

# **K. K. Das College**

**GRH – 17, Baishnabghata – Patuli**

**Kolkata – 700084**

**West Bengal**

**India**



**Meeting-Minutes**

**&**

**Action taken report of IQAC**

**2022-2023**



# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

## NOTICE

Date: 16.06.2022

A meeting of IQAC will be held on 23.06.2022 at 2.00 p.m. at Principal's room to discuss the following agenda:

- Item No. 1 To confirm the minutes of the IQAC meeting held on 28.04.2022
- Item No. 2 To discuss about the preparation of Prospectus, Academic Calendar and Academic Plan for the session 2022-23
- Item No. 3 To discuss about the mechanism of the assessment of learning level of the students
- Item No. 4 To discuss about the Institutional developmental Plan and Strategies
- Item No. 5 To discuss about organizing departmental seminar/webinar/special lectures for the students
- Item No. 6 To Discuss about the observation of different nationally and Internationally important days
- Item No. 7 To discuss about organizing different extension activities
- Item No. 8 To discuss about organizing different cultural and sports competitions
- Item No. 9 To discuss about organizing seminars/ workshops on IPR and research methodology
- Item No.10 To discuss about the Publication of QUEST Vol-IV
- Item No.11 Miscellaneous

All members of the IQAC, Departmental Heads, conveners of different sub-committees & Librarian are requested to attend the meeting.

*N. Munshi* 16.06.2022  
**Dr. Nasima Munshi**  
IQAC Coordinator  
IQAC Co-ordinator  
K. K. Das College  
GRH-17, Baishnabghata-Patuli  
Garia, Kolkata - 700 084



*[Signature]* 16/06/22  
**Dr. R. P. Chakraborty**  
Principal

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084



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

MEMBERS PRESENT AT THE I.Q.A.C. MEETING HELD ON 23.06.2022 at 2.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

1. Dr. Ramkrishna Prasad Chakraborty 23/06/22
2. Dr. Nasima Munshi Nasima Munshi 23.6.22
3. Ms. Soma Mukherjee Soma Mukherjee
4. Ms. Rubi Paul Rubi Paul
5. Ms. Rinku Saha Rinku Saha
6. Dr. Anjana Brahma Anjana Brahma
7. Mr. Sukumar Sadhukhan SS
8. Dr. Bidya Ratan Tikader B. Tikader
9. Dr. Soumana Biswas Soumana Biswas
10. Mr. Swapan Kumar Mondal Swapan Kr. Mandal
11. Mr. Bapad Mondal Bapad Mondal
12. Mr. Santanu Roy Santanu Roy
13. Dr. Rajyasri Neogy R. Neogy
14. Dr. Tapan Kumar Poddar A
15. Dr. Subrata Goswami Subrata Goswami
16. Mr. Anutam Pal A



**Invited members**

17. Dr. Sreyashi Sarkar
18. Mr. Pritam Kumar Paul
19. Ms. Madhurima Koley
20. Mr. Bapi Kumar Sardar
21. Dr. Anunoy Chatterjee
22. Mr. Asgar Ali
23. Mr. Animesh Bag
24. Mr. Mohan Bir Subba
25. Ms. Rituparna Pal
26. Mr. Mridul Kanti Bhaumik

Sreyashi Sarkar  
Pritam  
Koley  
Bapi Kumar Sardar  
Anunoy Chatterjee  
Asgar Ali  
Animesh Bag  
Mohan B. Subba  
Rituparna Pal  
Mridul Kanti Bhaumik





# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 23.06.2022 at 2.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

## Members Present

### **IQAC Members**

- |   |                                  |
|---|----------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi        |
| 3. Sd/- Ms. Soma Mukherjee                | 4. Sd/- Ms. Rubi Paul            |
| 5. Sd/- Ms. Rinku Saha                    | 6. Sd/- Dr. Anjana Brahma        |
| 7. Sd/- Mr. Sukumar Sadhukhan             | 8. Sd/- Dr. Bidya Ratan Tikader  |
| 9. Sd/- Dr. Soumana Biswas                | 10. Sd/- Mr. Swapan Kumar Mondal |
| 11. Sd/- Mr. Bapad Mondal                 | 12. Sd/- Mr. Santanu Roy         |
| 13. Sd/-Dr. Rajyasri Neogy                | 14. Sd/-Dr. Subrata Goswami      |

### **Departmental Heads, Sub-Committee Convenors & Librarian**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 15. Sd/- Dr. Sreyashi Sarkar   | 16. Sd/- Mr. Pritam Kumar Paul    |
| 17. Sd/- Ms. Madhurima Koley   | 18. Sd/- Mr. Bapi Kumar Sardar    |
| 19. Sd/- Mr. Anunay Chatterjee | 20. Sd/- Mr. Asgar Ali            |
| 21. Sd/- Mr. Animesh Bag       | 22. Sd/- Mr. Mohan Bir Subba      |
| 23. Sd/- Ms. Rituparna Pal     | 24. Sd/- Mr. Mridul Kanti Bhaumik |

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

### **Item No. 1 To confirm the minutes of the IQAC meeting held on 28.04.2022**

The minutes of the IQAC meeting held on 28.04.2022 was read out & confirmed by the members of the IQAC and duly signed by the Chairperson.



**Item No. 2 To discuss about the preparation of Prospectus, Academic Calendar and Academic Plan for the session 2022-23**

The prospectus for the year 2022-2023 was prepared by the admission committee members and it was placed before the members present in the meeting. It was accepted after little modification. It was decided that the e-copy of the prospectus will be uploaded in the website before starting of the admission procedure.

Academic calendar for the academic session 2022-2023 was prepared according to the time line given in the CU Academic calendar 2022-23 and placed before the members present. It was accepted and decided to be attached with prospectus and to be uploaded in the website.

All departmental heads were asked to prepare the Academic Plans according to the academic calendar and place before the academic subcommittee for approval.

It was decided that the academic plans will be uploaded in the respective departmental websites as well as in the college website before the starting classes. Also, the time-table of next odd semester will be prepared under the supervision of Academic subcommittee.

**Item No. 3 To discuss about the mechanism of the assessment of learning level of the Students**

After discussion on the agenda, it was resolved that the learning level of newly admitted students will be assessed on the basis of their result in last qualifying examination. A list will be prepared by the department and effective measures will be taken for different groups of students and special academic support will be provided to the students who are falling behind.

It was also decided that one unit test will be taken in middle of each semester to assess the improvement of the learning level. Finally, the formative internal examination will be taken before sending the students for end semester university examination.

It was further decided that to make the assessment process transparent copies will be shown to the students & marks will be published in the departmental website after each assessment.

**Item No. 4 To discuss about the Institutional developmental Plan and Strategies**

Co-ordinator of IQAC, Dr. Nasima Munshi proposed that the following activities should be taken in to consideration for the qualitative development of the Institution:



- I. To conduct Academic administrative Audit
- II. To Conduct Gender Audit
- III. Prize and Scholarships should be provided to the students from college fund
- IV. Aid Fund should be provided to the needy students
- V. Different scheme of Government Scholarships should be well circulated so that students can apply for Scholarships
- VI. New Add-On Courses need to be introduced along with the previously introduced add on courses.
- VII. MoU should be signed with different HEI and MoU with Ramkrishna Mission Residential College, Naredrapur, need to be renewed.
- VIII. Renewal of ISO certification must be done.
- IX. Faculty Shortage & Non-teaching staff shortage should be addressed in the G.B. and to find out a way to overcome the problem.
- X. Uploading of study material in the LMS should be monitored by the teachers' Council.
- XI. Software and Hardware need to be up gradated in connection to ICT empowerment project.
- XII. Purchasing of Library Books & Journals should be continued.
- XIII. Grievance Redressal Mechanism should be Robust and time bound.
- XIV. Special drive should be given for the placement of the pass out students.
- XV. Support system of students need to be developed.
- XVI. Institutional Preparedness for NEP taken into consideration.
- XVII. ERP management system must be reviewed time to time.

Thorough discussion was made on the above proposal and it was unanimously resolved to accept the proposal placed by Co-ordinator of IQAC. It was further resolved that for shake of students' development new suggestions will be accepted.

It was decided in the meeting that on the basis of the above discussion IQAC will prepare an action Plan for the session 2022-2023 and will be submitted to GB for Approval.

**Item No. 5 To Discuss about organizing departmental seminar/webinar/special lectures for the students**

After discussion with the heads of the departments it was decided that department of Economics will organize a workshop and department of Computer Science and department of Statistics will jointly organize a workshop on "R". Department of Mathematics will celebrate National Mathematics Day by organizing quiz competition and poster presentation competition by the students. It was also decided that the competitions will be inter college.

It was decided that special lectures will be arranged by the Departments on important topics by eminent speakers. Further it was resolved that faculty & students exchange programmes will be continue with the MoU's colleges .



**Item No. 6 To Discuss about the observation of different nationally and Internationally important days**

It was resolved that the following days will be observed by Cultural Society along with Students' Union to create awareness among the students about the significance of nationally and internationally important days

1. Independence Day on 15.08.2022
2. Rabindra Prayan Divash on 08.09.2022
3. World Photography Day on 19.09.2022
4. NSS Day on 24.09.2022
5. World Blood Donors' Day on 01.10.2022
6. Mathematics Day on 22.12.2022
7. National Youth Day on 12.01.2023
8. Netaji's Birth Day on 23.01.2023
9. Republic Day on 26.01.2023
10. Bhasha Divash on 21.02.2023
11. Women's Day on 08.03.2023
12. Rabindra Jayanti on 09.05.2023
13. World Environment Day on 05.06.2023
14. World Yoga Day & Music Day on 21.06.2023

**Item No. 7 To Discuss about organizing different extension activities**

Principal Dr. Ramkrishna Prasad Chakraborty stated that like previous years K. K. Das College will organise different extension activities through NNS unit and Students' Union. Principal also stated that extension activities can be made in collaboration with Garia Sahamarmi Society and also with other organizations. He also stated that due to covid pandemic situation it was not possible to organize the eye camp in last two years. From this year Eye Screening Camp and Eye Operation Camp will be organised again in the month of November and December respectively in collaboration with Garia Sahamarmi Society.

Principal guided to organize the following activities as extension activities:

- (i) Eye Screening camp for the marginalized persons in the College premises in Collaboration with Garia Sahamarmi Society
- (ii) Eye operation camp for the marginalized persons in the College





- Premises from 25<sup>th</sup> December to 1<sup>st</sup> January in Collaboration with Garia Sahamarmi Society
- (iii) Bastra Prodan to Marginalised persons out side the College campus in Collaboration with Garia Sahamarmi Society.
  - (iv) Plantation within the College campus and outside the College Campus
  - (v) Different awareness programme by N.S.S and also in collaboration with “Kolkata Municipal Corporation” , “Kolkata Police “ or any other Institution.
  - (vi) N.S.S. special Camp at Balia area for the Children of the slums of the locality.( In this camp special emphasis will be given on the creativity nature and education of the children, Health awareness programme will be conducted.
  - (vii) Regular work of N.S.S.

**Item No. 8 To Discuss about organizing different cultural and sports competitions**

The convenor of Cultural Society proposed for organizing ‘Soul April’, an Intercollege cultural competition along with organizing cultural programmes to observe different commemorative days. The proposal was accepted. The date of Soul April 2023 will be fix later.

The convenor of sports sub-committee stated that due to covid situation it was not possible to organize annual sports in last two academic sessions and he gave the proposal of organizing Annual Sports and an Indoor games competition in this session. The proposal was accepted by the house gladly.

**Item No. 9 To Discuss about organizing seminars/ workshops on IPR and Research Methodology**

After a long discussion on the agenda, it was decided to organise a research methodology workshop on the use of SPSS in Social Science research in the month of August or September according to time availability of the resource person.

Department of English proposed for organizing an International Seminar and the proposal was accepted and it was decided that the seminar will be organized in the month of December.

H.O.D of the Department of Mathematics also proposed for organizing a national level seminar and the proposal was accepted. The date will be fix later.

**Item No. 10 To discuss about the Publication of QUEST Vol-IV**

Convener of research cell, Dr. Anunay Chatterjee reported that in the meeting dated 02.12.2021 of Research Cell it was decided to publish 4<sup>th</sup> volume of QUEST, the original research articles of teaching staff, he also reported that the research articles has already been submitted by the teaching staff and after



reviewed by the editorial board selected papers has send to the publisher for publication. He also reported that the volume can be published during the end of July 2022.

**Item No.14 Miscellaneous**

**(i) To discuss about Feed Back Mechanism.**

In this agenda discussion was made upon Feedback collection from different stakeholders. Like every year students feedback will be collected on curriculum & teaching learning along with different support system and facilities provided by the Institution to the students and staff.

Also, feedback will be collected from Principal, teachers and non-teaching staff.

After collection the feedback it will be analyzed by Feedback cell under the supervision of IQAC and to be submitted to the GB for taking action.

**(ii) To Discuss about organizing Skill enhancement programme for the students.**

Discussion was made upon the topic organizing Skill enhancement programmes for students. All departments were asked to arrange some Skill development programmes in collaboration with other Institutions. It was decided in the meeting that on the basis of the above discussion all departmental heads and subcommittee convenors will submit the proposal to IQAC and IQAC will prepare an action Plan for the session 2022-2023 and will be submitted to GB for Approval.

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



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, Baishnabghata-Patuli  
Garia, Kol-700084





# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

## NOTICE

Date: 02.12.2022

A meeting of the IQAC will be held on 23.12.2022 at 2.00 p.m. at room no. 106 to discuss the following agenda:

- Item No. 1 To confirm the minutes of the IQAC meeting held on 23.06.2022
- Item No. 2 To discuss about organizing F.D.P on the use of LMS for the teachers and administrative training programme for the non-teaching staff of the college.
- Item No. 3 To discuss about Preparation of AQAR for the year 2021-2022
- Item No. 4 To report about the introduction of Add-On courses of the year
- Item No. 5 To discuss on Academic Administrative audit and Gender Audit
- Item No. 6 Miscellaneous

All members of the IQAC are requested to attend the meeting.

*N. Munshi 02.12.2022*

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



*R.P. Chakraborty 02/12/22*

**Dr. R. P. Chakraborty**  
**Principal**

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata Patuli  
Garia, Kol-700084



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

MEMBERS PRESENT IN THE I.Q.A.C. MEETING ON 23.12.2022 at 2.00 p.m.

VENUE: Room No. 106

1. Dr. Ramkrishna Prasad Chakraborty \_\_\_\_\_ *R 23/12/22*
2. Dr. Nasima Munshi \_\_\_\_\_ *N. Munshi 23.12.22*
3. Ms. Soma Mukherjee \_\_\_\_\_ *Soma Mukherjee*
4. Ms. Rubi Paul \_\_\_\_\_ *Paul*
5. Ms. Rinku Saha \_\_\_\_\_ *Rsaha*
6. Dr. Anjana Brahma \_\_\_\_\_ *Abrama*
7. Mr. Sukumar Sadhukhan \_\_\_\_\_ *SS*
8. Dr. Bidya Ratan Tikader \_\_\_\_\_ *B*
9. Dr. Soumana Biswas \_\_\_\_\_ *Sm.*
10. Mr. Swapan Kumar Mondal \_\_\_\_\_ *Swapan Kr. Mandal*
11. Mr. Bapad Mondal \_\_\_\_\_ *Bapad Mondal*
12. Mr. Santanu Roy \_\_\_\_\_ *Santanu Roy*
13. Dr. Rajyasri Neogy \_\_\_\_\_ *R. Neogy*
14. Dr. Tapan Kumar Poddar \_\_\_\_\_ *A*
15. Dr. Subrata Goswami \_\_\_\_\_ *Subrata*
16. Mr. Anutam Pal \_\_\_\_\_ *A*





# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 23.12.2022 at 2.00 p.m.

VENUE: Room No. 106

## Members Present

### **IQAC Members**

- |   |                                  |
|---|----------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi        |
| 3. Sd/- Ms. Soma Mukherjee                | 4. Sd/- Ms. Rubi Paul            |
| 5. Sd/- Ms. Rinku Saha                    | 6. Sd/- Dr. Anjana Brahma        |
| 7. Sd/- Mr. Sukumar Sadhukhan             | 8. Sd/- Dr. Bidya Ratan Tikader  |
| 9. Sd/- Dr. Soumana Biswas                | 10. Sd/- Mr. Swapan Kumar Mondal |
| 11. Sd/- Mr. Bapad Mondal                 | 12. Sd/- Mr. Santanu Roy         |
| 13. Sd/-Dr. Rajyasri Neogy                | 14. Sd/-Dr. Subrata Goswami      |

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 IQAC meeting held on 23.06.2022**

The minutes of the IQAC meeting held on 23.06.2022 was read out and confirmed by the members of the IQAC and duly signed by the Chairperson.

Principal gladly announced that QUEST Vol-IV has been published.



**Item No. 2 To discuss about organizing F.D.P on the use of LMS for the teachers and administrative training programme for the non-teaching staff of the college.**

IQAC coordinator Dr. Nasima Munshi proposed to conduct a faculty development programme on the use of the Learning Management System which was introduced in this session. She also proposed that the programme may be conducted for one week. Her proposal was accepted and decided that training of e-learning module using online tools will also be included.

It was decided that the programme will be conducted on March 2023.

It was resolved that a Software management training for the non-teaching staff may be conducted by our software provider as early as possible.

IQAC coordinator was requested to take necessary action.

**Item No. 3 To discuss about Preparation of AQAR for the year 2021-2022**

After discussion on the agenda item, it was decided that AQAR 2021-2022 will be prepared and will be placed before the GB for approval. IQAC coordinator reported that reports of different events that organised throughout the year were collected from all subcommittees.

**Item No. 4 To report about the introduction of Add-On courses of the year**

Following Add-On courses were offered to the current year students. Registration is going on. All teachers are requested to take initiative about the registration in add-on programmes.

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.	Skill development training on Art & craft	Pidilite Industries Limited	30 Hrs
3.	Diploma in Multimedia Application	ESSR Infosys	12 Months
4.	Diploma in Financial Accounting with GST	ESSR Infosys	12 Months
5.	Diploma in Pre-Primary and Primary Teachers' Training	ESSR Infosys	12 Months
6.	Diploma in Beautician Course	ESSR Infosys	12 Months



	with Professional Make up		
7.	Diploma in Entrepreneur Skill Development Program	ESSR Infosys	72 Hrs
8.	Diploma in E-Commerce and Logistics	ESSR Infosys	72 Hrs
9.	NEP-2020	Dept. of Education K. K. Das College	30 Hours
10.	Application of Statistics for Sociological Study	Dept of Sociology K. K. Das College	30 Hours
11.	Tourism as a Career	Dept of History K. K. Das College	30 Hours
12.	Sangeet o Sahitya (Song & Literature)	Dept of Bengali K. K. Das College	30 Hrs
13.	Practical Approach to Income Tax Return	Dept of Commerce K. K. Das College	30 Hrs
14.	Indirect Tax in India under New Regime (GST)	Dept of Commerce K. K. Das College	30 Hrs
15.	Foundation Course on MS Office	Dept of Computer Sc. K. K. Das College	30 Hrs
16.	Macroeconomic Statistics in India	Dept of Economics K. K. Das College	30 Hrs
17.	Epic Literature in English	Dept of English K. K. Das College	30 Hrs
18.	Programming with Mathematica: An Introduction	Dept of Mathematics K. K. Das College	30 Hrs
19.	Ancient Indian Mathematics	Dept of Mathematics K. K. Das College	30 Hrs
20.	Indian Mythology	Dept of History K. K. Das College	30 Hrs
21.	Methods of Data Collection	Dept of Statistics K. K. Das College	30 Hrs
22.	Electoral Literacy and Duties & Responsibilities of Students for Nation Building	Principal	30 Hrs



**Item No.5 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 2021-2022 has been done by a group of Principals of different colleges of West Bengal on 15.12.2022.

**Academic & Administrative Audit Team:**

Dr. Debasish Pal, Principal, Uluberia College  
Dr. Rajyasri Neogy, Principal, Vijaygarh Jyotish Roy College  
Dr Jaydeep Sarangi, Principal, New Alipore 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 2021-2022 has been done on 12.12.2022.

**Gender Audit Team:**

Dr. Rumpa Das, Principal, Mahestala College  
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. 6 Miscellaneous**

IQAC coordinator reported that the screening committee meetings regarding promotion under CAS of Dr. Nasima Munshi, Assistant Professor in Mathematics from Stage II to Stage III, Dr. Bidya Ratan Tikader, Assistant Professor in Sociology from Stage II to Stage III, Dr. Sreyashi Sarkar, Assistant Professor in History from Stage II to Stage III and Dr. Soumana Biswas, Assistant Professor in English from Stage I to Stage II were successfully completed and their files were forwarded to Governing Body for approval.

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

  
**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, Baishnabghata-Patuli  
Garia, Kol-700084





# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

## NOTICE

Date: 30.01.2023

A meeting of the IQAC will be held on 02.02.2023 at 12.30 p.m. at room no. 106 to discuss the following agenda:

- Item No. 1 To confirm the minutes of the IQAC meeting held on 23.12.2022
- Item No. 2 To report about the AQAR of the year 2021-2022 for placing before GB
- Item No. 3 To do teaching learning review
- Item No. 4 To discuss about Preparation of SSR for NAAC
- Item No. 5 To discuss about the data collection for the year 2022-2023
- Item No. 6 Miscellaneous

All members of IQAC are requested to attend the meeting.

*N. Munshi 30.01.2023*

**Dr. Nasima Munshi**  
**IQAC Coordinator**

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



*R. P. Chakraborty 30/01/23*

**Dr. R. P. Chakraborty**  
**Principal**

**Principal**  
**K. K. Das College**  
**GRH-17, Baishnabghata-Patuli**  
**K. K. Das College**  
**GRH-17, Baishnabghata-Patuli**  
**Garia, Kol-700084**



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

MEMBERS PRESENT IN THE I.Q.A.C. MEETING ON 02.02.2023 at 12:30 p.m.

VENUE: Room No. 106

1. Dr. Ramkrishna Prasad Chakraborty (R. Chakraborty)
2. Dr. Nasima Munshi N. Munshi 02.02.23
3. Ms. Soma Mukherjee Soma Mukherjee
4. Ms. Rubi Paul Rubi Paul
5. Ms. Rinku Saha R. Saha
6. Dr. Anjana Brahma Anjana Brahma
7. Mr. Sukumar Sadhukhan S. Sadhukhan
8. Dr. Bidya Ratan Tikader B. Tikader
9. Dr. Soumana Biswas S. Biswas
10. Mr. Swapan Kumar Mondal Swapan K. Mandal
11. Mr. Bapad Mondal B. Mondal
12. Mr. Santanu Roy Santanu Roy
13. Dr. Rajyasri Neogy R. Neogy
14. Dr. Tapan Kumar Poddar A
15. Dr. Subrata Goswami S. Goswami
16. Mr. Anutam Pal A





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

**PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 02.02.2023 at 12.30 p.m.**

**VENUE: Room No. 106**

**Members Present**

**IQAC Members**

- |   |                                  |
|---|----------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi        |
| 3. Sd/- Ms. Soma Mukherjee                | 4. Sd/- Ms. Rubi Paul            |
| 5. Sd/- Ms. Rinku Saha                    | 6. Sd/- Dr. Anjana Brahma        |
| 7. Sd/- Mr. Sukumar Sadhukhan             | 8. Sd/- Dr. Bidya Ratan Tikader  |
| 9. Sd/- Dr. Soumana Biswas                | 10. Sd/- Mr. Swapan Kumar Mondal |
| 11. Sd/- Mr. Bapad Mondal                 | 12. Sd/- Mr. Santanu Roy         |
| 13. Sd/-Dr. Rajyasri Neogy                | 14. Dr. Tapan Kumar Poddar       |
| 15. Sd/-Dr. Subrata Goswami               |                                  |

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 IQAC meeting held on 23.12.2022**

The minutes of the IQAC meeting held on 23.12.2022 was read out and confirmed by the members of the IQAC and duly signed by the Chairperson.

**Item No. 2 To place the AQAR of the year 2021-2022 before GB for approval**

IQAC coordinator reported that the AQAR for the year 2021-2022 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 consider the teaching learning review work by IQAC.**

Teaching learning review work of odd semester 2022 was done department wise by the IQAC.

**Item No. 4 To discuss about Preparation of SSR for NAAC**

In the meeting of IQAC dated 28.04.2022 it was decided that the college will go for NAAC accreditation after the completion of the session 2022-23. Now the session is about to complete. Principal proposed that self-study Report of the College should be prepared as early as possible for the accreditation process of NAAC.

It was resolved that assessment period of 5 years will be started from 2018-2019 and will be ended with 2022-2023.

To do the work scientifically he divided the following group for systematic work and requested IQAC coordinator to organize workshop in the College to inform all staff of the College about the new system of accreditation and the duty and responsibilities of the staff.

Criteria I: Ms.Madhurima Koley, Mr. Bapi Kumar Sardar, Mr. Mohan Bir Subba, Mr.Biswajit Panda.

NTS: Srijan Pal

Criteria II: Dr. Anjana Brahma, DR. Soumana Biswas, Ms. Rituparna Pal, Mr. Mridul Kumar Bhaumik

NTS: Sudip Manna

Criteria III: Dr. Anunoy Chatterjee, Mr. Animesh Bag, Ms. Anupoma Roy Chowdhury, Ms. Sucharita Sengupta.

Criteria VI: Dr. Bidya Ratan Tikader, Mr Asgar Ali, Deepra Majumder, Sayan Kumar Gupta,

NTS:Dilip Maity

Criteria V: Mr. Sukumar Sadhukhan, Mr. Pritam Kumar Paul, Mr. Anupam Sengupta, Mr. Sripati Pramanik

NTS: Ria Saha



Criteria VI: Ms.Soma Mukherjee, Ms. Rubi Paul, Ms. Shumonikha Gangoly

NTS: Mr. Swapan Mondal, Mr. Bipod Mandal, Mr. Shantanu Roy.

Criteria VII: Ms.Rinku Saha, Mr. Gaurab, Ms.Deblina Biswas

Principal also requested to the IQAC co-ordinator to co-ordinate the work.

**Item No. 5 To discuss about the data collection for the year 2022-2023**

It was resolved that all Departments and Sub – Committees will prepare the reports on all activities for the session 2022-2023. 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 in the month of June 2023. These reports are also necessary for Academic Administrative Audit which will be done by a group of principals.

**Item No. 6 Miscellaneous**

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

*N. 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 Baishnabghata-Patuli*  
*Garia, Kol-700084*



# K.K. Das College

GRH -17, Baishnabghata Patuli Township  
Kolkata-84

## NOTICE

Date: 05.05.2023

A meeting of the IQAC will be held on 12.05.2023 at 2.30 p.m. at room no. 106 to discuss the following agenda:

- Item No. 1 To confirm the minutes of the IQAC meeting held on 02.02.2023
- Item No. 2 To report on MoU signed
- Item No. 3 To discuss activity under new MoUs
- Item No. 6-4 To discuss about Feedback collection from different stakeholders
- Item No. 7-5 Miscellaneous

All members of IQAC are requested to attend the meeting.

*N. Munshi 05.05.2023*

**Dr. Nasima Munshi**  
**IQAC Coordinator**

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



*R.P. Chakraborty 05/05/23*

**Dr. R. P. Chakraborty**  
**Principal**

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
Garia, Kol-700084



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

MEMBERS PRESENT IN THE I.Q.A.C. MEETING ON 12.05.2023 at 12:30 p.m.

VENUE: Room No. 106

1. Dr. Ramkrishna Prasad Chakraborty \_\_\_\_\_ *R. Prasad 12/05/23*
2. Dr. Nasima Munshi \_\_\_\_\_ *Nasima Munshi 12.5.23*
3. Ms. Soma Mukherjee \_\_\_\_\_ *Soma Mukherjee*
4. Ms. Rubi Paul \_\_\_\_\_ *Rubi Paul*
5. Ms. Rinku Saha \_\_\_\_\_ *Rinku Saha*
6. Dr. Anjana Brahma \_\_\_\_\_ *Anjana Brahma*
7. Mr. Sukumar Sadhukhan \_\_\_\_\_ *Sukumar*
8. Dr. Bidya Ratan Tikader \_\_\_\_\_ *Bidya*
9. Dr. Soumana Biswas \_\_\_\_\_ *Soumana*
10. Mr. Swapan Kumar Mondal \_\_\_\_\_ *Swapan Kr. Mandal*
11. Mr. Bapad Mondal \_\_\_\_\_ *Bapad Mondal*
12. Mr. Santanu Roy \_\_\_\_\_ *Santanu Roy*
13. Dr. Rajyasri Neogy \_\_\_\_\_ *R. Neogy*
14. Dr. Tapan Kumar Poddar \_\_\_\_\_ *A*
15. Dr. Subrata Goswami \_\_\_\_\_ *Subrata Goswami*
16. Mr. Anutam Pal \_\_\_\_\_ *A*





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

**PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 12.05.2023 at 2:30 p.m.**

**VENUE: Room No. 106**

**Members Present**

**IQAC Members**

- |   |                                  |
|---|----------------------------------|
| 1. Sd/- Dr. Ramkrishna Prasad Chakraborty | 2. Sd/- Dr. Nasima Munshi        |
| 3. Sd/- Ms. Soma Mukherjee                | 4. Sd/- Ms. Rubi Paul            |
| 5. Sd/- Ms. Rinku Saha                    | 6. Sd/- Dr. Anjana Brahma        |
| 7. Sd/- Mr. Sukumar Sadhukhan             | 8. Sd/- Dr. Bidya Ratan Tikader  |
| 9. Sd/- Dr. Soumana Biswas                | 10. Sd/- Mr. Swapan Kumar Mondal |
| 11. Sd/- Mr. Bapad Mondal                 | 12. Sd/- Mr. Santanu Roy         |
| 13. Sd/-Dr. Rajyasri Neogy                | 15. Sd/-Dr. Subrata Goswami      |

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 IQAC meeting held on 02.02.2023**

The minutes of the IQAC meeting held on 02.02.2023 was read out and confirmed by the members of the IQAC and duly signed by the Chairperson.

**Item No. 2 To report on MoU signed**

Principal reported that till date total 37 MoUs were signed with different HEI, Industry and Non Govt. organization. He also reported that these MoUs were signed mainly for teachers exchange / students exchange and other academic development purpose along with Social responsibilities. He explained that this would to some extent solve the scarcity problem of teachers and would make healthy academic competition among the HEIs.





**Item No. 3 To discuss activity under new MoUs**

It was resolved that all departments would take initiative to organize special lectures under **Teachers-Students Exchange Programmes** with other HIEs under MoU during the month of May & June of this academic session. These lectures would be beneficial to the students in connection to their preparation for the end semester examinations.

**Item No. 64 To discuss about Feedback collection from different stakeholders**

It was resolved that this year feedback would be collected from all stakeholders on curriculum, curriculum delivery, curricular & extra-curricular activities organised, infrastructural facilities and support system 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. 75 Miscellaneous**

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

*N. 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  
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## **K. K. Das College**

GRH – 17, Baishnabhata – Patuli Kolkata – 700084

### **Action taken report**

**2022-2023**

#### **Action Taken Report of the meeting on 23.06.2022**

- Academic Calendar and Prospectus for the session 2022-2023 was prepared.
- IQAC action plan and proposal for the session 2022-2023 was prepared and submitted to Principal for GB approval
- QUEST -IV was published on 28.07.2022
- Year Action Plan was prepared and submitted to Principal for GB approval
- The proposal of organizing Research Methodology workshop, International Seminar in English & National Seminar in Mathematics were approved
- Proposal of organising “Soul April” -an inter-college cultural competition, Annual Sports, Indoor Games competition were approved.

#### **Action Taken Report of the meeting on 23.12.2022**

- One week faculty development programme on the use of the Learning Management System was organised in the month of March.
- 14 new add on courses were decided to introduced along with existing four courses. Syllabus for the new courses was prepared under the supervision of IQAC.
- Meeting of the screening Committee for promotion under CAS of Dr. Nasima Munshi, Dr. Soumana Biswas, Dr. Bidya Ratan Tikader and Dr. Sreyashi Sarkar was held on 16.12.2022 at 12.00 noon.
- Academic & Administrative Audit was done for the session 2021-2022 by a group of Principals of different colleges of West Bengal along with the IQAC coordinator of K. K. Das College 15.12.2022
- Gender Audit for the session 2021-2022 was done on 12.12.2022.

#### **Action Taken Report of the meeting on 02.02.2023**

- AQAR for the year 2021-2022 was placed before GB on 03.02.2023 and uploaded in the NAAC portal on 13.04.2023

- Teaching learning review work of odd semester 2022 was done department wise by the IQAC.
- All the data of the session 2022-23 were collected and work of documents preparation for SSR was initiated.

### Action Taken Report of the meeting on 12.05.2023

- Student-Teacher Exchange programmes, special lectures and inter-college cultural competition were organised in collaboration with the colleges under MoU.
- Feedback from students, teachers, Principal and non-teaching staff was collected, analysed and necessary action was taken.

*N. Munshi 12.10.23*

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



*RP 12/10/23*

Dr. R. P. Chakraborty  
Principal

Principal  
K. K. DAS COLLEGE  
GRH-17, Baishnabghata-Patuli  
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