below four lakhs. It is free of cost for ongoing students and Rs. 1000 for ex-students.

The IQAC members opined for further examination of credentials of the collaborating partners before finalizing the above courses.

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Ref. No.


IQAC MEETING-4

Date : 03/12/2021

Agenda for IQAC Meeting
Date : 07/12/2021 Tuesday
Time : 2:30 PM.

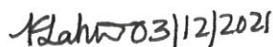
Page I

1. Ratification of Last IQAC Meeting held on 29/09/2021.
2. Ratification of ISO Certification Report.
3. Implementation of Food Safety Management System as recommended by ISO Certification Audit Committee.
4. Evaluation of Course Outcome [CO] Programme Outcome [PO] and Programme Specific Outcome [PSO] consequent upon evaluation of Results published in between 12/09/2021 to 06/12/2021 carried out by Different Departments and discussed in the Academic Sub Committee Meeting on 07/12/2021 and organization of Students Awareness Programme for the aforementioned purpose.
5. Plan of Action for conducting Learning Management System and documentation of the Outcome by rechristened Self Appraisal format for the Teachers.
6. Reconstruction of College WEBSITE in adherence with NAAC Criterion for enhancing Integrated College Management System (ICMS).
7. Requirement for Infrastructure augmentation with particular emphasis on IT equipments with Ad hoc engagement of an IT professional for complying the submission of SSR and AQAR.
8. Ratification of Departmental requisition for laboratory apparatus, chemical & reagents and specimen, glassware and books for conducting CBCS curriculum the Academic Session 2021 - 22 [First Session]
9. Appraisal of Mentor Mentee Functional conjugation by introducing COVID - 19 Assessment questionnaire on encountered difficulties during lockdown period.
10. Assessment of Students Satisfaction Survey conducted by Dr. Mantu Biswas, IQAC Coordinator.
11. Resumption of Yoga training and GYM facilities for the purpose of Physical Fitness.
12. Developing College Android App for Students to facilitate instant Connectivity for the purpose of being informed on Subject Combination, Assessment Details, Registration data, Students Profile along with Payment option.


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(Dr. Kaustubh Lahiri)
Principal

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Date : 03/12/2021

Agenda for IQAC Meeting
Date : 07/12/2021 Tuesday
Time : 2:30 PM.
Page II

13. College Automation with Intercom Facility through IP phone for Connecting two disintegrated Campus and connecting call from outsider via Key Pushing System for all Departments.
14. Introducing E procurement system to strengthen E Governance System in adherence to NAAC Criterion.
15. Amelioration of Library Management System through introduction of Online registration of Library Card for Students.
16. Ratification of Records on Last Five Year Data - Number of Students and Teachers using Library/day.
17. Introducing Add on Courses with particular emphasis on Language And Communication skills under capacity building and skill Enhancement Initiatives with particular possibility of setting up Language Laboratory as per NAAC SSR criterion 5.1.3.
18. Organizing Blood Donation Camp and Beyond the Campus Environmental Promotional activities by NSS Unit.
19. Ratifications Suggestions by Code of Conduct Monitoring Committee (As per SSR Criterion 7.1. 10)
20. Conducting Internal Audit of College Accounts for the Financial Year 2020 - 21.
21. Miscellaneous.


Dr. Kaustubh Lahiri

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Dr. Mantu Biswas

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Date : 28/12/2021

ACADEMIC SESSION-2020-2021

IQAC MEETING-4

DATE: 7/12/2021

TIME: 2:30 P.M.


VENUE: IQAC ROOM

RESOLUTIONS:

1. Resolutions of the last IQAC Meeting held on 29/9/2021 are ratified.
2. Annual surveillance and other suggestions of ISO Certification have been fulfilled and ratified.
3. Recommendation for food safety management would be implemented.
4. Attainment of PO PSO and CO as per NAAC Criteria to be done by all departments consequent upon evaluation of results published between 12/9/2021 and 6/12/2021
5. Format for self-appraisal for teachers have been rechristened based on learning management system. All Teachers (FTTs and SACTs) must fill up the documents as per the new format.
6. As per new NAAC Format huge amount of data has to be uploaded on college website. Hence it is resolved that the cloud storage of the college website has to be increased. Certain changes must also be inserted in the existing website. Shri Arpan Mullick, In-charge of IT Cell will overlook the entire process.
7. Appointment of an IT Professional on ad hoc engagement has been done for assisting the existing IT Cell. Certain IT equipment like high speed A3 Scanner and printer, Xerox machine and desktops are required for comply the submission of SSR and AQAR. Digital display of classes to be done taking help from WEBEL.
8. Meeting with HoDs of Science Departments will be conducted on 8/12/2021 for orientation on online requiring portal for laboratory equipment and chemicals. Orientation regarding requisition of books through online portal of the library would be done on 9/12/2021 with HoDs and Prof. Bidusi Sardar, convener library committee.


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9. Pilot project on COVID-19 assessment questionnaire on encounter difficulties would be conducted from 7/12/2021 to 15/12/2021. Report to be submitted on 18/12/2021 to the IQAC Coordinator.
10. Student Satisfaction Survey conducted. Report submitted on 30/11/2021.
11. Instructors for Yoga and Gym are recommended by IQAC Members. Repairing of Gym machineries is recommended by IQAC subject to the approval of finance committee. Gym can remain functional as early as possible.
12. College android app for students to facilitate instant connectivity to be developed.
13. College automation with intercom facility through IP Phone for connecting two disintegrated campus is being proposed by IQAC. Shri Arpan Mullic is requested to provide a cost estimation for the above two projects.
14. E-procurement system to strengthen e-governance system is done. Shri Arpan Mullick will demonstrate the above project on 8/12/2021 and 9/12/2021.
15. Online registration form for library membership is available in the library portal. Faculties and students must register within 16/12/2021.
16. Students records for everyday use of library for the last five year to be provided as per NAAC format. Convener of Library Committee will prepare the above record.
17. Prof. Swati Mistaphi is requested to take initiative with BCL for collaboration for setting up course on Language and Communication Skill under Capacity Building and Skill Enhancement Initiatives.
18. Blood Donation Camp will be organized on 17/12/2021 with Bhorka Blood Bank, Kolkata. Approximate budget is Rs. 35000/. NSS Unit to organize beyond the campus initiatives for Environmental Awareness.
19. The code of conduct committee has found that the performance of Principal, all Teaching and Non-teaching staff and approach of students towards institutional practices is found to be satisfactory.
20. Internal Audit for 2020-2021 is being conducted in association with MCB Associates, Kolkata.

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