

**MINUTES OF THE MEETING OF KALIYAGANJ COLLEGE INTERNAL QUALITY
ASSURANCE CELL (IQAC) HELD AT CONFERENCE ROOM, KALIYAGANJ
COLLEGE, KALIYAGANJ, UTTAR DINAJPUR**

on

6th July, 2022 at 3:15 P.M.

Members Present :-

- (1) Dr. Pijush Kumar Das, **Principal and Chairperson**
- (2) Dr. Phanindra Kumar Mandal, Nominee from the Management, Member
- (3) Dr. Santu Chakraborty, Assistant Professor, **IQAC Coordinator**
- (4) Dr. Chandan Roy, Associate Professor, Member
- (5) Dr. Bipul Mandal, Assistant Professor, Member
- (6) Sri Pabitra Kumar Barman, Assistant Professor, Member
- (7) Dr. Subhas Chandra Ghose, Ex-Reader, Kaliyaganj College, Nominee from Local Society, External Member
- (8) Sri Sabuj Sarkar, Assistant Professor, University of Gour Banga, Nominee from Alumni, External Member
- (9) Sri Indrajit Das, Assistant Professor, Member
- (10) Smt. Moupia Pal, Librarian
- (11) Sri Sanjeev Kumar Jha, SACT, Member
- (12) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative
- (13) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders

Dr. P. K. Das, Principal of the college takes the chair.

Agenda 1:

To read and confirm the proceedings of the meeting held on 08/04/2022.

Decision :

Proceedings of the meeting held on 08/04/2022 are read and confirmed.

Agenda 2:

To consider the matter regarding IQAC related activities planned for academic year 2022-23.

The chairperson asked the IQAC coordinator to prepare an effective plan for the academic session 2022-23 so that the offline activities can be continued and boosted up during the session.

The members have discussed the following issues in details:

1. To finalize the draft Academic Calendar for the session 2022-23. The calendar was placed before the IQAC by NAAC Coordinator.
2. To ask the faculty members to prepare study materials for offline classes to assist direct classroom teaching.
3. To prepare AQAR for the academic session 2021-22.
4. To introduce some value-added online courses on Decision Making, Entry in service, Team building etc.
5. To ask the departments to organize special lectures, peer talks, seminars etc. in the coming months.
6. To take special initiative to observe Independence day, College foundation day etc.
7. To promote social awareness programmes by the NCC and NSS units.
8. To make the student aware of various government schemes.

Decision _____ :

All the discussed matters are approved.

There being no other point to discuss, the meeting ended with vote of thanks.

(Dr. P. K. Das)
Principal
Kaliyaganj College

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**on
6th July, 2022 at 3:15 P.M.**

ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN THE PREVIOUS MEETING HELD ON 08/04/2022

Sl No.	Proposal / Suggestion	Action Taken
1	To shift the classes from blended mode to purely offline mode	Successfully implemented
2	To ask the faculty members to supply study materials through online mode like college website, Google Classroom etc.	Successfully implemented
3	To lunch some value-added online on Career Counseling, Interview Skill, MS Office Advance etc., especially for outgoing students	Successfully implemented
4	To celebrate Barsho Boron, Rabindra jayanti, Mother's Day, Anti-Tobacco Day, International Day of Yoga etc.	Successfully implemented
5	<p>To ask the departments social sciences to o organize interdisciplinary seminars in the coming months:</p> <p>Four special lectures were conducted by the Department of English-</p> <p>(a) Special lecture on Understanding Feminism and Feminist Theory: History, Genealogy, Awareness on 26.04.2022, Speaker-Dr. Samipendra Banerjee, Raiganj University</p> <p>(b) Special lecture on Research Methods in the Humanities on 14.05.2022, Speaker- Prof. Sukhendu Das, Bankura University</p> <p>(c) Special lecture on The ghost of the justice and the game of dice: A reading of the sabha parva of the Mahabharata on 27.05.2022, Speaker- Dr. Anirban Bhattacharjee, Shantipur College</p> <p>(d) Special lecture on Whendunit: A very brief history of the development of Indian / Bengali detective fiction on 11.06.2022, Speaker-Dr. Pinaki Roy, Raiganj University</p> <p>Two peer talks are organized as follows-</p> <p>(a) Peer talk on Origin of the Universe, on 10.06.2022, Speaker- Dr. Santu Chakraborty, Department of Physics</p> <p>(b) Peer talk on Fibonacci Numbers & The golden ratio on 24.06.2022 by Prof. Nirmay Kumar Das, Department of Mathematics</p>	Successfully implemented

**(Dr. P. K. Das)
Principal
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on

28th September, 2022 at 3:30 P.M.

Members Present: -

- (1) Dr. Pijush Kumar Das, **Principal and Chairperson**
- (2) Dr. Phanindra Kumar Mandal, Nominee from the Management, Member
- (3) Dr. Santu Chakraborty, Assistant Professor, **IQAC Coordinator**
- (4) Dr. Debasish Bhowmick, Associate Professor
- (5) Dr. Chandan Roy, Associate Professor, Member
- (6) Dr. Bipul Mandal, Assistant Professor, Member
- (7) Sri Pabitra Kumar Barman, Assistant Professor, Member
- (8) Dr. Subhas Chandra Ghose, Ex-Reader, Kaliyaganj College, Nominee from Local Society, External Member
- (9) Sri Indrajit Das, Assistant Professor, Member
- (10) Smt. Moupia Pal, Librarian
- (11) Sri Sanjeev Kumat Jha, SACT, Member
- (12) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative
- (13) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders

Dr. P. K. Das, Principal of the college takes the chair.

Agenda 1:

To read and confirm the proceedings of the meeting held on 06/07/2022.

Decision :

Proceedings of the meeting held on 06/07/2022 are read and confirmed.

Agenda 2:

The Chairperson expressed his satisfaction over the progress made in academic activities and asked the IQAC Coordinator to put more effort on offline classes.

The following issues are discussed in details by the members:

1. To asked the faculty members to take more offline classes.
2. To conduct some value-added online courses on Image Editing, Jewellery Designing, Conflict Management, Journalism etc.
3. To organize some faculty exchange programmes, special lectures, peer talks to enrich academic exchanges.
4. To take a special initiative to promote the awareness on ICT among the students.
5. To prepare the data for AISHE.
6. To take initiative to observe student week.

Decision _____ :

All the discussed matters are approved.

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

(Dr. P. K. Das)
Principal
Kaliyaganj College

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on

28th September, 2022 at 3:30 P.M.

ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN THE PREVIOUS MEETING HELD ON 06/07/2022

Sl No.	Proposal / Suggestion	Action Taken
1	To finalize the draft Academic Calendar for the session 2022-23. The Academic calendar for the session 2022-23 was successfully prepared and enforced.	Successfully implemented
2	To ask the faculty members to prepare study materials for offline classes to assist direct classroom teaching- Study materials have been prepared and supplied to the students.	Successfully implemented
3	To prepare AQAR for the academic session 2021-22- The IQAC Coordinator has stated to prepare the AQAR with the help of faculty members and NTS.	Successfully implemented
4	To introduce some value-added online courses - Two value added courses on Decision making, Entry in service, Team Building have been conducted.	Successfully implemented
5	To ask the departments to organize special lectures, peer talks, seminars etc. in the coming months: (a) Two peer talks were conducted by the Department of Bengali & Department of Political Science. (b) A workshop on Co-operative system was organized by the Department of Economics on 01.09.2022.	Successfully implemented
6	To take special initiative to observe Independence Day, College foundation day etc.: The college has observed The Independence Day on 15 th August and College Foundation Day on 20 th August.	Successfully implemented
7	To promote social awareness programme by the NCC and NSS units: (a) A covid-19 vaccination camp was organized in the college on 23.08.2022 & 24.08.2022 for the students and employee of our college by NCC & NSS units. (b) A blood donation camp was organized by the NCC & NSS units on 12.09.2022.	Successfully implemented
8	To make the student aware of various government schemes- A workshop on Student Credit Card Scheme was organized on 27.09.2022.	Successfully implemented

(Dr. P. K. Das)
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on

4th January, 2023 at 3:45 P.M.

Members Present :-

- (1) Dr. Pijush Kumar Das, **Principal and Chairperson**
- (2) Dr. Phanindra Kumar Mandal, Nominee from the Management, Member
- (3) Dr. Santu Chakraborty, Assistant Professor, **IQAC Coordinator**
- (4) Dr. Debasish Bhowmick, Associate Professor
- (5) Dr. Chandan Roy, Associate Professor, Member
- (6) Dr. Bipul Mandal, Assistant Professor, Member
- (7) Sri Pabitra Kumar Barman, Assistant Professor, Member
- (8) Dr. Subhas Chandra Ghose, Ex-Reader, Kaliyaganj College, Nominee from Local Society, External Member
- (9) Sri Sabuj Sarkar, Assistant Professor, University of Gour Banga, Nominee from Alumni, External Member
- (10) Smt. Moupia Pal, Librarian
- (11) Sri Sanjeev Kumat Jha, SACT, Member
- (12) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative
- (13) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders

Dr. P. K. Das, Principal of the college takes the chair.

Agenda 1:

To read and confirm the proceedings of the meeting held on 28/09/2022.

Decision :

Proceedings of the meeting held on 28/09/2022 are read and confirmed.

Agenda 2:

To assess and evaluate the performance of IQAC during the previous two quarters.

Decision :

The members reviewed the action taken reports and expressed their satisfaction.

Agenda 3:

The following matters were discussed in-depth by the members:

1. To conduct few online classes in addition to direct classroom teaching.
2. To accelerate the process of NAAC preparation.
3. To start compiling AISHE data.

4. To introduce some new value-added courses on Career Counseling, Communicative English, MS Office Basic, MS Office Advance, Soft Skill Training, and Orientation on ICT etc.
5. To organize seminars, workshop, special lectures, peer talk etc.
6. To take initiative to observe student week, Youth Day, National Voters Day, Republic day, , Saraswati Puja, National Science Day, International Mother Language Day, International Women's Day, World Health Day etc.
7. To promote awareness on various aspects among the students and society by NCC and NSS units.
8. To inculcate the cultural activities among the students.

Decision _____ :

All the discussed matters are approved.

There being no other point to discuss, the meeting ended with vote of thanks.

(Dr. P. K. Das)
Principal
Kaliyaganj College

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**on
4th January, 2023 at 3:45 P.M.**

ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN THE PREVIOUS MEETING HELD ON 28/09/2022

Sl No.	Proposal / Suggestion	Action Taken
1	To asked the faculty members to take more offline classes- Most of the faculty members have taken excess classes in addition to UGC norms.	Successfully implemented
2	To conduct some value-added online courses - Organized value-added courses on Conflict Management, Image Editing, Jewellery designing, Journalism etc.	Successfully implemented
3	To organize some seminars, faculty exchange programmes, special lectures, peer talks to enrich academic exchanges- (a) Organized special lecture on Various Aspect of creative writing by the Department of English on 20.12.2022 (b) Organized special lecture on Review writing with special reference to Aparna Sen's "Parama" by the Department of English on 27.12.22.	Successfully implemented
4	To take a special initiative to promote the awareness on ICT among the students- Organized awareness camp on ICT on 12/12/22.	Successfully implemented
5	To prepare the data for AISHE- Data compilation are in progress.	Successfully implemented
6	To take initiative to observe student week- Organized a rally and awareness programmes on student credit cards, SVMCM, Aikyashree, Kanyashree fellowship etc. on 02.01.23 & 03.01.23	Successfully implemented

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on

11th April, 2023 at 3:15 P.M.

Members Present :-

- (1) Dr. Pijush Kumar Das, **Principal and Chairperson**
- (2) Dr. Phanindra Kumar Mandal, Nominee from the Management, Member
- (3) Dr. Santu Chakraborty, Assistant Professor, **IQAC Coordinator**
- (4) Dr. Debasish Bhowmick, Associate Professor
- (5) Dr. Chandan Roy, Associate Professor, Member
- (6) Dr. Bipul Mandal, Assistant Professor, Member
- (7) Sri Pabitra Kumar Barman, Assistant Professor, Member
- (8) Dr. Subhas Chandra Ghose, Ex-Reader, Kaliyaganj College, Nominee from Local Society, External Member
- (9) Sri Sabuj Sarkar, Assistant Professor, University of Gour Banga, Nominee from Alumni, External Member
- (10) Sri Indrajit Das, Assistant Professor, Member
- (11) Smt. Moupia Pal, Librarian
- (12) Sri Sanjeev Kumat Jha, SACT, Member
- (13) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative
- (14) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders

Dr. P. K. Das, Principal of the college takes the chair.

Agenda 1:

To read and confirm the proceedings of the meeting held on 04/01/2023.

Decision :

Proceedings of the meeting held on 04/01/2023 are read and confirmed.

Agenda 2:

To review and assess the IQAC related activities of the previous quarter

Decision :

The IQAC Coordinator presented the work performed during the last quarter before the members. All the IQAC members critically reviewed the past activities and gave their invaluable suggestions..

Agenda 3:

To seek suggestions from all the IQAC members to uplift the academic environment of the last quarter.

Decision :

Based on the suggestions received from the members, following decisions are taken-

The members have discussed the following issues in details:

1. To provide study materials to the students using online platforms like college website, Google Classroom etc.
2. To ask departments to organize interdisciplinary seminars in the coming months.
3. To celebrate Barsho Boron, Rabindra jayanti, Mother's Day, Anti-Tobacco Day, International Day of Yoga etc.
4. To prepare academic calendar fro the coming academic session 2023-2024.

5. **Decision :**

All the discussed matters are approved.

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

(Dr. P. K. Das)
Principal
Kaliyaganj College

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on

11th April, 2023 at 3:15 P.M.

ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN THE PREVIOUS MEETING HELD ON 04/01/2022

Sl No.	Proposal / Suggestion	Action Taken
1	To conduct few online classes in addition to direct classroom teaching- Online classes are conducted by the faculty members of other institutes like Ramkrishna Mission Vivekananda Centenary College, Rahara, Siliguri College etc.	Successfully implemented
2	To accelerate the process of NAAC preparation- Data compilation are in process.	Successfully implemented
3	To start compiling AISHE data- Data compilation is in progress.	Successfully implemented
4	To introduce some new value-added courses- Organized value-added courses on Career Counseling, Communicative English, MS Office Basic, MS Office Advance, Soft Skill Training, Orientation on ICT etc.	Successfully implemented
5	To organize seminars, workshop, special lectures, peer talk etc- (a) Organized international seminar on Recent Advancement in Chemical Science towards sustainable Development by the Department of Chemistry on 04.04.2023. (b) Organized ICPR sponsored periodic lecture cum seminar on The Theory of Truth and Knowledge: Indian & Western perspective on 29.03.2023 by the Department of Philosophy.	Successfully implemented
6	To take initiative to observe student week, Youth Day, National Voters Day, Republic day, , Saraswati Puja, National Science Day, International Mother Language Day, International Women's Day, World Health Day etc- The college has observed all the above-mentioned days with active participation of students, teachers and NSTs.	Successfully implemented

7	<p>To promote awareness on various aspects among the students and society by NCC and NSS units –</p> <p>(a) Organized career counseling session on 04/01/2023. (b) Organized health checkup and awareness camp on 05/01/2023. (c) Organized Bigyan Aviyan Programme by the NCC and NSS units on 17.02.2023.</p>	Successfully implemented
8	<p>To inculcate the cultural activities among the students- Organized several cultural competitions and programmes on poster making, creative writing, singing, recitation etc. for the students during students week celebration, Saraswati Puja, International Mother Language Day celebration, International Women’s Day celebration etc.</p>	Successfully implemented

(Dr. P. K. Das)
Principal
Kaliyaganj College