



**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/22-23/1

Date: 31/8/2022

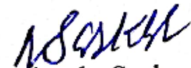
*Notice*

A meeting of IQAC will be held on **02.09.2022** (Friday) at 1pm in the Principal Chamber to discuss about the following agenda:


**Agenda:**

1. To read and confirm the previous meeting dated 27.6.2022
2. Request for collaboration to organize seminar (Ref. No- 48/P.C (22-23) dated 30.8.2022
3. Students attendance in the class
4. NAAC related issues
5. Environment and Energy Audit and E-waste Management
6. Academic and Administrative Audit
7. Outreach Programme
8. Academic Calendar
9. Miscellaneous

All internal members of the IQAC body are cordially requested to attend the said meeting.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Principal  
Katwa College

  
Utpal Das  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College

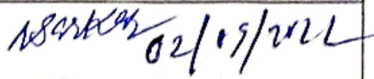

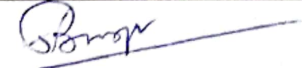
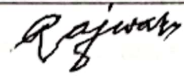
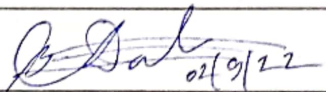
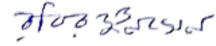
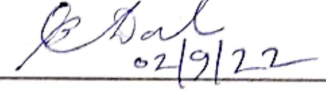


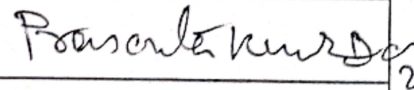
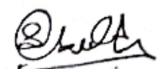
Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)



Notice Ref. No: KCIQAC/NOTICE/22/01 dated – 30.08.2022 (2022-2023)

IQAC Meeting Held on – 02.09.2022 at 1 P.M. in the Principal Chamber

### Signature of Present Members

| Sl. No. | Name  | Signature  |
|---------|---|--|
| 1       | Dr. Nirmalendu Sarkar (Principal)                 |  02/09/22   |
| 2       | Utpal Das (Coordinator)                           |             |
| 3       | Sri Tarasankar Ghosh (Dy. Magistrate & Collector) |  |
| 4       | Dr. Pareshnath Banerjee                           |             |
| 5       | Sri Suphal Rajwar                                 |              |
| 6       | Dr. Bibhas Chandra Saha                           |  02/09/22   |
| 7       | Sri Rabiranjana Sen                               |             |
| 8       | Dr. Bharat Chandra Dalui                          |  02/09/22 |
| 9       | Sri Shbhajit Sanyal                               |  |
| 10      | Sri Dulal Sarkar                                  |            |
| 11      | Sri Prosanta Barman                               |  |
| 12      | Sri Asit Kumar Mondal                             |            |
| 13      | Sri Prasanta Kumar Das                            |  29.22     |
| 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/22-23/1

Date: 31.08.2022

#### IQAC MINUTES

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 02.09.2022 at 1 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 27.06.2022**

The resolution of the previous meetings held on 27.06.2022 is read and confirmed unanimously without any change.

#### **Agenda – 2: Request for Collaboration to organize Seminar (Ref. No – 48/PC/22-23) dated 30.08.2022**

A proposal have been given by the Purbasthali College to organize a seminar jointly as a part of MoU regarding “Literary Theory and the Linguistic Turn”. All members accept this proposal and Principal says to Coordinator that one or two faculties of Bengali Department along with ten students may participate this program and also he says to Coordinator will be arrange all necessary requirement.

#### **Agenda – 3: Students attendance**

Principal reports that notice have been circulated to the students. Other members reports that students attendance have merely increased.

#### **Agenda – 4: NAAC related issues**

The Coordinator reports that 2022 – 2023 AQAR session have been ended on 30.6.2023. Principal says AQAR of 2022 – 2023 will have to be commenced on 1<sup>st</sup> June, 2022. All members are being careful and seriously prepared the AQAR. All documents which have been needed will be collected within May, 2023. Coordinator says Teachers’ Profile will be collected through Google Forms and Prosanta Barman is preparing this.

  
Principal  
Katwa College



  
Coordinator  
IQAC  
Katwa College

Coordinator also reports that College has not yet been started any Add on Course during this entire period. All members proposed that Coordinator and Principal will take initiative to open Add on Courses.

**Agenda – 5: Environment and Energy Audit and E- Waste Management**

Coordinator reports that Environment and Energy Audit will be prepared. Some teachers are doing this work but if College Authority give the permission a outside professional agency may take part of this work. E-Waste Management is also required for an outside agency. Principal says this proposal is submitted to Governing Body for consideration.

**Agenda – 6: Academic and Administrative Audit**

Coordinator reports that Prof. Madhumita Sen, Coordinator of Academic and Administrative Audit team of the College is worked actively. Coordinator also proposes that these reports could be authorized by the University of Burdwan. Principal says all necessary arrangement will be done in this regard.

**Agenda – 7: Outreach Programme**

A proposal has been given by the NSS team of our College that they are willing to arrange an outreach program in the adopted village of Panchanantala, Katwa – 1 Block. All members unanimously accepted this proposal.


**Agenda – 8: Academic Calendar**

Coordinator proposes that a team will be formed to create upcoming Academic Calendar – 2022-23. Principal says that under the IQAC, coordinator, Secretary of Teachers Council, Prosanta Barman, Madhumita Sen and Head Clerk will be the members. He also suggest within a month a draft Academic Calendar should be submitted to this body. All members accept this proposal.

**Agenda – 9: Miscellaneous**


- i) Coordinator reports that we are going to prepare final year AQAR. All members are requested to be active participation in the IQAC works
- ii) Principal says if necessary one or two new members may include in the IQAC team to work smooth functioning.

The meeting ended with vote of thanks to the chair.

  
Dr. Nirjalendu Sarkar  
Principal  
Katwa College

Principal  
Katwa College



  
Utpal Das  
Convener  
IQAC, Katwa College

Phone: (03473) 255 049, E-mail: [katcoll2004@gmail.com](mailto:katcoll2004@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)

**IQAC**  
**Katwa College**



## 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/22-23/2

Date: 14/12/2022

## Notice

An IQAC meeting will be held on **21.12.2022** (Wednesday) at 1pm in the Principal Chamber's adjacent room to discuss the following agenda:

- i) To read and confirm the previous meeting dated 02.9.2022
- ii) Students attendance in the class
- iii) NAAC related issues
- iv) Add on Course
- v) CAS
- vi) Academic Calendar
- vii) Miscellaneous

All members are cordially requested to attend the said meeting in time.

  
Dr. Nirmalendu Sarkar  
Principal

Katwa College 14/12/2022

Principal  
Katwa College



  
Utpal Das  
Convener

IQAC, Katwa College

Coordinator  
IQAC  
Katwa College



Notice Ref. No: KCIQAC/NOTICE/22-23/2 dated- 14.12.2022

IQAC Meeting Held on – 21.12.2022 at 1 PM in the Principal's Adjacent Chamber

### Signature of Present Members

| Sl. No. | Name  | Signature                     |
|---------|---|-------------------------------|
| 1       | Dr. Nirmalendu Sarkar (Principal)                 | <i>N Sarkar 21/12/2022</i>    |
| 2       | Utpal Das (Coordinator)                           | <i>U Das</i>                  |
| 3       | Sri Tarasankar Ghosh (Dy. Magistrate & Collector) |                               |
| 4       | Dr. Pareshnath Banerjee                           | <i>P Banerjee</i>             |
| 5       | Sri Suphal Rajwar                                 | <i>S Rajwar</i>               |
| 6       | Dr. Bibhas Chandra Saha                           |                               |
| 7       | Sri Rabiranjana Sen                               |                               |
| 8       | Dr. Bharat Chandra Dalui                          | <i>B Dalui</i>                |
| 9       | Sri Shbhajit Sanyal                               |                               |
| 10      | Sri Dulal Sarkar                                  | <i>D Sarkar</i>               |
| 11      | Sri Prosanta Barman                               |                               |
| 12      | Sri Asit Kumar Mondal                             | <i>Asit Kumar Mondal</i>      |
| 13      | Sri Prasanta Kumar Das                            | <i>P Das</i>                  |
| 14      | Sri Subhajit Chakraborty                          | <i>S Subhajit Chakraborty</i> |



## 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/22-23/2

Date: 16/2/2023

#### IQAC MINUTES

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 21.12.2022 at 1 PM in the Principal Chamber.

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

#### **Agenda I: Confirmation of resolution of the last meeting dated 02.9.2022**

The resolution of the previous meetings held on 02.9.2022 is read and confirmed unanimously without any change.

#### **Agenda – II: Students attendance in the class**


Coordinator reports that the Honours students attendance in the some departments are merely too low. Principal says a notice will be circulated that students those are attendance below University guidelines prevented to University Examination.

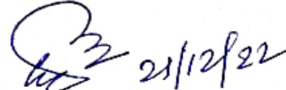
#### **Agenda – III: NAAC related issues**

The Coordinator Mr. Das reports that AQAR 2021 -2022 have been uploaded in the NAAC portal successfully on 31.12.2022. Some review points have been reported by the NAAC authorities on 04.1.2023 and 16.1.2023 respectively. Now all are rectified and finally resubmitted on 12.2.2023 again.

#### **Agenda – IV: Add on Courses**

The Coordinator reports that 2022 – 2023 AQAR session have been ended on 31.05.2023. Principal says AQAR of 2022 – 2023 will have to be commenced on 1<sup>st</sup> June, 2022. All members are being careful and seriously prepared the AQAR. All documents which have been needed will

  
Principal  
Katwa College 21/12/2022

  
Coordinator  
IQAC  
Katwa College

be collected within June, 2023. Coordinator says Teachers' Profile will be collected through Google Forms and Prosanta Barman is preparing this.

Coordinator also reports that College has not yet been started any Add on Course during this entire period. All members proposed that Coordinator and Principal will take initiative to open Add on Courses.

#### **Agenda – V: CAS**

Coordinator reports that Bankim Chandra Ghosh, Assistant Professor in Economics has completed consecutive six years service and he now ready to meet Career Advancement Scheme on 04.11.2022. All members said it is an as usual process and Coordinator will take the necessary steps. Principal also reports that this resolution will be given to the Governing Body and it will be item in the next GB meeting. Coordinator also said a meeting will be held with teachers those are under CAS. All members agreed and do the necessary steps.


#### **Agenda – VI: Academic Calendar**

Coordinator places the Academic Calendar 2022-23. All members read and accepted unanimously. Principal says this is uploaded to the College Website immediately.

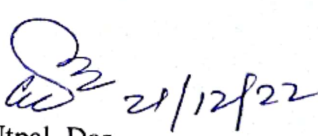
#### **Agenda – VII: Miscellaneous**

- i) Coordinator reports that we are going to prepare final year AQAR. All members are requested to be active participation in the IQAC works
- ii) Principal says if necessary one or two new members may include in the IQAC to work smooth functioning.
- iii) Principal says AQAR of the 2021 – 2022 must be submitted in due time. He also says the future plans of the 2020 – 2021 those are not materialized yet that will be kept in this session also.

The meeting ended with vote of thanks to the chair.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
Principal  
Katwa College

21/12/2022

  
Utpal Das  
Convener  
IQAC, Katwa College

Coordinator  
IQAC

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







## 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/22-23/3


Date: 16/2/2023


## Notice

An IQAC meeting will be held on **22.2.2023** (Wednesday) at 1pm in the Principal Chamber's adjacent room to discuss the following agenda:

1. To read and confirm the previous meeting dated 21.12.2022
2. NAAC related issues
3. Add on Course
4. CAS
5. Inclusion of new members
6. Miscellaneous

All members are cordially requested to attend the said meeting in time.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College  
*16/02/2023*  
Principal  
Katwa College

  
Utpal Das  
Convener  
IQAC, Katwa College  
Coordinator  
IQAC  
Katwa College



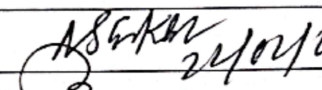
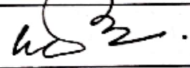
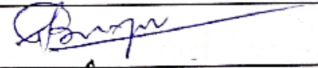
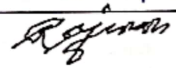

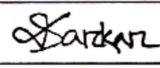
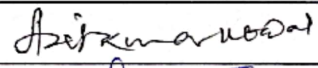
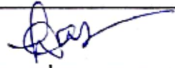
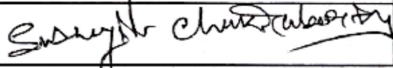
Phone: (03453) 255 049, E-mail: [katcoll2009@gmail.com](mailto:katcoll2009@gmail.com), Website: [www.katwacollege.ac.in](http://www.katwacollege.ac.in)



Notice Ref. No: KCIQAC/NOTICE/22-23/3 dated- 16.2.2023

IQAC Meeting Held on – 22.2.2023 at 1 PM in the Principal's Adjacent 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                               |   |
| 10      | Sri Dulal Sarkar                                  |   |
| 11      | Sri Prosanta 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/22-23/3

Date: 16/2/2023

#### IQAC MINUTES

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 22.02.2023 at 1 PM in the Principal Chamber.

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

**Agenda 1: To read and confirm the previous meeting dated 21.12.2022**

The resolution of the previous meetings held on 21.12.2022 is read and confirmed unanimously without any change.

**Agenda – 2: NAAC related issues**


The Coordinator Mr. Das reports that AQAR 2021 -2022 have been uploaded in the NAAC portal successfully on 31.12.2022. Some review points have been reported by the NAAC authorities on 04.1.2023 and 16.1.2023. Now all are rectified and finally resubmitted on 12.2.2023 again.


**Agenda – 3: Add on Course**

To fulfill the NAAC guidelines the IQAC considered the three separate proposals received from Sk. Shakeel, Assistant Professor in Commerce for Computerized Accounting and Taxation, Suroj Sarkar, SACT, Department of B. Ed, Taniya Chatterjee, SACT, Department of Physics for Basic Computer Course and another from Billomangal Mukherjee, SACT, Department of B.ED for Basic Music respectively. These courses will be at least 30 hours duration within any one Semester and resolved to accept the proposals and recommends to the Principal to take necessary steps in this regard for implementation as soon as possible.

It is also resolved that in these course students will be admitted with a minimum admission fees Rs 200/- only.

**Agenda – 4: CAS**

  
Principal  
Katwa College

  
Coordinator  
IQAC  
Katwa College

Coordinator asks to Principal what will be the status of long pending CAS of Dr. Goutam Kumar Nandi, and three teachers nominees, Principal says all papers submit in proper desk but unfortunately no update information has been received. Coordinator request to Principal, please go to the relevant Office and solve the problems as early as possible.

**Agenda – 5: Inclusion of new members**

The IQAC unanimously resolved to recommend the name of **Sri Bankim Chandra Ghosh, Assistant professor in Economics in the IQAC in the place of Sri Goutam Kumar Mukherjee, Associate Professor in Bengali, who is superannuated.** The IQAC requests to Convener to ask the Principal to take necessary steps in this regard.

At present IQAC committee is as follows:

| Sl. No. | Name  |
|---------|---|
| 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                               |
| 10      | Sri Dulal Sarkar                                  |
| 11      | Sri Prosanta Barman                               |
| 12      | Sri Asit Kumar Mondal                             |
| 13      | Sri Prasanta Kumar Das                            |
| 14      | Sri Subhajit Chakraborty                          |
| 15      | Sri Bankim Chandra Ghosh (New included)           |

**Agenda – 6: Miscellaneous**

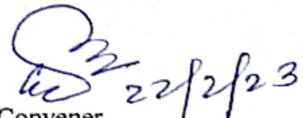
1. Principal reports that some members of the IQAC body are not active, he requests to all that active participation are required to complete the work timely.
2. Dulal Sarkar proposes that English Department willing to start an Add Course and he also reports that curriculum and title will be given to Coordinator shortly.

  
Principal  
Katwa College

Principal  
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)



  
Convener  
IQAC, Katwa College  
Coordinator

Katwa College



## 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/22-23/4

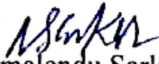
Date: 16/3/2023

## Notice

An IQAC meeting will be held on **24.3.2023** (Friday) at 1pm in the Principal Chamber's adjacent room to discuss the following agenda:


1. To read and confirm the previous meeting dated 22.2.2023
2. NAAC related issues
3. Creation Computer Lab (ICT based learning) for students
4. Reports regarding different Sub-committees function
5. Class Room modernization
6. Academic and Administrative atmosphere
7. Library modernization
8. Outreach Programme
9. Miscellaneous

All members are cordially requested to attend the said meeting in time.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

*16/03/2023*  
Principal  
Katwa College



  
Utpal Das  
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/22-23/4 dated- 16.3.2023

IQAC Meeting Held on – 24.3.2023 at 1 PM in the Principal's Adjacent Chamber

### Signature of Present Members

| Sl. No. | Name  | Signature                   |
|---------|---|-----------------------------|
| 1       | Dr. Nirmalendu Sarkar (Principal)                 | <i>N. Sarkar</i> 24/03/2023 |
| 2       | Utpal Das (Coordinator)                           | <i>U. Das</i>               |
| 3       | Sri Tarasankar Ghosh (Dy. Magistrate & Collector) |                             |
| 4       | Dr. Pareshnath Banerjee                           | <i>P. Banerjee</i>          |
| 5       | Sri Suphal Rajwar                                 |                             |
| 6       | Dr. Bibhas Chandra Saha                           |                             |
| 7       | Sri Rabiranjana Sen                               | <i>R. Sen</i>               |
| 8       | Dr. Bharat Chandra Dalui                          | <i>B. Dalui</i>             |
| 9       | Sri Shbhajit Sanyal                               | <i>S. Sanyal</i>            |
| 10      | Sri Dulal Sarkar                                  | <i>D. Sarkar</i>            |
| 11      | Sri Prosanta Barman                               | <i>P. Barman</i>            |
| 12      | Bankim Chandra Ghosh                              | <i>B. Ch. Ghosh</i>         |
| 13      | Sri Asit Kumar Mondal                             | <i>A. K. Mondal</i>         |
| 14      | Sri Prasanta Kumar Das                            | <i>P. K. Das</i> 24.3.2023  |
| 15      | Sri Subhajit Chakraborty                          |                             |



## KATWA COLLEGE

(Affiliated to the University of Burdwan)

### INTERNAL QUALITY ASSURANCE CELL

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

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

### IQAC RESOLUTION

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 24.3.2023 at 1 PM in the Principal Chamber.

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

**Agenda 1: To read and confirm the previous meeting dated 22.2.2023**

The resolution of the previous meetings held on 22.2.2023 is read and confirmed unanimously without any change.

**Agenda – 2: NAAC related issues**

The IQAC Coordinator says that the recommendation given by NAAC Peer Team in 2018 should be acted upon. The Principal says that internship in B. Ed has to be taken into account. IQAC Coordinator says that a proposal for Add on Course on Karate has been received. The four Add on Courses will be started from April. The Principal says he will be look into the matter of recommendations for the teachers taking Add on Courses.

He also says a policy document for Research encouragement has to be formulated.

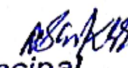
**Agenda – 3: Creation Computer Lab (ICT based learning) for students**

The IQAC Coordinator proposes a computer Room for use of students along with staff with atleast strength of 50 computers. The Principal says that the Library Reading Room will be partitioned to provide this facility.

**Agenda – 4: Reports regarding different Sub-committees function**

The coordinator place the report

- i) The campus placement and internship opportunities be strengthened – This work not at all satisfactory level, all members said the Placement Cell will take immediately action. Principal says he will be taken responsibility to meet up the situation.
- ii) Use of ICT in Teaching, evaluation and administrative process could be improved upon – These works already maintained by ICT and have more options to improve this recommendation.

  
Principal  
Katwa College  
24/03/2023

  
Coordinator  
IQAC  
Katwa College



- iii) Along with more Certificate and Add on programs, pass percentage of students must be enhanced – We are trying to meet up this recommendation and we have got three proposals for open the Add on Course and Governing Body also has given the open these programs.
- iv) Research potential of the teachers could be exploited through development of a good policy document and implementation of the same – in this point college has fallen in week position.
- v) An integrated library management may be put in place – College library maintained ILMS and need to more development.
- vi) MoU's with Institutes / CSIR Labs in Kolkata and nearby areas may be signed for student and Faculty exchange and collaborative research - We have signed two MoU's but after that no activities are not done still now.
- vii) A consultancy Cell could be established for offering consulting services to the industry / agriculture - No work has been done still now.
- viii) All old buildings including Classrooms, Hostels, Quarters etc. should be renovated or reconstructed – This recommendation is meet up and more works are continued.
- ix) Alumni Association activities could be made more vibrant with the active involvement of the members – This recommendation is not meet up at all, Coordinator said to Principal, it is necessary to take urgent steps as he is an alumni of this College.
- x) Faculty be motivated to get major and minor research projects from different government / non government and private funding agencies – At present as UGC has stop their funding in MRP so no work has been done.

Mr. Asit Kumar Mandal and Subhajit Sannyal proposed the College website is not up to the mark and it is immediately required to develop the website. All information must be shown in the College Website in proper indication. Dr. Bharat Chandra Dalui said the College Website is now modified and hopefully it will be completed within a month. Principal says all data filled up in the website in urgent basis and ICT, Convenor takes full responsibility.

#### **Agenda – 5: Class Room modernization**

The Coordinator proposes a big computer room for use of students along with staff with strength of 50 computers. The Principal says that the Library Reading Room will be partitioned to provide this facility.

*Asit Kumar Mandal*  
Principal  
Katwa College  
24/03/2023

*Subhajit Sannyal*  
24/3/23  
Coordinator  
IQAC  
Katwa College



Asit Mondal says that steel set chairs should be set up for the office. The Principal says 250 benches for students should be purchased along with 100 chairs. 8 tables and proportionate number of chairs would be purchased for the canteen. Podiums are also required for some big classrooms.

**Agenda – 6: Academic and Administrative atmosphere**

The Principal says that the IQAC Coordinator should see which classes are not taking place and why. The IQAC, Coordinator says that there should be a team to monitor. The Principal says that IQAC should coordinate with the departments and sort out the problems. The IQAC, Coordinator says that there should be an Academic Cell with IQAC, Coordinator, one TR member, Teachers' Council Secretary and two any IQAC members, to seat with the departments and to uplift the academic atmosphere. The Principal says that with retirement of all non – teaching staff holding substantial posts in the next few years, the administrative system will be completely jeopardized. The Head Clerk says that after his retirement in e early 2025, the accounts of the Cooperative Society and Provident Funds may be in a problem and thus a system of regular audits for these two may be instituted.

**Agenda – 7: Library modernization**

The Librarian raised the urgent issue of library modernization and the need for more space in the Library. The Head Clerk proposed that the Morning and Day sections of the library may be merged so that the space of the Morning Library may be utilized. The IQAC, Coordinator said that the Reading Room may also be utilized for library extension.

**Agenda – 8: Outreach Program**

The College will take initiatives for more outreach program activities fulfilling the criteria set down. Coordinator says that in this regard NSS and NCC may take more initiatives.

**Agenda – 9: Miscellaneous**

Principal says to Coordinator a proposal will be prepared with tentative cost and that will be placed in the next Governing Body Meeting.

Coordinator request to all IQAC members to active participants may be required to complete the timely AQAR. All members said that they are ready to do the job and given the time.

As there were no more issues left to be discussed, the meeting ended with vote of thanks to the Chair.

Principal  
Katwa College

Principal  
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)



Coordinator  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College





## KATWA COLLEGE

(Affiliated to the University of Burdwan)

### INTERNAL QUALITY ASSURANCE CELL

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

Estd: 14.01.2016

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

Ref. No: KCIQAC/NOTICE/22-23/5

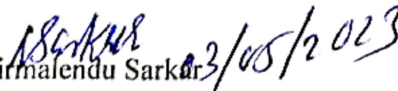
Date: 03/05/2023

## Notice

An IQAC meeting will be held on **11.05.2023** (Thursday) at 1pm in the Principal Chamber's adjacent room to discuss the following agenda:

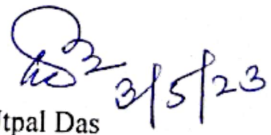
1. To read and confirm the previous meeting dated 24.03.2023
2. Teacher and student feedback analysis report 2022-2023
3. Introduction of a college-certified value-added course on "Universal Human Values"
4. NAAC related issues
5. Academic and Administrative Audit
6. Miscellaneous

All members are cordially requested to attend the said meeting in time.

  
Dr. Nirmalendu Sarkar  
Principal  
Katwa College

Principal  
Katwa College



  
Utpal Das  
Convener  
IQAC, Katwa College

Coordinator  
IQAC  
Katwa College

IQAC Meeting Held on – 11.05.2023 at 1 PM in the IQAC Room

## Signature of Present Members

| Sl. No. | Name  | Signature                   |
|---------|---|-----------------------------|
| 1       | Dr. Nirmalendu Sarkar (Principal)                 | <i>N. Sarkar</i> 11/05/2023 |
| 2       | Utpal Das (Coordinator)                           | <i>Utpal Das</i>            |
| 3       | Sri Tarasankar Ghosh (Dy. Magistrate & Collector) |                             |
| 4       | Dr. Pareshnath Banerjee                           |                             |
| 5       | Sri Suphal Rajwar                                 |                             |
| 6       | Dr. Bibhas Chandra Saha                           |                             |
| 7       | Sri Rabiranjana Sen                               | <i>R. Sen</i>               |
| 8       | Dr. Bharat Chandra Dalui                          | <i>B. Dalui</i>             |
| 9       | Sri Shbhajit Sanyal                               | <i>S. Sanyal</i>            |
| 10      | Sri Dulal Sarkar                                  | <i>D. Sarkar</i>            |
| 11      | Sri Prosanta Barman                               | <i>P. Barman</i>            |
| 12      | Bankim Chandra Ghosh                              | <i>Bankim Ch. Ghosh</i>     |
| 13      | Sri Asit Kumar Mondal                             | <i>Asit Kumar Mondal</i>    |
| 14      | Sri Prasanta Kumar Das                            | <i>Prasanta Kumar Das</i>   |
| 15      | Sri Sourasubhra Pandit                            | <i>Sourasubhra Pandit</i>   |



## 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

### IQAC RESOLUTION

The following resolutions are taken by the Internal Quality Assurance Cell of Katwa College in its meeting held on 11.05.2023 at 1 PM in the Principal Chamber.

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

#### **Agenda 1: To read and confirm the previous meeting dated 24.03.2023**

The resolution of the previous meetings held on 22.2.2023 is read and confirmed unanimously without any change.

#### **Agenda – 2: Teacher and student feedback analysis report 2022-2023**

Feedback analysis report of last two semesters (SEM - I, III, V & II, IV, VI of AY 2022-23) was presented before the committee. Both Teacher and Student Feedback analysis reflected overall satisfaction in most of the criteria; However, some issues were raised both by teachers and students, on which following resolutions were taken unanimously:

- i. A help desk for students to be set up immediately
- ii. Cleanliness in classrooms, Teachers' room, Library and Departments, corridors, toilets and drinking water arena to be maintained regularly. Installation of dustbins to be done immediately.
- iii. At least one Drinking water and toilet both male and female facilities to be installed in every floor
- iv. Problem regarding scholarship issues to be addressed immediately. Nodal officers to be notified regarding this.
- v. At least eight classrooms to be enabled with projectors and Smart classroom setup for blended mode of education.
- vi. Procurement of Learning Management System (LMS) to be done.
- vii. Student Data access to be provided to faculty members.
- viii. Steps for beautification of the college such as painting of college and hostel building, renovation of floors in college building and hostel, gardening etc. to be commenced immediately.

*ASG/Pr 11/05/2023*  
Principal  
Katwa College

*11/5/23*  
Coordinator  
IQAC  
Katwa College

- ix. Facilities of Psychological and medial awareness counselling to be arranged from mid-September.
- x. Code of conduct for students to be displayed immediately.
- xi. Service of Arogya for all stakeholders to be displayed immediately
- xii. Identity cards to be issued to students immediately.
- xiii. Common room facility for students to be improved.
- xiv. Improvement in Games Infrastructure – Volley-ball, Basket-ball to be introduced.
- xv. College Gymnasium to be modernized immediately.
- xvi. Outsider entry into the college premises to be restricted immediately.
- xvii. Canteen facility to be improved from present state. Canteen Sub-committee to be notified.

**Agenda - 3: Introduction of a college-certified value-added course on “Universal Human Values”**

It was unanimously resolved that: A value-added course on “Universal Human Values” to be started after fulfilling required conditions and proper approval from concerned authorities. Department of Sanskrit to initiate the procedure immediately.

**Agenda – 4: NAAC related issues**

The IQAC Coordinator says that the AQAR submission date will be ended on 31<sup>st</sup> May 2023 for 2022-2023 sessions. He requests all members to active roll taken place for creation of AQAR and timely submission.

**Agenda – 5: Academic and Administrative Audit**

Principal says that Burdwan University Academic and Administrative Audit team has sent their consent to come and check and verify the college Academic and Administrative position. He also says that all the departments will be prepared their individual and departmental profile and in this regard IQAC, Coordinator will take initiatives along with internal Academic and Administrative body.

**Agenda – 6: Miscellaneous**

Principal says to Coordinator that recommendation of the Feedback committee placed in the next Governing Body Meeting and action taken as per direction of authority.

The meeting ended with vote of thanks to the chair.

Principal  
Katwa College

12/05/2023



Coordinator  
IQAC, Katwa College

12/05/23

Principal  
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)

Coordinator  
IQAC  
Katwa College