

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

on

8th July, 2021 at 3:00 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, NAAC Coordinator, 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, Member
- (12) Sri Sanjeev Kumar Jha, SACT, Member
- (13) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative, Member
- (14) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders, Member

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

Agenda 1:

To read and confirm the proceedings of the meeting held on 06/04/2021.

Decision :

Proceedings of the meeting held on 06/04/2021 are read and confirmed.

Agenda 2:

To consider the matter regarding IQAC related activities planned for academic year 2021-22.

The Chairperson expressed his deep concern on the spread of COVID-19 Pandemic throughout the country and advised the Coordinator of IQAC to make a fruitful plan for the session 2021-22 so that online academic activities can be continued during the session.

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The members have discussed the following issues in details:


1. Finalization of the draft Academic Calendar for the session 2021-22. The calendar was placed before the IQAC by NAAC Coordinator.
2. Faculty members be asked to prepare study materials for online classes and that should be uploaded in the college website, Google Classroom etc.
3. Some value-added online courses should be introduced on Community health and Environment, Journalism, Motivation, Decision Making, Business Communication etc for students, faculty members and for NTS.
4. Departments be asked to organize peer talks , seminars, webinars etc. in the coming months

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**
Principal
Kaliyaganj College

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on
8th July, 2021 at 3:00 P.M.

**ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN
THE PREVIOUS MEETING HELD ON 06/04/2021 AT 3-00 P.M.**

Sl No.	Proposal / Suggestion	Action Taken
1	To organize classes through online mode	Successfully implemented
2	To organize online seminars / webinars /peer talk- a) A webinar on "Samakaleen Kavita ki Sambhawnayee", was organized by the Department of Hindi on 05/07/21 b) A peer talk on "Understanding the Dhammapada in Modern Mind" by Prof. Sonali Chakraborty on 16/07/21 c) A peer talk on "Idea of India: A study of Gora and The Home and The world" by Prof. Tushar Kanti Karmakar on 21/07/21	Successfully implemented
3	To celebrate International Yoga Day- International Yoga Day was celebrated through online mode on 21/06/21	Successfully implemented
4	To organize few more psychological counseling sessions with the students and teachers: a) Organized value added courses on "Conflict Management"	Successfully implemented
5	To promote relief work by NSS units: a) Distributed foods, oxygen cylinders to fight against COVID-19 on 01/07/21	Successfully implemented




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on
7th October, 2021 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, NAAC Coordinator, 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, Member
- (12) Sri Sanjeev Kumar Jha, SACT, Member
- (13) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative, Member
- (14) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders, Member

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

Agenda 1:

To read and confirm the proceedings of the meeting held on 08/07/2021.

Decision :

Proceedings of the meeting held on 08/07/2021 are read and confirmed.

Agenda 2:

To prepare a list for IQAC related activities for the second quarter of this academic session

The Chairperson expressed his deep concern regarding the grave situation due to COVID 19. He advised the IQAC Coordinator to take necessary steps to promote COVID awareness among all the stakeholders of this institution. He recommended to put more emphasis on online education.



The following issues are discussed in details by the members:

1. Campaigning COVID protocol program to fight back against the disease
2. Faculty members be asked to take more online classes
3. Some value-added courses be conducted in online mode on Conflict Management, Image Editing, Jewellery Designing etc.
4. Some faculty exchange programmes be organized to enrich interdisciplinary academic exchanges.

Decision :

All the discussed matters are approved.

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




(Dr. P. K. Das) **Principal**
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Kaliyaganj College
KALIYAGANJ COLLEGE

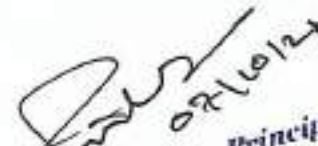
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on
7th October, 2021 at 3:30 P.M.

**ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN
THE PREVIOUS MEETING HELD ON 08/07/2021 AT 3-00 P.M.**

Sl No.	Proposal / Suggestion	Action Taken
1	To finalize the draft Academic Calendar for the session 2021-22 The Academic calendar for the session was successfully prepared and enforced	Successfully implemented
2	To ask the faculty members to prepare study materials for online classes – Faculty members have uploaded study materials on online platform like Google Classroom etc and college website	Successfully implemented
3	To introduce some value-added online courses - Four value added courses on Community health and Environment, Journalism, Motivation and Decision Making have been conducted.	Successfully implemented
4	To ask the departments to organize peer talks – Two interdisciplinary programmes were conducted by- a) Dr. Chandan Roy in collaboration with Department of Commerce b) Prof. Indrajit Das in collaboration with Department of Economics	Successfully implemented




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

6th January, 2022 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, NAAC Coordinator, 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, Member
- (12) Sri Sanjeev Kumar Jha, SACT, Member
- (13) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative, Member
- (14) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders, Member

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

Agenda 1:

To read and confirm the proceedings of the meeting held on 07/10/2021.

Decision :

Proceedings of the meeting held on 07/10/2021 are read and confirmed.

Agenda 2:

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

Decision :

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



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Agenda 3:

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

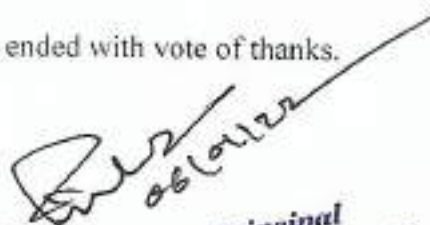
1. Continuation of online classes in addition to direct classroom teaching
2. The process of AQAR preparation for the rest years.
3. Compiling of AISHE data
4. Introduction of some new value added courses on soft skills
5. Organization of few interdisciplinary Seminars in Science
6. Observance Youth Day, National Voters Day, National Science Day, International Mother Language Day, International Women's Day, World Health Day etc.

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**
Principal KALIYAGANJ COLLEGE
Kaliyaganj College

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on
6th January, 2022 at 3:45 P.M.

ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN
THE PREVIOUS MEETING HELD ON 07/10/2021 AT 3-30 P.M.

Sl No.	Proposal / Suggestion	Action Taken
1	To campaign COVID protocol program	Successfully implemented
2	To asked the faculty members to take more online classes	Successfully implemented
3	To conduct some value-added online courses- Value added courses on Conflict Management, Image Editing, Jewellery Designing etc. were successfully conducted	Successfully implemented
4	To organize some faculty exchange programmes- Two interdisciplinary programmes were conducted by- a) Dr. Debasish Bhowmick in collaboration with department of English b) Prof. Tushar Kanti Karmakar in collaboration with department of English	Successfully implemented




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on

8th April, 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. Debasish Bhowmick, Associate Professor
- (5) Dr. Chandan Roy, Associate Professor, NAAC Coordinator, Member
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- (10) Sri Indrajit Das, Assistant Professor, Member
- (11) Smt. Moupia Pal, Librarian, Member
- (12) Sri Sanjeev Kumar Jha, SACT, Member
- (13) Sri Pulak Kundu, Head Clerk (AC) & Cashier, NTS Representative, Member
- (14) Sri Manoranjan Mojumder, (Guardian) Nominee from Stakeholders, Member

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

Agenda 1:

To read and confirm the proceedings of the meeting held on 06/01/2022.

Decision :

Proceedings of the meeting held on 06/01/2022 are read and confirmed.

Agenda 2:

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

Decision :

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



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Agenda 3:

To seek suggestions from the members to uplift the academic activities to be held during last quarter.

Decision :

The coordinator of the IQAC sought suggestions from the members to initiate special academic drive. Based on the suggestions received from the members, following decisions are taken-

The members have discussed the following issues in details:

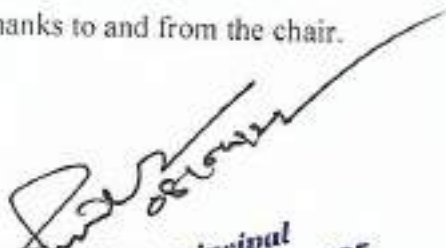
1. Shifting the classes from blended mode to purely offline mode
2. The faculty members be asked to supply study materials through online mode like college website, Google Classroom etc.
3. Departments of social sciences be asked to organize interdisciplinary seminars in the coming months.
4. Some value-added courses be launched in online mode on Career Counseling, Interview Skill, MS Office Advance etc., specially for outgoing students.
5. Celebration of Barsho Boroni, Rabindra Jayanti, Mother's Day, Anti Tobacco Day, International Day of Yoga etc.

6. Decision :

All the discussed matters are approved.

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




(Dr. P. K. Das) **Principal**
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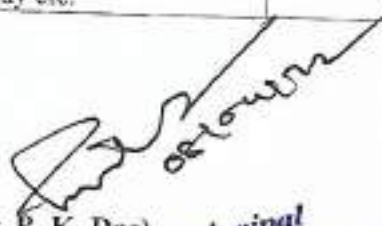
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on
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**ACTION TAKEN REPORT IN RESPECT OF THE DECISIONS TAKEN IN
THE PREVIOUS MEETING HELD ON 06/01/2022 AT 3-45 P.M.**

Sl No.	Proposal / Suggestion	Action Taken
1	To continue online classes in addition to direct classroom teaching	Successfully implemented
2	To accelerate the process of AQAR preparation- Workshop was conducted with all the Departments to prepare for NAAC Peer Team Visit	Successfully implemented
3	To start compiling AISHE data	Successfully implemented
4	To introduce some new value added courses on soft skills- Value added courses on MS Office Basic, Communicative English and Group Discussion were conducted	Successfully implemented
5	To organize few interdisciplinary Seminars in Science – Two interdisciplinary programmes were conducted by- a) Dr. Sanjay Saha in collaboration with the Department of Mathematics b) Prof. Zafar Iqbal in collaboration with Department of Chemistry	Successfully implemented
6	To take special initiative to observe Youth Day, National Voters Day, National Science Day, International Mother Language Day, International Women's Day, World Health Day etc.	Successfully implemented




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