



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 09.09.2020

Proceedings and Resolutions of IQAC online meeting held on 09.09.2020 from 7:00 p.m. on Google meet platform against Notice No. KWC-IQAC 01/2020-21 dated 02.08.2020.

Members present:

1. Ms. Bijali Bhattacharya, Hon'ble TIC
2. Dr. Monojit Roy, Invitee guest & President of Governing Body
3. Ms. Bulu Modak, Co-ordinator, IQAC
4. Dr. Maya Biswas Sinha, Member
5. Mrs. Baijayanti Ghosh, Member
6. Mrs. Sreeparna Dutta, Member
7. Mr. Nibhas Biswas, Member
8. Dr. Pintu Banerjee, Member
9. Mr. Sounak Ghosh, Member
10. Mr. Akshay Biswas

The meeting started with the chair of Hon'ble TIC Madam and delivering her welcome speech. After that our invited special guest as well as our beloved President Sir, Dr. Monojit Roy delivered the speech with his experiences related to IQAC and NAAC. He pointed out the number of issues need to adopt the college for looking forward the next NAAC visit, like as:

1. Uploading the IQAC desk with name of the Hon'ble IQAC members, its minutes etc. in college official website.
2. Implement the recommendations of last Peer team visit for NAAC second cycle of the college.
3. Preserve University certified copy of every year with reference to number of students admission, pass out and total number of seats.
4. Handing over the responsibilities of per semester/ year to one 'Mentor' among the full time teacher, who will look after the various matters of the students and contact their office.
5. Emphasis institutional distinctiveness like providing equality education to the girls of rural areas, emphasis remedial and tutorial classes, special lectures, student seminars etc. Besides the teaching learning process help them to get different type of scholarships,

developing their intellectual and reasoning qualities, debate competition, poem recitation, essay, slogan writing, rangoli making, quiz competition are organised by the different departments of the college.

6. Introduction of best practices of the college.
7. Make necessary arrangement for students action survey.
8. Make necessary steps for collaboration with other college and introduce academic and cultural exchange.
9. Make necessary arrangement to fill out feedback form for students and parents and preserve it.
10. Preserve the attendance of the students participation in various program organised by the college.
11. Continue various activities from the different cell like student placement cell, counselling cell etc.
12. At least to research papers published by every teacher in every year.

After that the agendas of the meeting were discussed and the following resolutions were taken.

Agenda no.1: Registration at NAAC Portal for uploading AQAR.

Resolution: This agenda is dropped for this meeting.

Agenda 2: Issue for submission AQAR of the previous years.

Resolution: This agendum is dropped for this meeting.

Agenda 3: Proposal for special lecture series for the students.

Resolution: It is resolved that if anyone or any department of the college send proposal for special lectures for his apartment to IQAC then it will be discussed in IQAC platform.

Agenda 4: Proposal for Professional Development Programme for non teaching staff.

Resolution: After the discussion the proposal is approved by unanimously.

Agenda 5: Proposal for Professional Development Programme for faculty members.

Resolution: After the discussion it is approved by unanimously.

Agenda 6: Initiative related to promotion for the faculty members.

Resolution: Resolved that it is the time for Pandemic. As soon as the college opens, IQAC will proceed the for the promotion which had approved by the Governing Body.

Agenda 7: Renovation of College Website.

Resolution: It will be done with a skill and professional person/ agency.

Agenda 8: Proposal for launching you tube channel.

Resolution: It is unanimously decided that college will launch its own you tube channel.

Agenda 9: Activity assessment and reconstruction of Alumni association.

Resolution: It is resolved that college will proceed for registration of Alumni Association and appreciate them to conduct meeting in college premises for initiation of various activities.

Agenda 10: Miscellaneous, if any.

Resolution: No further issue raised here.

Meeting ends with the vote of thanks to chair and other members by coordinator.

Bulu Modak

Co-ordinator
Coordinator, IQAC
Bulu Modak
Krishnagar Women's College

Bhattacharya

Chairperson & TIC
Teacher-in-charge
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Minutes of IQAC No. 2 held on 30.10.2020

Proceedings and Resolutions of IQAC online meeting held on 30.10.2020 from 7:00 p.m. on Google meet platform against Notice No. KWC-IQAC 02/2020-21 dated 28.10.2020.

Members present:

1. Ms. Bijali Bhattacharya, Hon'ble TIC
2. Ms. Bulu Modak, Co-ordinator, IQAC
3. Dr Maya Biswas Sinha, Member
4. Mrs. Baijayanti Ghosh, Member
5. Mrs. Sreeparna Dutta , Member
6. Mr. Nibhas Biswas, Member
7. Dr. Pintu Banerjee, Member
8. Mr. Sounak Ghosh, Member
9. Dr. Sahanous Mallick
10. Mr. Akshay Biswas

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/ 2020-21 held on 08.09.2020.

Resolution 1: The proceedings of the meeting No. KWC-IQAC-01/ 2020-21 held on 08.09.2020 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2: Discussion regarding proposals given by the honorable president in the last meeting.

Resolution: It was resolved that all recommendations of honorable President will be implemented in the interest of college development.

Agenda 3: Proposal for introducing online ENVIS portal.

Resolution: It was approved. In this context Mr Sounak Ghosh proposed to conduct classes or seminars with the guidance of Environment experts.

Agenda 4: Proposal for introducing online examination practicing portal for entry in services.

Resolution: It was approved.

Agenda 5: Proposal for one online feedback portal for students, alumni, industry persons and academicians etc.

Resolution: It was approved.

Agenda 6: Proposal for for one piece of Lenovo server (8GB/1TB/4 Core/ 7.2 rpm SATA HDD) with one piece of voltage stabilizer.

Resolution: in this context Mr proposed to take the cloud storage instead of Lenovo server. However, it was resolved in iqse that either Lenovo server with one piece of voltage stabilizer or cloud storage will be purchased for 4th running of the college website.

Agenda 7: proposal for different polymer final board with vission mission moto etc. of the college.

Resolution 7: It was approved.

Agenda 8: Proposal two pieces of Canon Laser Jet printer.

Resolution 8: There was a printing mistake. Instead one piece it was written two pieces. Initially it was decided for TIC's room. But TIC Madam opposed to purchase it due to the pandemic of COVID 19.

Agenda 9: Proposal for one is of canon LaserJet copier cum printer.

Resolution 9: There was printing mistake again. In street of one piece it will be too pieces of canon laser jet copier cum printer, one word library and another for IQAC. However, it was approved in the meeting.

Agenda 10: Proposal for two pieces of RAYO mini Projector.

Resolution 10: It was approved. IQAC resolved to purchase two pieces of RAYO mini projector, one for IQAC and another for TIC's room.

Agenda 11: Proposal for two pieces of laptop.

Resolution 11: One piece of laptop for IQAC was approved. TIC madam opposed to purchase another piece due to pandemic of COVID 19.

Agenda 12: Proposal for two pieces of Desktop.

Resolution 12: It was approved, one for office cash counter and another for library.

Agenda 13: Proposal for Antivirus (Quick heal 10 users).

Resolution 13: It was approved.

Agenda 14: Proposal to purchase of books by the grant of P.C.Chandra Jewelers.

Resolution 14: In this context IQAC resolved that if it is possible to convert the grant into library automation procedure that would be better, otherwise book could be purchased.

Agenda 15: Proposal of instrument requirement for the department of Geography Physics and Chemistry.

Resolution 15: It was approved and requisition was forwarded to Governing Body. In this context Dr. Sahanou Mallick was requested to send a copy of list of instrument to Hon'ble President Sir for his opinion and suggestions it as his subject is Chemistry.

Agenda 16: Proposal for upgradation of college Library.

Resolution 16: Mr.Nibhas Biswas, librarian placed a proposal for development of college Library. There was four parts -: 1) automation of college Library, 2) Electrification of college Library, 3) purchase of equipment and 4) purchase of new books of CBCS for the financial year 2019-20 & 2020-21.

IQAC approved the purchase of new books of CBCS for financial year 2019-20 and 2020-21. Side by side it was also resolved that IQAC will send the other parts of proposal to an expert for preparing a budget.

Agenda 17: Miscellaneous, if any.

- 1) At the meeting TIC Madam proposed to publish a peer reviewed journal on behalf of cultural committee of the college.

Resolution:

All the members appreciated and approved it.

- 2) At the meeting, Dr. Shahanous Mallick proposed to purchase all the Computers, Copier cum Printers, Projectors directly from manufacturer.

Resolution: All the members approved it.

- 3) Requisition of Mrs Baijayanti Ghosh: On 29.10.20 TIC Madam forwarded a requisition for laptop from Baijayanti Ghosh, Program Officer of NSS unit for smooth running her NSS work.

Resolution: It can be approved, if IQAC members agree.

The meeting was ended by thanking all the members and TIC Madam by the Coordinator.

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Krishnagar Women's College
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Minutes of IQAC No. 3 held on 09.01.2021

Proceedings and resolutions of IQAC meeting held on 09.01.2021 from 9.00 am on google meet platform.

Members present:

Smt. Bijali Bhattacharya, Chairman & Teacher-in-Charge

Ms. Bulu Modak, Coordinator

Dr. Maya Biswas (Sinha), Member

Mrs. Baijayanti Ghosh, Member

Dr. Arindam Sarkar, Member

Dr. Sahanous Mallick, Member

Mr. Akshay Biswas, Member

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/ 2020-21 held on 30.10.2020.

Resolution 1: The proceedings of the meeting No. KWC-IQAC-02/ 2020-21 held on 30.10.2020 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2. To introduce Mentor- Mentee system in the college.

Resolution 2: It was resolved that one Mentor will be assigned for each class of Honours, GE and Program General for each semester.

Agenda 3: To establish an effective office of IQAC.

Resolution 3: It was resolved that the IQAC office needs to hire a casual employee.

Agenda 4: To accelerate the internal Audit of the college.

Resolution 4: It was resolved that the Audit of the last two financial year 2018-19 and 2019-2020 has to be done.

Agenda 5: To ensure cleanliness of the students toilet.

Resolution 5: It was resolved that foot pedal sanitizer dispenser will be installed in front of the student toilet. In addition to that sanitizer and hand wash would be provided.

Agenda 6: To ensure efficient performance of college office

Resolution 6: It was resolved that the college needs two clerical staff, one for office and another for cash and account section.

Agenda 7: To ensure all support facility at teachers' room.

Resolution 7: It was resolved that teachers' room needs a Group D employee. Some chairs and four almirahs are needed for teachers to sit and keep their books.

Miscellaneous: 1) Chairs and tables need to be painted for students to sit in the library reading room.

2) A desktop computer is urgently needed in the college cash and account sections.

The meeting ended with giving thanks to all the members by the Coordinator and TIC Madam.

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Minutes of IQAC No. 4 held on 19.01.2021

Proceedings and resolutions of IQAC meeting held on 19.01.2021 from 9.00 pm on google meet platform. Meeting ID; <https://meet.google.com/rjz-wupp-itj>

Members present:

Smt. Bijali Bhattacharya, Chairman & Teacher-in-Charge

Ms. Bulu Modak, Coordinator

Dr. Maya Biswas (Sinha), Member

Mrs. Baijayanti Ghosh, Member

Sri Nibhas Biswas, Member

Mr. Sounak Ghosh, Member

Mr. Akshay Biswas, Member

Proceedings and resolutions:

The meeting starts with the chair of Hon'ble TIC Madam. After that the agenda of the meeting were discussed and the following resolutions were taken.

Agenda 1: To read and confirm the resolutions of meeting No.KWC-IQAC-03/ 2020-21 held on 09.01.2021.

Resolution 1: The proceedings of the meeting No. KWC-IQAC-03/ 2020-21 held on 09.01.2021 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2: To consider the configuration of Desktop Computer.

Resolution 2: According to the letter of Mr. Akshay Biswas, Cashier office of the Cash and Accounts section dated 19.02.21 & forwarded by TIC, it is unanimously resolved that the configuration of the desktop is mentioned below.

Processor: i5 8th Generation

Motherboard: Gigabyte H31 M S2

Hard disc: Seagate Desktop, HDD Hard Drive 1TB internal. (ST 10000DM003)

RAM: Corsair Vengeance LXP 8GB DDR 2400MHzC 14 Desktop Memory

Keyboard: Rapoo NK1800 Spill Resistance Wired USB Keyboard.

Mouse: Rapoo N 100 Wired Optical Mouse with 1600DPPI

Monitor: Philips 193 VSL 18.5" LED backlight Computer Monitor

Cabinet: Frontech Silver Grand FT-4235

Agenda 3: To reconsider the configuration of laptop.

Resolution 3: According to the letter of Smt. Baijayanti Ghosh, Program Officer, NSS Unit, dated 13.01.2021 and forwarded by TIC dated, it is unanimously resolved that the configuration of the laptop is mentioned below:

HP 14s Core i5 10th Generation, Model no. 14 S- ER0003TU

RAM: 8GB/ DDR4

Hard disc: 1TB HDD/256 GBSSD

Operating system: Windows 10 Home

Internal and external web cam, lock, carrying case, external hard drive for back up.

Agenda 4: New post creation for the department of Political Science, Geography, History and Mathematics.

Resolution 4: Resolution: It is unanimously decided that the creation of new post for the department of political science geography history and mathematics are urgently needed for smooth running of the college. If the GB of the college accept the proposal, IQAC will prepare the related papers.

Agenda 5: Miscellaneous, is any.

Resolution 5: Nil

The meeting was ended by giving thanks to all the members and by the Coordinator and TIC Madam.

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Action Taken Report of the Session 2020-21

Meeting No. 1 – 08.09.2020:

- Uploaded IQAC details on the college website.
- Discussed implementing previous NAAC recommendations.
- The College has adopted a strong mechanism to preserve University records such as registration data and results.
- Introduced the concept of mentor-mentee initiatives.
- Emphasized on institutional distinctiveness and best practices. Best practices have been identified and efforts taken to nurture the same.
- Approved proposals for professional development programs, and one FDP undertaken.
- Agreed to renovate the college website and launch a YouTube channel.
- Planned activities for alumni association and peer-reviewed journal.

Meeting No. 2 – 30.10.2020:

- Confirmed resolutions from the previous meeting.
- Decided to implement all recommendations from the college President.
- Approved proposals for online portals, server, printers, and projectors.
- Entry in service portal introduced for the students.
- To boost Environmental consciousness, ENVIS portal introduced.
- Resolved discrepancies in equipment proposals.

- Agreed on purchasing books and instruments. Instruments for Geography, Physics and Chemistry purchased.
- Discussed upgrading the college library and office facilities.
- Initiatives taken to purchase books for Library upgradation to cater to CBCS students.

Meeting No. 3 – 09.01.2021:

This meeting aimed at enhancing college operations and facilities:

- Confirmed resolutions from the previous meeting.
- Introduced mentor-mentee system fully operational
- Emphasis on effective office management and digital preservation of Students' Data started.
- Discussed internal audit, cleanliness, and infrastructure improvements.
- Addressed miscellaneous issues like library furniture and computer requirements.

Meeting No. 4 – 19.01.2021:

- Confirmed resolutions from the previous meeting.
- Foot paddle sanitisers purchased.
- Discussed creating new posts for specific departments.
- Clerical staff members recruited by the Governing Body.
- Furniture painted.

These meetings reflect ongoing efforts to enhance quality assurance, implement improvements, and address various administrative and academic needs of Krishnagar Women's College.

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