

K.K. Das College

GRH -17, Baishnabghata Patuli Township

Kolkata-84

NOTICE

Date: 07.05.2018

A meeting of IQAC will be held on 13.05.2018 at 3.00 p.m at Principal's room to discuss the following agenda:

Item No. 1 To confirm the minutes of the meeting held on 26.04.2018.

Item No. 2 Preparation of Academic Calendar and Prospectus for the session 2018-19.

Item No. 3 Preparation of time table for the session 2018-2019.

Item No. 4 Miscellaneous.

All internal members are requested to attend the meeting.

R.P. Chakraborty

Dr. R. P. Chakraborty

Principal

N. Munshi 7.5.18.

Dr. Nasima Munshi

IQAC Coordinator

1. *[Signature]*
7/5/18

2. *[Signature]*

3. *[Signature]*

4. *Asralma*

5. *[Signature]*

6. *[Signature]*




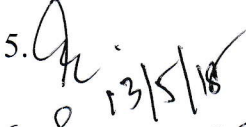




K.K. Das College
GRH -17, Baishnabghata Patuli Township
Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 13.05.2018 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

1. 
2. Narima Munshi
3. 
4. 
5. 
13/5/18
6. Sukumar Sankhulaban
7. 
8. 

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

Item No. 1 To confirm the minutes of the meeting held on 26.04.2018

The minutes of the meeting held on 26.04.2018 was confirmed by the members of the IQAC and duly signed by the Chairperson. Also the action taken report of the meeting was submitted by the coordinator.

Item No. 2 Preparation of Academic Calendar and Prospectus for the session 2018-19.

Discussions were made and it was resolved that the academic calendar for the coming session 2018-2019 will be prepared under the supervision of the Principal Dr.

Ramkrishna Prasad Chakraborty and Ms.Soumana Biswas and Mr. Anunay Chatterjee will prepare the prospectus for the session.

Item No. 3 Preparation of time table for the session 2018-2019

It was decided that Dr. Nasima Munshi, Mr. Anunay Chatterjee and Ms. Rinku Saha will prepare the time table for the session 2018-2019.

Item No. 4 Miscellaneous.

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



Dr. R. P. Chakraborty
Principal



Dr. Nasima Munshi
IQAC Coordinator

Action Taken Report of the meeting on 26.04.2018:

- **Feedback analysis of 3rd year Students.**

Ms. Madhurima Koley and Ms. Shumonika Gangoly prepared report on the feedback given by 3rd year students.

- **Guardians' Feedback**

Guardians feedback were collected manually and analyzed and a report was prepared by Ms. Madhurima Koley and Ms. Shumonika Gangoly.



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NOTICE

Date: 20.04.2018

A meeting of IQAC will be held on 26.04.2018 at 3.00 p.m at Principal's room to discuss the following agenda:

Item No. 1 To confirm the minutes of the meeting held on 18.01.2018

Item No. 2 Discussion about CBCS implementation in B.A/B.Sc courses.

Item No. 3 Feedback analysis of 3rd year Students.

Item No.4 Discussion about the method of collecting feedback from 1st year students and guardians.

Item No. 5 Miscellaneous.

All teachers are requested to attend the meeting.


Dr. R. P. Chakraborty

Principal

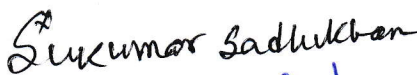

N. Munshi 20.4.18.

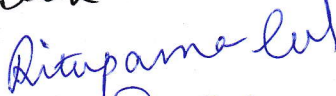
Dr. Nasima Munshi

IQAC Coordinator


Abraham


Ismail


Sukumar Sadhukhan


Dipanama


Gnanendra


























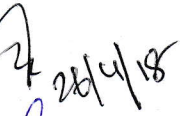










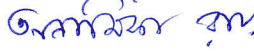


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Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 26.04.2018 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

1. 
2. Nasima Munshi
3. Prasad
4. Abrahma
5. ash
6. 
7. 
8. 
26/4/18
9. 
10. S. Sarkar
11. 
12. 
13. 
14. 
15. 
16. 
17. 
18. 
19. 
20. 
21. Banu

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

Item No. 1 To confirm the minutes of the meeting held on 18.01.2018

The minutes of the meeting held on 18.01.2018 was confirmed by the members of the IQAC and duly signed by the Chairperson. Also the action taken report of the meeting was submitted by the coordinator.

Item No. 2 Discussion about CBCS implementation in B.A/B.Sc courses.

Co-ordinator Dr. Nasima Munshi attended a workshop of Academic Administrators organized by Academic Staff College, University of Calcutta on the proposed structure of the new CBCS model for B.A / B.Sc programme, which is going to be implemented from next academic session. Subsequently, she appraised her colleagues about the same by a Presentation.

Detailed discussions were made on this topic.

It was decided that the faculty members will be attending the workshops organized by the Board of Studies of CU of each department to have a clear understanding of the subject specific issues regarding the new regulation.

Item No. 3 Feedback analysis of 3rd year Students.

Feedback of 3rd year students was collected through google form after the publication of the result of the test examination. They gave an overall feedback on the institution and their respective departments.

It was decided that the analysis of the feedback collected will be done by Ms. Madhurima Koley and Ms. Shumonika Gangoly and a report will be prepared thereafter.

Item No. 4 Discussion about the method of collecting feedback from 1st year students and guardians.

Discussions were made on the method of collecting feedback from 1st year students.

It was decided that feedback from 1st year students and from their parents will be taken manually. Ms. Madhurima Koley and Ms. Shumonika Gangoly will prepare questionnaires for feedback.

It was also decided that Feedback form for Parents will be bilingual.

It was decided that feedback will be taken after their test examination.

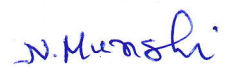
It was decided that departments will take the initiatives to collect the feedbacks.

Item No. 5 Miscellaneous.

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



Dr. R. P. Chakraborty
Principal



Dr. Nasima Munshi
IQAC Coordinator

Action Taken Report of the meeting on 18.01.2018:

- AISHE -17-18 was uploaded.
- The workshop 'USE of ICT in teaching – learning and preparation of E-learning module' was held on 26.02.2018.

Dr. Manas Kr. Baidya, Associate Professor, Malda College was the resource person of the workshop. The session was an enriching one for the faculty members of not only this institution, but for those who attended from other institutions as well.

- A teachers' enrichment programme was organized on
This program was conducted by one of our faculty member Mr. Mridul Kanti Bhowmik.
- Preparation of Annual Quality Assurance Report for the academic session 2016-2017 has been started and is still continuing.



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Kolkata-84

NOTICE

Date: 11.01.2018

A meeting of IQAC will be held on 18.01.2018 at 3.00 p.m at Principal's room to discuss the following agenda:

Item No. 1 To confirm the minutes of the meeting held on 15.07.2017

Item No. 2 To decide the programme details of the workshop on ICT

Item No. 3 Preparation of AQAR for the year 2016-2017

Item No. 4: Miscellaneous.

All teachers are requested to attend the meeting.

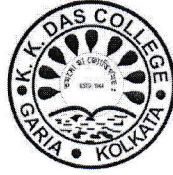
Dr. R. P. Chakraborty

Principal

N. Munshi 11.1.18

Dr. Nasima Munshi

IQAC Coordinator




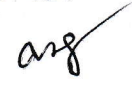



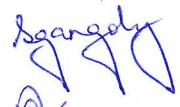









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Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 18.01.2018 at 3.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

1. 
2. Nasima Munshi
3. Rsaha
4. 
5. 
6. 
7. 
8. Sreyashi Sankar
9. 
10. 
11. 
12. 
13. Rituparna Lal
14. Anupama Roy Chowdhury
15. 
16. 
17. Abraham
18. 
19. 
20. 
21. 

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

Item No. 1 To confirm the minutes of the meeting held on 15.07.2017

The minutes of the meeting held on 15.07.2017 was confirmed by the members of the IQAC and duly signed by the Chairperson. Also the action taken report of the meeting was submitted by the coordinator.

Item No. 2 To decide the programme details of the workshop on ICT

The name of the workshop was decided as 'USE of ICT in teaching – learning and preparation of E-learning module'.

It was decided that Dr. Manas Kr. Baidya, Associate Professor, Malda College will be the resource person of the workshop.

The date of the workshop was fixed on 26.02.2018.

It was also decided that another teachers' enrichment programme will be organized to provide training about the use of the software running in the college for students information and uploading study materials in college website.

This training programme will be conducted by one of our faculty member Sri Mridul Kanti Bhowmik.

Item No. 3 Preparation of AQAR for the year 2016-2017

Dr. Nasima Munshi said that after accredited by NAAC it is mandatory for the Institute to upload Annual Quality Assurance Report every year to the college website and submit it to NAAC in the prescribed format by NAAC. She also updated the committee about the AQAR preparation.

It was decided that each Department will give the departmental report for the year 2016-2017 in the prescribed format prepared by IQAC. The format will be mailed to each department.

Item No. 4: Miscellaneous.

Newly appointed teachers were said to give their personal data regarding AISHE.

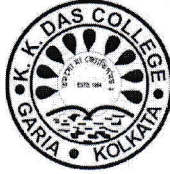
The meeting ended with a vote of thanks to the Chairperson.

Dr. R. P. Chakraborty
Principal

Dr. Nasima Munshi
IQAC Coordinator

Action Taken Report of the meeting on 15.07.2017:

- Orientation Programme for the guardians of first year students was organized on 20.07.2017.
- Questionnaires were prepared for feedback from 3rd year students.
- A Workshop “Legal Rights of Women in post-independence perspective” was organized by Equal Opportunity Cell in collaboration with Sutanutir Sakhya, Kolkata on 09. 09. 2017.
- Career Fair was organized on 20.09.2017. IQAC took the total responsibility to organize this programme. A committee was formed consisting of
 - i) Dr. Ramkrishna Prasad Chakraborty, Principal
 - ii) Dr. Nasima Munshi,
 - iii) Ms. Rituparna Pal
 - iv) Mr. Mridul Kanti Bhaumik.
- The workshop on the USE of ICT in teaching – learning and preparation of E-learning module will be organized by IQAC for enriching the teachers.
- Dr. Manas Kr. Baidya, Associate Professor, Malda College will be the resource person of the workshop.
- Date will be fixed latter.



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NOTICE

Date: 02.07.2017

A meeting of IQAC will be held on 15.07.2017 at 1.00 p.m at Principal's room to discuss the following agenda:

Item No. 1 To confirm the minutes of the meeting held on 20.05.2017

Item No. 2 Reporting on Admission 2017-2018


Item No. 3 To plan the quality enhancement strategies for the session 2017-18

Item No. 4 Misc.

All internal members are requested to attend the meeting.


Dr. R. P. Chakraborty

Principal


Dr. Nasima Munshi

IQAC Coordinator


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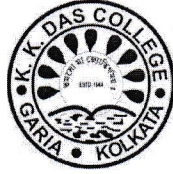
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3. 

4. 
21/7/17

5. 
21/7/17

6. 



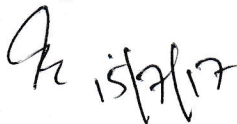





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Kolkata-84

PROCEEDINGS OF THE I.Q.A.C. MEETING HELD ON 15.07.2017 at 1.00 p.m.

VENUE: PRINCIPAL'S CHAMBER

Members Present

1.  15/07/17
2. Nasima Munshi
3.  Ramkrishna
4.  15/7/17
5.  Sukumar
6. Sukumar Sadhukhan
7.  Abirahima
8.  Abirahima

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

Item No. 1 To confirm the minutes of the meeting held on 20.05.2017

The minutes of the meeting held on 20.05.2017 was confirmed by the members of the IQAC and duly signed by the Chairperson. Also the action taken report of the meeting was submitted by the coordinator.

Item No. 2 Reporting on Admission 2017-2018

Principal placed the report of admission status in the Academic Year 2017-2018

For Honours

Subject (Honours)	Intake Capacity	Admitted	Vacant
B.Com (H)	188	148	40
B.A. (H)			
Bengali (H)	95	96	-1
English (H)	76	73	3
History (H)	39	37	2
B.Sc. (H)			
Mathematics (H)	26	27	-1
Economics (H)	14	11	3

For General

Course	Intake Capacity	Admitted	Vacant
B.Com (G)	130	115	15
B.A. (G)	197	197	0
B.Sc. (G)	40	10	30

Principal expressed his gratitude to the member of the admission committee along with all the staff of the College who were involved with the admission process.

Discussion was made on the procedure followed for admission.

It was decided that from next academic year an attempt will be made for online council together with online payment system.

Item No. 3 To plan the quality enhancement strategies for the session 2017-18

- (i) From this session B.Com honours and general courses are converted to CBCS. Detail discussion were made on this topic and departmental head informed that they already prepared their teaching plan according to the new syllabus and programme.
- (ii) It was decided that like every year an orientation programme with the guardian of first year students will be organized before starting the classes of each session.
- (iii) It was also decided that each department will upload the teaching plan according to the academic calendar of this session.
- (iv) It was decided that from this year under the supervision of IQAC questionnaires will be prepared for feedback from students and guardians.

- (VI) It was also decided feedback from the students will be collected online through college website via. Google form however, guardians' feedback will be collected offline.
- (VII) To develop our college website as a learning resource for our students, it was decided that faculty members of each department will be requested to upload study materials time to time in the college website.
- (VIII) It was decided that career fair will be organized specially for third year students. It will provide the students with the information and exposure they require to pursue career oriented studies after graduation.
- (IX) It was decided that in this year IQAC will organize development programmes/workshops for enriching the teaching staffs.
- (X) For the holistic development of the students it was decided that IQAC will organize programmes/workshops on gender equality, social responsibilities, health awareness etc. with the help of respective subcommittees.

Item No. 4 Misc.

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



Dr. R. P. Chakraborty
Principal



Dr. Nasima Munshi
IQAC Coordinator

Action Taken Report of the meeting on 20.05.2017:

- **Preparation of Academic Calendar for the session 2017-18.**

Mr. Sukumar Sadhukhan prepared the academic calendar for the session 2017-2018.

- **Prospectus for the session 2017-18.**

Dr. Nasima Munshi and Ms.Soumana Biswas prepared the prospectus for the session.

- **Preparation of time table.**

The Time table for the session was prepared under the supervision of the Principal, Dr. Ramkrishna Prasad Chakraborty..