মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	1
তারিখ / Date	17/10/2020

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	IQAC ROOM
সময় / Time	2:00 P.M.

১। 1. Madhumita Bhadra 17/10/2020
২। 2. Swapankumar Das 17/10/20
৩। 3. Sankar Kumar Sanyal
৪। 4. ⊕ 17-10-20
৫। 5. P L L. 17-10-20.
৬। 6. Kinxa Pro 2 17/10/20
৭। 7. Madhumita Debnath Dhor

8. Sudip. K Bhunia 12/10/20
9. Samir Kumar Naskar 17/10/20
10. Anindya
11. Bivas
12. Kabi
13. Bidami Halder (Sardar)
14. Soumik mukherjee

১৫। 15. Sampa Ray Bagchi
১৬। 16. Anasua Chatterjee 17.10.20
১৭। 17. Mantu Biswas 17/10/20
১৮। 18. Sipra Ganguly 17.10.20
১৯। 19. Awati Mustaphi 17/10
20। 20. Bidami Sarda 17/10/20
২১। 21.

Phone : 2627-2490 (College Off.)
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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. IQAC/KLBC/Meeting-1/2020-21   Date : 10/10/2020

NOTICE

IQAC-Meeting-1
Academic session: 2020-2021

A meeting of the IQAC, Dr Kanailal Bhattacharyya College, will be held on 17/10/2020 at 2 pm in IQAC Room to discuss the following agenda.

Agenda:

1. Continuation of online classes during pandemic and monitoring of classes.
2. Proposal for Departmental seminar and webinar.
3. Continuation of Tally ace (add-on program) and job fair.
4. Proposal for various extension activities through NSS unit of college.
5. Proposal for new add-on courses.
6. Preparation of Departmental profile and Teacher's profile for Academic audit.
7. Status of ISO certification process.
8. Proposal for submission of AQAR 2019-2020.
9. Formation of new Administrative Audit Committee.
10. Infrastructural augmentation of IT Lab in commerce.
11. Infrastructural augmentation in campus.
12. Participation in NIRF and AISHE.

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Sant jachi, Howrah-4

Lahiri 07/10/2020
(DR. KAUSTUBH LAHIRI)
Principal
Dr. Kanailal Bhattacharyya College,
Ramrajatala, Howrah-4

নং / No.

DATE: 17/1

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7. Status of
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8. Proposal fc
   AQAR 2019-

9. Formation
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10. Infrastructu
    of IT Lab in c

নং / No.	রেজল্যুশন / Resolution Adopted

IQAC Meeting-1
ACADEMIC SESSION-2020-21

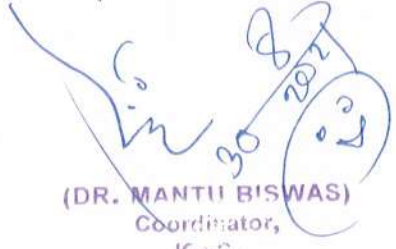DATE: 17/10/2020   VENUE: IQAC ROOM   TIME: 2 pm

AGENDA	RESOLUTION
1. Continuation of online classes during pandemic and monitoring of classes.	Online classes have been conducted from 28th March and are 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. Proposal for Departmental seminar and webinar.	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. Continuation of Tally ace (add-on program) and job fair.	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. Proposal for various extension activities through NSS unit of college.	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.
5. Proposal for new add-on courses.	Several new courses in collaboration with Peerless Skill Academy and Ramakrishna Mission have been proposed.
6. Preparation of Departmental profile and Teacher's profile for Academic audit.	All HoDs will mail their Departmental Routine from 2015 to 2020 to the college mail. Sri Sumalay De will compile the routines. 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.
7. Status of ISO certification process.	1st phase of ISO Certification is completed. The recommendations will be followed and implemented with immediate effect.
8. Proposal for submission of AQAR 2019-2020.	Preparation of AQAR for 2019-2020 to be submitted by 30th November, 2020 and SSR to be prepare subsequently.
9. Formation of new Administrative Audit Committee.	Prof. Swati Mustaphi's resignation from the post of the Convenor, Administrative Audit Committee, 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.
10. Infrastructural augmentation of IT Lab in commerce.	Exclusive IT Lab has been established with 6 new desktops from RUSA Grant for Department of Commerce.

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11. Infrastructural augmentation in campus.	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 a network mapping for complete internet layout of the campus.
12. Participation in NIRF and AISHE.	The College will participate in NIRF and AISHE 2020.

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Principal
Dr. Kanailal Bhattacharyya College,
Ramrajatala, Howrah-4

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	2	উপস্থিত সভ্যগণের নাম	স্থান / Place	IQAC ROOM-
তারিখ / Date	30/8/2021	NAME OF MEMBERS PRESENT	সময় / Time	2:00 P.M-

১। 1. Idah 30/08/2021
২। 2. Mantu Biswas 3|8|21
৩। 3. Sipra Ganguly 30.8.21
৪। 4. Anasua Chatterjee 30.8.21
৫। 5. Madhumita Debnath- 30|8|21
৬। 6. Sances Kr Naskar 30/08/2021
৭। 7. Amali Mustaphi 30/8/21

৮। 8. Sampa Ray Bagchi 30/8/21
৯। 9. Rimmarginar 30/08/21
১০। 10. S.A - 30/8/21
১১। 11. Bidmi Saren 30.8.21
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Ref. No. IQAC/KLBC/Meeting-2/2020-21   Date : 23/08/2021

NOTICE

IQAC-Meeting-2
Academic session: 2020-2021

A meeting of the IQAC, Dr Kanailal Bhattacharyya College, will be held on 30/08/2021 at 2 pm in IQAC Room to discuss the following agenda.

Agenda:

1. Finalization of AQAR for the Academic Year 2019- 2020.

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

(DR. MANTU BISWAS)
Coordinator,
IQAC.
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Idah 23/08/2021
(DR. KAUSTUBH LAHIRI)
Principal
Dr. Kanailal Bhattacharyya College,
Ramrajatala, Howrah-4

নং / No.	রেজল্যুশন / Resolution Adopted

IQAC Meeting-2
ACADEMIC SESSION-2020-21

DATE: 30/08/2021   **VENUE: IQAC ROOM**   **TIME: 3 pm**

AGENDA	RESOLUTION
1. Finalization of AQAR for the Academic Year 2019- 2020.	Preparation of AQAR for academic year 2020-2021 to be completed and submitted by 31st December, 2021.
2. Preparatory initiation of the AQAR for the Academic Year 2020- 2021.	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 girl's student conducted. 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.

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

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	3
তারিখ / Date	29/09/21

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	IQAC ROOM
সময় / Time	1:30 P.M.

১। 1. Kbato ~29|09|2021
২। 2. Mantu Biswas 29|9|21
৩। 3. Anasua Chatterjee 29/9/21
৪। 4. Sudipta Bhowmik 29/9/21
৫। 5. Madhumita Debnath 29/9/2021
৬। 6. Bidisa Sardar 29/9/21
৭। 7. Mrigyanka Mondal 29/9/21
৮। 8. Sampa Ray Bagchi
৯। 9. Rima Sc.
১০। 10. Soumik mukherjee
১১। 11. Sutapa mukherjee
১২। 12. S. Dey 29/9/21
১৩। 13. Sanjib kumar Nankar 29.9.2021
১৪। 14. Amar Bag 29/9/21
১৫। 15. Sipra Ganguly 29.9.21.
১৬। 16. Swati Mustaphi 29/9/21
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Ref. No. IQAC/KLBC/Meeting-3/2020-21   Date 21/09/2021

NOTICE

IQAC-Meeting-3
Academic session: 2020-2021

A meeting of the IQAC, Dr Kanailal Bhattacharyya College, will be held on 29/09/2021 at 2 pm in IQAC Room to discuss the following agenda.

Agenda:

1. Preparation of AQAR-2020 – 2021.

2. Evaluation of academic performance and assessment of administrative system pertaining to AQAR 2020-2021.

3. Miscellaneous.

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

(DR. KAUSTUBH LAHIRI)
Principal
Dr. Kanailal Bhattacharyya College,
Ramrajatala, Howrah-4

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DATE: 29/

1. Preparati
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IQAC Meeting-3
ACADEMIC SESSION-2020-21

DATE: 29/09/2021   **VENUE: IQAC ROOM**   **TIME: 1.30 pm**

AGENDA	RESOLUTION
1. Preparation of AQAR-2020 – 2021.	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. Evaluation of academic performance and assessment of administrative system pertaining to AQAR 2020-2021.	In order to improve the academic performance as per the newformatallHoDsandFacultiesarerequestedtoadoptthefollowingmeasures–

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 both1+1+1andCBCSSystem.

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 analysed based on feedback collected and action taken.

c) Organize special programmes for advanced and slow learners. Yardsticks for differentiating the students for theaboveprogrammemustbemadekeepinginmindtheresultsofprevious semesterasalsothecurriculumimpartedforscienceandhumanitiesandcommercestreams.

d) PPT, Study materials, audio recording pertaining to syllabusmustbeuploadedinGoogleClassroomandintheDepartmentalProfileintheCollegeWebsite.

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 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 student's progression to higher education as well as students placed in jobs.

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

Date	1st Meeting (12:30P.M.)	2nd Meeting (2:30P.M.)	3rd Meeting (3:30P.M.)
5/10/2021	BENGALI	BOTANY	

(DR. MANTU BISWAS)
Coordinator,
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Santragachi, Howrah-4

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Ramrajatala, Howrah-4

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7/10/2021	COMMERCE	EDUCATION	
8/10/2021	ENGLISH	GEOGRAPHY	
9/10/2021	HISTORY	PHILOSOPHY	
11/10/2021	PHYSIOLOGY	POLITICALSC.	ZOOLOGY

3. Miscellaneous.	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.

(DR. MANTU BISWAS)
Coordinator,
IQAC.
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4

মিটিং রেজল্যুশন বহি
MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	4
তারিখ / Date	07/12/2021

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Meeting Room
সময় / Time	2:30 P.M.

১। 1. Ahon 07/12/2021
২। 2. Mantu Biswas 7/12/21
৩। 3. MDas 7/12/21
৪। 4. Suman Bandy p.p. 2.12.21
৫। 5. Prabir Kumar Santa 7/12/21
৬। 6. Sipra Ganguly 07.12.2021
৭। 7. Madhumita Debnath

৮। 8. Anasua Chatterjee 7/12/21
৯। 9. B. Nose.
১০। 10. Biswin Sardar 7/12/21
১১। 11. Amar Brg
১২। 12. Rin 7/12/2021.
১৩। 13. BNB 7/12/21
১৪। 14. Say 7/12/21

১৫। 15. S. Bhowmik 7/12/21
১৬। 16. Sarah Mustaphi 07/12/2021
১৭। 17.
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১৯। 19.
২০। 20.
২১। 21.

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Ref. No. IQAC/KLBC/Meeting-4/2020-21

Date : 30/11/2021

NOTICE

IQAC-Meeting-4
Academic session: 2020-2021

A meeting of the IQAC, Dr Kanailal Bhattacharyya College, will be held on 07/12/2021 at 2 pm in IQAC Room to discuss the following agenda.

Agenda:

1. Ratification of Last 1QAC 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 equipment with Ad hoc engagement of an IT professional for complying the submission of SSR and AQAR.

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Ref. No. ....   Date : ....

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.

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 Student and Teachers using Library/day.

17. Introducing Add on Courses with particular emphasis on Language & Communication skills under capacity building and skill enhancement initiatives with 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.

Ratifications Suggestions by Code of Conduct Monitoring Committee As per SSR Criterion 7.1. 10.

19. Conducting Internal Audit of College Accounts for the Financial Year 2020 21.

(DR. MANTU BISWAS)
Coordinator,
IQAC,
Dr. Kanailal Bhattacharyya College
Santragachi, Howrah-4

(DR. KAUSTUBH LAHIRI)
Principal
Dr. Kanailal Bhattacharyya College
Ramrajatala, Howrah-4

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IQAC Meeting-4
ACADEMIC SESSION-2020-21

DATE: 07/12/2021   VENUE: IQAC ROOM   TIME: 2.30 pm

AGENDA	RESOLUTION
1. Ratification of Last 1QAC Meeting held on 29/09/2021.	Resolutions of the last IQAC Meeting held on 29/9/2021 are ratified.
2. Ratification of ISO Certification Report.	Annual surveillance and other suggestions of ISO Certification have been fulfilled and ratified.
3. Implementation of Food Safety Management System as recommended by ISO Certification Audit Committee.	Recommendation for food safety management would be implemented.
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.	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. Plan of Action for conducting Learning Management system and documentation of the Outcome by rechristened Self Appraisal format for the Teachers.	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. Reconstruction of College WEBSITE in adherence with NAAC Criterion for enhancing Integrated College Management System (ICMS).	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 must be increased. Certain changes must also be inserted in the existing website. Sri Arpan Mullick, In-charge of IT Cell will overlook the entire process.

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11. Resumption
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12. Developing
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14. Introducing
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7. Requirement for Infrastructure augmentation with particular emphasis on IT equipment with Ad hoc engagement of an IT professional for complying the submission of SSR and AQAR.	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. 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).	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.
9. Appraisal of Mentor Mentee Functional conjugation by introducing COVID - 19 Assessment questionnaires on encountered difficulties during lockdown period.	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. Assessment of Students Satisfaction Survey conducted by Dr. Mantu Biswas, IQAC Coordinator.	Student Satisfaction Survey conducted. Report submitted on 30/11/2021.
11. Resumption of Yoga training and GYM facilities for the purpose of Physical Fitness.	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. 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.	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 and connecting call from outsider via Key Pushing System for all Departments.	College automation with intercom facility through IP Phone for connecting two disintegrated campus is being proposed by IQAC. Shri Arpan Mullick is requested to provide a cost estimation for the above two projects.
14. Introducing E procurement system to strengthen E-Governance System in adherence to NAAC Criterion.	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.

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15. Amelioration of Library Management System through introduction of online registration of Library Card for Students.	Online registration form for library membership is available in the library portal. Faculties and students must register within 16/12/2021.
16. Ratification of Records on Last Five-Year Data - Number of Student and Teachers using Library/day.	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. Introducing Add on Courses with particular emphasis on Language& Communication skills under capacity building and skill enhancement initiatives with possibility of setting up Language laboratory as per NAAC SSR criterion 5.1.3.	Prof. Swati Mustaphi 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. Organizing Blood Donation Camp and Beyond the Campus Environmental Promotional activities by NSS Unit.	Blood Donation Camp will be organized on 17/12/2021 with Bhoruka Blood Bank, Kolkata. Approximate budget is Rs. 35000/. NSS Unit to organize beyond the campus initiatives for Environmental Awareness.
19. Ratifications Suggestions by Code of Conduct Monitoring Committee as per SSR Criterion 7.1. 10.	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. Conducting Internal Audit of College Accounts for the Financial Year 2020 21.	Internal Audit for 2020-2021 is being conducted in association with MCB Associates, Kolkata.

(DR. MANTU BISWAS)
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Dr. Kanailal Bhattacharyya College
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Principal
Dr. Kanailal Bhattacharyya College
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