



Internal Quality Assurance Cell Krishnagar Women's College

Aurobindo Sarani, Krishnagar, Nadia
NAAC Accredited B

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Minutes of IQAC No. 1 held on 26.06.2019

Proceedings and resolutions of IQAC meeting held on 26.06.2019 at 3.00 pm to 4.20 pm against Notice No. KWC-IQAC 01/2019-20 dated 19.06.2019.

Members present:

1. Smt. Bijali Bhattacharya, Chairperson & Teacher-in-Charge
2. Dr. Suryendu Chakraborty, Coordinator
3. Dr. Maya Biswas (Sinha), Member
4. Smt. Mala Ghosh

Proceedings and resolutions:

Chairperson, Smt. Bijali Bhattacharya presided over the meeting.

Agenda 1. Urges the TIC to take steps for admission process to start through online mode as per Government order and University rules.

Resolutions 1: It is decided that the Teacher -in-Charge should convene a meeting of the Admission Committee to start the process of admission through online portal as per Government order and University rules for maintaining transparency and the benefits of the students.

Agenda 2: Necessary steps to be taken for the supervision and smooth conduction of University examination.

Resolution 2: In view of the oncoming University examination, the Examination Committee should be apprised of the programmes and other related matters sent by the University from time to time and help the institution by conducting the whole examination process under the supervision of teachers.

Agenda 3: To seek permission from the Administrator to utilize Rs.2 lakhs from P.C.Chandra for Library automation and purchase of books for all the departments with Library fees.

Resolution 3: Resolved that Teacher -in-Charge should seek approval from the Administrator for utilisation of Rs.2 lakhs to expedite the process of Library automation and inviting quotations for the purpose. Besides, yearly purchase of books with the Library fees collected from the students during admission be expedited.

Agenda 4. To seek permission from the Administrator for engagement of security guards for three shifts from private security agency.

Resolution 4. IQAC pointed out that the Teacher-in-Charge should take initiative for engagement of Security Guards for three shifts and should take immediate steps to seek permission from the Hon'ble District Magistrate and Administrator of the College for the purpose.

Agenda 5. To prepare and send proposal for financial assistance to Higher Education Department.

Resolution 5. Teacher-in-Charge informed IQAC of the proposal of grant received from the Higher Education Department and requested the Coordinator to prepare an extensive proposal with the help and suggestions of teachers from different departments. IQAC appreciated the move and action plan was immediately chalked out for an early submission of the proposal before 15th of August 2019.

Agenda 6. Immediate steps to be taken for sending the pay-fixation proposal of several teachers for M.Phil./ Ph.D benefits.

Resolution 6. IQAC urged the Teacher-in-Charge for collecting the Pay-fixation Memo from Bikash Bhavan of several Assistant Professors who are eligible for receiving incentives for M.Phil and Ph.D and sending their pay-fixation proposal along with arrear claim immediately to Higher Education Department on receiving the Memo.

Agenda 7. To prepare academic calendar of the college.

Resolution 7. It is resolved that all departments will be asked to prepare academic calendar of the college for forthcoming session.

Agenda 8. Miscellaneous, if any.

Resolution 8. No matters arises.

The meeting ended with vote thanks to and from the chair.



Coordinator

Dr. Suryendu Chakraborty

Co-ordinator

IQAC

Krishnagar Women's College



Chairperson & Teacher-in-Charge

Smt. Bijali Bhattacharya

Teacher-in-charge

Krishnagar Women's College



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Minutes of IQAC No. 2 held on 23.12.2019

Proceedings and resolutions of IQAC meeting held on 23.12.2019 at 3.00 pm to 4.00 pm against Notice No. KWC-IQAC 02/2019-20 dated 16.12.2019.

Members present:

1. Smt. Bijali Bhattacharya, Chairperson & Teacher-in-Charge
2. Dr. Suryendu Chakraborty, Coordinator
3. Dr. Maya Biswas (Sinha), Member
4. Smt. Mala Ghosh

Proceedings and resolutions:

Chairperson, Smt. Bijali Bhattacharya presided over the meeting.

Agenda 1. To read and confirm the resolutions of meeting No.KWC-IQAC-01/ 2019-20 held on 26.06.2019 and action taken report.

Resolution 1: The proceedings of the meeting No. KWC-IQAC-01/ 2019-20 held on 26.06.2019 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2. To take step for Roster Authentication from Backward Class Department. W.B

Resolution 2: . An urgent issue pertaining to the authentication of ROA from Backward Class Department has been discussed and it has been decided that Dr.Maya Biswas Sinha, Associate Professor of Chemistry be assigned the task of getting the ROA authenticated from the said Department.

Agenda 3. To send proposals for recommendation of Assistant Professors in Bengali, English, Sanskrit, Political Science, Philosophy, Chemistry, Mathematics and Economics.

Resolution 3: Resolved that Teacher-in-Charge should take immediate steps to get necessary approval from the Hon'ble District Magistrate and Administrator for filling up vacant posts of teachers who have either retired or resigned from this College to join other colleges.

Agenda 4. Re-engagement of existing Guest teachers.

Resolution 4: In view of the paucity of permanent teachers in several departments, IQAC urged the Teacher-in-Charge for re-engagement of the existing Guest faculty and if possible, seek permission from the Administration for arranging special lectures for the benefits of the students.

Agenda 5. Accounts section to prepare all relevant documents for Government Audit.

Resolution 5: In view of the Statutory Audit, Accounts and Cash section of the College is required to prepare the documents necessary for the audit and the audited report be submitted to Bikash Bhavan within stipulated time.

Agenda 6. To send long-pending pension proposal of Smt. Sova Basak, retired Hostel employee, to DPI immediately which has been long pending.

Resolution 6: The issue of the pending case of Smt.Sova Basak, retired Hostel employee was discussed in the meeting for an early redressal of her case with necessary approval from the Administrator and relevant documents be sent to Bikash Bhavan.

Agenda 7. To send pay-fixation proposals of 10 year benefit of three Hostel Employees.

Resolution 7: Necessary papers for the 10 year benefits of three Hostel employees be sent to Bikash Bhavan for approval and subsequent pay fixation.

Agenda 8: To consider the proposal from HOD of the Department of Philosophy for carrying out Add on course on 'Practical Values and Uses Philosophy in Our Life'

Resolution 8: The Proposal is approved. It is resolved that the duration of the course will be of at least 30 hours. After successful completion of course the student will get certificate.

Agenda 9. Miscellaneous, if any.

Resolution 9. Dr. Maya Biswas (Sinha) proposed the formation of Electroral Literacy Club to make the student aware of the democratic processes of the country. It was then unanimously decided that a committee consisting of the following members be constituted for the purpose. Smt. Sreeparna Dutta, Nodal Officer, Dr. Suman Bhattacharya and Smt. Baijayanti Ghosh.



Coordinator
Dr. Suryendu Chakraborty

Co-ordinator
IQAC
Krishnagar Women's College



Chairperson & Teacher-in-Charge
Smt. Bijali Bhattacharya

Teacher-in-charge
Krishnagar Women's College



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Minutes of IQAC No. 3 held on 11.04.2020

Proceedings and resolutions of IQAC meeting held on 11.04.2020 in google meet platform against Notice No. KWC-IQAC 03/2019-20 dated 25.03.2020.

Members present:

1. Smt. Bijali Bhattacharya, Chairperson & Teacher-in-Charge
2. Dr. Suryendu Chakraborty, Coordinator
3. Dr. Maya Biswas (Sinha), Member
4. Smt. Mala Ghosh

Proceedings and resolutions:

Chairperson, Smt. Bijali Bhattacharya presided over the meeting.

Agenda 1. To read and confirm the resolutions of meeting No.KWC-IQAC-02/ 2019-20 held on 23.12.2019

Resolution 1: The proceedings of the meeting No. KWC-IQAC-02/ 2019-20 held on 23.12.2019 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2. To send pay-fixation proposals of teachers through online as per ROPA 2019.

Resolution 2: . Resolved that pay fixation proposals of teachers and non-teaching staff of the College as per Ropa 2019 should be prepared and submitted to Bikash Bhavan through online immediately.

Agenda 3. To start online classes using Skype, Zoom, Google platforms in the wake of Covid-19

Resolution 3: In the wake of Covid 19 and countrywide lockdown, IQAC chalked out a plan for holding regular online classes and uploading study materials through using diverse digital platforms until a fixed platform is subscribed.

Agenda 4. To provide mental support to students during pandemic situation.

Resolution 4. In view of pandemic situation the IQAC would conduct online periodic awareness program and HoDs of all department are requested to provide mental health support to students through online counselling.

Agenda 5: To discuss the matter of implementation of Add-on/ certificate courses on (i) 'Spoken Sanskrit: A Journey' proposal submitted by HOD, Department of Sanskrit, (ii) Science and Technology in Ancient India' proposal submitted by HOD, Department of History, (iii) Mathematics in Everyday Life' proposal submitted by HOD, Department of Mathematics and iv) 'Digital Communication Skill' proposal submitted HOD, Department of English.

Resolution 5: Regarding the implementation of Add on certificate courses on (i) 'SpokenSanskrit: A Journey' proposal submitted by HOD, Department of Sanskrit, (ii) Science and Technology in Ancient India' proposal submitted by HOD, Department of History, (iii) Mathematics in Everyday Life' proposal submitted by HOD, Department of Mathematics and iv)'Digital Communication Skill' proposal submitted HOD, Department of English and (v) 'Computer Literacy Drive for UG Students' proposal submitted by HOD, Department of Physics, after careful observation it is decided that the courses will be conducted through online mode maintaining COVID Protocol beyond their class routine. The duration of these courses would be not less than 30 hours. After successful completion of the courses the student will get certificate.

Agenda 6: To discuss the preparation of Departmental Academic Calendar.

Resolution 6: It is resolved that all departmental Head will be instructed to prepare and submit the departmental Academic Calendar for the session 2020-2021.

Agenda 7: To form a Green Club

Resolution 7: To boost the eco-friendly ambience of the Institution a decision was taken to form a Green Club with faculty members teaching ENVIS to the students, along with few student representatives.

Agenda 8. Miscellaneous, if any

Resolution 8: No other matter arises for discussion.

Suryendu Chakrabarty

Coordinator
IQAC
Dr. Suryendu Chakrabarty
Krishnagar Women's College

Bhattacharya A

Chairperson & Teacher-in-Charge
Smt. Bijali Bhattacharya

Teacher-in-charge

Krishnagar Women's College



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Action Taken Report for the session 2019-2020

Meeting No. 1 – Date: 26.06.2019:

1. Admission Process: The Admission Committee convened a meeting to initiate the admission process online, ensuring transparency and student benefit.
2. University Examination: The Examination Committee was briefed about upcoming exams and instructed to conduct them with teacher supervision.
3. Library Automation: Approval was sought from the Administrator for utilizing Rs.2 lakhs for library automation and book purchases.
4. Security Guards: Steps were taken to engage security guards for three shifts, awaiting permission from relevant authorities.
5. Financial Assistance Proposal: A proposal was drafted for financial aid from the Higher Education Department, with inputs from various departments.
6. Pay-Fixation Proposal: Efforts were made to expedite pay-fixation proposals for eligible teachers.
7. Academic Calendar: Departments were tasked with preparing the academic calendar for the upcoming session.

Meeting No. 2 – Date: 23.12.2019:

1. Confirmation of Previous Meeting: Resolutions of the previous meeting were confirmed, and actions were taken accordingly.
2. Roster Authentication: Dr. Maya Biswas Sinha was assigned to authenticate the Roster Authentication from the Backward Class Department.
3. Recommendation of Assistant Professors: Steps were taken to recommend Assistant Professors for vacant positions.

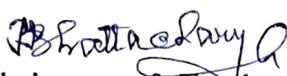
4. Guest Teachers: Existing guest faculty members were considered for re-engagement to address staffing shortages.
5. Accounts for Government Audit: Relevant documents for the government audit were prepared by the Accounts section.
6. Pension Proposal: Efforts were made to resolve the pending pension proposal of a retired hostel employee.
7. Pay-Fixation Proposals: Proposals for 10-year benefits of three hostel employees were prepared and submitted.
8. Add-on Course Proposal: A proposal for an Add-on course was approved, with a duration of 30 hours and certificate upon completion.
9. Electoral Literacy Club: A committee was formed to establish an Electoral Literacy Club for student awareness.

Meeting No. 3 – Date: 01.04.2020:

1. Confirmation of Previous Meeting: Resolutions of the previous meeting were confirmed, and actions were taken accordingly.
2. Pay-Fixation Proposals (ROPA 2019): Pay-fixation proposals were prepared and submitted online as per ROPA 2019.
3. Online Classes during Covid-19: Plans were made to conduct online classes and provide study materials through various digital platforms during the pandemic.
4. Mental Support for Students: Online awareness programs and counselling sessions were arranged to provide mental support to students.
5. Implementation of Add-on/ Certificate Courses: Add-on/ certificate courses were approved to be conducted online, each with a duration of at least 30 hours and certificate upon completion.
6. Departmental Academic Calendar: Department heads were instructed to prepare and submit academic calendars for the upcoming session.
7. Green Club: Green club initiatives undertaken.

This report outlines the actions taken in response to the resolutions passed in the IQAC meetings held on the mentioned dates.


Co-ordinator
Coordinator IQAC
Dr. Suryendu Chakrabarty
Krishnagar Women's College


Chairperson & Teacher-in-Charge
Smt. Bijali Bhattacharya
Teacher-in-charge
Krishnagar Women's College