

# INTERNAL QUALITY ASSURANCE CELL

*Katwa College*



P.O.- Katwa  
Dist.- Burdwan  
Phone : 03453-255049  
E-mail : iqackatcoll@gmail.com  
Website : www.katwacollege.com  
Fax : 03453-258434

Ref. No.- .....

Date .....

To,

Member, IQAC, Katwa College  
Madam/Sir,

A meeting of the Internal Quality Assurance Cell, Katwa College will be held in the Principal's Chamber on 20<sup>th</sup> September, 2018 at 3 pm to discuss on the following agenda. Your presence and active participation in the meeting is highly solicited.

**Agenda:**

1. To read and confirm the resolutions of the previous meeting held on 23.05.2018.
2. To discuss about NAAC Peer Team Visit and related issues.
3. CAS related issues.
4. Miscellaneous.

*K. K. Chakrabarti* 20/08/18  
Coordinator, IQAC  
Katwa College  
Katwa, Burdwan

*N. S. Chakrabarti* 20/08/18  
Principal  
& Chair Person, IQAC  
Katwa College  
Katwa, Burdwan  
Principal  
Katwa College



মিটিং-এর ক্রমিক সংখ্যা :

মিটিং-এর তারিখ : 12/09/18

মিটিং-এর ধরণ : সাধারণ/বিশেষ

মিটিং-এর স্থান : Principal's Chamber

মিটিং-এর সময় : 3-00 PM.

## উপস্থিত সভ্যগণের নাম

১।	Sarkar 12/09/18	১১।	Sutanu Kumar Chandra	২১।	
২।	Parash Chandra Roy	১২।	<del>অপস্থিত</del>	২২।	
৩।	Subhojit Sanyal	১৩।	Bharat Ch. Dal.	২৩।	
৪।	Kumar Anil Mishra	১৪।		২৪।	
৫।	Kanchan Jena	১৫।		২৫।	
৬।	Mr. Anurag K. S.	১৬।		২৬।	
৭।	Sudhakar Mandal	১৭।		২৭।	
৮।	Subhojit Sanyal	১৮।		২৮।	
৯।	Utpal Das	১৯।		২৯।	
১০।	Achintya Mohan Ganan	২০।		৩০।	

ক্রমিক সংখ্যা

বিবরণ

Dr. Nirmalendu Sarkar, Principal & Chairperson presides over the meeting.

- The resolutions of ~~the~~ two previous meetings of 29.06.2018 ~~are~~ are read one by one and confirmed unanimously.

The Coordinator reports that the Master Plan for the session 2018-19 ~~has~~ has been prepared and implemented. He also adds that all dept. Heads of the departments be requested to submit the departmental routines to the IQAC Coordinator.

He also reports that the preparation of AQAR is in progress and the cause of delay are various, ~~and~~ e.g., busy university exam schedule, submission of DRV clarification, preparation for NAAC Peer Team Visit.

- The Coordinator suggests that meetings of office managers (Head Clerks, Accountant) & Teachers' Council is needed to be arranged for smooth Peer Team Visit and his proposal ~~was~~ is accepted unanimously.



