

Internal Quality Assurance Cell Krishnagar Women's College



Aurobindo Sarani, Krishnagar, Nadia

NAAC Accredited B⁺

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Dated:

Ref

Minutes of IQAC No. 1 held on 13.08.2021

Proceedings and resolutions of IQAC meeting held on 13.08.21 at 6.00 pm to 8.00 pm against Notice No. KWC-IQAC 01/2021-22 dated 10.08.2021 through google meet platform: <https://meet.google.com/buo-tsoh-xtu>

Members present:

1. Principal, Dr. Natasa Dasgupta, Chairman
2. Smt. Bulu Modak Coordinator
3. Dr. Pintu Banerjee, Associate Professor, Krishnagar Govt. College
4. Dr. Sahanous Mallick, Asstt. Professor, Chakdah College
5. Dr. Maya Biswas (Sinha), Member
6. Smt. Baijayanti Ghosh, Member
7. Smt. Sreeparna Dutta, Member
8. Sri Nibhas Biswas, Member

Proceedings and resolutions:

Chairperson, Dr. Natasa Dasgupta presided over the meeting.

Agenda 1. To read and confirm the resolutions of the 4th meeting No. KWC-IQAC- 04-02-2020-21 dt. 19.01.2021.

Resolutions 01: The resolution of the meeting held on 19.01.2021 confirmed with a note that the agenda of purchase of laptops has not been implemented yet.

Agenda 2 & 3: To initiate the best practices in the college for quality management.

Resolutions 02 & 3: It is decided that in this context of this agenda, the following initiatives were taken

- i) In the pandemic situation of COVID 19, it is decided to reconstruct the existing fee structure to provide financial support to the students.
- ii) Arrangement a programme of student health checkup psychological counseling
- iii) Arrange a workshop on prohibition of child marriage
- iv) Create a free Wi-Fi zone for the students of the college.

Agenda 4: To consider the green campus programme in the college.

Resolution 04: It is resolved to approve the green campus programme in the college: a proposal was made to form a committee of four members to carry out the responsibilities. The proposed members are:

1. Nabanita De, Dept. of Chemistry, 2. Ipsita Pramanik, Dept. of Chemistry, 3. Arundhati Tarafder, Dept. of English, and 4. Pinki Hira, Dept of Geography.

Agenda 05: To consider Academic Audit, Administrative Audit and Academic Calendar for the academic session 2021-22

Resolution 5: It is resolved that Academic Calendar will be prepared by academic subcommittee and Academic Audit, Administrative Audit will be done at end of this session.

Agenda 6: To consider the status of the Mentor-Mentee system of the college.

Resolution 6: It is resolved to arrange teachers meet for proper introduction of Mentor Mentee system in the college.

Agenda 7: To consider the matter of organizing Webinar, Workshop and various certificate courses.

Resolution 7: It is resolved that the webinar and workshop would be arranged but before introducing the certificate course, details information need to be taken.

Agenda 8: To consider the best performance award for teaching and non-teaching staff of the college.

Resolution 8: It is resolved that the best performance award would be considered after deciding the parameters and procedures.

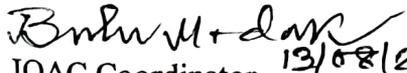
Agenda 09: Any other agenda with the of permission of Chair.

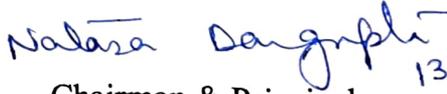
i) House raised the issues with the permission of the chair for renovation of Dipti Bose building and other rooms of college main building and repairing works of electrification of college library.

ii) To consider the matter of purchase of some computers and float tender-quotation there on and to arrange Annual Maintenance Contract for all working computers of the college.

Resolution 09: Both these agenda were approved unanimously.

Meeting ended with vote of thanks to and from the chair.


IQAC Coordinator 13/08/2021
Bulu Modak


Chairman & Principal
Dr. Natasa Dasgupta

Principal
Krishnagar Women's College

Co-ordinator
IQAC
Krishnagar Women's College



Internal Quality Assurance Cell

Krishnagar Women's College

Aurobindo Sarani, Krishnagar, Nadia

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Ref

Dated:

Minutes of IQAC No. 2 held on 18.11.2021

Proceedings and resolutions of IQAC meeting held on 18.11.21 at 11.00 am to 1.00 pm against Notice No. KWC-IQAC 02/2021-22 dated 13.11.2021.

Members present:

1. Principal, Dr. Natasa Dasgupta, Chairman
2. Smt. Bulu Modak Coordinator
3. Dr. Pintu Banerjee, Associate Professor, Krishnagar Govt. College
4. Dr. Sahanous Mallick, Asstt. Professor, Chakdah College
5. Dr. Maya Biswas (Sinha), Member
6. Smt. Baijayanti Ghosh, Member
7. Dr. Arindam Sarkar, Member
8. Smt. Sreeparna Dutta, Member
9. Sri Nibhas Biswas, Member
10. Sri Akshay Biswas, Member

Proceedings and resolutions:

Chairperson, Dr. Natasa Dasgupta presided over the meeting.

Agenda 1. To read and confirm the resolutions of meeting No.KWC-IQAC-01/ 2021-22 dt. 13.08.2021

Resolutions 01: The proceedings and resolutions are read and confirmed unanimously.

Agenda:02: To Submission the AQAR of the year 2020-2021

Resolutions 02: It is decided that the AQAR will be prepared involving all teaching staff with the help of non-teaching staff. The work will be done by comprising a technical team. The whole matter will be discussed in T.C. meeting before execution.

Agenda :03: To introduce IQAC tab & upload the related resolutions in our College website.

Resolution 03: As regards IQAC tab there is no such tab present in college website. Immediately the website provider, Adini Infotech will be asked to create a tab for IQAC, where IQAC related matters including notices and resolutions will be uploaded.

Agenda 04: To arrange a Meet with our Alumni.

Resolution 04: It is resolved that at first regarding Alumni meeting and formation of Alumni Association senior two/three ex-students will be invited in the college for discussion by Smt. Mala Ghosh, Kaberi Indra and Smt. Sreeparna Dutta at an early date.

Agenda 05: Any other item with the of permission of Chair

Resolution 05: No other matter is discussed further.

Meeting ended with vote of thanks to the chair.

Bulu Modak

Coordinator

Bulu Modak

Co-ordinator

IQAC

Krishnagar Women's College

Natasa Dasgupta 18/11/21

Chairman & Principal

Dr. Natasa Dasgupta

Principal

Krishnagar Women's College



Internal Quality Assurance Cell

Krishnagar Women's College

Aurobindo Sarani, Krishnagar, Nadia
NAAC Accredited B⁺ (2nd Cycle)

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Date: 19.04.2022

Minutes of IQAC No. 3 held on 19.04.2022

Proceedings and resolutions of IQAC meeting held on 19.04.2022 at 3.00 pm in the Principal's chamber against Notice No. KWC-IQAC 03 /2021-22 dated 12.04.22 .

Members present:

1. Dr. Natasa Dasgupta, Chairperson & Principal
2. Dr. Maya Biswas (Sinha), Dept. of Chemistry, Coordinator
3. Dr. Pintu Banerjee, Member from Management
3. Smt. Kaberi Indra, Dept. of History, Member
4. Dr. Suryendu Chakraborty, Dept. of English, Member
5. Sri Sajal Biswas, Department of Physics, Member
6. Smt. Sreeparna Dutta, Dept. of Bengali, Member
7. Smt. Kalpita Nandi, Dept. of Philosophy, Member
8. Sri Prodip Das, Librarian, Member

Proceedings and Resolutions:

Chairperson, Dr. Natasa Dasgupta presided over the meeting.

Agenda 1. To read and confirm the resolutions of meeting No.KWC-IQAC-02/ 2021-22 dt. 13.11.2021

Resolutions 1: The proceedings of the meeting No.KWC-IQAC-02/ 2021-22 dt. 13.11.2021 Held on 18.11.2021 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2. To consider the matter of internal academic audit of all departments of the college from 2018-19, 2019-20 and 2020-21.

Resolution 2:

It was decided that internal academic audit of each department would be carried out by IQAC for the years 2018-19, 2019-20 and 2020-21. The three groups comprising two teachers in each group would check and verify the audit reports of the departments, the details given below:

Sl No.	Group	Teacher Members	Departments
1	I	Smt Bijali Bhattacharya, and Smt. Baijayanti Ghosh,	Bengali, Sanskrit, Philosophy, History
2	II	Smt. Anuradha Chattopadhyay and Sri Ashok Biswas	Physics, Chemistry, Mathematics, Geography
3	III	Smt. Kaberi Indra and Dr. Arindam Sarkar	English, Pol. Science , Economics

Dr. Natasa Dasgupta, Chairman, Dr. Maya Biswas (Sinha), Coordinator, Dr. Pintu Banerjee, External G.B. member of IQAC would countersign the final audit reports.

Agenda 3: To discuss the matter of Add-on-certificate course on (i) 'Fundamentals of Supramolecular Chemistry' proposal submitted by HOD, Department of Chemistry and ii) 'Contribution of Women in Transforming Indian Society' proposal submitted by Dr. Anuradha Chattopadhyay on behalf of IQAC.

Resolution 3: It was decided that the students of our college would participate in the Add on Certificate course and it would be conducted through online mode. The duration of the course would be not less than 30 hours, comprising of lectures of eminent speakers and faculties of the college. After successful completion of the course the student will get certificate.

Agenda 4. Any other matters arising with the permission of the chair.

Resolution 4:

No other matter was discussed further.

Meeting ended with vote of thanks to the chair.

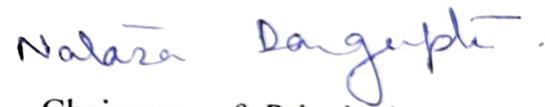


Coordinator, IQAC

Dr. Maya Biswas (Sinha)

Co-ordinator
IQAC

Krishnagar Women's College



Chairperson & Principal

Dr. Natasa Dasgupta

Principal

Krishnagar Women's College



Internal Quality Assurance Cell Krishnagar Women's College

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Dated: 02.05.2022

Minutes of IQAC No. 4 held on 02.05.2022

Proceedings and resolutions of IQAC meeting held on 02.05.2022 in google meet (<https://meet.google.com/rit-vfvo-xtp?hs=224>) at 7.00 pm to 9.00 pm against Notice No. KWC-IQAC 04/ 2021-22 dated 25.04.2022.

Members present:

Principal, Dr. Natasa Dasgupta, Chairperson
Dr. Maya Biswas (Sinha), Coordinator
Dr. Pintu Banerjee, G.B. Member
Smt. Kaberi Indra, Member
Dr. Suryendu Chakraborty, Member
Sri Sajal Biswas, Member
Smt. Sreeparna Dutta, Member
Smt. Saswati Das, Member
Smt. Kalpita Nandi, Member
Sri Prodip Das, Member

Proceedings and Resolutions:

Chairperson, Dr. Natasa Dasgupta presided over the meeting.

Agenda 1: To read and confirm the resolutions of meeting No.3/ 2021-22 dt. 12.04.2022

Resolutions 1: The proceedings of the meeting No.KWC-IQAC-03/ 2021-22 dt. 12.04.2022

Held on 19.04.2022 were read and confirmed unanimously and action taken report has been prepared.

Agenda 2. Duty roster of AQAR preparation

Resolutions 2: The matter of preparation of duty roster for making of AQAR from academic session 2016-17 to 2020-21 was discussed in the meeting and it was decided that all teachers, librarians and non-teaching staff would be requested to take up the work of preparing AQAR with immediate effect. It was also discussed that the modalities of preparation of AQAR would be discussed with all in T.C meeting to be held on 06.05.2022.

Agenda 3: Registration of IQAC in NAAC portal.

Resolution 3: As regards registration of IQAC on NAAC Portal the work would be taken up on 06.05.2022 by IQAC members.

Agenda 4: To discuss the matter of implementation of Add-on-certificate courses on (i) 'WomenStudies' proposal submitted by Smt. Kaberi Indra, Associate Professor in History on behalf of IQAC, (ii) 'Geography of Tourism', (iii) Diaster Studies: Management & Resilience', (iv) 'DataCollection, Representation and Analysis in Social Sciences' as three proposal submitted by Smt. Jayashree Mandal, HOD, Department of Geography, (v) 'Mathematics: Indian Perspective' proposal submitted by HOD, Mathematics, (vi) 'Museum Studies' proposal submitted by HOD, Department of History, (vii) Human Rights: Issued and Challenges: A Sensitization Program on Human Values Awareness' proposal submitted by HOD, Department of Philosophy viii) 'Language and Culture' proposal submitted by HOD, Department of English, ix) 'Akhyaner Upakhyan' proposal submitted by HOD, Department of Bengali, x) 'The Saga of Sanskrit Poetics' proposal submitted by HOD, Department of Sanskrit, xi) 'Employability Training Program proposal submitted by convener, Career Counseling Cell and xii) Computer Programming and Plotting Tools' proposal submitted by HOD, Department of Physics.

Resolution 4:

Regarding the implementation of Add on certificate courses on (i) 'Women Studies' proposal submitted by Smt. Kaberi Indra, Associate Professor in History on behalf of IQAC, (ii) 'Geography of Tourism', (iii) Diaster Studies: Management & Resilience', (iv) 'Data Collection,Representation and Analysis in Social Sciences' as three proposal submitted by Smt. Jayashree Mandal, HOD, Department of Geography, (v) 'Mathematics: Indian Perspective' proposal submitted by HOD, Mathematics, (vi) 'Museum Studies' proposal submitted by HOD, Department of History, (vii) Human Rights: Issued and Challenges: A Sensitization Program on Human Values Awareness' proposal submitted by HOD, Department of Philosophy, viii) 'DigitalCommunication Skill' proposal submitted by HOD, Department of English, ix) 'Akhyaner Upakhyan' proposal submitted by HOD, Department of Bengali, x) 'The Saga of Sanskrit Poetics' proposal submitted by HOD, Department of Sanskrit, xi) 'Employability Training Program proposal submitted by convener, Career Counseling Cell and xii) Computer Programming and Plotting Tools' proposal submitted by HOD, Department of Physics. *The students*

of our college and the students of colleges of MOU would participate in the courses and the programs would be conducted through online mode. The duration of courses would be not less than 30 hours, comprising of lectures of eminent speakers and faculties of the college. After the end of each session the students would submit feedback form or the students would present papers and group discussions. After successful completion of the courses the student will get certificate. The house also decided to send the Curriculum of Add-on courses to Research and Development Committee for onward transmission to the Advisor having expertise in the domain.

Agenda 5. To discuss and consider the matter of boosting the Green Club, and the formation of Cine Club and Heritage Club of the college.

Resolution 5:

The House considered the matter of boosting the Green Club of the college and decided to re-constitute the committee with the following members:

Name	Designation	
Dr. Anuradha Chattapadhyay	Associate Prof. in Philosophy	Convenor
Dr. Arindam Sarkar	Asstt. Prof. in Mathematics	Member
Sri Ashok Biswas	Associate Prof. in Economics	Member
Smt. Pinki Hira	S.A.C.T. in Geography	Member
Smt. Ipsita Pramanick	S.A.C.T. in Chemistry	Member
Smt. Nabanita Dey	S.A.C.T. in Chemistry	Member
Smt. Arundhuti Tarafdar	S.A.C.T. in English	Member
Sri Promotho Ranjan Malakar	Non-Teaching Staff	Member
Ananya Chakraborty	Student, Department of Mathematics	Student Representative
Tina Roy	Student, Department of Chemistry	Student Representative
Priyanka Saha	Student, Department of Geography	Student Representative

It is decided to constitute Cine Club of the college to conduct seminar/ lectures by experts and film screening to make student more emotionally receptive to learning. The committee would consist of the following members: Dr. Suryendu Chakraborty, Sajal Biswas, Sreeparna Dutta and Dr. Md. Moniruzzaman Sk.

It is also decided that the formation of Heritage Club to encourage and inspire the young minds of the student and to develop secular, cultural values and contribute to the sustainable growth of our nation through the cultural heritage of country. The Heritage committee would consist of the

following members: Jayasree Mandal, Kaberi Indra, Aniruddha Bagchi, Prokash Chandra Mandal and Naznin E Firdaus.

Agenda 6: To discuss the matter of preparation of Academic Calender of every Department.

Resolution 6: It is resolved that every Department will be instructed to prepare their Departmental Academic Calender.

Agenda 7. To discuss the matter of PBAS submission for CAS of Dr. Sanjib Maji, Asst.Prof. in Physics, Sri Aniruddha Bagchi, Asst.Prof. in Sanskrit, Sri Prokash Chandra Mondal, Asst.Prof. in Bengali, Sri Apurba Pramanick, Asst.Prof. in Physics and Sri Prodip Das, Librarian (all are from Stage I to Stage II).

Resolution 7:

It is resolved that Dr. Sanjib Maji, Asst.Prof. in Physics, Sri Aniruddha Bagchi, Asst.Prof. in Sanskrit, Sri Prokash Chandra Mondal, Asst.Prof. in Bengali, Sri Apurba Pramanick, Asst.Prof. in Physics and Sri Prodip Das, Librarian (all are from Stage I to Stage II) would be asked to submit their PBAS for CAS immediately to the IQAC coordinator.

Agenda 8: Any other matters arising with the permission of the chair.

Resolution 8: No other matter was discussed.

The meeting ended with vote of thanks to the chair.

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IQAC, Coordinator

Dr. Maya Biswas (Sinha)

Co-ordinator

IQAC

Krishnagar Women's College

Natasa Dasgupta

Chairperson & Principal

Dr. Natasa Dasgupta

Principal

Krishnagar Women's College



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Action Taken Report of the Session 2021-22

Meeting No. 1 – 13.08.2021:

- Confirmation of resolutions from the previous meeting.
- Initiation of best practices including fee restructuring, health checkups, workshops, and free Wi-Fi.
- Decision to prepare Academic Calendar and conduct audits.
- Resolution to enhance the Mentor-Mentee system and organize webinars.
- Deliberation on best performance awards and other agendas including renovation and computer procurement.

Meeting No. 2 – 18.11.2021:

- Confirmation of previous meeting's resolutions.
- Plans for AQAR submission and IQAC website tab creation.
- Resolution to organize an alumni meet and form an association.
- No further matters discussed.

Meeting No. 3 – 19.04.2022:

- Confirmation of previous meeting's resolutions.
- Decision to conduct internal academic audits and introduce add-on certificate courses.
- Formation of committees for course implementation, registration on NAAC portal, and club formation.
- Instruction for departmental academic calendar preparation and PBAS submission for CAS.

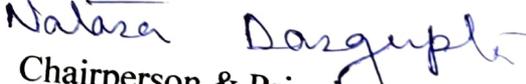
Meeting No. 4 – 02.05.2022:

- Confirmation of previous meeting's resolutions.
- Discussion on AQAR preparation and duty roster creation.
- Resolution to register IQAC on the NAAC portal and implement add-on certificate courses.
- Formation of Green, Cine, and Heritage Club committees.
- Instruction for departmental academic calendar preparation and PBAS submission for CAS.

Overall, actions were taken to enhance quality management, introduce new initiatives, conduct audits, and engage alumni and students in various programs and clubs.


Coordinator, IQAC

Dr. Maya Biswas (Sinha)
Co-ordinator
IQAC
Krishnagar Women's College


Chairperson & Principal

Dr. Natasa Dasgupta
Principal
Krishnagar Women's College