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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 :

ACADEMIC SESSION-2019-2020
IQAC MEETING-1
DATE: 02/08/2019 TIME: 02:00 P.M.
VENUE: IQAC ROOM

AGENDA: Curricular and extra-curricular outreach programmes for students to be undertaken by the College in collaboration with IQAC for the academic session 2019-20 as per NAAC prerequisites and NIRF regulations.

RESOLUTIONS:

A. Curricular Activities.

1. Pilot basis initiation of online classes to be conducted in addition to regular classes on Saturdays and Sundays by Full-time Faculties for students of 2nd and 4th semesters. Initially these classes would be held for Honours students of Humanities Department and based on response of students it would be extended to other departments as well.
2. Student's seminars to be conducted by each department pertaining to their syllabus or other emerging issues for student's awareness and progression.
3. Student's feedback regarding curriculum and teaching-learning process to be conducted.

B. Extra-Curricular Activities.

1. Skill Orientation for professional development for students to be conducted through UGC approved B-VOC Degree Programme on 'Beauty Therapy and Aesthetics' and UGC recognized career oriented programme on 'Interior Decoration and Beautification'. This program will also be extended to ex-students as well.
2. To emphasize on NSS activities with particular priority on environmental, health hygiene and gender-sensitization programmes to be conducted through NSS volunteers under active supervision of NSS Programme Officer Dr.Sampa Ray Bagchi.


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3. Introduction of basic IT acquaintance and learning for students admitted to 1st Semester. This may be further extended to all students in due course of time.
4. Resolved that IQAC will strive for further corporate linkages for up gradation of Bio-science laboratories.
5. Cultural competitions, programmes and creative art work competitions to be held to exhibit students' talent in collaboration with College and students' Union.


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Date :

ACADEMIC SESSION-2019-2020
IQAC MEETING-2
DATE: 14/11/2019 TIME: 03:00 P.M.
VENUE: IQAC ROOM

AGENDA:

1. To discuss the modalities of Administrative Audit, Academic Audit and ISO Certification.

RESOLUTIONS: The IQAC resolved to form three committees:

A) To discuss the modalities of Administrative Audit, a committee has been constituted with the following members-

- 1) Prof. Swati Mustaphi (Convener)
- 2) Prof. Madhumita Debnath
- 3) Dr. Prabir kumar Sanki
- 4) Sri Amar Bag

B) Academic Audit Committee.

To discuss the modalities of Academic Audit a committee has been constituted with the following members-

- 1) Prof. Anasua Chatterjee (Convener)
- 2) Dr. Sampa Ray Bagchi
- 3) Dr. Sutapa Chaudhuri
- 4) Prof. Bidusi Halder Sardar
- 5) Sri Kinkar Ghosh
- 6) Sri Arpan Mullick

C) ISO Certification Committee

Resolved that 'Green Audit' would be conducted in association with a consultancy firm. To discuss the modalities of ISO Certification a committee has been constituted with the following members-

- 1) Dr. Sudipta Bhowmick (Convener)
- 2) Dr. Mriganka Mondal
- 3) Prof. Karabi Das
- 4) Prof. Sk. Saddam Hossein
- 5) Sri Tapan Adhikary

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D) Immediate tasks to be undertaken by Academic Committee:

- Teachers appraisal by students
- Student appraisal about CBCS System
- Mentor-Mentee relationship to be formed
- Remedial and Value education classes to be conducted regularly for student support and progression. Special emphasis to be given on Career Counseling and Placement. Outreach programmes and extra -curricular activities to be conducted by NSS and sports division.
- Curricular Enrichment: In addition to regular classes initiation of online classes for B.A Honours students to be conducted by Full time faculties on Saturdays and Sundays from 3:00 P.M. to 6:00 P.M with effect from 01.12.2019.


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Date :

ACADEMIC SESSION-2019-2020
IQAC MEETING-3
DATE: 05/03/2020 TIME: 02:00 P.M.
VENUE: IQAC ROOM

Agenda :

1. Proposal of Chairperson of IQAC Dr. Kaustubh Lahiri (Principal) to coopt Dr. Prabir kumar Sanki (PTT) as a member of IQAC
2. Preparation of Student Satisfaction Survey on overall facility of the College and arrangement of an awareness programme with the students regarding NAAC Student Satisfaction Survey through E-mail.
3. Progress report of Development of College website.
4. Miscellaneous

Resolutions:

1. The house unanimously resolves that as per proposal of Chairperson of IQAC Dr. Kaustubh Lahiri (Principal)-Dr. Prabir kumar Sanki (PTT) is coopted as a member of IQAC.
2. It is decided that two sub-committees to be formed for smooth conduction of Student Satisfaction Survey on overall facility of the college and arrangement of awareness programme with the students regarding NAAC Student Satisfaction Survey through E-mail.

Institutional SSS Sub-committee:-

This committee has been constituted with the following members-

- a) Prof. Anasua Chatterjee
- b) Prof. Swati Mustaphi
- c) Dr. Sampa Ray Bagchi
- d) Dr. Samir kumar Naskar
- e) Prof. Bidusi Sardar

Resolved that the committee would undertake the following tasks-

1. Prepare questionnaire covering the seven criterions of AQAR to be uploaded in the college website.
2. Collection of feedback from the students through email.
3. Analysis of feedback and the result to be uploaded in the website.
4. Strength and weakness to be identified and areas of weakness report to be submitted to IQAC Coordinator.
5. Initiatives for improvement to be taken

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SSS Awareness Sub-committee:-

This committee has been constituted with the following members-

- Prof. Sipra Ganguly
- Prof. Anasua Chatterjee
- Dr. Sudipta Bhowmick
- Prof. Madhumita Debnath.

The committee will organize an awareness programme with the students regarding Students Satisfaction Survey on the following dates-

- Bengali, English and Geography Honours: 16/03/2020 (12:00 Noon to 2:00 P.M.)
- B.Sc (H) and B.Com (H): 17/03/2020 (12:00 Noon to 2:00 P.M.)
- Political Science and History Honours : 18/03/2020 (12:00 Noon to 2:00 P.M.)
- Education and Philosophy honours : 20/03/2020 (12:00 Noon to 2:00 P.M.)
- B.A. (G): 19/03/2020 (11:00 A.M. to 3:00 P.M.)
- B.Sc (G) and B.Com (G): 21/03/2020 (12:00 Noon to 2:00 P.M.)

3. Progress report of College website development.

College website committee reported that 75% for website development has been completed and 25% will be completed within next few days.

4. Miscellaneous

- Disposal of waste material: Three 20 Litre jars to be procured for three Bio-science Departments.
- The IQAC proposed to extend online classes for students on weekdays as per routine and also after stipulated college hours on Saturdays and Sundays and provide E-resources facilities to the students. This initiative is proposed keeping in mind the present pandemic situation of COVID-19.

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ACADEMIC SESSION-2019-2020 IQAC MEETING-4 THROUGH GOOGLE MEET DATE: 02/06/2020 TIME: 02:00 P.M.


Agenda:

1. To finalize the AQAR for the year 2018-19
2. Curricular and extra-curricular outreach programmes undertaken by the College in collaboration with IQAC during the academic session 2019-20.
3. Actions initiated by IQAC to fulfil NAAC prerequisites and NIRF participation during the year 2019-20.
4. Miscellaneous.

Resolutions:

IQAC ACTIVITY REPORT: 2019-2020

1. It is hereby ratified that the IQAC has successfully submitted previous AQARs up to the academic year 2018-2019 (2014-2015, 2015-2016, 2016-2017, 2017-2018, 2018-2019)
2. Curricular Programmes during 2019-20 session.
 - a) The college has successfully conducted online classes in two phases in consonance with the directives of Department of Higher Education and the University of Calcutta. The unique part is that we have not outsourced this entire process of conducting online classes. It is the single-handed endeavour and enterprise of our young staff Sri Arpan Mullick, In-charge of IT Cell of the College by whom we have been able to conduct these online class institutionally through Google classroom. In both the phases, phase-1 and phase-2 we have been able to conduct more than 100 classes with very good response from all the faculties and students. This is a very new initiative and we have been able to garner such a big response from our teacher and students and even our administrative staffs to conduct online classes. It has helped us to build an E-resource Centre catering to the need of our students especially during the pandemic period.


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- b) The interim online classes for 3rd and 5th semester have also started for new academic session.
- c) A CBCS Curriculum, Progression and Monitoring Committee has been set-up by our Hon'ble Principal to cater to the needs and challenges of the new curriculum and monitoring the progression of students.
- d) Introduced two new course in UG level (Journalism & mass communication and Food and nutrition)
- e) We have introduced faculty and student exchange programme with neighbouring colleges (Howrah Bijay Krishna Girls' College and Prabhu Jagatbandhu College). Department of Political Science, Philosophy, Education and Geography have participated in this programme.
- f) Extension programme organized by Department of Education in association with Panchla Mahavidyalaya
- g) Introduced online feedback system (students, teachers, alumni)
- h) Introduced student-mentoring system.
- i) Filled up one full time teaching post (Department of Political Science)
- j) Completed one UGC MRP by Prof. Bidusi Halder, Department of History.
- k) Organized seminar on IPR by the Department of Political Science in association with IQAC 20th September, 2019
- l) Under the supervision of Prof. Sipra Ganguly, Convener of ICC our college was organized a seminar on 27/9/2019 on 'Human Rights of India'.
- m) Organized International Seminar by the Department of History 24th and 25th February, 2020

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Extra-Curricular Activities and Outreach Programmes.

- a) Signed MOU's with corporate sector and professional training institutions. Upgraded bioscience laboratory in association with TCG life Sciences, Kolkata. Under the guidance and active supervision of Dr.Sampa Ray Bagchi as convener of Career Counselling Cell, we have signed two major MOU's with TCG Life Sciences – one for Lab visit and presentation for Bio-science students for their orientation and learning of professional skills, the second one is for funding for Bio-science Lab set-up. Our college has already received the fund of Rupees 3 lakhs and 30 thousand from TCG Life Sciences. The college also signed a MOU with Inditech Software for Beauty Therapy and Wellness Course and done an agreement with Career Solutions for running the Tally course on 21/1/2019.
- b) Introduced fully automated library service with ILMS's software. (KOHA)
- c) Introduced subsidized basic computer course for the students of 1st Semester in collaboration with WEBEL from academic session 2019-2020
- d) Replaced smart board in place of conventional blackboard.
- e) As part of IQAC as also in collaboration with IQAC the following major activities have been conducted by NSS Unit—
 - i) Thalassemia screening and detection and awareness programme which was held on 6/3/2019 with the active co-operation of our Hon'ble minister Sri Arup Roy, Dr. Prithwish kumar Roy, IQAC member, Prof. Swapan kumar Das, Hon'ble G.B. member, respected Principal Sir along with Dr. Nimai Bhattacharyya and Institute of Tropical Medicine, Kolkata. It was inclusive of all students and staffs of the college.
 - ii) Medical Camp which was held on 14/05/2019 with the help of Dr. Parthapratim Paul (Cardiologist), Dr. Debjani Bhattacharyya (Endocrinologist), Dr. Sanchari


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- Dutta (Gynecologist) along with Lawrence and Mayo Company and Kolkata Nurture Foundation. In this medical camp, there was an arrangement of blood pressure checkups, blood sugar checkups, heart checkups, full body checkups, gynaecological check-ups. The beneficiary was 160 college students, 40 outsiders and community members, 40 teachers and non-teaching staffs.
- iii) Drug awareness and parental counselling Programme held on 28/6/2019. It was attended 74 students, 40 teachers, 20 non-teaching staff and local community members. It was chaired by Dr.Suranjana Ganguly, psychiatrist. This programme was organized in collaboration with VVM Drug deaddiction and research Centre. Two of the psychologists were also attended in this programme – Mrs. Doel Ghosh and Mr. Subhajit Roy.
- iv) Literacy Campaign held on 31/6/2019. This programme was done under the supervision of Dr.Prithwish kumar Roy, Hon'ble IQAC member, Prof. Swapan kumar Das, Hon'ble and respected Principal Sir.
It was done in the Howrah municipal corporation word no.-37 with the extended help of Mr. Mrinal Das, block president, Mr. Subhamoy Chatterjee, Block General Secretary. Beneficiary 50 slum children who got Barnaporichoy, writing instrument etc. from NSS Unit of the college.
- v) Plastic awareness campaign held on 25/9/2019 at word no.-27 under Howrah municipal corporation under the supervision of ex-councilor Mrs. Mallika Roychowdhury. In this programme the NSS Unit attended 70 women and instructed them not to use plastic. There were 20 NSS volunteers, 3 teachers and 5 non-teaching staff and Principal Sir as well as the NSS programme officer Dr.Sampa Roy Bagchi. On that day, the NSS volunteers also undertook women health awareness campaign and aware those women regarding sanitary measures.
- vi) Cyclothon, keep India Fit campaign held on 18/1/2020. The University of Calcutta instructed it. 20 college student, 3 teachers and 2 non-teaching staff were participated in this 5km cyclothon programme from college to kadamtala power station, Howrah and back to college.
- vii) Dengue awareness programme held on 8/2/2020. In this programme the chief guest was Dr.Nimai Bhattacharyya. Dr.Chandan Pal, Sri Rupchand Hazra, secretary of Pragati Sangha and Principal was also there. It was attended by all students, teachers and non-teaching staff of the college and the local community members.
- viii) Under supervision of Dr.Sampa Ray Bagchi as Programme Officer of NSS Unit, NSS volunteers also organized online COVID-19 awareness programme through recitation, paintings, film-making, commemorated World Environment Day, Rabindrajayanti Celebration, photography competition on the aftermath of


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'Amphan'. The NSS Unit also introduced self-defense Karate training programme in the college.

- ix) The NSS Unit commemorated Independence Day celebration by conducting a State Level webinar on 'Psychological and Physical wellbeing during COVID-19 lockdown. Dr. Suranjana Ganguly, renowned psychiatrist, Prof. Mousumi Majumder Pal gave their valuable opinion on students wellbeing.
- f) The Cultural Committee in association with IQAC organized inter departmental arts and crafts exhibition and prize have been awarded to the winners.
- g) Under the guidance and active supervision of Dr.Sudipta Bhowmick, Convener of Green Audit (ISO Certification) Sub-committee our college have completed 1st phase audit and we have to need to purchase three waste material disposal drums as mentioned in the 1st phase audit observation. After that, we would complete the final audit.
- h) Under the supervision of Dr. Samir kumar Naskar, Sports in charge, our college successfully organized the annual sports and participated in the district athletics meet for the year 2019-2020 and participated in the University football meet.
- i) Prof.Swati Mustaphi, Convener of Administrative Audit Committee, working on administrative audit report writing. The college had provided all the necessary data to her.
- j) The Convener of Academic Audit Committee Prof. Anasua Chatterjee is preparing the academic audit report. In the online IQAC meeting, she presented a PowerPoint slide where she mentioned all the required departmental activities to be conducted either online or offline platforms. Accordingly she has urged all HODs to prepare a departmental profile encompassing data regarding intake capacity, results of last 6 years, progression percentage of students to higher education with special emphasis on students of reserved categories, involvements of students in co-curricular and extra-curricular activities etc. All prevailing data regarding the above points have been circulated to the departments. Consequently, all departments are organizing various activities like student seminars through webinar, wall magazines, special lectures etc.


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for enrichment of students. A student Satisfaction Survey is also under way. Once all departments submit their departmental profile and teachers' profile in the prescribed format through Google form, and then Academic Audit will be complete based on the given data.

k) Department of Political Science, Bengali, Education, Physiology, English and Geography have conducted student seminars for both Sem-2 and Sem-4.

l) Online quiz competition organized by the Department of Physiology.

3. Following initiatives have been taken by IQAC for participation in NAAC and NIRF.

a) Formation of ICC as per UGC and Vishakha guidelines. Prof. Sipra Ganguly is the Convener of ICC

b) Under the guidance and active supervision of Nodal Officer Prof. Madhumita Debnath our college has participated in the NIRF in 2019. We need some specific data for student progression and publication by the faculty members in the UGC notified journals. After getting the NIRF-scoresheet of the college, we would prepare better for the next year participation in NIRF.

c) Formation of RTI Committee, Grievance and Redressal Cell for students, faculties and non-teaching staffs.

d) Formation of Anti-ragging Cell as per UGC Guidelines.

e) Renewal of Alumni Association registration.

f) Introduced two new course in UG level (Journalism & mass communication and Food and nutrition)

g) The College will participate in NIRF in 2020.

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Date :

ACADEMIC SESSION-2019-2020
IQAC MEETING-5
DATE: 30/06/2020 TIME: 02:00 P.M.
VENUE: IQAC ROOM

Agenda:

1. Report of online classes taken by each Department from 28th March,2020 till date during the pandemic of COVID-19
2. Number of Webinars and other activities organized by different Departments as part of departmental activities.
3. Future planning and prospect of UGC approved B.VOC Programme
4. Future plans and programmes of NSS Unit.
5. Proposal for MOU with Seacom Skills University, Bolpur for conducting faculty Exchange Programme in P.G classes in Geography and other subjects, conducting vocational courses and organizing seminar and research project in Earth and atmospheric sciences.
6. Report on the compilation of master routine from Prof. Subhasish Ghosh, Prof. Asim Kr Roy, Prof. Keshab Ch Khanra and Prof. Madhumita Debnath.
7. Current operational status of Academic, Administrative Audit and ISO Certification and to finalize the dates of these audits.
8. To prepare AQAR (2019-20) within October,2020 and subsequently SSR for 4th cycle NAAC reaccreditation within November,2020.
9. To consider the resignation of Prof.Swati Mustaphi as Coordinator of Administrative Audit subcommittee and subsequent selection of a substitute to the assignment of Coordinator.
10. Miscellaneous.

Resolutions:

1. Online classes have been conducted and are still continuing on a regular basis through Google Meet and e-resources are uploaded in Google Classroom. This will continue in addition to regular classes as and when it resumes. Percentage of level of access of students in online classes and comparison of their involvement, gradual monitoring of their involvement in online classes by each department will be done.


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Re- Accredited with 'B' Grade by NAAC

15, KONA ROAD, RAMRAJATALA,

P.O. SANTRAGACHI, HOWRAH - 711104

Ref. No.

Date :

2. Webinars have been conducted by departments of (1) Geography (2) History (3) Physiology (4) Zoology. B.VOC and NSS Unit of the college have also conducted webinars. In addition, students' webinars have been conducted by Departments of Bengali, English, Philosophy, Political Science and Geography. Online quiz competition has been held by Department of Physiology for all students of the College.
3. New session of UGC approved career-oriented Programme Tally with GST has begun with 9 enrollments. In the last session there were 18 graduates. New classes to start from November. Job fair has been organized. 300 students participated. 6 companies came. However none have appeared in the final interview. Resolved that Students awareness programme would be conducted by placement cell to assess students' eagerness/non-eagerness to participate in such job fairs.
4. 15 Programmes have been conducted in the academic session by NSS in the 2019-2020 session pertaining to environment, health and hygiene like COVID-19 awareness programmes, World Earth Day, Psychological and Physical wellbeing of students, inter-departmental photography competition on aftermath of 'Amphan' etc. Herbal Garden has been established in the college. The college has plans to install a display board in collaboration with WEBEL for our pollution monitoring. A scientific Lab also been installed in collaboration with TCG Life Sciences, Kolkata. Exclusive IT lab for Department of Commerce with 6 new desktops from RUSA Grant has also been installed. Industry visit for Bio- Science students has also conducted in association with TCG Life Sciences.
5. MOU with Seacom Skills University for faculty exchange programme in P.G. Geography has been initiated. Several new courses in collaboration with Peerless Skill Academy and Ramkrishna Mission, Seacom Skills University has been proposed. First initiative will be towards health sector.
6. Resolved that compilation of master routine will be done at the earliest from 2015-2020 sessions. All departmental HODs will mail departmental routine from 2015 to 2020 to the college mail. Sumalay De will compile the routine in association with members of the routine committee.
7. A) All HoDs have submitted the teachers profile and preparing the departmental profile. Prof. Asim kumar Roy is advised to prepare the Teachers profile with

(DR. MANTU BISWAS)

Coordinator,
IQAC,

Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Principal

Dr. Kanailal Bhattacharyya College
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technological help from his departmental teacher. He will be requested to be present in college for the above purpose. Academic Audit Committee is advised to suggest measures that can be taken with regard to innovation and best practices.

B) First phase of ISO Certification is completed. The recommendation will be followed and implemented with immediate effect and date of 2nd phase of ISO Certification Audit to be finalized.

8. Preparation of AQAR (2019-2020) by 30th November, 2020 depending on the situation of pandemic of COVID-19 and SSR would be prepared subsequently.
9. Prof. Swati Mustaphi's resignation from the post of convener, Administrative Audit is accepted unanimously by IQAC. Prof. Srabani Dey and Prof. Madhumita Debnath would act as joint conveners and complete the process. A meeting of the Administrative Audit Committee will be held on 20th October, 2020. Dr. Samir Kumar Naskar is coopted as a member in the Administrative Audit Committee.
10. In the session 2019-2020 the college undertook a UGC Project on Awareness Level of inhabitants in five adjoining villages in Amoragori Gram Panchayat, Joypur, Howrah on 26th June, 2020 along with a historical documentation on the Impact of 1918 pandemic of Spanish Flu (H1 N1 Virus) in India. A dedicated research team was constituted for this purpose under the chairmanship of Prof. Swapan Kumar Das, Hon'ble G.B. Member and Dr. Nimai Bhattacharyya, formerly professor, Department of Microbiology and in-charge Virology Division, School of Tropical Medicine, Kolkata. The coordinators were our Principal Sir Dr. Kaustubh Lahiri, Prof. Anasua Chatterjee and Dr. Sudipta Bhowmick. The team members were Dr. Prabir Kumar Sanki, Prof. Subhas Chandra Dalui, Shri Bhaskar Ghose, Shri Arpan Mullick and Shri Suroj Roy.

(Signature)
6/30/2020

(DR. MANTU BISWAS)
Coordinator,
IQAC,

Dr. Kanailal Bhattacharyya College
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(Signature)
30/06/2020
Principal
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