

No. KM/IQAC/2018/2

Date: 14.08.2018

To  
Dr. Runu Das  
Principal  
Chairperson, IQAC  
Kalyani Mahavidyalaya, Kalyani, Nadia

Sub: Convening 2<sup>nd</sup> Meeting of IQAC 2018

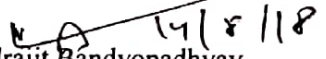
Madam

With your kind permission, I am convening the 2<sup>nd</sup> Meeting of IQAC 2018, on 21.08.18 at 2 pm at Conference room with following agenda

1. Confirmation of Minutes of Proceedings of IQAC meeting dated 15.06.18
2. Discussion on NAAC Peer Team visit on 11<sup>th</sup> and 12<sup>th</sup> September 2018
3. Discussion on ongoing preparation for NAAC Peer Team visit
4. Review of academic activities
5. Discussion on Best Practice
6. Identification of Quality Benchmarks
7. Report on Online Admission 2018
8. Discussion on recommendations of Academic Council
9. Report on Screening Committee meeting for CAS of Dr. Sudeshna Paul, Assistant Professor in Sociology and Shri Priyam Kumar Roy, Assistant Professor in History
10. Misc

Madam, I am inviting Dr. Mausumi Dutta Biswas, Ex-Coordinator, IQAC, to be present in the meeting. Kindly instruct her to be present in the meeting.

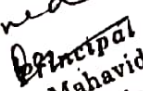
Yours truly

  
Indrajit Bandyopadhyay  
Coordinator, IQAC

Copy to IQAC Members and Ex-Coordinator, IQAC, requesting presence in the meeting on 21.08.18 at 2 pm at Conference room

1. Sri Manoj Sharma, Associate Prof in Commerce, Bursar, Administrative Official
2. Sri Priyam Kumar Roy, Asst Professor in History, Nodal Officer, Administrative Official
3. Sri Prasanta Roy, Head Clerk, Administrative Official
4. Dr. Sudeshna Paul, Asst Professor in Sociology, Teacher Member
5. Dr. Sanghamitra Adhya, Asst Professor in Geography, Teacher Member
6. Dr. Subhrangsu Taran, Asst Professor in Physics, Teacher Member
7. Dr. Manob Kumar Ghosh, Asst Professor in Maths, Teacher Member
8. Dr. Koushik Mukherjee, Asst Professor in Micro Biology, Teacher Member
9. Sri Rajesh Majumdar, CWTT in Eng, Representative of the Alumni
10. Sri Souren Das, AGS of the Students' Union, Representative, Students' Union
11. Sri Sushil Talukdar, Chairman, Kalyani Municipality, Representative, Governing Body
12. Dr. Bijan Sarkar, Representative of the Local Employer/ Industrialist etc.
13. Sri Hare Gobinda Mandal, Representative of the Local Employer/ Industrialist etc.
14. Dr. Mausumi Dutta Biswas, Associate Professor, Economics, and Ex-Coordinator, IQAC

Coordinator, IQAC

Approved  
  
Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia (W.B.)

Conference Room

12 noon

*Convened vide Ref No. No. KM/IQAC/2018/2 Date: 14.08.2018*

**Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting dated 15.06.18**

Minutes of Proceedings of IQAC meeting Dt. 15.06.18 was read and confirmed.

**Item No. 2. Discussion on NAAC Peer Team visit on 11<sup>th</sup> and 12<sup>th</sup> September 2018**

Reported that NAAC Peer Team visit had been confirmed on 11<sup>th</sup> and 12<sup>th</sup> September 2018. Recommendations for lodging had already been sent to NAAC, however, no further response had been received yet. Resolved that, this being the 1<sup>st</sup> Cycle visit of NAAC Peer Team in the history of our College, IQAC with cooperation of all staff, would try to gather information as much possible about such visit from peer, other colleges and other reliable sources.

**Item No. 3. Discussion on ongoing preparation for NAAC Peer Team visit**

Ongoing preparation for NAAC Peer Team visit was discussed. Resolved that IQAC would conduct a thorough qualitative check for final preparations, and with that end, a NAAC Peer Team visit (mock) was approved. Resolved that on the basis of telephonic conversation and consent obtained thereby, Prof. Alok Ghosh, Dept. of History, and Prof. Dr. Jyotsna Kumar Mandal, Dept. of Computer Science, University of Kalyani, would be invited to conduct the NAAC Peer Team visit (mock) on 28.08.18. Resolved that all preparations for final NAAC Peer Team visit must be complete within 28.08.18, and IQAC would inform all staff and stakeholders accordingly. Resolved that during NAAC Peer Team visit (mock) and actual, classes and Office work will continue as normal, and only IQAC members would be exempted from taking classes on that day to be compensated later.

**Item No. 4. Review of academic activities**

Present academic activities were reviewed, and resolution of Academic Council was noted. After discussion, IQAC recommended sustenance and improvement of -

1. Interdisciplinary classes
2. Combined classes for Courses (Hons) on relevant topics, syllabi related topics and to broaden horizon of knowledge
3. Well documented Identification of advanced learner and slow learner
4. Documentation of special lectures and tutorial for slow learners
5. Documentation of Activities and assignments of advanced learners
6. Documentation of Depts. providing e-resources to students, particularly slow learners
7. Documentation of Experiential learning and Innovative teaching – particularly in class room setting
8. Grievance Redressal Mechanism

**Item No. 5. Discussion on Best Practice**

Best practices stated in submitted SSR were discussed and reviewed. Resolved that, "Best Practice" being a Dynamic concept, further review would be done of those declared in SSR.

*22/8/18*  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

**Item No. 6. Identification of Quality Benchmarks**

Resolved that IQAC would identify Quality Benchmarks in consultation with Staff and stakeholders. Resolved that periodic review would be done.

**Item No. 7. Report on Online Admission 2018**

Report had been received from Online Admission Committee regarding ongoing Online Admission 2018. Resolved to discuss the updated Report, after completion of the Online Admission process, in next IQAC meeting.

**Item No. 8. Discussion on recommendations of Academic Council**

Recommendations of Academic Council had been received. The recommendations were discussed and accepted by IQAC. The Academic Council recommendations are attached at end of this Minutes of Proceedings as Annexure-1.

**Item No. 9. Report on Screening Committee meeting for CAS of Dr. Sudeshna Paul, Assistant Professor in Sociology and ShriPriyam Kumar Roy, Assistant Professor in History**

Report on Screening Committee meeting for CAS of Dr. Sudeshna Paul, Assistant Professor in Sociology and Shri Priyam Kumar Roy, Assistant Professor in History were discussed. Principal madam was requested to take necessary action.

**Item No. 10. Misc**

- a) Resolved Policy formulation on Student Induction Programme following UGC Guidelines Dt. 15.08.18 in line with quality mandate of the UGC and UGC guidelines for induction of students
- b) IQAC recommended the following and resolved that following recommendations would be communicated to all through formal and non-formal meetings
  1. Health centre and NSS in collaboration with Students' Council to organize Blood Donation Camp
  2. Inter-departmental Quiz Contest
  3. Research Body must be more active and hold periodic meetings. A policy on plagiarism, Intellectual Property Right and Copyright should be formulated by the Research Body in discussion with IQAC in adherence to existing law
  4. CASH committee must be more active and hold periodic meetings.

The meeting ended with vote of thanks to and from the chair.

22/8/18  
Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

Continued  
30.11.18

Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia, (W.B.)

## Minutes of Proceedings of IQAC (2018-20) 3<sup>rd</sup> Meeting Dated 30.11.2018

Conference Room

3 pm

Quorum was found.

The meeting started after the Principal took chair.

### **Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting dated 21.08.18**

Minutes of Proceedings of IQAC meeting Dt. 21.08.18 was read and confirmed.

### **Item No. 2. Discussion on NAAC Report and gradation**

NAAC Report was discussed. While the NAAC Peer Team has unequivocally reported positively under **Section III (Overall Analysis)** on Institutional Strength and Institutional Opportunity, the following have been marked as Institutional Weakness and Institutional Challenges:

#### **Institutional Weakness:**

Lack of language lab to improve the communication skills among students.

Inadequate industry-institution interface.

Insufficient physical infrastructure.

Low research output in terms of publication and funding.

Fewer representation of students in Sports and extension activities.

#### **Institutional Challenges:**

Poor socio – economic – education background of the students.

To provide effective coaching for student in competitive exams and their placements.

To provide Add –on courses and skill development centres for training to students.

To get funds through various funding agencies for academic and research activities.

Under Section IV, the NAAC Peer Team has made the following **Recommendations for Quality Enhancement of the Institution:**

1. Skill based, job oriented PG courses such as Commerce, English, Bengali, Micro Biology, Botany etc. be initiated.
2. Adoption of community, locality, village for extension activities more vigorously.
3. Industry relation/ collaboration needs to be strengthened.
4. Feedback system must be strengthened and streamlined through online mode.
5. Communication skills, ICT, personality development should be given more emphasis.
6. Alumni association should be more active and functional.
7. Wi-Fi connectivity facility should be made available for all in the campus.
8. IQAC should be made more effective and proactive for excellence in higher education.
9. Transportation and Gymnasium facilities must be arranged for students.
10. A bridge course in English language proficiency is to be arranged for first year student.
11. Rain harvesting system, solid waste management and e- waste management system must be strengthened

  
30/11/18

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

It was discussed that gradation could have been better, and that much needs to be improved through continuous self-assessment. Resolved that IQAC will take all necessary action to overcome the institutional weaknesses and challenges, and fulfill the NAAC recommendations.

**Item No. 3. Discussion on course of action on NAAC Report**

Resolved to formulate an Action Plan other than steps already taken to fulfill the NAAC recommendations. For now, the outline of the Action Plan is drafted as follows, with resolution to initiate all possible action immediately –

1. To make all fees collection online
2. Construction of College right wing
3. Library shifting
4. Systematic Internal Assessment
5. Management Information System
6. Opening of NCC Unit-II for girl students
7. e-governance through departmental emails
8. Admission in full online mode
9. Increasing number of students for carrying out social services and complying with social responsibilities
10. Regular parent-teacher interaction
11. Regular teacher-student meeting
12. Cycle stand expansion
13. Green Book
14. Industry relation/ collaboration needs to be strengthened
15. Online Feedback system
16. Rain harvesting system

Further resolved that achievement and outcome of the Action Plan will be reviewed and revised if necessary regularly.

**Item No. 4. Perspective Plan**

Resolved that the Perspective plan of Kalyani Mahavidyalaya will be prepared in the context of the Vision, Mission and the Goals of the College for the next ten years. An outline draft was formulated in the meeting, and the IQAC adopted the proposal to emphasize on the following -

1. Teaching, Learning and Research - New Courses, Remedial, Tutorial, Counselling
2. Research and Innovation – including awareness on Intellectual Property Rights (IPR), Human Rights, Resource Management
3. New Pedagogy
4. Infusing Values and Social Responsibility among Internal Stakeholders
5. Start-Ups
6. Students Collaboration, Placement, Career Counselling
7. Industry-Academia Interface
8. Academic Management in the Collegial System

30/11/18

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

Resolved that the College Authority and stakeholders will be involved in the preparation of the Perspective Plan, and thereafter referred to the Governing Body through the Principal Madam for approval and finalization.

**Item No. 5. Report on Online Admission 2018**

Report of Online Admission Committee was discussed along with recommendations on same by the Academic Council. The said report is appended as Annexure-1 to the end of this Minutes of Proceedings.

Regarding Online Admission, the IQAC recommended –

1. UGC Guidelines and Notification on 'Refund of Fees and Non-Retention of Original Certificates' dated October 2018 may be followed from next year
2. Admission in Full Online Mode from next year
3. Reviewing the situation that many admitted students take admission in other colleges or vacate their seats without informing the College Authority or without officially taking TC, many seats could not be filled for want of information on official vacancy, the IQAC requests the Principal Madam to take up the matter with the Governing Body and the University,

**Item No. 6. Report on IQAC initiatives**

The IQAC noted that following initiatives have been successfully taken so far –

Sl. No.	DATE	ACTIVITY	ORGANIZED IN COLLABORATION WITH
1	4-7.8.18	Workshop on Dry flower technology	MBBT and Micro Deptt
2	24.7.18	Recent Trends in Plant Tissue Culture	MBBT
3	1.8.18	Awareness programme of Students' Counselling Cell	Students' Counselling Cell
4	6.8.18	Awareness programme on Students' Health and Hygiene	Health Centre with P&G
5	3.10.18	Blood Donation Camp	IQAC & Students' Council
6	4-5.10.18	2 Days Workshop on Biostat & Statistical Application in Biology	02 (SMJ + KM)
7	10.10.18	Inter-Departmental Quiz Contest	Bio-Tech and Microbiology
8	11.10.18-12.10.18	Two Day Workshop on Introduction to Data Science using Matlab and R-Language	Comp Sc Dept
9	12.10.18	Election Literacy	SDO Office
10	20.11.18	Career Talk Programme	District Employment Exchange

Detailed Reports were documented.

Fine tuning was done on the One day workshop on "Mentoring and Counseling" scheduled to be held on 8.12.18, and resolved to observe National Mathematics Day in collaboration with Dept. of Mathematics.

**Item No. 7. Misc**

Owing to busy examination schedule, resolved to hold next meeting on first week of March 2019.

No other discussion.

The meeting ended with vote of thanks to and from the chair.

20/30/11/18

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

Continued  
21.5.19

Principal  
Kalyani Mahavidyalaya  
Kalyani, N.Jia. (W.B.)

MEMBERS PRESENT

- 1) Dr. A. A. 21.5.19
- 2) Dr. A. A. 21/5/19
- 3) Dr. A. A. 21/5/19
- 4) Shashwale Mukherjee.
- 5) Komalika Mukherjee.

6. A. A. 21/5/19

**Agenda:**

1. Confirmation of Minutes of Proceedings of IQAC meeting dated 30.11.18
2. Discussion on data to be submitted by Departments for AQAR
3. Reports from Academic Council and Cell/Committees and Sub-Committees
4. Report on IQAC initiatives
5. Review of Action Plan adopted in last meeting
6. Action taken on AQAR 2017-18
7. Misc

**Minutes of Proceedings of IQAC (2018-20) 4<sup>th</sup> Meeting Dated 21.05.2019**

**Conference Room**

**3 pm**

Quorum was found. The meeting started after the Principal took chair.

The Principal Madam and the House observed that the IQAC meeting scheduled in March 2019 could not be held owing to the unfortunate mishap of Dr. Tulsi Dey, Assistant Professor in Botany on 2<sup>nd</sup> March 2019, and administrative problems faced, the tenure of the Governing Body having been expired and no new Governing Body could be formed.

**Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting dated 30.11.18**

Minutes of Proceedings of IQAC meeting Dt.30.11.18 was read and confirmed.

**Item No. 2. Discussion on data to be submitted by Departments for AQAR**

Discussed and drafted a checklist for preparation of AQAR 2018-19. Resolved that after end of Academic Year, Coordinator, IQAC will request all In-Charges of Departments and Conveners of Cell/Committees and Sub-Committees to provide information as per that checklist. Resolved to request all Departments to take students' feedback end semester, and submit feedback analysis to IQAC.

**Item No. 3. Reports from Academic Council and Cell/Committees and Sub-Committees**

1. Draft Academic Calendar submitted by Academic Council for opinion was approved with some recommendations
2. Draft Master Routine submitted by Routine Sub-Committee for opinion was approved with some recommendations
3. Report on ongoing Admission Process received from Online Admission Committee noted
4. Detailed Reports on activities of Cell/Committees and Sub-Committees were documented

Dr. A. A. 21/5/19

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

**Item No. 4. Report on IQAC initiatives**

The following IQAC initiatives successfully implemented in collaboration were noted –

8.12.18	Workshop on Mentoring and Counselling – Teachers' Skill Development Programme	IQAC
22.12.18	Celebration of National Mathematics Day	Maths
29.1.19	Recent Progress in Organizable & Translational Biology	Botany & Physiology
1.2.19	Education Tour to BITM Kolkata	MBBT and Micro Dept

Detailed Reports were documented.

**Item No. 5. Review of Action Plan adopted in last meeting**

Noted regarding the Action Plans adopted –

ACTION PLAN	OUTCOME/ACHIEVEMENT/REMARK
1. All fees collection online	In process. To be fully implemented after formation of Governing Body
2. College right wing Construction	
3. Library shifting	
4. Systematic Internal Assessment	Done
5. Management Information System	Initiated
6. Opening of NCC Unit-II for girl students	Initiated
7. e-governance through dept emails	Done
8. Admission in full online mode	Already implemented
9. Increasing number of students for carrying out social services and complying with social responsibilities	Positive response received
10. Regular parent-teacher interaction	Some Departments have done. Others have been requested
11. Regular teacher-student meeting	
12. Cycle stand expansion	Done
13. Green Book	Initiated
14. Industry relation/ collaboration needs to be strengthened	Could not be done. For policy formulation and financial decision, we have to wait for new Governing Body formation
15. Online Feedback system	
16. Rain harvesting system	

**Item No. 6. Action taken on AQAR 2017-18**

Noted with reference to AQAR 2017-18 regarding development of the College -

1. Infrastructural development sustained.
2. Security development sustained.
3. Facilities for internal stakeholders sustained. However, gymnasium for students could not be done yet for want of space
4. Health facilities sustained. More awareness programmes necessary.
5. More seminar/workshop to be conducted
6. More extension activities to be conducted
7. Central Library development sustained.
8. Anti-pollution measures sustained.
9. Much could not be done regarding placement of students
10. Alumni association to be more active
11. There should be more research output
12. More gender sensitization programmes to be done

Resolved to submit the Report to the Principal Madam

**Item No. 7. Misc**

No discussion.

The Meeting ended with vote of thanks to and from the chair.

*(Signature)*  
21/5/19

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

*Confirmed*  
*Dr 20.8.19*  
Page 2 of 2  
Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia, (W.B.)



# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	উপস্থিত সভ্যগণের নাম NAME OF MEMBERS PRESENT	স্থান / Place
তারিখ / Date		সময় / Time
১। ১	Ashe Basu Chattopadhyay	১৫। ১৫.
২। ২	Kingshuk Chakrabarty	১৬। ১৬.
৩। ৩	Debjani Guha	১৭। ১৭.
৪। ৪	Keka Sarkar	১৮। ১৮.
৫। ৫	Jala	১৯। ১৯.
৬। ৬	Priyam Kr. Roy	
	৮। ৮. Anurag Bandyopadhyay	
	৯। ৯. Prasanta Roy	
	১০। ১০.	
	১১। ১১. Das	
	১২। ১২. Subhra Sunder Mukherjee	

No. KM/ABM-A/11(10)/2020

Date: 14/01/2020

From:  
Dr. Runu Das  
Principal, Kalyani Mahavidyalaya

To:  
1. Sri Subhra Sunder Mukherjee, Govt. Nominee  
2. Dr. Kingshuk Chakrabarty, Govt. Nominee  
3. Dr. Sukhendu Biswas, Nominee of West Bengal State Council of Higher Education  
4. Prof. Debjani Guha, Nominee of University of Kalyani  
5. Dr. Keka Sarkar, Nominee of University of Kalyani  
6. Dr. Joydev Saha, Whole Time Regular Teachers' Representative  
7. Sri Indrajit Bandyopadhyay, Whole Time Regular Teachers' Representative  
8. Sri Priyam Kr. Roy, Whole Time Regular Teachers' Representative  
9. Shri Prasanta Roy, Non-Teaching Employee's Representative

Sub:  
4<sup>th</sup> Meeting of 6<sup>th</sup> Governing Body

Sir

With kind approval of the Hon'ble President, Governing Body, the 4<sup>th</sup> Meeting of 6<sup>th</sup> Governing Body is convened as per the *West Bengal Universities and Colleges (Administration and Regulation) Act, 2017*, on 21.01.2020 (Tuesday) at 3 pm with following Agenda:

1. (i) Confirmation of Proceedings of Governing Body Meeting dated 21.11.2019  
(ii) Confirmation of Proceedings of Emergency Governing Body Meeting Dt. 06.12.2019  
(iii) Regarding Ex-President, Governing Body's pending signatures in confirmed Governing Body meetings
2. Confirmation of Minutes of Proceedings of Finance Committee meeting Dt. 21.01.2020
3. Confirmation of Minutes of Proceedings of Building Committee meeting Dt. 21.01.2020
4. Joining Report of James Dinakaran Narjinary, Assistant Professor in Mathematics
5. Appointment of Non-Teaching Staff
6. Submission of AQAR (last date 02.02.20) and Coordinator, IQAC's Report
7. Discussion on – (i) Academic and Administrative Audit by External Agency; (ii) Academic and Administrative Audit by Governing Body and IQAC; (iii) To consider free transport facility for Divyangjan students; (iv) Rain water harvesting; (v) Formation of Parents' Association
8. Letters received from (i) Smt. Sampa Rani Bhadra, Assistant Professor in Computer Science; (ii) Md Israfil Dhabak, Assistant Professor in Geography, and Dr. Barnali Das, Assistant Professor in Geography; (iii) Dr Amit Sarkar, Assistant Professor in Physical Education
9. Matters relating to Dr. Tulsi Dey, Assistant Professor in Botany
10. Letter received from Casual Staff of Kalyani Mahavidyalaya
11. Letter received from Students of Department of Botany
12. Discussion on Netaji Subhas Open University's proposal on Bachelor Degree Programme
13. Miscellaneous

I request you to make it convenient to be present in the meeting. Thanking you

Yours sincerely,

*Das*  
14.1.2020

Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia (W.B.)

**KALYANI MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**REPORT**

Date: 12.11.2019

To  
Principal Madam  
Kalyani Mahavidyalaya

**Subject:**

- i) NAAC accreditation Grade Sheet
- ii) NAAC recommendations and implementation
- iii) Submission of AQAR (last date 02.02.20)
- iv) Action Taken Report
- v) IQAC recommendations

**NAAC Peer Team Visit Date: 01.09.2018 to 12.09.2018**  
**Accredited Grade - B**

**Subject-i) NAAC accreditation Grade Sheet**

The Grade Sheet is as follows:

No	Criteria	Weightage (Wi)	Criterion-wise weighted Grade Point (CrWGPi)	Criterion-wise Grade Point Averages (CrWGPi/Wi)
1	Curricular Aspects	85	185	2.18
2	Teaching-learning and Evaluation	330	901	2.73
3	Research, Innovations and Extension	110	106	0.96
4	Infrastructure and Learning Resources	100	251	2.51
5	Student Support and Progression	125	203	1.62
6	Governance, Leadership and Management	100	156	1.56
7	Institutional Values and Best Practices	100	176	1.76
	GRADE - B			2.08

**Subject- ii) NAAC recommendations and implementation**

While the NAAC Peer Team has unequivocally reported positively under **Section III** (Overall Analysis) on Institutional Strength and Institutional Opportunity, the following have been marked as Institutional Weakness and Institutional Challenges:

**Institutional Weakness:**

- Lack of language lab to improve the communication skills among students.
- Inadequate industry-institution interface.
- Insufficient physical infrastructure.
- Low research output in terms of publication and funding.
- Fewer representation of students in Sports and extension activities.

**KALYANI MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Institutional Challenges:**

- Poor socio – economic – education background of the students.
- To provide effective coaching for student in competitive exams and their placements.
- To provide Add –on courses and skill development centres for training to students.
- To get funds through various funding agencies for academic and research activities.

Under Section IV, the NAAC Peer Team has made the following **Recommendations for Quality Enhancement of the Institution:**

1. Skill based, job oriented PG courses such as Commerce, English, Bengali, Micro Biology, Botany etc. be initiated.
2. Adoption of community, locality, village for extension activities more vigorously.
3. Industry relation/ collaboration needs to be strengthened.
4. Feedback system must be strengthened and streamlined through online mode.
5. Communication skills, ICT, personality development should be given more emphasis.
6. Alumni association should be more active and functional.
7. Wi-Fi connectivity facility should be made available for all in the campus.
8. IQAC should be made more effective and pro active for excellence in higher education.
9. Transportation and Gymnasium facilities must be arranged for students.
10. Bridge courses in English language proficiency is to be arranged for first year student.
11. Rain harvesting system, solid waste management and e- waste management system must be strengthened

**Subject- iii) Submission of AQAR (last date 02.02.20)**

As communicated by NAAC, the last date of submission of AQAR for 2018-2019 is 02.02.20. The IQAC requests the College Authority to ensure that cooperation from all is received by IQAC.

**Subject-iv) Action Taken**

The IQAC has decided in meeting Dt. 21.05.19 and 20.08.19 to submit a Report to Principal Madam on Action Taken with recommendations of IQAC.

**Action Plan adopted in IQAC Meeting upto Dt. 30.11.2018 & Outcome/Achievement/Remark**

<b>ACTION PLAN</b>	<b>OUTCOME/ACHIEVEMENT/REMARK</b>
1. All fees collection online	Done
2. College right wing Construction	Initiated. Referred to College Authority
3. Library shifting	Proposed. Referred to College Authority
4. Systematic Internal Assessment	Done with reforms
5. Management Information System	Initiated, for financial matters, referred to College Authority
6. Opening of NCC Unit-II for girl students	Initiated, for approval, referred to College Authority
7. e-governance through dept emails	Done
8. Admission in full online mode	Done
9. Increasing number of students for carrying out social services and complying with social responsibilities	Positive response received. In-Charges of Departments requested to encourage students and take appropriate steps

  
Coordinator, IQAC

**KALYANI MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

10. Regular parent-teacher interaction	Some Departments have done. Others have been requested to ensure regular meetings
11. Regular teacher-student meeting	
12. Cycle stand expansion	Done. Also as part of Green initiative
13. Green Book	Initiated
14. Industry relation/ collaboration needs to be strengthened	Could not be done. Requested guidance of College Authority
15. Online Feedback system	Could not be done. Referred to College Authority for website upgradation
16. Rain water harvesting system	Could not be done. Requested guidance and intervention of College Authority
17. Language lab to improve the communication skills among students	Existing lab & facilities sustained. Referred to College Authority for necessary infrastructure
18. Physical infrastructure	Referred to College Authority
19. High research output in terms of publication and funding	Attainment not satisfactory. Incentives to teachers for attending seminar/conference done. Teachers apprised of low research output through meeting and communication
20. Higher representation of students in Sports and extension activities	Attainment not satisfactory. Dept. of Physical Education and Sports Committee apprised of NAAC's comment on sports through meeting and communication. Other Departments apprised of NAAC's comment on Extension Activities through meeting and communication
21. Skill based, job-oriented PG courses such as Commerce, English, Bengali, Micro Biology, Botany etc. be initiated	Referred to College Authority
22. Adoption of community, locality, village for extension activities more vigorously	Done through NSS. Activities sustained. For more development on the matter, referred to College Authority
23. Communication skills, ICT, personality development to be more emphasized	Initiatives taken. Departments and Cells/Committees and Sub-Committees apprised of NAAC's comment on the matter through meeting and communication
24. Alumni association should be more active and functional	IQAC taking initiative through communication with Alumni Association
25. Wi-Fi connectivity facility should be made available for all in the campus	Development Sustained. For further development, referred to College Authority.
26. Transportation and Gymnasium facilities must be arranged for students	Referred to College Authority
27. Bridge courses in English language proficiency is to be arranged for first year student	Referred to College Authority
28. Solid waste management and e- waste management system must be strengthened	Development Sustained. For further development, Referred to College Authority
29. Academic and Administrative Audit	For audit by external agency, referred to College Authority
30. Building construction	Referred to College Authority

*(Signature)*  
12/11/19  
Coordinator, IQAC

**KALYANI MAHAVIDYALAYA**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Subject- v) IQAC recommendations**

In view of above, the IQAC has decided in meeting Dt. 21.05.19 and Dt. 20.08.19 to submit following recommendations–

- i) On points that need to be addressed with urgency and
- ii) Seeking intervention and guidance of College Authority

**Recommendations**

1. Intervention and Guidance of College Authority for permitting Academic and Administrative Audit by external agency, selecting appropriate agencies for same, and sanction of fund for same; and regular Internal Academic and Administrative Audit by Governing Body
2. Decision of College Authority for purchase of Automation Software and related softwares for accounts etc under Management Information System
3. Policy formulation for initiating Skill based, job oriented PG courses
4. Policy formulation for strengthening Industry relation/ collaboration
5. Sanction of fund for more ICT enabled class-rooms and development of infrastructure
6. Arranging Transportation and Gymnasium facilities; to decide on whether free transportation facility may be provided to *Divyangjan* students in particular
7. Providing infrastructure for arranging Bridge courses in English language proficiency
8. Setting up Rain harvesting system, and strengthening solid waste management and e-waste management system, and sanctioning fund for same
9. Pending receiving IQAC fund from UGC, to sanction fund for IQAC from college fund so that IQAC may organize different programmes time to time
10. Intervention of College Authority to provide necessary infrastructure and fund for setting up e-content development facility
11. Approval of NCC Unit-II for female students
12. Opening of NSS Unit-II
13. Decision and guidance of College Authority for adoption of community, locality, village through NSS
14. Policy formulation and sanction of fund for mandatory extension activities of Departments
15. Implementation of UGC Guidelines and Notification on 'Refund of Fees and Non-Retention of Original Certificates' dated October 2018
16. Decision of College Authority for formation of Parents' Association

Submitted to the Principal Madam on 12.11.2019

  
12/11/19

Indrajit Bandyopadhyay  
Coordinator, IQAC  
Kalyani Mahavidyalaya

Coordinator  
Internal Quality Assurance Cell (IQAC)  
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