



## KATWA COLLEGE

(Affiliated to the University of Burdwan)

### INTERNAL QUALITY ASSURANCE CELL

([iqackatcoll@gmail.com](mailto:iqackatcoll@gmail.com))

Estd: 14.01.2016/

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/1

Date: 09.9.2021

#### Notice

An IQAC meeting will be held on **14.9.2021 (Tuesday)** at 2 PM in the College Auditorium Hall to discuss about the following agenda:

1. Confirmation of the last meeting resolution dated 23.6.2021
2. Discuss about 2020-2021 AQAR
3. Miscellaneous

All members of this body are cordially requested to attending the meeting in time.  
Thank you

*18/09/21*  
Principal *09/09/2021*  
Katwa College

Principal  
Katwa College

*09/09/21*  
Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

Notice Ref. No: KCIQAC/NOTICE/21/6 dated- 9/9/2021

IQAC Meeting Held on – 14/9/2021 at 2 PM in the Katwa College Auditorium Hall

Signature of Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	<i>N Sarkar</i>
2	Utpal Das (Coordinator)	<i>Utpal Das 14/9/2021</i>
3	Sri Goutam Mondal	<i>Shameek Ghosh</i>
4	Dr. Pareshnath Banerjee	<i>Banerjee</i>
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	<i>Rajwar</i>
7	Dr. Bibhas Chandra Saha	<i>B Saha</i>
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	<i>Rabiranjana Sen</i>
10	Dr. Bharat Chandra Dalui	<i>B Dalui 14/09/2021</i>
11	Sri Shubhajit Sanyal	<i>Sanyal 14/09/2021</i>
12	Sri Dulal Sarkar	<i>D Sarkar 14/09/2021</i>
13	Sri Prosanta Barman	<i>P. Barman.</i>
14	Sri Asit Kumar Mondal	<i>Asit Kumar Mondal</i>
15	Sri Prasanta Kumar Das	<i>Prasanta Kumar Das</i>
16	Sri Shameek Ghosh	<i>Shameek Ghosh</i>



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/1 /9.9.2021

Date: 14.9.2021

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 14.9.2021 at 2 PM in the College Auditorium Hall.

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC preside over the meeting.

### **Agenda 1: Confirmation of the last meeting resolution dated 23.6.2021.**

The resolutions of the previous meeting held on 23.6.2021 are reads and confirmed unanimously without any change.

### **Agenda 2: Discuss about 2020 – 2021 AQAR**

Mr. Das, Coordinator of IQAC informed that as per our last meeting discussion after some modifications AQAR of the session 2019-2020 have been successfully uploaded to the NAAC portal on 25.5.2021. Mr. Das also informed that NAAC authority had given observations on some points and after that those corrections have been made and resubmitted successfully.

Student Satisfaction Survey translation in Bangla read out and approved with suggested modifications; this will be circulated among students by means of Google Form to be sent to in an email address created for this purpose.

The Student Satisfaction Survey will be open for submission for ten days. Data collection is ongoing for AQAR 2020 – 2021. Teachers Profiles 2020 -2021 will be collected from 15.9.2021 to 30.9.2021, Course Outcomes for I, III & V Semesters will be taken from the departments.

Notice will be issued for Green Campus; IQAC will prepare the notices to be circulated. All programmes in the College must be recorded and uploaded on College YouTube.

Some members should be included in the IQAC

Mentor – Mentee committees should be formed by each department. Notice will be issued, asking the departments to form mentor – mentee committee.

### **Agenda 3: Miscellaneous**

- i. Coordinator reports that a letter has been given by Purabi Kundu to take necessary steps of her third Promotion from Grade III to Grade IV (Associate Professor). Her

promotion is due on 16.07.2021. All members said that it should be as per regular process and request the Principal to include this as agenda in next GB meeting.

- ii. Coordinator reports that regarding Criterion 7.1.2 Environmental Consciousness and Sustainability, if the college gives special emphasis on this matter then it may gain points in this criteria.

Solar Energy – College may setup solar energy panels and after discussion the Principal suggests that Dulal Sarkar will take the charge to obtain information and he should as early as possible place an action report regarding this.

Use of Led Bulbs/power efficient equipment – Principal also suggests that Bharat Chandra Dalui will take the charge to take information and he should as early as possible place an action report.

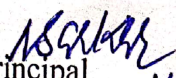
Rain water harvesting - Principal suggests that Asit Mondal will take the responsibility of getting information and he should as early as possible place a report.

Green Campus initiatives – Coordinator proposes that Principal take emergent steps to display banner on the College premises regarding Restricted entry for automobiles, use of bicycles/battery powered vehicles, pedestrian friendly pathways, ban on use of plastics, landscaping with trees and plants.


- iii. Principal proposes that regarding proposal of 2019-2020- AQAR which has been already uploaded, an Action taken report on that proposal prepared by Rabi Ranjan Sen and submitted to the Principal, will be placed in the next Governing Body meeting.

- iv. Principal reports that as per last meeting discussion a committee has been formed and started their activities on the celebration of 15<sup>th</sup> August, 2021-2022 Azadi Ka Amrut Mahotsav programmes.

The meeting ended with vote of thanks to the chair.

  
Principal  
Katwa College  
14/09/2021

Principal  
Katwa College

  
Convener  
14/9/22

Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

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Estd: 14.01.2016/

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/2

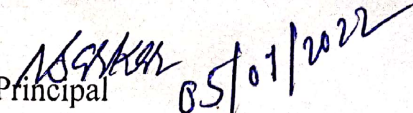
Date: 05/01/2022

#### Notice

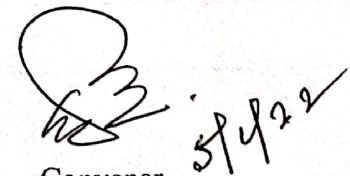
This is to inform you that an IQAC body meeting will be held on **17<sup>th</sup> January, 2022 (Monday)** at 1PM in the College Auditorium Hall to discuss the following agenda.

1. Confirmation of the last meeting resolution (14.9.2021)
2. Preparation and submission of AQAR for the session of 2020-2021
3. Discuss about next session AQAR 2021-2022
4. Two teachers (Saptorshi Biswas & Dinesh Maity) promotion (CAS)
5. Miscellaneous

All members are requested to present the meeting in time.

  
Principal  
Katwa College

Principal  
Katwa College

  
Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

IQAC Meeting Held on – 17.01.2022 at 1 PM in the Principal Chamber

## Signature of Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	N. Sarkar 17/01/2022
2	Utpal Das (Coordinator)	Utpal Das
3	Sri Tarasankar Ghosh	
4	Dr. Pareshnath Banerjee	P. Banerjee
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	S. Rajwar
7	Dr. Bibhas Chandra Saha	B. Saha
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	R. Sen 17/1/22
10	Dr. Bharat Chandra Dalui	B. Dalui
11	Sri Shbhajit Sanyal	S. Sanyal 17.01.2022
12	Sri Dulal Sarkar	D. Sarkar
13	Sri Prosanta Barman	P. Barman
14	Sri Asit Kumar Mondal	A. Kumar Mondal
15	Sri Prasanta Kumar Das	Prasanta Kumar Das
16	Sri Shameek Ghosh	Shameek Ghosh



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/2 /5.1.2022

Date: 17/01/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 17.1.2022 at 2 PM in the Principal Chamber.

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC preside over the meeting.

**Agenda 1: Confirmation of resolutions of the last meeting dated 14.9.2021.**

The resolutions of the previous meeting held on 14.9.2021 are read and confirmed unanimously without any change.

**Agenda 2: Preparation and submission of AQAR for the session 2020 – 2021 AQAR**

Mr. Utpal Das, Coordinator of IQAC informs that some problems have arisen in the preparation of AQAR 2020-2021. Few departments (Chemistry and Bengali) have not yet submitted course outcomes thus the CO-PO have not yet been uploaded in the College Website. Data has not been received about Mentor Mentee activities. The Coordinator also asks members for suggestions regarding the best practice and significant contribution of the IQAC during this session and he also reports that Green Audit Report, Academic Audit Report, Student Satisfaction Survey have been duly received and also uploaded in college website.

All members suggest that medicinal plant garden (Charak Udyan) and holistic growth of education will be the two best practices in this session 2020–2021.

Significant contributions of the IQAC are online feedback and Student Satisfaction Survey collected from different stakeholders, conduction of National and International online webinars on various topics, preparation of Academic and Administrative Audit and Green audit, inclusion of the institution library in Online Public Access Catalog (OPAC) and N-LIST database.

The Principal says that the AQAR for the time period of 2020 - 2021 has to be submitted in due time.

**Agenda 3: Discussion about next session AQAR 2021 – 2022**

The Coordinator places the Memorandum of Undertakings (M o Us) proposal in the meeting for consideration. After discussion Principal says that this proposal will be placed to the Governing

Body for consideration and after that it will be communicated with other colleges. The Coordinator reports that already primary discussion has been done with the Principal of Purbasthali College in this regard. Rabi Ranjan Sen says that Principal may talk with the Principal of Guskara College regarding this matter.

The best practice of the college in the next session will be i) that classes will be taken by senior students, ii) primary health centre and iii) workshop by local artisan and handicrafts makers. The Principal says Mr. Asit Mandal will communicate with the local artisans regarding this workshop.

The Coordinator also reports that online software purchase is still pending and in this regard the Principal says that Dr. Bharat Chandra Dalui immediately look into this matter.

Solar Energy system is also pending and in this regard Dulal Sarkar will look upon the matter.

Student Satisfaction Survey will be uploaded in May- June, 2022 through Google Forms and Feedback will be collected at this time. Self Appraisal Report will be taken from teachers in June, 2022.

The Principal advises that AQAR 2021 – 2022 will be prepared just after the end of this session.

**Agenda 4: Two teachers (Saptorshi Biswas & Dinesh Maity) promotion (CAS)**

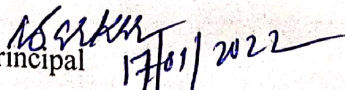
The Coordinator places two applications received from Dr. Saptorshi Biswas and Dr. Dinesh Maity for promotion under CAS from Assistant Professor Stage -1 to Assistant Professor Stage-2. All members said that it should be as per regular process and request the Principal to include this as agenda in next GB meeting.

**Agenda 5: Miscellaneous**

Coordinator requests to include some active members in IQAC who can devote time regularly to the work of the Cell.

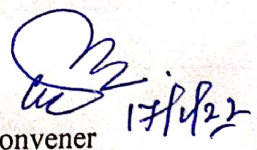
Principal says all members should be pro-active so that the next AQAR and related works may be completed in due time and also says that the inclusion of new members will be discussed in the Governing Body and after that the decision will be taken.

The meeting ended with vote of thanks to the Chair.

  
Principal

Katwa College

Principal  
Katwa College

  
Convener

IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College

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Estd: 14.01.2016/

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/3

Date: 26/01/2022

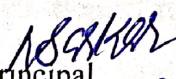
### Notice

This is to inform you that an emergent IQAC body online meeting will be held on 27<sup>th</sup> January, 2022 (Thursday) at 8 PM to discuss the following agendum by Google Meet.


Google Meet Link: <https://meet.google.com/kej-xyyn-kxz>

1. Problem on Course Outcomes and Program Outcomes.

All members are requested to present the meeting in time.

  
Principal  
Katwa College 26/01/2022

Principal  
Katwa College

  
Convener  
IQAC, Katwa College 26/01/22

Coordinator  
IQAC  
Katwa College

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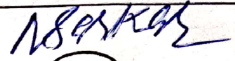

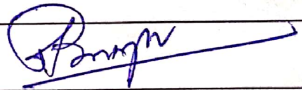
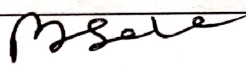

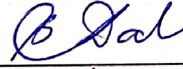
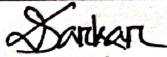

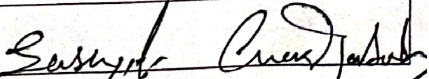


Notice Ref. No: KCIQAC/NOTICE/22/3 dated- 26.1.2022

Google Meet Link: <https://meet.google.com/kej-xyyn-kxz>

IQAC Online Meeting held on – 27.01.2022 at 8P.M.

### Signature of Present Members (Online)

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Tarasankar Ghosh (Dy. Magistrate & Collector)	
4	Dr. Pareshnath Banerjee	
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Dr. Bibhas Chandra Saha	
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	
10	Dr. Bharat Chandra Dalui	
11	Sri Shbhajit Sanyal	Subhajit Sanyal
12	Sri Dulal Sarkar	
13	Sri Prosanta Barman	P. Barman.
14	Sri Asit Kumar Mondal	
15	Sri Prasanta Kumar Das	
16	Sri Subhajit Chakraborty	



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/3 /26.1.2022

Date: 27/01/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 27.1.2022 at 8 PM by Online.

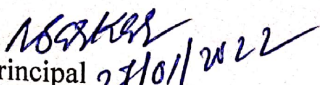
Dr. Nirmalendu Sarkar, Principal addressed to all members through Google meet platform. Google Meet Link: <https://meet.google.com/kej-xyyn-kxz>

#### **Agenda – 1: Problem on Course Outcomes and Program Outcomes.**

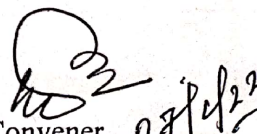
The Coordinator Mr. Das reports that all departments have sent their course outcomes and program outcomes in due time. Mr. Das also reports that the format of CO-PO of the department of Philosophy is not proper. Several times the HoD of the said department has been requested to change their CO- PO but they have not agreed to change it. This report is also placed to the Principal. Principal says to call an emergent meeting of the IQAC body.

All members heard the problems and everybody suggest to Coordinator to arrange a meeting tomorrow (28.01.2022) at 8 PM by online mode with the HoD of department of Philosophy.

The meeting ended with vote of thanks to the chair.

  
Principal 27/01/2022  
Katwa College

Principal  
Katwa College

  
Convener 27/01/22  
IQAC, Katwa College

Coordinator  
IQAC

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Estd: 14.01.2016/

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/4

Date: 27/01/2022

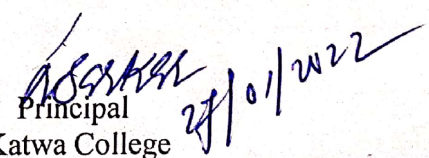
*Notice*

This is to inform you that an emergent IQAC body **online** meeting will be held on 28<sup>th</sup> January, 2022 (Thursday) at 8 PM I to discuss the following agendum by Google Meet.

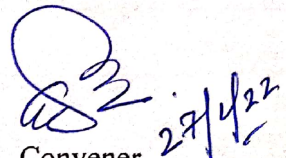
**Google Meet Link:** <https://meet.google.com/kej-xyyn-kxz>

1. Problem on Course Outcomes and Program Outcomes.

All members are requested to present the meeting in time.

  
Principal  
Katwa College

**Principal**  
**Katwa College**

  
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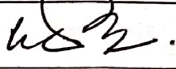
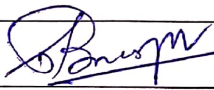
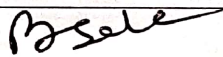
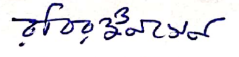
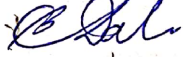
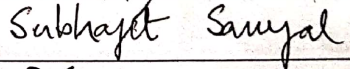

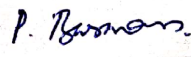
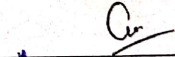

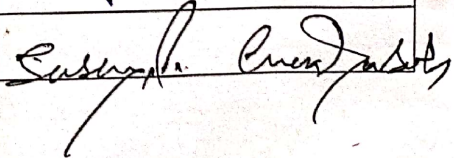


Notice Ref. No: KCIQAC/NOTICE/22/4 dated- 27.1.2022

Google Meet Link: <https://meet.google.com/kej-xyyn-kxz>

IQAC Online Meeting held on – 28.01.2022 at 8P.M.

### Signature of Present Members (Online)

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Tarasankar Ghosh (Dy. Magistrate & Collector)	
4	Dr. Pareshnath Banerjee	
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9	Sri Rabiranjana Sen	
10	Dr. Bharat Chandra Dalui	
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Ref. No: KCIQAC/NOTICE/21-22/4 /27.1.2022

Date: 28/01/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 28.1.2022 at 8 PM by online.

Dr. Nirmalendu Sarkar, Principal addressed to all members through Google meet platform. Google Meet Link: <https://meet.google.com/kej-xyyn-kxz>

#### **Agenda – 1: Problem on Course Outcomes and Program Outcomes.**

The Coordinator Mr. Das reports that the HoD of the Department of Philosophy attends the meeting and she proposed to give permission to all departmental members to attend the meeting. The Principal says that it is not required for all departmental teachers to attend the meeting as she alone represents the Department. HoD, Aloka Chakraborty argues that their CO-PO is correct and if any university senior teacher says that it is wrong then they will change their CO-PO otherwise not and also she said it must be uploaded in the AQAR and if any question arises then they will take all responsibility. Dr. Dalui said it is not uploaded in the AQAR as it is not created in the proper format. Mr. Asit Mondal requests the Principal to give an opportunity to other departmental teachers to attend the meeting and Principal says two other teachers can attend the meeting now and Smt. Chakraborty says Dr. Namita Choudhury and Prakash Mandal will attend the meeting. Coordinator sends the link to those teachers and they join the meeting.

Mr. Asit Mandal discusses about the structure of a CO- PO. Mr. Rabiranjana Sen also discusses the method of CO-PO. Principal says to HoD that her stand is not justified and she cannot insist to the Coordinator to upload an incorrect CO-PO. Smt. Chakraborty says their concept of the CO-PO was not clear and now after clarification they will send correct CO-PO in proper format within fifteen days. The meeting ended with vote of thanks to the chair.

*Asit Mandal*  
Principal 28/01/2022  
Katwa College

Principal  
Katwa College

*Chakraborty*  
Convener 28/1/27

IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

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## KATWA COLLEGE

(Affiliated to the University of Burdwan)

### INTERNAL QUALITY ASSURANCE CELL

([iqackatcoll@gmail.com](mailto:iqackatcoll@gmail.com))

Estd: 14.01.2016/

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/5


Date: 09/03/2022

#### Notice


This is to inform you that an IQAC body meeting will be held on 16<sup>th</sup> March, 2022 (Wednesday) at IPM in the Principal Chamber to discuss the following agenda.

1. Confirmation of resolution of the last meeting dated 17.1.2022, 27.1.2022 and 28.01.2022
2. Preparation and submission of AQAR for the session 2020 – 2021 AQAR on
3. Discussion about next session AQAR 2021 – 2022
4. Three teachers Prosanta Barman, Rajesh Chandra Mandal, Subhasish Mandal promotion (CAS)
5. Miscellaneous

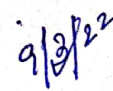
All members are requested to present the meeting in time.

  
Principal  
Katwa College

Principal  
Katwa College

  
Convener  
IQAC, Katwa College

Coordinator

  
IQAC  
Katwa College

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Notice Ref. No: KCIQAC/NOTICE/22/3 dated- 16.3.2022

IQAC Meeting Held on -16/3/2022 at 12 Noon in the Principal Chamber

Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	<i>N. Sarkar</i> 16/03/2022
2	Utpal Das (Coordinator)	<i>Utpal Das</i>
3	Sri Tarasankar Ghosh (Dy. Magistrate & Collector)	
4	Dr. Pareshnath Banerjee	<i>Pareshnath Banerjee</i>
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Dr. Bibhas Chandra Saha	<i>Bibhas Chandra Saha</i>
8	Sri Goutam Kumar Mukherjee	
9	Sri Rabiranjana Sen	<i>Rabiranjana Sen</i>
10	Dr. Bharat Chandra Dalui	<i>Bharat Chandra Dalui</i>
11	Sri Shbhajit Sanyal	<i>Shbhajit Sanyal</i>
12	Sri Dulal Sarkar	<i>Dulal Sarkar</i>
13	Sri Prosanta Barman	<i>P. Barman</i>
14	Sri Asit Kumar Mondal	<i>Asit Kumar Mondal</i> 16/03/22
15	Sri Prasanta Kumar Das	<i>Prasanta Kumar Das</i>
16	Sri Subhajit Chakraborty	<i>Subhajit Chakraborty</i>



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/5 /9.3.2022

Date: 16/03/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 16.3.2022 at 2 pm in the Principal Chamber.

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC presides over the meeting.

**Agenda 1: Confirmation of resolution of the last meeting dated 17.1.2022, 27.1.2022 and 28.01.2022**

The resolutions of the previous meeting held on 17.01.2022, 27.01.2022 and 28.01.2022 are read and confirmed unanimously without any change.

**Agenda 2: Preparation and submission of AQAR for the session 2020 – 2021 AQAR**

Mr. Utpal Das, Coordinator of IQAC informs that some problems have arisen in the preparation of AQAR 2020-2021. Few departments (Chemistry and Bengali) have not yet submitted course outcomes thus the CO-PO have not yet been uploaded in the College Website. Data has not been received about Mentor Mentee activities. The Coordinator also asks members for suggestions regarding the best practice and significant contribution of the IQAC during this session and he also reports that Green Audit Report, Academic Audit Report, Student Satisfaction Survey have been duly received and also uploaded in college website.

All members suggest that medicinal plant garden (Charak Udyan) and holistic growth of education will be the two best practices in this session 2020–2021.

Significant contributions of the IQAC are online feedback and Student Satisfaction Survey collected from different stakeholders, conduction of National and

International online webinars on various topics, preparation of Academic and Administrative Audit and Green audit, inclusion of the institution library in Online Public Access Catalog (OPAC) and N-LIST database.

The Principal says that the AQAR for the time period of 2020 - 2021 has to be submitted in due time.

**Agenda 3: Discussion about next session AQAR 2021 – 2022**

The Coordinator places the Memorandum of Undertakings (MoUs) proposal in the meeting for consideration. After discussion Principal says that this proposal will be placed to the Governing Body for consideration and after that it will be communicated with other colleges. The Coordinator reports that already primary discussion has been done with the Principal of Purbasthali College in this regard. Rabi Ranjan Sen says that Principal may talk with the Principal of Guskara College regarding this matter.

The best practice of the college in the next session will be i) that classes will be taken by senior students, ii) primary health centre and iii) workshop by local artisan and handicrafts makers. The Principal says Mr. Asit Mandal will communicate with the local artisans regarding this workshop.

The Coordinator also reports that online software purchase is still pending and in this regard the Principal asks Dr. Bharat Chandra Dalui immediately to look into this matter.

Solar Energy system is also pending and in this regard Dulal Sarkar will look upon the matter.

Student Satisfaction Survey will be uploaded in May- June, 2022 through Google Forms and Feedback will be collected at this time. Self Appraisal Report will be taken from teachers in June, 2022.

The Principal advises that AQAR 2021 – 2022 will be prepared just after the end of this session.

**Agenda 4: Three teachers Prosanta Barman, Rajesh Chandra Mandal, Subhasish Mandal promotion (CAS)**


The Coordinator places three applications received from Prosanta Barman, Rajesh Chandra Mandal and Subhasish Mandal for promotion under CAS from Assistant Professor Stage -1 to Assistant Professor Stage- 2. All members said that it should be as per regular process and request the Principal to include this as agenda in next GB meeting.


**Agenda 5: Miscellaneous**

Coordinator requests to include some active members in IQAC who can devote time regularly to the work of the Cell.

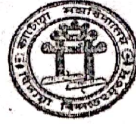
Principal says all members should be pro-active so that the next AQAR and related works may be completed in due time and also says that the inclusion of new members will be discussed in the Governing Body and after that the decision will be taken.

The meeting ended with vote of thanks to the Chair.

  
Principal  
Katwa College  
16/03/2022  
  
Principal  
Katwa College

  
Convener  
IQAC, Katwa College  
  
Coordinator  
IQAC  
Katwa College

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Estd: 14.01.2016

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/6


Date: 05/4/2022

*Notice*

This is to inform that an IQAC body and with all H o Ds of the departments meeting will be held on 12<sup>th</sup> April, 2022 (Tuesday) at 12 noon in the College Auditorium Hall to discuss the following agenda.


1. Mentor-Mentee process
2. Parent – teacher meeting
3. Routine
4. Course Outcomes and program outcomes
5. Departmental Library
6. Steps taken for slow learner and advanced learner
7. Classes to be taken by senior class students
8. Internal Examination grievances of the students
9. Miscellaneous

All members are requested to present the meeting in time.

  
Principal  
Katwa College 05/04/22

Principal  
Katwa College

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Convener 5/4/22  
IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College



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Estd: 14.01.2016

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

**Ref. No: KCIQAC/NOTICE/22/6**

**Date: 12.4.2022**

The Internal Quality Assurance Cell and all Head of the Departments / teachers, Librarians of Katwa College in its meeting held on 12.4.2022 at 12 noon in the College Auditorium Hall.

Members present:

SL. No	Name	Designation	Signature
1	Nirmalendu Sarkar	Principal	
2	Utpal Das	IQAC, Coordinator	
3	Arun Kumar Patra	Morning in Charge	
4	Paresh Nath Banerjee	IQAC Member	
5	Tarasankar Ghosh	IQAC Member	
6	Suphal Rajwar	IQAC Member	
7	Bibhas Chandra Saha	IQAC Member	
8	Rabiranjana Sen	IQAC Member	
9	Bharat Chandra Dalui	IQAC Member	
10	Shbhajit Sanyal	IQAC Member	
11	Dulal Sarkar	IQAC Member	
12	Prosanta Barman	IQAC Member	
13	Asit Kumar Mondal	IQAC Member	
14	Prasanta Kumar Das	IQAC Member	
15	Subhajit Chakraborty	IQAC Member	
16	Rajesh Chandra Mandal	HoD, Bengali	
17	Indrani Ray	Teacher, English	
18	Rita Bhowmick	HoD, Sanskrit	

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Estd: 14.01.2016

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/22/6

Date: 12.4.2022

19	Tupur Banerjee	Teacher, History	Tupur Banerjee
20	Aloka Chakroborty	HoD, Philosophy	Aloka Chakroborty
21	Namita Choudhury	Teacher, Philosophy	Namita Choudhury
22	Syed Abul Kadar	HoD, Political Science	Syed Abul Kadar
23	Moumita Poddar Rana	Teacher, Economics	
24	Madhumita Sen	HoD, Geography	Madhumita Sen
25	Arun Kr. Patra	HoD, Commerce	Arun Kr. Patra
26	Deboprasad Ghosh	HoD, Mathematics	Deboprasad Ghosh
27	Bharat Chandra Dalui	HoD, Physics	Bharat Chandra Dalui
28	Dinesh Maity	Teacher, Chemistry	Dinesh Maity
29	Tapan Kumar Bera	HoD, Botany	Tapan Kumar Bera (Japan Kr. Bera) 12/04/2022
30	Subhasish Mandal	Teacher, Botany	Subhasish Mandal
31	Suvosree Sana	HoD, Physiology	Suvosree Sana
32	Nirvik Banerjee	HoD, Zoology	
33	Nabakumar Dhara	HoD, Electronics	Nabakumar Dhara
34	Sumit Sing	Teacher, Electronics	Sumit Sing
35	Biswajit Mandal	Teacher, Philosophy	
36	Debaprasad Goswami	Teacher, Bengali	Debaprasad Goswami
37	Priyanka Roy	Librarian, Morning	
38	Soumik Jash	Librarian, B. Ed.	Soumik Jash
39	Sanat Kumar Ghosh	Teacher, B. Ed.	Sanat Kumar Ghosh

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Ref. No: KCIQAC/NOTICE/21-22/6 /5.4.2022

Date: 12/4/2022

The following resolutions are taken by the Internal Quality Assurance Cell and all Head of the Departments / teachers, Librarians of Katwa College in its meeting held on 12.4.2022 at 12 noon in the College Auditorium Hall.

#### **Agenda – 1: Mentor-Mentee process**

All departments including Libraries will have to conduct mentor-mentee counseling process. Documents of mentor-mentee process should be maintained by each department – counseling may include issues like career counseling, academic matter counseling and job stress etc. Mentor's guidance to mentees, may include –

- How to collect literature, improve writing skills and publish articles
- Career related: how to get the career related information
- General support : counseling on job stress and anxieties
- Personal problems which may arise

All departments will be given a register for maintaining documentation and a Convenor will have to be appointed. Mentor-mentee process will be for both Honours and General students. The names of mentors and mentees along with signatures will be maintained and the broad classification of the nature of the problem will be mentioned – like academic, personal, financial, etc. The Mentor-Mentee Committee of the College will monitor the process overall and the departments will be required to send their report in this regard to the College Mentor-Mentee Committee.

#### **Agenda – 2: Parent – Teacher meeting**

Parent teacher meeting must be held for all departments and requisite documents / papers must be kept by the Departments in proper ways.

#### **Agenda – 3: Routine**

It is resolved that the routines will be displayed on display boards for all the semesters.



**Agenda – 4: Course Outcomes and program outcomes**

CO - PO must be in uniform structure. Honours and General must be separately submitted for each department. The IQAC Coordinator should send the desired format and the departments should submit accordingly.

**Agenda – 5: Departmental Library**

All departmental libraries will have to be activated and strengthened. All the departments which do not have any rooms will be provided spaces by partitioning the computer room and the room adjacent to Staff Room. The names of the students who have outstanding books due will be provided to the office before issuance of Mark sheets. Library should be Open access when adequate space and infrastructure will be available. All departments will take their students to the library for familiarization.

**Agenda – 6: Steps taken for slow learner and advanced learner**

Separate facilities/classes should be provided for slow learners and advanced learners.

**Agenda – 7: Classes to be taken by senior class students**

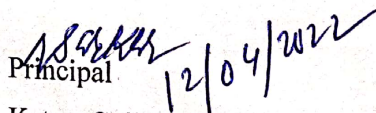
Departments may organize classes by senior Semester students to take junior Semester Classes. Ex-students may also be invited to take special lectures once in a while. All the classes to be taken by senior students should be maintained in a register along with their signatures.

**Agenda – 8 : Internal Examination grievances of the students**

In respect of any grievances which may be submitted in the office in respect of internal examinations, respective departmental teachers should help the students to meet up the problems.

**Agenda – 9: Miscellaneous**

Departments are requested to arrange special classes (syllabus oriented) by outside Resource persons (department may fixed a name of these special classes program) regularly (at least one in every two months) and in this context college will provided necessary supports like expenses (Maximum Rs 2000/- per class) and infrastructure. The Ho Ds will have to send their proposal in this respect to the Principal and may hold such special classes after obtaining necessary permission. Departments may prepare a flex with the name of the program permanently. Copies of resolutions and requisite registers will be sent to the departments/HoDs, Librarians and also to Morning Shift.

  
Principal

Katwa College

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Katwa College

  
Coordinator

IQAC, Katwa College

Coordinator  
IQAC  
Katwa College





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Ref. No: KCIQAC/NOTICE/21-22/7

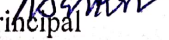
Date: 31/5/2022

### Notice

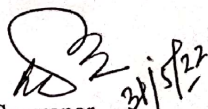
This is to inform that an IQAC body meeting will be held on 7<sup>th</sup> June, 2022 (Tuesday) at 2 PM in the Principal Chamber to discuss the following agenda.

1. Confirmation of resolutions of the last meeting dated 16.3.2022 and 12.4.2022
2. Review report on AQAR 2020-2021
3. To discuss about Seminar on 08.6.2022
4. Discuss about letter from Priyanka Roy Assistant Librarian for promotion (CAS)
5. Discuss about letter from Katwa College NSS unit for celebration / observation of 'International Day of Yoga' on 21.6.2022

All members are requested to present the meeting in time.

  
Principal  
Katwa College

  
Principal  
Katwa College

  
Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

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IQAC Meeting Held On 07/06/2022 at 2 P.M.

Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	N Sarkar
2	Utpal Das (Coordinator)	U Das. 7/6/22
3	Sri Goutam Mondal Sri Tatasankar Ghosh -	
4	Dr. Pareshnath Banerjee	P Banerjee
5	Sk. Ashraf Ali	
6	Sri Suphal Rajwar	
7	Sri Shameek Ghosh Sri Subhajit Chakraborty -	Subhajit 07/06/22
8	Dr. Bibhas Chandra Saha	B Saha
9	Sri Goutam Kumar Mukherjee	
10	Sri Rabiranjana Sen	R Sen
11	Dr. Bharat Chandra Dalui	B Dalui 7/06/2022
12	Sri Shbhajit Sanyal	Subhajit Sanyal
13	Sri Dulal Sarkar	D Sarkar 7.6.22
14	Sri Prosanta Barman	P. Barman, 07.06.2022
15	Sri Asit Kumar Mondal	Asit Kumar Mondal
16	Sri Prasanta Kumar Das	Prasanta Kumar Das 7-6-22



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P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/7 /31.5.2022

Date: 07/6/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 07.06.2022 at 2 PM in the Principal Chamber.

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC preside over the meeting.

**Agenda 1: Confirmation of resolutions of the last meeting dated 16.3.2022 and 12.4.2022**

The resolutions of the previous meetings held on 16.3.2022 and 12.4.2022 are read and confirmed unanimously without any change.

**Agenda – 2: Review report on AQAR 2020-2021**

The Coordinator Mr. Das reports that AQAR 2020 -2021 have been uploaded in the NAAC portal successfully on 09.03.2022. Some review points have been reported by the NAAC authorities on 12.5.2022. The Coordinator reports that some mismatch in data has been found in between the metric and template which have been uploaded. Principal asks how this type of mistake was made. Coordinator says the office data which had been given were wrong in some cases and sometimes separate data in separate templates had been given. Now all have been rectified and it is expected that within the next two or three days it will be resubmitted again.

**Agenda – 3: To discuss about Seminar on 08.6.2022**

The Coordinator reports that a one day seminar on College Documentation will be held on 08.06.2022 in blended mode. Dr. Prayag Joshi, Professor, Kavikulaguru Kalidas Sanskrit University, Nagpur, Maharashtra and Dr. Rakesh Das, Assistant Professor, Ramkrishna Mission Vivekananda Educational Research Institute are the two speakers. First speaker will deliver his lecture by online mode and second one will be delivered on stage. The Coordinator also reports that Prosanta Barman has arranged the entire program. The Principal asks all members to participate in the seminar actively and any questions regarding NAAC documentation should be placed, so that any doubts will be cleared about preparation of AQAR. A questionnaire is to be

prepared for asking questions to the speaker. Dulal Sarkar and the Coordinator both will prepare questionnaires.

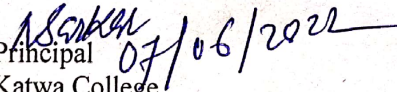
**Agenda – 4: To Discuss about letter from Priyanka Roy Assistant Librarian for promotion (CAS)**

The Coordinator places an application received from Priyanka Roy Assistant Librarian for promotion under CAS from Assistant Librarian Stage -1 to Assistant Librarian Stage- 2. All members said that it should be as per regular process and request the Principal to include this as agenda in the next GB meeting.

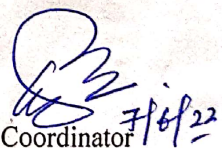
**Agenda – 5: Discuss about letter from Katwa College NSS unit for celebration / observation of 'International Day of Yoga' on 21.6.2022**

The Coordinator places the letter and informed that the NSS three Units wanted to celebrate International Day of Yoga' on 21.6.2022. All members cordially accepted the proposal and said unanimously that this program is to be given wide publicity and if all faculty members as well as all students will attend the program then it will be successful. The Principal says a notice will be circulated among all stakeholders to participate in the program though the Semester 6 Final Examinations will be going on.

The meeting ended with vote of thanks to the chair.

  
Principal  
Katwa College

Principal  
Katwa College

  
Coordinator  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

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Estd: 14.01.2016

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Ref. No: KCIQAC/NOTICE/21-22/8

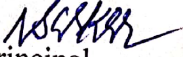
Date: 16/6/2022

### Notice

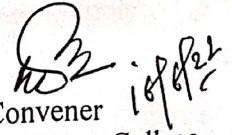
This is to inform that an IQAC body and all H o Ds of the departments meeting will be held on **27<sup>th</sup> June, 2022 (Monday)** at 2 PM in the Principal Chamber to discuss the following agenda.

1. Confirmation of resolution of the last meeting dated 7.6.2022
2. Report on submission of AQAR for the session of 2020-2021
3. Discuss about next session AQAR 2021 - 2022
4. Discuss about M o U with other Institutions
5. Discuss about Solar Energy Resources
6. Discuss about formation of New Subcommittee for the next Academic Session
7. Discuss about Platinum Jubilee Celebration of Katwa College
8. Discuss about letter from department of Bengali
9. Miscellaneous

All members are requested to present the meeting in time.

  
Principal  
Katwa College

Principal  
Katwa College

  
Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College


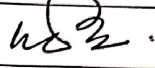
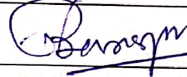

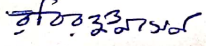
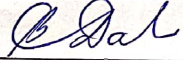

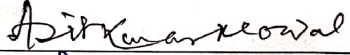

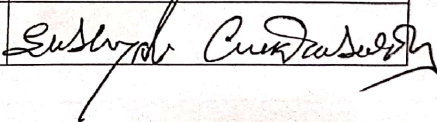
Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)



Notice Ref. No: KCIQAC/NOTICE/22/8 dated- 16.6.2022

IQAC Meeting Held on – 27.6.2022 at 2 PM in the Principal Chamber

### Signature of Present Members

Sl. No.	Name	Signature
1	Dr. Nirmalendu Sarkar (Principal)	
2	Utpal Das (Coordinator)	
3	Sri Tarasankar Ghosh (Dy. Magistrate & Collector)	
4	Dr. Pareshnath Banerjee	
5	Sri Suphal Rajwar	
6	Dr. Bibhas Chandra Saha	
7	Sri Rabiranjana Sen	
8	Dr. Bharat Chandra Dalui	
9	Sri Shbhajit Sanyal	Subhajit Sanyal
10	Sri Dulal Sarkar	
11	Sri Prosanta Barman	P. Barman.
12	Sri Asit Kumar Mondal	
13	Sri Prasanta Kumar Das	
14	Sri Subhajit Chakraborty	



# KATWA COLLEGE

(Affiliated to the University of Burdwan)

## INTERNAL QUALITY ASSURANCE CELL

([iqackatcoll@gmail.com](mailto:iqackatcoll@gmail.com)) Estd: 14.01.2016

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, PIN- 713 130, India

Ref. No: KCIQAC/NOTICE/21-22/8 /16.6.2022

Date: 27/6/2022

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 27.06.2022 at 2 PM in the Principal Chamber.

Dr. Nirmalendu Sarkar, Principal and Chairperson of IQAC preside over the meeting.

### **Agenda 1: Confirmation of resolution of the last meeting dated 7.6.2022**

The resolution of the previous meetings held on 27.6.2022 is read and confirmed unanimously without any change.

### **Agenda – 2: Report on submission of AQAR for the session of 2020-2021**

The Coordinator Mr. Das reports that AQAR 2020 -2021 have been uploaded in the NAAC portal successfully on 09.03.2022. Some review points have been reported by the NAAC authorities on 12.5.2022. Now all are rectified and finally resubmitted on 12.6.2022 again. NAAC authority accepted this AQAR 2020 -2021 on 13.6.2022.

### **Agenda – 3: Discuss about next session AQAR 2021 - 2022**

The Coordinator reports that 2021 – 2022 AQAR session have been ended on 30.6.2022. Principal says AQAR of 2021 – 2022 will have to be commenced on 1<sup>st</sup> July, 2022. All members are being careful and seriously prepared the AQAR. All documents which have been needed will be collected within July, 2022. Coordinator says Teachers' Profile will be collected through Google Forms and Prosanta Barman is preparing this.

### **Agenda – 4: Discuss about MoU with other institutions**

Coordinator reports that our college has already been signed MoU with Purbasthali College, Burdwan. The Principal of Purbasthali College places a proposal for faculty exchange in Bengali, History, Sanskrit, Philosophy and Mathematics departments. All members are unanimously accepted the proposal and Principal says our Coordinator looks upon this matter and also keep a registered. Principal also places a proposal for MoU with Ramakrishna Mission



Vivekananda Educational Research Institute (RKMVERI), Belur, Howrah, all are accepted the proposal and says Prosant Barman looks upon this matter.

**Agenda – 5: Discuss about Solar Energy Resources**

Coordinator reports that a drive has been taken for setting up of Solar Panels in the College premises. In this regard a primary discussion have already been done with the Secretary, New Renewable Energy Sources Department, Kolkata and according to his advice an application has submitted to the Secretary, NRES, Bikalpa Sakti Bhawan today 27.6.2022. All appreciates this drive and asked the coordinator to proceed upon this matter.

**Agenda – 6: Discuss about formation of New Subcommittee for the next Academic Session**

Coordinator reports the last Subcommittee had been constructed during 2017-2018 session. Many teachers already retired and transferred from the institution and a bulk of new teachers have joined the college. So it is required to newly construct the subcommittees. The Principal says in the next Teachers' Council meeting it will be constructed.

**Agenda – 7: Discuss about Platinum Jubilee Celebration of Katwa College**

Principal says that our College has completed 75 years. Therefore in order to celebrate this occasion in a fitting manner the College should organize various programmes which should showcase the contribution of the College in upliftment of the educational level of the entire Katwa Subdivision and even beyond and also the continuing role of the College as the premier higher educational institution in this region. In this connection the inauguration of the Silver Jubilee should be held on 16 August 2022 and should continue for the next one year.

**Agenda – 8: Discuss about letter from department of Bengali**

Coordinator places a letter from the department of Bengali and asks for a decision to solve the problems. The Principal states that he will arrange either teaching or non-teaching staff to help the teachers of Bengali Department to upload marks in the University portal in due time.

**Agenda – 9: Miscellaneous**

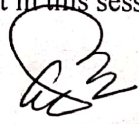
Principal says AQAR of the 2021 – 2022 must be submitted in due time. He also says the future plans of the 2020 – 2021 Session which are not materialized yet will be kept in this session also.

The meeting ended with vote of thanks to the chair.

  
Principal

Katwa College

27/06/22

  
Coordinator

27/6/22  
IQAC, Katwa College

Coordinator

Principal  
Katwa College

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