

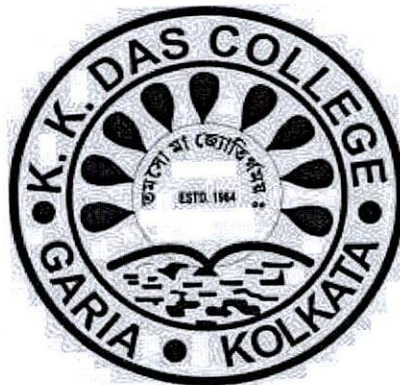
K. K. Das College

GRH – 17, Baishnabghata – Patuli

Kolkata – 700084

West Bengal

India



Meeting-Minutes

&

Action taken report of IQAC

2021-2022



K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

NOTICE

Date: 30.09.2021

An extended IQAC meeting will be held on 01.10.2021 at 1.30 p.m. at room no.106 to discuss the following agenda. All teaching and Non-Teaching staff are requested to attend the meeting along with the IQAC members.

- Item No. 1 To confirm the minutes of the meeting held on 28.05.2021
- Item No. 2 To place the Academic Calendar of the session 2021-22 for approval.
- Item No. 3 To plan the quality enhancement strategies for the session 2021-22
- Item No. 4 To discuss about SSR preparation for NAAC
- Item No. 5 Preparation of AQAR for the year 2020-2021
- Item No. 6 Miscellaneous

Nasima Munshi 30.09.2021

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



Dr. R. P. Chakraborty
Principal

30/09/2021

Principal
K.K. DAS COLLEGE
GRH-17 B.P. Township Garia
Kolkata-700 084



K.K. Das College

GRH -17, Baishnabghata Patuli Township
Kolkata-84

MEMBERS PRESENT AT THE EXTENDED I.Q.A.C. MEETING HELD ON 01.10.2021 at 1.30 p.m.

VENUE: Room No. 106

Members Present

1. Dr. Ramkrishna Prasad Chakraborty _____ *01/10/21*
2. Dr. Nasima Munshi Nasima Munshi 1-10-2021
3. Prof. M. N. Mukherjee _____ *(M. N. Mukherjee)*
4. Prof. Sanjit Dey _____ *A*
5. Prof. Subhash Chandra Panja _____ *Slanj*
6. Dr. Rajyasri Neogy _____ *R. Neogy 1.10.21*
7. Dr. Subrata Goswami _____ *Subrata Goswami*
8. Mr. Anutam Pal _____ *A*
9. Ms. Soma Mukherjee Soma Mukherjee 1-10-21
10. Ms. Rinku Saha Rinku Saha
11. Ms. Rubi Paul Rubi Paul
12. Mr. Sukumar Sadhukhan Sukumar Sadhukhan 1-10-21
13. Dr. Anjana Brahma Anjana 01-10-21



14. Dr. Soumana Biswas Soumana Biswas
15. Dr. Bidya Ratan Tikader Bidya Ratan Tikader
16. Dr. Sreyashi Sarkar Sreyashi Sarkar
17. Mr. Pritam Kumar Paul Pritam Kumar Paul
18. Ms. Madhurima Koley Madhurima Koley
19. Mr. Bapi Kumar Sardar Bapi Kumar Sardar
20. Mr. Anunay Chatterjee Anunay Chatterjee
21. Mr. Asgar Ali Asgar Ali
22. Mr. Animesh Bag Animesh Bag 1.10.21
23. Mr. Mohan Bir Subba Mohan Bir Subba 21/10/2021
24. Ms. Rituparna Pal Rituparna Pal
25. Mr. Mridul Kanti Bhaumik Mridul Kanti Bhaumik
26. Ms. Paulami Pal Paulami Pal 1.10.2021
27. Ms. Anamika Roy Anamika Roy 1.10.2021
28. Dr. Putul Chakraborty Putul Chakraborty
29. Mr. Anupam Sengupta anupam
30. Mr. Biswasit Panda Biswasit Panda
31. Mr. Sripati Pramanik Sripati Pramanik
32. Mr. Gourab Dutta Gourab Dutta 1/10/2021
33. Ms. Bishakha Benerjee Bishakha Benerjee
34. Ms. Aparajita Mukherjee Aparajita Mukherjee
35. Ms. Deblina Biswas Deblina Biswas
36. Ms. Sucharita Sengupta Sucharita Sengupta



37. Ms. Mithu Das Mithu Das 1/10/21
38. Ms. Anupama Roy Chowdhury Anupama Roy Chowdhury 1/10/21
39. Ms. Shumonika Gangoly Shumonika Gangoly 1.10.21.
40. Mr. Deepto Majumdar Depto Majumdar 1/10/21
41. Mr. Sayan Kumar Gupta Sayan Kumar Gupta
42. Mr. Swapan Mondal Swapan K. Klandat.
43. Mr. Bipad Mondal Bipad Mondal 1.10.21
44. Mr. Santanu Roy Santanu Roy 1/10/21
45. Mr. Sudip Manna Sudip Manna 01.10.21
46. Ms. Ria Saha Ria Saha.
47. Mr. Srijan Pal Srijan Pal 01.10.21
48. Mr. Dilip Maity Dilip Maity 1/10/21





K.K. Das College

GRH -17, Baishnabghata Patuli Township
Kolkata-84

PROCEEDINGS OF THE EXTENDED I.Q.A.C. MEETING HELD ON 01.10.2021 at 1.30 p.m.

VENUE: Room No. 106

Members Present

1. Sd/- Dr. Ramkrishna Prasad Chakraborty
2. Sd/- Dr. Nasima Munshi
3. Sd/-Prof. M. N. Mukherjee
4. Sd/- Prof. Subhash Chandra Panja
5. Sd/-Dr. Rajyasri Neogy
6. Sd/-Dr. Subrata Goswami
7. Sd/- Ms. Soma Mukherjee
8. Sd/- Ms. Rinku Saha
9. Sd/- Ms. Rubi Paul
10. Sd/- Mr. Sukumar Sadhukhan
11. Sd/- Dr. Anjana Brahma
12. Sd/- Dr. Soumana Biswas
13. Sd/- Dr. Bidya Ratan Tikader
14. Sd/- Dr. Sreyashi Sarkar
15. Sd/- Mr. Pritam Kumar Paul
16. Sd/- Ms. Madhurima Koley
17. Sd/- Mr. Bapi Kumar Sardar
18. Sd/- Mr. Anunay Chatterjee
19. Sd/- Mr. Asgar Ali
20. Sd/- Mr. Animesh Bag
21. Sd/- Mr. Mohan Bir Subba
22. Sd/- Ms. Rituparna Pal
23. Sd/- Mr. Mridul Kanti Bhaumik
24. Sd/- Ms. Paulami Pal
25. Sd/- Ms. Anamika Roy
26. Sd/- Dr. Putul Chakraborty
27. Sd/- Mr. Anupam Sengupta
28. Sd/- Mr. Biswajit Panda
29. Sd/- Mr. Sripati Pramanik
30. Sd/- Mr. Gaurab Dutta
31. Sd/- Ms. Bishakha Benerjee
32. Sd/- Ms. Aparajita Mukherjee
33. Sd/- Ms. Deblina Biswas
34. Sd/- Ms. Sucharita Sengupta
35. Sd/- Ms. Mithu Das
36. Sd/- Ms. Anupama Roy Chowdhury
37. Sd/- Ms. Shumonika Gangoly
38. Sd/- Mr. Deepro Majumdar
39. Sd/- Mr. Sayan Kumar Gupta
40. Sd/- Mr. Swapan Mondal



41. Sd/- Mr. Bapad Mondal

42. Sd/- Mr. Santanu Roy

43. Sd/- Mr. Sudip Manna

44. Sd/- Ms. Ria Saha

45. Sd/- Srijan Pal

46. Sd/- Dilip Maity

Dr. Nasima Munshi, the IQAC Coordinator welcomed the Chairperson Principal Dr. Ramkrishna Prasad Chakraborty and the members present.

Item No. 1 To confirm the minutes of the meeting held on 28.05.2021

The minutes of the meeting held on 28.05.2021 was confirmed by the members present and duly signed by the Chairperson.

Item No. 2 To place the Academic Calendar of the session 2021-22 for approval.

IQAC coordinator reported that online classes of Semester III & V have already started from 06.09.2021 & Semester I classes have started from 01.10.2021 (today). She also reported that the Academic calendar for the academic session 2021-2022 was prepared following the timeline given in CU academic calendar. Academic calendar of KKDC was placed before the members present and was accepted. Due to Pandemic situation the Prospectus of the session 2021-2022 was not prepared.

IQAC coordinator further reported that all departments have prepared the Academic Plans for the session 2021-22 and uploaded in the departmental website.

Item No. 3. To plan the quality enhancement strategies for the session 2021-22

After discussion it was resolved that the following quality initiatives will be taken for the academic session 2021-2022

- I. Academic & Administrative Audit would be conducted for the session 2020-2021.
- II. Gender Audit for the session 2020-2021 would be conducted.
- III. Conveners of different sub-committees would take the initiatives to organize different extra-curricular activities like observing different Dibash (viz. Matri Bhasha Dibash, Nari Dibash, etc.). Different cultural activities will be organized and different extension activities of N.S.S to



- maintain the social responsibility in the pandemic period should be taken into consideration. Most of the activities will be organized in online mode.
- IV. Students' centric seminars and workshops would be organized at regular intervals on different topics.
 - V. Departments would arrange exchange programmes for students and teachers especially with the colleges under MoU and Linkages.
 - VI. All departments would update their departmental websites from time to time throughout the year with latest information about the department under the supervision of ICT team.
 - VII. FDP and training programmes for the office staff and teaching staff would be organized.
 - VIII. Teachers would encourage the students to take part in various activities organized by other institutes.
 - IX. Along with existing five add-on courses a new add-on course on **Legal Awareness** will also be introduced when the institute will resume its regular off-line activities.
 - X. This year also feedback would be collected from all stakeholders on curriculum, curriculum delivery and infrastructural facilities of the institution. Feedback cell will conduct the feedback procedure, i.e. will collect the feedback, analyze the feedback and prepare the report under the supervision of IQAC.

Item No. 4 To discuss about SSR preparation for NAAC

Principal informed that the validity period of NAAC accreditation of our institute has expired on 15th September 2021. He said that we have to go for Cycle 2 NAAC Accreditation as early as possible. He had explained NAAC procedure briefly. After his introduction IQAC coordinator gave a presentation on NAAC procedure. She had also explained all the criterions of SSR.

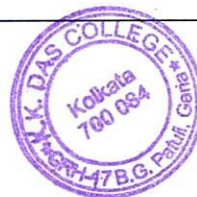
After a rigorous discussion on the matter, it was resolved that before submitting the IQA to NAAC, SSR will be prepared. It was decided that the work will be executed under the supervision of Principal and IQAC coordinator. Whole work was distributed criteria wise among the teachers. It was decided that Principal and IQAC



coordinator will meet each group time to time for discussion and preparation of documents.

Criteria wise work distribution among Teaching and Non- Teaching Staff

Criteria	Teacher in substantive post	State aided College Teacher	Non Teaching Staff
I	Mr.Mohan Bir Subba Mr.Bapi Kumar Sardar Ms. Madhurima Koley	Ms.Paulami Pal Biswajit Panda	Mr. Santanu Roy
II	Dr. Anjana Brahma Dr. Soumana Biswas	Ms.Rituparna Pal Dr. Putul Chakraborty	Mr. Sudip Manna
III	Dr. Anunoy Chatterjee Mr. Animesh Bag	Ms.Sucharita Sengupta Ms.Anupoma Roy Chowdhury	Ms. Ria Saha
IV	Mr. Sukumar Sadhukhan Mr. Pritam Kumar Pal	Mr.Sripati Pramanik Mr.Anupam Sengupta	Mr. Bipod Mondal
V	Dr. Bidya Ratan Tikader Mr. Asgar Ali	Mr.Sayan Kumar Gupta Mr.Deepro Majumder	Mr. Dilip Maity
VI	Ms. Soma Mukherjee Ms. Rubi Paul	Ms.Shumonika Gangoly	Mr. Swapan Kumar Mandal
VII	Ms. Rinku Saha Dr. Sreyashi Sarkar	Ms.Bishaka Banerjee Mr.Gaurab Dutta Ms.Deblina Biswas Anamika Roy	Ms Arati Majumder Mr. Kishore Das Mr. Parimal Mondal
Photo Collection		Ms. Mithu Das Ms.Aparajita Mukherjee	Mr.Srijan Pal
Overall assistance and Technical support		Mr. Mridul Kanti Bhaumik	Mr.Srijan Pal



Item No. 5 Preparation of AQAR for the year 2020-2021

It was resolved that all Departments and Sub – Committees will prepare the reports on all activities for the session 2020-2021. All the faculty members will also give

their professional details along with the certificates received. All the reports and data will be collected through Google form. IQAC will prepare the AQAR 2020-2021 on the basis of these reports under the supervision of the Principal.

These reports are also necessary for Academic Administrative Audit which will be done by a group of principals.

Item No. 6 **Miscellaneous**

It was decided in the meeting that on the basis of the above discussion IQAC will prepare an action Plan for the session 2021-2022 and will be submitted to the Governing Body of the College for Approval.

As there was no other matter to discuss the meeting ended with a vote of thanks to the Chairperson.

Nasima Munshi

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



Dr. R. P. Chakraborty

Dr. R. P. Chakraborty
Principal

Principal
K.K. DAS COLLEGE
GRH-17 B.P. Township Garia
Kolkata-700 084



K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

NOTICE

Date: 05.02.2022

An IQAC meeting will be held on 07.02.2022 at 3:00 p.m. in principal's room to discuss the following agenda:

- Item No. 1 To confirm the minutes of the meeting held on 01.10.2021
- Item No. 2 To place the AQAR of the year 2020-2021 for acceptance
- Item No: 3 To discuss on Academic Administrative audit and Gender Audit
- Item No. 4 Introduction of Add-On Courses for the Academic Session 2021-2022
- Item No. 5 Miscellaneous

All teachers of substantive post and Librarian are requested to attend the meeting along with the I.Q.A.C. members of the College.

Nasima Munshi 5.2.2022

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



05/02/2022

Dr. R. P. Chakraborty
Principal

Principal
K.K. DAS COLLEGE
GRH-17 B.P. Township Garia
Kolkata-700 084



K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

MEMBERS PRESENT AT THE I.Q.A.C. MEETING HELD ON 07.02.2022 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

1. Dr. Ramkrishna Prasad Chakraborty _____ *(R) 07/02/22*
2. Dr. Nasima Munshi _____ *Nasima Munshi 7.2.2022*
3. Prof. M. N. Mukherjee _____ *M. N. Mukherjee*
4. Prof. Sanjit Dey _____ *A*
5. Prof. Subhash Chandra Panja _____ *Subhash*
6. Dr. Rajyasri Neogy _____ *R. Neogy 7.2.22*
7. Dr. Subrata Goswami _____ *Subrata Goswami*
8. Mr. Anutam Pal _____ *A*
9. Ms. Soma Mukherjee _____ *Soma Mukherjee 7/2/22*
10. Ms. Rinku Saha _____ *Rinku Saha*
11. Ms. Rubi Paul _____ *Rubi Paul*



12. Mr. Sukumar Sadhukhan Sukumar Sadhukhan 7.2.22
13. Dr. Anjana Brahma Anjana Brahma 07.02.22
14. Dr. Soumana Biswas Dr.
15. Dr. Bidya Ratan Tikader B 7.2.22
16. Dr. Sreyashi Sarkar Sreyashi Sarkar
17. Mr. Pritam Kumar Paul Pritam Kr. Paul
18. Ms. Madhurima Koley M Koley.
19. Mr. Bapi Kumar Sardar Bapi Kumar Sardar.
20. Mr. Anunoy Chatterjee Anunoy Chatterjee
21. Mr. Asgar Ali Asgar Ali
22. Mr. Animesh Bag Animesh Bag 7.2.22
23. Mr. Mohan Bir Subba Mohan B. Subba
24. Mr. Sapan Kr. Mondal Sapan Kr. Mondal 07/02/22
25. Mr. Bapad Mondal Bapad Mondal 7.02.22





K.K. Das College

GRH -17, Baishnabghata Patuli Township
Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 07.02.2022 at 3:00 p.m.

Venue: Principal's Chamber

Members Present

- | | |
|---|-------------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi |
| 3. Sd/-Prof. M. N. Mukherjee | 4. Sd/- Prof. Subhash Chandra Panja |
| 5. Sd/-Dr. Rajyasri Neogy | 6. Sd/-Dr. Subrata Goswami |
| 7. Sd/- Ms. Soma Mukherjee | 8. Sd/- Ms. Rinku Saha |
| 9. Sd/- Ms. Rubi Paul | 10. Sd/- Mr. Sukumar Sadhukhan |
| 11. Sd/- Dr. Anjana Brahma | 12. Sd/- Dr. Soumana Biswas |
| 13. Sd/- Dr. Bidya Ratan Tikader | 14. Sd/- Dr. Sreyashi Sarkar |
| 15. Sd/- Mr. Pritam Kumar Paul | 16. Sd/- Ms. Madhurima Koley |
| 17. Sd/- Mr. Bapi Kumar Sardar | 18. Sd/- Mr. Anunay Chatterjee |
| 19. Sd/- Mr. Asgar Ali | 20. Sd/- Mr. Animesh Bag |
| 21. Sd/- Mr. Mohan Bir Subba | 22. Sd/- Mr. Swapan Mondal |
| 23. Sd/- Mr. Bapad Mondal | |

Dr. Nasima Munshi, the IQAC Coordinator welcomed the Chairperson Principal Dr. Ramkrishna Prasad Chakraborty and the Members present.

Item No. 1 To confirm the minutes of the meeting held on 01.10.2021

The minutes of the meeting held on 01.10.2021 was confirmed by the members of the IQAC and duly signed by the Chairperson.



Item No. 2 To place the AQAR of the year 2020-2021 for acceptance

IQAC coordinator reported that the AQAR for the year 2020-2021 has been completed and she read out the AQAR before the members present. It was accepted by the members after some correction and it was also decided that AQAR will be placed before GB for approval and then it will be uploaded in the NAAC portal.

Item No.3 To discuss on Academic Administrative audit and Gender Audit

The Chairperson Principal Dr. Ramkrishna Prasad Chakraborty reported that the Academic & Administrative Audit for the session 2020-2021 has been done by a group of Principals of different colleges of West Bengal on 06.12.2021.

Academic & Administrative Audit Team:

Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Roy College
Dr Tilak Chatterjee, Principal, Bankim Sardar College
Dr. Manas Kumar Baidya, Principal, Malda College
Dr. Ramkrishna Prasad Chakraborty, Principal, K. K. Das College
Dr. Nasima Munshi, IQAC coordinator , K. K. Das College

Principal further reported that the Gender Audit for the session 2020-2021 has been done on 03.12.2021. This year due to COVID-19 Pandemic Gender Audit was done internally by the Principal, IQAC coordinator and Ms. Shumanika Gangoly .

Gender Audit Team:

Dr. Ramkrishna Prasad Chakraborty, Principal, K. K. Das College
Dr. Nasima Munshi, IQAC co-ordinator, K. K. Das College
Ms. Shumanika Gangoly, SACT, Department of Economics, K. K. Das College

Item No. 4 Introduction of Add-On Courses for the Academic Session 2021-2022

IQAC coordinator reported in this session the Institute has offered twelve add on courses of which eight courses will be conducted by different departments, three courses will be conducted by ESSR Infosys and one will be conducted by Pidilite Industries Ltd. IQAC coordinator also reported that that the syllabuses of the courses were prepared under the supervision IQAC, K.K. Das College and will place before



GB for approval. She also reported that the registration process for the courses is going on and she expressed her concern about student enrollment.

List of Add On offered

Sl. No.	Course Name	Conducted By	Duration
1	Basics of Computer and Web Designing	Dept. of Computer Sc. K. K Das College	30 Hrs.
2	Diploma in Financial Accounting with GST	ESSR Infosys	12 Months
3	Diploma in Multimedia Application	ESSR Infosys	12 Months
4	Diploma in Pre-Primary and Primary Teachers' Training	ESSR Infosys	12 Months
5	Skill development training on Art & craft	Pidilite Industries Limited	30 Hrs.
6	Value Education	Dept. of Education , K. K. Das College	30 Hours
7	Public Finance Statistics in India	Dept of Economics , K. K. Das College	30 Hours
8	Bangla Proof Reading	Dept of Bengali , K. K. Das College	30 Hours
9	Basics of Survey and Data Collection in Sociology	Dept of Sociology , K. K. Das College	30 Hours
10	English for Professional and Career Development	Dept of English , K. K. Das College	30 Hours
11	Advance Excel and Office Management	Dept. of Computer Sc. K. K. Das College	30 Hours
12	Reading the Wonders of India's Past	Dept of History K. K. Das College	30 Hours

It was resolved that teachers of all departments will encourage students to enroll their name in at least one add on course.

Item No. 5 Miscellaneous

As there was no other matter to discuss, the meeting ended with a vote of thanks to the Chairperson.

Nasima Munshi

Dr. Nasima Munshi
IQAC Coordinator
IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



DR

Dr. R. P. Chakraborty
Principal
Principal
K.K. DAS COLLEGE
GRH-17 B.P. Township Garia
Kolkata-700 084



K.K. Das College

GRH -17, Baishnabghata Patuli Township
Kolkata-84

NOTICE

Date: 18.04.2022

An extended meeting of IQAC will be held on 28.04.2022 at 3.00 p.m. at Principal's room to discuss the following agenda. All teachers and Librarian are requested to attend the meeting along with the I.Q.A.C. members of the College.

- Item No. 1 To confirm the minutes of the meeting held on 07.02.2022
- Item No. 2 To discuss on NAAC accreditation Process and preparation
- Item No. 3 To discuss about improving of Teaching Learning and evaluation process
- Item No. 4 To report on MoU and Linkage
- Item No. 5 Proposal for Introduction of startup scheme for the students by the departments
- Item No. 6 To discuss about Data collection mechanism for the year 2021-2022
- Item No. 7 To discuss about Feedback system for the session 2021-2022
- Item No. 8 Miscellaneous

Nasima Munshi 18.04.2022

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



Dr. R. P. Chakraborty
Principal

Principal
K.K. DAS COLLEGE
GRH-17 B.P. Township Garia
Kolkata-700 084



K.K. Das College

GRH -17, Baishnabghata Patuli Township
Kolkata-84

MEMBERS PRESENT AT THE I.Q.A.C. MEETING HELD ON 28.04.2022 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

1. Dr. Ramkrishna Prasad Chakraborty RC 28/04/22
2. Dr. Nasima Munshi Nasima Munshi 28.4.2022
3. Prof. M. N. Mukherjee M. N. Mukherjee
4. Prof. Sanjit Dey A
5. Prof. Subhash Chandra Panja Subhash
6. Dr. Rajyasri Neogy R. Neogy 28.4.22
7. Dr. Subrata Goswami Subrata Goswami
8. Mr. Anutam Pal A
9. Ms. Soma Mukherjee Soma Mukherjee 28/4/22
10. Ms. Rinku Saha Rinku Saha
11. Ms. Rubi Paul Rubi Paul
12. Mr. Sukumar Sadhukhan Sukumar Sadhukhan 28.04.22
13. Dr. Anjana Brahma Anjana Brahma 28.04.22
14. Dr. Soumana Biswas Soumana Biswas
15. Dr. Bidya Ratan Tikader B. R. Tikader 28.4.22



16. Dr. Sreyashi Sarkar Sreyashi Sarkar
17. Mr. Pritam Kumar Paul Pritam K. Paul
18. Ms. Madhurima Koley Madhurima Koley
19. Mr. Bapi Kumar Sardar Bapi Kumar Sardar
20. Mr. Anunoy Chatterjee Anunoy Chatterjee
21. Mr. Asgar Ali Asgar Ali
22. Mr. Animesh Bag Animesh Bag 28.04.22
23. Mr. Mohan Bir Subba Mohan B. Subba 28/4/22
24. Ms. Rituparna Pal Rituparna Pal
25. Mr. Mridul Kanti Bhaumik Mridulkanti Bhaumik
26. Ms. Paulami Pal Paulami Pal 28.4.22
27. Ms. Anamika Roy Anamika Roy 28.4.22
28. Dr. Putul Chakraborty Putul Chakraborty
29. Mr. Anupam Sengupta asg
30. Mr. Biswasjit Panda Biswasjit Panda
31. Mr. Sripati Pramanik Sripati Pramanik
32. Mr. Gourab Dutta Gourab Dutta 28/04/2022
33. Ms. Bishakha Benerjee Bishakha Benerjee
34. Ms. Aparajita Mukherjee Aparajita Mukherjee
35. Ms. Deblina Biswas Deblina Biswas
36. Ms. Sucharita Sengupta Sucharita Sengupta
37. Ms. Mithu Das Mithu Das 28/04/22
38. Ms. Anupama Roy Chowdhury Anupama Roy Chowdhury



39. Ms. Shumonika Gangoly

Shumonika Gangoly 28.4.22.

40. Mr. Deepro Majumdar

Deepro Majumdar 28/4/22

41. Mr. Sayan Kumar Gupta

Sayan Kumar Gupta

42. Mr. Swapan Mondal

Swapan K. Mondal 28/04/22

43. Mr. Bāpad Mondal

Bāpad Mondal 28.04.22

44. Mr. Santanu Roy

Santanu Roy 28/4/22

45. Mr. Sudip Manna

Sudip Manna 28/04/22

46. Ms. Ria Saha

Ria Saha.

47. Mr. Srijan Pal

Srijan Pal. 28.04.22

48. Mr. Dilip Maity

Dilip Maity 28/04/22





K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 28.04.2022 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

- | | |
|---|-------------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi |
| 3. Sd/-Prof. M. N. Mukherjee | 4. Sd/- Prof. Subhash Chandra Panja |
| 5. Sd/-Dr. Rajyasri Neogy | 6. Sd/-Dr. Subrata Goswami |
| 7. Sd/- Ms. Soma Mukherjee | 8. Sd/- Ms. Rinku Saha |
| 9. Sd/- Ms. Rubi Paul | 10. Sd/- Mr. Sukumar Sadhukhan |
| 11. Sd/- Dr. Anjana Brahma | 12. Sd/- Dr. Soumana Biswas |
| 13. Sd/- Dr. Bidya Ratan Tikader | 14. Sd/- Dr. Sreyashi Sarkar |
| 15. Sd/- Mr. Pritam Kumar Paul | 16. Sd/- Ms. Madhurima Koley |
| 17. Sd/- Mr. Bapi Kumar Sardar | 18. Sd/- Mr. Anunay Chatterjee |
| 19. Sd/- Mr. Asgar Ali | 20. Sd/- Mr. Animesh Bag |
| 21. Sd/- Mr. Mohan Bir Subba | 22. Sd/- Ms. Rituparna Pal |
| 23. Sd/- Mr. Mridul Kanti Bhaumik | 24. Sd/- Ms. Paulami Pal |
| 25. Sd/- Ms. Anamika Roy | 26. Sd/- Dr. Putul Chakraborty |
| 27. Sd/- Mr. Anupam Sengupta | 28. Sd/- Mr. Biswajit Panda |
| 29. Sd/- Mr. Sripati Pramanik | 30. Sd/- Mr. Gaurab Dutta |
| 31. Sd/- Ms. Bishakha Benerjee | 32. Sd/- Ms. Aparajita Mukherjee |
| 33. Sd/- Ms. Deblina Biswas | 34. Sd/- Ms. Sucharita Sengupta |
| 35. Sd/- Ms. Mithu Das | 36. Sd/- Ms. Anupama Roy Chowdhury |



37. Sd/- Ms. Shumonika Gangoly
39. Sd/- Mr. Sayan Kumar Gupta
41. Sd/- Mr. Bapad Mondal
43. Sd/- Mr. Sudip Manna
45. Sd/- Srijan Pal

38. Sd/- Mr. Deepto Majumdar
40. Sd/- Mr. Swapan Mondal
42. Sd/- Mr. Santanu Roy
44. Sd/- Ms. Ria Saha
46. Sd/- Dilip Maity

Dr. Nasima Munshi, the IQAC Coordinator welcomed the Chairperson Principal Dr. Ramkrishna Prasad Chakraborty and the Members present.

Item No. 1 To confirm the minutes of the meeting held on 07.02.2022

The minutes of the meeting held on 07.02.2022 was confirmed by the members of the IQAC and duly signed by the Chairperson.

IQAC co-ordinator Dr. Nasima Munshi reported that AQAR 2020-2021 was successfully submitted to the NAAC through online submission link on 14.03.2022 and it was accepted by NAAC on 31.03.2022 after few rectifications.

Item No. 2 To Discuss on NAAC accreditation Process and preparation

Principal suggested to incorporate the academic year 2022-2023 in the process of Preparation of Self Study Report, which will be submitted to NAAC. He also suggested that each department will offer at least one Add on Course so that all students may participate in at least one Add on Course. Principal also proposed that IT infrastructure will be developed and physical infrastructure will also be developed along with the student support system development process, this will give added advantage to the Institute in the process of NAAC accreditation.

Item No. 3 Teaching Learning and evaluation process

Principal informed that LMS will be introduce from the academic session 22-23 apart from Google Class room. Principal suggested that Teaching learning and evaluation process must be seriously taken into consideration, due to lock down process students are far from normal academic process, so it is the responsibility of teachers to make them understand the necessity of it. Student centric lectures by eminent academic persons and different student centric programme need to be organized.



Item No. 4 To report on MoU and Linkage

IQAC coordinator Dr. Nasima Munshi reported that till date five linkages and seven MoUs are signed with different HEI which are in functional. IQAC coordinator reported that the tenure of some linkages are going to be completed. It is resolved that those linkages will be converted to MoUs. Principal Dr. Ramkrishna Prasad Chakraborty proposed that more MoUs will be signed with different HEI for teachers exchange programme / students exchange and other academic development purpose and this will to some extent solve the scarcity problem of teachers and will make healthy academic competition among the HEI.

Principal also fixed a goal of signing 30 MoUs with different organizations.

Members discussed over the matter and appreciated the approach of Principal.

Item No. 5 Introduction of startup scheme for the students by the departments

Principal Dr. Ramkrishna Prasad Chakraborty gave an introduction about New NEP of India and explain the necessity of the introduction of startup schemes for students of general degree colleges like ours.

It was decided in the meeting that various departments will discuss about the introduction of startup schemes at departmental meetings and will prepare proposal.

Item No. 6 Data collection for the year 2021-2022

It was resolved that all Departments and Sub – Committees will prepare the reports for the year 2021-2022 after the Final/End Semester Examination 2022. All the faculty members will also give their professional details along with the certificates received.

Item No. 7 Feedback for the session 2021-2022

Like previous years this year also feedback will be collected from all stakeholders on curriculum, curriculum delivery and infrastructural facilities of the institution. Special emphasis will be given on the effect of blended mode of teaching learning method adapted by the institution. Feedback cell will conduct the feedback procedure, i.e., will collect the feedback, analyze the feedback and prepare the



report under the supervision of IQAC. The report will be submitted to the principal and he will place the same before GB for action taken.

Item No. 8 Miscellaneous

As there was no other matter to discuss, the meeting ended with a vote of thanks to the Chair.

Nasima Munshi

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
Garia, Kolkata - 700 084



R.P.

Dr. R. P. Chakraborty
Principal

Principal
K.K. DAS COLLEGE
GRH-17, B.G. Patuli, Garia
Kolkata-700 084



K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

Action Taken Report 2021-2022

According to the Approved Plan of IQAC the following events were organised by different departments and subcommittees under the supervision of IQAC through out the year

1. Academic & Administrative Audit has been done for the session 2020-2021 by a group of Principals of different colleges of West Bengal along with the IQAC coordinator of K.K.Das College 06.12.2021

Academic & Administrative Audit Team:

1. Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Roy College
 2. Dr Tilak Chatterjee, Principal, Bankim Sardar College
 3. Dr. Manas Kumar Baidya, Principal, Malda College
 4. Dr. Ramkrishna Prasad Chakraborty, Principal, K. K. Das College
 5. Dr. Nasima Munshi, IQAC Co-ordinator , K. K. Das College
2. Gender Audit for the session 2020-2021 has been done by a group of Principal 03.12.2021

Gender Audit Team:

Dr. Ramkrishna Prasad Chakraborty, Principal, K. K. Das College
Dr. Nasima Munshi, IQAC Co-ordinator , K. K. Das College
Ms Shumonika Gangoly, SACT, Department of Economics

3. AQAR for the year 2020-2021 has been uploaded in the NAAC portal on 14.03.2022
4. The Institution applied for NIRF ranking for the session 2020-21 on 10.02.2022

Nasima Munshi



5. Mentor- Mentee list for the session was prepared and communicated to all teachers and teachers were requested to keep track of their mentee.

I	BNGA	ALL	AB	ALL	MTMA	ALL	NM				
	HISA	ALL	SSG		B.Sc General	ALL	RP				
	ENGA	ALL	SB	I	ECO A	ALL	MK				
	B.A General		BRT					I	B.Com H		BP
			BKS								ARC
			RP								MBS
			DM								AA
											AS
	III	BNGA	ALL	AR	III	B.Com H		RP			
HISA		ALL	DB	MK							
ENGA		ALL	GD	NM							
B.A General			MD	B.Com General					SS		
			SS						RP		
			SP								
V	BNGA	ALL	AC	V	B.Com H		SM				
	HISA	ALL	AM				RS				
	ENGA	ALL	AB				B.Com General	ALL	PP		
	B.A General		SG								
			SKG								
			MKB								

6. Students' centric seminars/workshops/Talks (Subject Oriented) organised

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Participants
1	Special Invited Lecture Series	18.06.2021, 19.06.2021, 20.06.2021, 21.06.2021	Department of Bengali, K. K. Das College	90



2	Special Lecture on Refugees of the Eastern Border	06.07.2021	IQAC, Department of English, K.K. Das College	55
3	Post- Colonial Anxieties: Texts and Contexts	14.07.2021	IQAC, K. K. Das College	100
4	Webinar on Museum and Achieves	25.11.2021	IQAC, Department of History, K. K. Das College	110
5	Keynes VS Classics: A Critical Perspective	6 th & 8 th December 2021	IQAC, Department of Economics, K.K. Das College	21
6	Special Talk on Popular Literature	09.12.2021	IQAC, Department of English, K.K. Das College	59
7	Five days Special Lecture on Macroeconomics	28.11.2021, 04.12.2021, 05.12.2021, 27.12.2021, 06.01 2022	Department of Economics, K. K. Das College	4
8	Special Invited Lecture Series	04.01.2022-06.01.2022	Department of Bengali, K. K. Das College	60
9	Special Lecture for Semester I	07/01/2022 - 08/01/2022	Department of English, K. K. Das College	85
10	Special Lecture for Semester V	12.01.2022	Department of English, K. K. Das College	49
11	A Journey from Real to Abstract Analysis	29.05.2022	Department of Mathematics, K. K. Das College	43
12	Special lecture on History of history writing: In search of an alternative history	30.05.2022	Department of History, K. K. Das College	86

Naraina Murshahi



7. Lecture/Talk on Special Topics organized

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Participants
1	Webinar on World Music Day & World Yoga Day	21.06.2021	IQAC, Cultural Society, K.K. Das College	50
2	SWARONE MANONE VIDYASAGAR	26.09.2021	IQAC, Literary Society, K. K. Das College	90
3	National Youth Day	12.01.2022	NSS Unit, K. K. Das College	165
4	International Mother Language Day	21.02.2022	Cultural Society, K. K. Das College	26
5	World Music Day & World Yoga Day	21.06.2022	IQAC, Cultural Society, K.K. Das College	74

8. Student and Teacher Exchange Programme

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Students benefited
1	Faculty & Students exchange programme Even Semester 2021	21.05.2021, 14.06.2021, 15.06.2021, 21.06.2021, 28.06.2021, 03.07.2021, 05.07.2021	Department of History, K. K. Das College and Department of History, Purash-Kanpur Haridas Nandi Mahavidyalaya	66
2	Faculty & Students exchange programme	27.06.2021, 09.07.2021, 10.07.2021, 11.07.2021, 12.07.2021	Department of Bengali, K. K. Das College and Department of Bengali, Netaji Nagar College	47
3	Faculty & Students exchange programme Odd Semester 2021	Started on 06.09.2021 Total no. of classes taken 755(one hour duration)	Department of Mathematics, K.K.Das College & Department of Mathematics, Sammilani Mahavidyalaya	225


 Kolkata
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 Nandina Munshi
 B.G. Pal

4	Faculty & Students exchange programme Odd Semester 2021	18.09.2021, 25.09.2021	Department of History, K. K. Das College and Department of History, Purash-Kanpur Haridas Nandi Mahavidyalaya	129
5	Faculty & Students exchange programme Odd Semester 2021	02.12.2021, 11.12.2021, 15.12.2021	Department of History, K. K. Das College and Department of History, Vijaygarh Jotish Ray College	119
6	Faculty exchange programme	20.12.2021, 27.12.2021	Department of Commerce, K. K. Das College and Department of Commerce, Netaji Nagar College	155
7	Faculty & Students exchange programme Even semester 2022	Started from 03.03.2022 Total no. of classes taken 471(one hour duration)	Department of Mathematics, K.K.Das College & Department of Mathematics, Sammilani Mahavidyalaya	69
8	Faculty & Students exchange programme Even Semester 2022	10.04.2022 29.04.2022 06.05.2022 08.05.2022 04.06.2022 08.06.2022 28.06.2022	Department of History, K. K. Das College and Department of History, Vijaygarh Jotish Ray College	61

9. Sports & Cultural Events/Competition organized

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Participants
1	Inter College Cultural Competition	June 2021	IQAC, Cultural Society, K.K. Das College	474
2	“Modhur tomar sesh nahi pai”(RABINDRA PRAYAN DIBOSH)	08.08.2021	IQAC, Cultural Society, K. K. Das College	85
3	Independence Day 2021 Celebration	15.08.2021	Students' Union, K. K. Das College	60
4	Foundation Day & Teachers' Day Celebration	05.09.2021	Teachers' Council, Cultural Society, Students' Union, K. K. Das College	56

5	NSS Foundation Day Celebration	24.09.2021	IQAC, NNS Unit , K. K. Das College	30
6	“Alor Pathajatri”, Inter-Cultural Competition	20-26 th Sept 2021	With Purash-Kanpur Haridas Nandi Mahavidyalaya	6
7	National Mathematics Day Celebration	22.12.2021	Department of Mathematics, K. K. Das College & Department of Mathematics, Vijaygarh Jyotish Ray College	35
8	Republic Day 2022 Celebration	26.01.2022	Students' Union, K. K. Das College	107
9	Basanta Utsab	17.03.2022	Students' Union, K. K. Das College	50
10	Rabindra Jayanti	09.05.2022	Cultural Society, K. K. Das College	51
11	Rabindra Prayan Dibosh	08.08.2022	Cultural Society, K. K. Das College	33
12	Independence Day 2022 Celebration	15.08.2022	Students' Union, K. K. Das College	117
13	Rakhi Making Competition on Raksha Bandhan	12.08.2022	Students' Union, K. K. Das College	8
14	Inter College Photography Competition on World Photography Day	19.08.2022	Cultural Society, K. K. Das College	15

10. Programme on Mentoring and Counselling organized

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/ Activity	Organised by	Number of Participants
1	Special Lecture on Psychological Counseling	14.06.2021	Counseling cell, K. K. Das College	97

Narima Munshi


11. Career counselling and Placement Drive Programmes

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Students benefited
1	Explore the CAREER OPPORTUNITIES in Govt Sector & Unlock the POTENTIALS in You	5 th June, 2021	IQAC , K. K. Das College & RICE Education-Sonarapur	83
2	Career Counselling For English Honours Semester VI	11th July, 2021	IQAC, Department of English, K. K. Das College & Shiksha Space	21
3	National Webinar on "Entrepreneurship-Road Ahead"	28.12.2021	Department of Commerce, K. K. Das College	100
4	Seminar on Cutting edge career in 21st century	10.05.2022	Placement Cell, K. K. Das College	50
5	Placement Drive by K. K. Das College in collaboration with Magic Bus India Foundation	18.05.2022	Placement Cell, K. K. Das College	20

12. Awareness Programmes organized

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Participants
1	World Blood Donor Day 2021	14.06.2021	IQAC, NSS, NCC Unit, K. K. Das College	80
2	Sasthwa Sachenota: Sustho Thakar Sohoj Upay	04.01.2022	NSS Unit, K. K. Das College	60
3	Awareness of Cyber Crime, 2022	27.01.2022	IQAC, K. K. Das College	35
4	International Women's Day Celebration	08.03.2022	Equal Opportunity Cell, K. K. Das College	75

13. Extension activity done

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event /Activity	Organised by	Number of NSS Volunteers
1	Blood Donation Camp	14.06.2021	IQAC, NSS, NCC Unit, K.K.Das College & Bloodmates	15
2	Distribution of Food to the YAAS affected Marginalized People at Sundorbong Area	23.06.2021	NSS Unit in Collaboration with Garia Sahamarmi Society	5
3	Vaccination Drive for COVID-19	04.10.2021	Department of Health and Family welfare in collaboration with NSS unit, K. K. Das College	6
4	Four day Cloth Distribution Programme to the Marginalized People in North Bengal Tea Garden area	05.10.2021 to 08.10.2021	NSS Unit in Collaboration with Garia Sahamarmi Society	3
5	NSS Special Camp	15, 16, 21-25.03.2022	NSS Unit, K. K. Das College	15
6	World Environment Day	05.06.2022	NSS Unit, NCC Unit, ECO-Club & Students' Union	30

14. Staff enrichment programmes conducted

Sl. No.	Title of the Event or Activity Organised	Date or Period of the event/Activity	Organised by	Number of Participants
1	Software Training Programme for Non-Teaching Staff	01.10.2021	IQAC, K.K.Das College	7

Nandina Munshi



15. Add- On Courses offered

Sl. No.	Course Name	Conducted By	Duration	Date of Introduction	No. of students Enrolled	No. of students Completed
1	Basics of Computer and Web Designing	Dept. of Computer Sc. K. K Das College	30 Hrs.	28.04.2022	13	Continuing
2	Financial Accounting with GST	ESSR Infosys	12 Months	28.04.2022	12	Continuing
3	Certificate in Multimedia Animation	ESSR Infosys	12 Months	28.04.2022	8	Continuing
4	Diploma in Pre-Primary and Primary Teachers' Training	ESSR Infosys	12 Months	28.04.2022	20	Continuing
5	Skill development training on Art & craft	Pidilite Industries Limited	30 Hrs.			Discontinued
6	Value Education	Dept. of Education K. K. Das College	30 Hours	01.03.2022	36	36
7	Public Finance Statistics in India	Dept of Economics K. K. Das College	30 Hours	01.04.2022	11	11
8	Bangla Proof Reading	Dept of Bengali K. K. Das College	30 Hours	09.03.2022	18	18
9	Basics of Survey and Data Collection in Sociology	Dept of Sociology K. K. Das College	30 Hours	07.02.2022	44	44
10	English for Professional and Career Development	Dept of English K. K. Das College	30 Hours	09.02.2022	19	19
11	Advance Excel and Office Management	Dept. of Computer Sc. K. K. Das College	30 Hours	02.02.2022	246	246
12	Reading the Wonders of India's Past	Dept of History K. K. Das College	30 Hours	04.03.2022	13	13

Nanima Munshi



16. Teachers participated in OP/FIP/RC/STP organised by UGC-HRDCs

Sl.N.	Name of the Faculty	Title	Organised by	From	To	Duration (no. of days)
1	Dr. Nasima Munshi	Short term Program on Gender Sensitization	UGC-HRDC University of Hyderabad	16.8.21	21.8.21	6
2	Madhurima Koley	UGC-SPONSORED FACULTY INDUCTION PROGRAMME	HRDC - University of Calcutta	01.2.22	8.3.22	31
3	Sreyashi Sarkar	Short Term Course	UGC-HRDC, Jadavpur University	15.2.22	21.2.22	7
4	Animesh Bag	Refresher Course	UGC-HRDC, Sardar Patel University, Vallabh Vidyanagar	21.2.22	6.3.22	14
5	Dr. Nasima Munshi	Workshop on MOOCs, e-content development and Open Educational Resources	UGC-HRDC Panjabi University, Patiala	10.3.22	17.3.22	7

17. Following teachers participated in other FDP/Workshops

Sl. No.	Name	Title	Organised by	Duration (no. of days)	From	To
1.	MRIDUL KANTI BHAUMIK	Effective Decision making for Professional Success	AICTE Training and Learning (ATAL) Academy	5	10.08. 2021	14.08. 2021
2.	SAYAN KUMAR GUPTA	The Annual Arthabisleshon (online) Workshop on Indian Economy in the Post	Women's Christian College and Society for Economic Research	1	12.03. 2022	12.03. 2022

Nasima Munshi



		Pandemic Era	in Bengali (SERB) with financial support from the Eastern Regional Centre, ICSSR			
3.	SAYAN KUMAR GUPTA	A seven-day Faculty Upgradation Workshop on "Exploring Space: An introduction to Spatial Statistics and Econometrics"	Economics Department, Presidency University, Kolkata	7	23.08.2022	29.08.2022

18. Among the above events twenty-one events were organized in collaboration with the colleges/ institute under MoU/Linkages. Two new MoUs were signed with two colleges for academic purpose.

19. This year feedback were collected from Students, Teachers, Employer and Alumni on curriculum, curriculum delivery, infrastructural facilities of the institution and online teaching learning method adapted by the institution. Feedback collection was started on 20.08.2021.

Nasima Munshi 10.02.2023

Dr. Nasima Munshi
IQAC Coordinator

IQAC Co-ordinator
K. K. Das College
GRH-17, Baishnabghata-Patuli
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CA 10/02/2023

Dr. R. P. Chakraborty
Principal

Principal
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