

Internal Quality Assurance Cell



KATWA COLLEGE

KATWA – 713 130

PURBA BURDWAN

Tel.: (03453) 255049

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Website : www.katwacollege.ac.in

NOTICE

Date: 06/07/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 10/07/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 08/05/2019.
- 2) To discuss about the letter for opening M.A. Course in the Department of Bengali and Education.
- 3) To discuss about promotion of Mr. Utpal Das, Assistant Professor in Commerce, through CAS in new prescribed format.
- 4) Misc.

Nizamuddin Ali
Coordinator/Director 06/07/19
Katwa College

Co-ordinator
IQAC
Katwa College
Katwa, Purba Bardhaman

N. B. SARKAR
Principal 06/07/19
& Chairperson, IQAC
Katwa College

Principal
Katwa College

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	<i>N. Sarkar</i> 10/07/19
2	Dr. Nijamuddin Ali	<i>Nijamuddin Ali</i> 10/07/2019
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Sufal Rajwar	
7	Sri Ratul Kundu	
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kr. Mukherjee	<i>Goutam Kumar Mukherjee</i> 10.07.19
10	Dr. Ramesh Chandra Das	
11	Dr. Sutanu Kr. Chandra	
12	Sri Rabiranjana Sen	<i>Rabiranjana Sen</i> 10/7/19
13	Dr. Bharat Chandra Dalui	<i>B. Dalui</i> 10/07/19
14	Sri Subhajit Sanyal	<i>S. Sanyal</i> 10.7.2019
15	Sri Utpal Das	<i>U. Das</i> 10/7/19
16	Sri Dulal Sarkar	<i>D. Sarkar</i> 10.07.19
17	Sri Prosanta Barman	<i>Prosanta Barman</i> 10-07-19
18	Sri Asit Kumar Mondal	<i>A. Mondal</i> 10/7/19
19	Prosanta Kumar Das	<i>Prosanta Kumar Das</i> 10.7.19

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 08.05.2019: 10.7.2019

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 08.05.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the letter for opening M.A. Course in the Department of Bengali & Education.

Resolution: Considering the application received from the teachers and the students of the Department of Bengali to open a post graduation course in the subject, the IQAC welcomes this proposal and urges the Governing Body, Katwa College, to consider this proposal in a positive manner and also address the infrastructural upgradation that will be necessary for successful implementation of this proposal.

Agenda-3. To discuss about promotion of Mr. Utpal Das, Assistant Professor in Commerce, through CAS in new format.

Resolution: The promotion from Assistant Professor (Stage-3) to Associate Professor (Stage-4) under CAS of Mr. Utpal Das was due on 02.05.2019. IQAC decide to take initiative to complete the procedure after preparation of CAS file in new format.

Agenda-4 Misc.

- (a) **Resolution:** The opening proposal of undergraduate course in Education (Hons & Pass both) in the general section of our college proposed by Dr. Nirmalendu Sarkar, Principal is accepted unanimously. IQAC recommends to the Governing Body, Katwa College, to consider this proposal in a positive manner.
- (b) IQAC welcome the proposal of formation of NCC female unit by Dr. Nirmalendu Sarkar, Principal.
- (c) All the teachers' profile will be updated in every academic session and the total procedure will be observed by ICT Committee convener, Dr. B.C. Dalui.
- (d) IQAC proposes Mr. Prasanta Barman as Nodal Teacher of Social Media Campaign.

The meeting ended with vote of thanks to the chair.

N Sarkar
Principal 10/7/2019
Katwa College



INTERNAL QUALITY ASSURANCE CELL



KATWA COLLEGE

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NOTICE

Date: 27.08.2019

A meeting of the Internal Quality Assurance Cell Katwa college will be held on **04. 09. 2019** at 3.00 p.m. in the Principal Chamber to discuss the following agenda:

1. To read and confirm the regulations/ minutes of previous meeting held on 10.07.2019
2. To discuss about work distribution and collection of information from different academic submitted for AQAR submission of the session 2018-19
3. To discuss about organisation of a series of seminar for quality development viz E- Library, & Open Access system, Network Security, career advancement scheme (CAS) etc.
4. To discuss about permission for the start of the Literary Society, Department of English
5. To discuss about Add on Courses to open/ start for the benefit of students
6. Miscellaneous

Nizamuddin Ali
Coordinator/Director 27/08/2019
Katwa College
Co-ordinator
IQAC
Katwa College
Katwa, Burdwan

Katwa College will
Principal
& Chairperson, IQAC
Katwa College
Principal
Katwa College
27/08/19

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	<i>N Sarkar</i> 04/09/19
2	Dr. Nijamuddin Ali	<i>Nijamuddin Ali</i> 4/09/2019
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Sufal Rajwar	
7	Sri Ratul Kundu	
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kr. Mukherjee	
10	Dr. Ramesh Chandra Das	
11	Sri Rabiranjana Sen	
12	Dr. Bharat Chandra Dalui	<i>B Dalui</i> 04/09/19
13	Sri Subhajit Sanyal	<i>S Subhajit</i> 4/9/19
14	Sri Utpal Das	<i>Utpal Das</i> 4/9/19
15	Sri Dulal Sarkar	<i>Dulal Sarkar</i> 4/9/19
16	Sri Prosanta Barman	<i>Prosanta Barman</i> 04-09-19
17	Sri Asit Kumar Mondal	<i>Asit Kumar</i> 04/9/19
18	Sri Prasanta Kumar Das	<i>Prasanta Kumar Das</i> 04.09.19

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 04.09.2019:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 10.07.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously except Misc (c).

Misc (c): It has been resolved that all the teachers' profile will be updated in every academic session and the total procedure will be observed by Secretary of the Teacher's Council, Katwa College in place of ICT Committee convener, Dr. B.C. Dalui.

Agenda-2. To discuss about work distribution & collection of information from different academic sub-committee for AQAR submission of the session 2018-19.


Resolution: It has been resolved that the internal members of IQAC would be appointed for collection of information to prepare AQAR for the session 2018-19. These are distributed as follows:

Criterion	Name of the key indicator	Member assigned
Criterion I	Curricular Aspects	Dr. Nijamuddin Ali
Criterion II	Teaching-Learning and Evaluation	Principal & Sri Rabiranjana Sen
Criterion III	Research, Innovations and Extension	Sri Utpal Das & Dr. Nijamuddin Ali
Criterion IV	Infrastructure and Learning Resources	Sri subhajit Sanyal & Sri Prosanta Barman
Criterion V	Student Support and Progression	Sri Goutam Kumar mukherjee & Sri Dulal Sarkar
Criterion VI	Governance, Leadership and Management	Principal, Dr. Nijamuddin Ali, Sri Prosanta Barman & Sri Dulal Sarkar
Criterion VII	Institutional Values and Best Practices	Principal, Sri Goutam Kumar mukherjee. & Sri Asit kr.Mondal

Agenda-3. To discuss about organisation of a series of seminar for quality development viz E-library & open access system, Network security, Career Advancement Scheme (CAS) etc.

Resolution: It has been unanimously resolved that IQAC try to organized a series of seminar for quality development viz E-library & open access system, Network security, Career Advancement Scheme (CAS).

Agenda-3. To discuss about permission for the start of The Literary Society, Department of English.


Principal
Katwa College

Regulation: It has been unanimously resolved that ICSE recruitments for the start of the literary society department of English to the Governing Body of Katwa college financial and infrastructure requirement if necessary

Agenda- 5: The Coordinator places the proposal to open add on course for the benefit of students to enhance their all round quality. Mr. Das places a report to the benefits of Add-on Courses and he also said that these courses will be the outside curriculum.

1. **Enhanced skills and knowledge:** Add-on courses help students acquire skills and knowledge that are not covered in their core curriculum. These additional skills and knowledge can make graduates more attractive to employers who are looking for candidates with specialized expertise.
2. **Industry-relevant training:** Add-on courses are often designed in collaboration with industry experts, which ensures that students receive industry-relevant training. This type of training can give graduates an edge in the job market, as employers often look for candidates who have practical experience in their field of study.
3. **Improved job readiness:** Add-on courses can help students develop important employability skills such as teamwork, communication, and problem-solving. These skills are highly valued by employers, and graduates who have these skills are more likely to be successful in their careers.
4. **Increased networking opportunities:** Add-on courses can provide students with opportunities to interact with industry experts and professionals, which can help them build their professional network. This can be beneficial when graduates are looking for employment, as they can tap into their network to identify job openings and obtain referrals.
5. **Higher earning potential:** Graduates who have completed add-on courses may be able to command higher salaries than their peers who have not completed additional training. This is because employers recognize the value of specialized expertise and are willing to pay a premium for it.
6. **Enhanced Perception:** Add on course can improve perception of you institution's brand because of improved student satisfaction by providing students with opportunities to develop additional skills and knowledge that are relevant to their career goals. This can lead to increased retention rates and positive feedback from students, which can enhance the institution's reputation as a student-centric institution

All the members accept it and Principal said to Coordinator that this proposal will be places in the next Governing Body meeting.

Agenda – 6. Miscellaneous

Resolution:

Mr. Utpal Das proposed the issue of financial support for attending Seminar/Conference/Workshop at National/International level to promote research interest of teaching faculties. All the members are accepted the proposal to increase the CGPA of next probable NAAC visit in the year 2023. Principal informed that these issues will be resolved in next Governing Body meeting.

The meeting ends with vote of thanks to the chair.


Principal
Katwa College



Internal Quality Assurance Cell



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NOTICE

Date: 19/09/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 24/09/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 04/09/2019.
- 2) To discuss about Participation in NIRF
- 3) To discuss about Academic Administrative Audit (AAA) conducted and its follow up action
- 4) To discuss about Green Audit Report
- 5) Misc.

Nizamuddin Ali
Coordinator/Director
Katwa College 19/09/19

Co-ordinator
IQAC
Katwa College
Katwa, Burdwan

N. Sarkar
Principal 19/09/19
& Chairperson, IQAC
Katwa College
Principal
Katwa College

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	<i>N Sarkar</i>
2	Dr. Nijamuddin Ali	<i>Nijamuddin Ali 24/09/2019</i>
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	<i>Pareshnath Banerjee 24/9/19</i>
5	Sk. Ashraf Ali	<i>A Ali</i>
6	Sri Sufal Rajwar	<i>Rajwar</i>
7	Sri Ratul Kundu	
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kr. Mukherjee	
10	Dr. Ramesh Chandra Das	
11	Sri Rabiranjana Sen	<i>Rabiranjana Sen 24/9/19</i>
12	Dr. Bharat Chandra Dalui	<i>B Dalui 24/9/19</i>
13	Sri Subhajit Sanyal	<i>S Sanyal</i>
14	Sri Utpal Das	<i>Utpal Das 24/9/19</i>
15	Sri Dulal Sarkar	<i>D Sarkar 24.9.19</i>
16	Sri Prosanta Barman	<i>Prosanta Barman. 24-09-19</i>
17	Sri Asit Kumar Mondal	<i>A Kumar Mondal 24/9/19</i>
18	Sri Prasanta Kumar Das	<i>Prasanta Kumar Das 24.9.19</i>

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 24.09.2019:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 04.09.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about Participation in NIRF.

Resolution: The IQAC Coordinator said that the college name had been registered on the portal of National Institutional Ranking Framework on 17.09.2019 as 18.09.2019 was the last date for registration. The Principal had to participate in NIRF for better performance in NAAC assessment. Then it was unanimously resolved that college would proceed for participation in NIRF.

Agenda-3. To discuss about Academic Administrative Audit (AAA) conduction and its follow up action.

Resolution: As per telephonic conversation with Tupur Banerjee, Convener, Academic & Administrative Audit committee, Principal informed that she was unable to prepare Academic Administrative Audit report for the session 2018-19 due to her illness. Then it was decided that Dulal Sarkar and Prasanta Barman prepare the said report for the session 2018-19 before submission of AQAR (2018-19).

Agenda-4. To discuss about Green Audit Report.

Resolution: IQAC coordinator said that he met with Kousik Sarkar, Convener, Green Audit committee for the said report and informed that the report is ready for the session 2018-19.

Agenda-5. Misc.

Resolution:

- (a) It was decided that for all programmes there should be a notice signed by the principal and after the programme, a report of the programme should be prepared.
- (b) It was decided that a format for information collection be prepared by Dr. Bharat Chandra Dalui for collecting information about Passing out students.

The meeting ended with vote of thanks to the chair.

N. Sarkar
Principal
Katwa College
24/09/19

Internal Quality Assurance Cell



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NOTICE

Date: 07/12/2019

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 13/12/2019 at 3.00 PM at Principals' Chamber to discuss the following agenda:

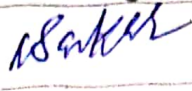


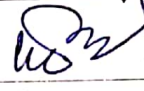

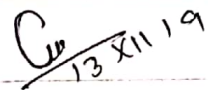
- 1) To read and confirm the resolutions/minutes of previous meeting held on 24/09/2019.
- 2) To discuss about the report of data submission in NIRF
- 3) To discuss on draft AQAR(2018-19) for finalisation
- 4) To discuss about new IQAC Coordinator
- 5) Misc.

Nizamuddin Ali
Coordinator/Director 07/12/19
Katwa College

Co-ordinator
IQAC, Katwa College

Asker
Principal 07/12/19
& Chairperson, IQAC
Katwa College
Principal
Katwa College

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	 13/12/19
2	Dr. Nijamuddin Ali	Nijamuddin Ali 13/12/2019
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Sufal Rajwar	Rajwar 13-12-19
7	Sri Ratul Kundu	
8	Dr. Bibhas Chandra Saha	B Saha 13.12.19
9	Sri Goutam Kr. Mukherjee	Goutam 13.12.19.
10	Dr. Ramesh Chandra Das	
11	Sri Rabiranjana Sen	Rabiranjana Sen 13/12/19
12	Dr. Bharat Chandra Dalui	 13/12/19
13	Sri Subhajit Sanyal	Subhajit Sanyal 13/12/2019
14	Sri Utpal Das	 13/12/19
15	Sri Dulal Sarkar	 13/12/19
16	Sri Prosanta Barman	P. Barman. 13-12-2019
17	Sri Asit Kumar Mondal	 13 XII 19
18	Sri Prasanta Kumar Das	Prasanta Kumar Das - 13.12.19

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 13.12.2019:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 24.09.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the report of data submission in NIRF.

Resolution: IQAC coordinator informs that the necessary data has been successfully submitted on 25.11.2019 in the National Institutional Ranking Framework portal. But the number of publication is not enough. The data about students' progression to higher education is low from each department.

Agenda-3. To discuss on draft AQAR(2018-19) for finalization.

Resolution: IQAC coordinator placed a draft AQAR (2018-19) prepared in latest format provided in the website of NAAC and seeks opinion from the members with in 31.12.2019. After finalization, these informations will be uploaded in the online version of AQAR with in 02.02.2020.

Agenda-4. To discuss about New IQAC Coordinator.

Resolution: The Coordinator/ Director says that as he will be joining another college (Vivekananda Mahavidyalaya, Purba Bardhaman), the committee will have to recommend another name for Coordinator/ Director for its smooth running in the future. The committee unanimously recommends the name of Sri Utpal das as Coordinator/ Director.

Agenda-5. Misc.

Resolution:

- (a) IQAC coordinator informs that a dedicated team work is necessary to analyses the data gap between year wise AQAR and academic audit for the purpose of online uploading to NAAC, NIRF, AISHE etc.

The meeting ended with vote of thanks to the chair.

N. Sarkar
13/12/2019

Principal
Katwa College

Internal Quality Assurance Cell



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NOTICE

Date: 05/02/2020

A meeting of the Internal Quality Assurance Cell, Katwa College will be held on 12/02/2020 at 3.00 PM at Principals' Chamber to discuss the following agenda:

- 1) To read and confirm the resolutions/minutes of previous meeting held on 13/12/2019.
- 2) To discuss about the online AQAR report of session in NAAC portal 2018-19
- 3) To discuss on draft Academic Audit report (2018-19)
- 4) To discuss on draft feedback analysis (2018-19).
- 5) Misc.

Nizamuddin Ali
Coordinator/Director
Katwa College 05/02/2020
Co-ordinator
IQAC, Katwa College

N. Senkar
Principal 05/02/2020
& Chairperson, IQAC
Katwa College
Principal
Katwa College

Signature of present members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar	<i>N Sarkar</i> 12/02/2020
2	Dr. Nijamuddin Ali	<i>Nijamuddin Ali</i> 12/02/2020
3	Sri Goutam Mondal	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Sufal Rajwar	<i>Rajwar</i>
7	Sri Ratul Kundu	
8	Dr. Bibhas Chandra Saha	
9	Sri Goutam Kr. Mukherjee	
10	Dr. Ramesh Chandra Das	
11	Sri Rabiranjana Sen	
12	Dr. Bharat Chandra Dalui	<i>Bharat Ch. Dalui</i>
13	Sri Subhajit Sanyal	
14	Sri Utpal Das	<i>Utpal Das</i>
15	Sri Dulal Sarkar	
16	Sri Prosanta Barman	<i>P. Barman</i> 12-02-2020
17	Sri Asit Kumar Mondal	<i>Asit</i> 12/02/2020
18	Sri Prasanta Kumar Das	<i>Prasanta Kumar Das</i> 12-2-20

The following resolutions are adopted by the Internal Quality Assurance Cell of Katwa College in its meeting held on 12.02.2020:

Dr. Nirmalendu Sarkar, Principal, Katwa College chaired the meeting.

Agenda-1. To read and confirm the resolutions/minutes of previous meeting held on 13.12.2019.

Resolution: The resolutions of the previous meeting were read one by one and confirmed unanimously.

Agenda-2. To discuss about the online AQAR report of session in the NAAC portal.

Resolution: IQAC coordinator informs that the AQAR (2018-19) has been successfully submitted on 28.01.2020 in the NAAC portal. But the number of publication is not enough. The data about students' progression to higher education is low from each department.

Agenda-3. To discuss on draft Academic Audit Report (2018-19).

Resolution: IQAC coordinator placed a draft Academic Audit Report (2018-19) prepared by Prosanta Barman (Member, IQAC) & Dulal Sarkar (Member, IQAC) in latest format provided by The University of Burdwan and seeks opinion from the members with in 19.02.2020. After finalization, these information's will be uploaded in the website.

Agenda-4. To discuss on draft feedback analysis (2018-19).

Resolution: IQAC coordinator placed a Feed Report (2018-19) prepared by Subhajit Sanyal (Convener, Feedback Committee & Member, IQAC) in latest format provided in the website of NAAC and seeks opinion from the members with in 19.02.2020. After finalization, these information's will be uploaded in the website.

Agenda-5. Misc.

Resolution:

- (a) IQAC coordinator suggest a strong mechanism for collection of pass out students information viz, their higher studies, service status, etc. The Principal informs that student progression report from each session will be collected after publication of final results (6th Semester) by sending notice/sms to each student.

The meeting ended with vote of thanks to the chair.

N. Sarkar
12/02/2020
Principal
Katwa College