

# মিটিং রেজল্যুশন বহি

## MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	KM/IQAC/21-22/01	উপস্থিত সভ্যগণের নাম	স্থান / Place	Kalyani.
তারিখ / Date	18/9/21	NAME OF MEMBERS PRESENT	সময় / Time	12:00 noon
১। ১. Naz 18.09.21	৮। ৮. Baktar 18/9/21	১৫। ১৫.		
২। ২. Sghat 18.09.21	৯। ৯. S 18/9/21	১৬। ১৬.		
৩। ৩. Jala 18/09/2021	১০। ১০. W 18/9/21	১৭। ১৭.		
৪। ৪. Sparhwal 18/09/21	১১। ১১. Mkyhark	১৮। ১৮.		
৫। ৫. Muz 18.09.21	১২। ১২. Paroanta 18.09.21	১৯। ১৯.		
৬। ৬. Subshantul 18/9/2021	১৩। ১৩. S 18/9/21	২০। ২০.		
৭। ৭. M-Shan 18/9/2021	১৪। ১৪. S 18/9/21	২১। ২১.		

### Kalyani Mahavidyalaya Internal Quality Assurance Cell

Time: 12 Noon

Venue: Meeting Room, Kalyani Mahavidyalaya

Ref: Notice No. KM/IQAC/2021-22/1

Date: 18.09.2021

Minutes of Proceedings of Meeting dated 18.09.2021

Quorum was found. The Meeting started at 12.00 Noon.

Principal and Chairperson of the IQAC, Dr. Runu Das took the chair and the meeting started.

As it was the first meeting of reframed IQAC vide Governing Body Notification dated 03.07.2021, the meeting held among the Internal Members with a single agenda Plan of Action of the Cell.

#### Plan of Action Chalked Out

Sl No	Items	Proposals/Plans	Member Coordinators
1	IQAC Meeting Frequencies	Full body meetings to be organized on a quarterly basis Internal meetings to be organized on a monthly basis on the 18th day of each month, next immediate working day if holiday falls on 18 <sup>th</sup> day.	--
2	Recommendations NAAC Peer Team 2018	Item wise targets have been fixed for NAAC Cycle 2	--
3	Pending AQAR 2019-20, 2020-21	2019-20 within 30.11.2021	All Members
4	Mode of sharing Teaching-Learning data by the Departments with IQAC	Web links (such as google drive) to be shared with IQAC by the departments for e-governance and Quality Maintenance IQAC will organize an Online Workshop in this regard at an early date.	--
5	Website up-gradation and Management Information Service	College Website Upgradation process to take up on priority basis to accommodate Internal Quality Maintenance Database within College Domain College web address in Academic Domain	ST, KM, SMJ

6	Online Feedback System for Stakeholders	Online Feedback System within college domain from 2021-22 Academic Session 2019-20: via Google Forms 2020-21: via Google Forms	ST, KM, SMJ
7	Innovative Teaching Learning methods adopted by the departments in the pandemic period	Some Parameters identified by the IQAC IQAC will share the same with an Online Workshop in this regard at an early date	--
8	Skill Oriented Job Based PG Course as per NAAC Recommendation	Commerce will act as the Nodal Department for the same with necessary infrastructure up-gradation	JS
9	Rain Water Harvesting, Solar Power as per NAAC Recommendation	Rain Water Harvesting Solar Power	ST SA
10	Academic Audit	Initiatives to be taken and report to placed within 30.11.2021	SA
11	Green Audit	Initiatives to be taken and report to placed within 30.11.2021	DD, SMJ
12	MoU/Industry Relation/Collaboration	One such collaboration process with SHRM Biotechnologies Pvt Ltd (MSDE, Govt of India Sponsored) already started by the Microbiology department with IQAC support  At least one other to be started within 31.12.2021	KM, BS, MS
13	Certificate Courses	At least one course to be started within 31.12.2021 Geography department will act as the Nodal Department for the same.	SA, BS
14	Alumni Activities	NAAC recommendation to be followed All departments will engage their Alumni for Student Support System Alumni Meeting Calendar to be introduced Alumni Fund generation will be in focus	BS
15	Induction Programme for 1 <sup>st</sup> Semesters	Department wise activities with IQAC monitoring Reports to be shared with IQAC	ST, KM, SMJ



16	Mentoring System	Department wise documentation to be preserved Data to be shared with IQAC	SP
17	Communication Skill, ICT, Personality Development, Bridge Course in English Language Proficiency	At least one course to be started within 31.12.2021 Sociology and English departments will act as Nodal Departments such courses	SP
18	NSS Activities	Some special initiatives already taken in the pandemic period NAAC recommendation to be followed	BS
19	NCC Activities	NAAC recommendation to be followed	SG
20	Academic Calendars	To be preserved and monitored by IQAC for quality maintenance	JS
21	Sports Activities	National Level Activities to be focused and encouraged	SG, JS
22	Photo Documentation of activities	Through GPS enabled camera only	SA
23	Research, Innovations and Extension	Research Body to be more functional Teachers with promotion under CAS will communicate their publications with the Research Body	ST
24	Infrastructure up-gradation	South wing of the college building already extended upto 2nd floor  Common Instrumentation Centre to be developed. Microbiology and Molecular Biology and Biotechnology will act as Nodal Departments for the same  Common Computer Centre to be developed. Commerce Department will act as the Nodal Department for the same.	KM, SMJ  MS
25	Demand Ratio  Pass Percentage	IQAC will preserve processed data as:  Admission Data→Academic Council→Governing Body	DD

		University Results → Departmental Analysis → Academic Council → Governing Body	
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The Meeting ended with a vote of thanks to and from the chair.

1. Dr. Joydev Saha, Associate Professor, Teacher Representative
2. Smt. Srabani Ghosh, Associate Professor, Teacher Representative
3. Dr. Sudeshna Paul, Assistant Professor, Teacher Representative
4. Dr. Subhrangsu Taran, Assistant Professor, Teacher Representative
5. Dr. Sanghamitra Adhya, Associate Professor, Teacher Representative
6. Dr. Koushik Mukherjee, Assistant Professor, Teacher Representative
7. Dr. Shashwata Mukherjee, Assistant Professor, Teacher Representative
8. Dr. Bubly Sarkar, Assistant Professor, Alumni Representative
9. Dr. Manoj Sharma, Associate Professor, Bursar, Administrative Official
10. Shri Indrajit Bandyopadhyay, Associate Professor, Ex-Coordinator, IQAC
11. Shri Prasanta Roy, Head Clerk, Administrative Official

*Manob Kumar Ghosh*  
21/11/21  
Dr. Manob Kumar Ghosh  
Coordinator, IQAC

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya

*Confirmed*  
*Dr* 01.11.21  
Dr. Runu Das  
Principal & Chairperson, IQAC

**Kalyani Mahavidyalaya**  
**Internal Quality Assurance Cell**

Time: 12 Noon

Venue: Assembly Hall, Kalyani Mahavidyalaya

Ref: Notice No. KM/IQAC/2021-22/2

Date: 01.11.2021

**Minutes of Proceedings of Meeting dated 01.11.2021**

Quorum was found. The Meeting started at 12.00 Noon.

Principal and Chairperson of the IQAC, Dr. Runu Das took the chair and the meeting started.

The meeting was held among the IQAC Members and All teaching staff of the college with the agenda mentioned in the Notice dated 27.10.2021

The minutes of the meeting was as follows:

1. The minutes of the previous meeting was read and confirmed.
2. The IQAC coordinator thanked the faculty members for their active participation in the workshops organized by the IQAC, Kalyani Mahavidyalaya on 23.09.2021 and 06.10.2021.
3. The IQAC coordinator requested all teachers to work in a coherent and collaborative manner to meet the deadline of quality enhancement initiatives.
4. The IQAC team developed an Online Internal Data Capture Format for Teachers and the same was already circulated among the teachers. Teachers who missed the deadline were requested to fill in earliest.
5. Online Stakeholders Feedback system to be introduced from the academic year 2020-21. IQAC already developed the system for the same and made a presentation. Feedback links to be shared soon with the departments for circulation among the stakeholders
6. Students' feedback to be taken only from the pass out batch of 2020-2021 (Sixth Sem). Alumni feedback to be taken from any past batch.
7. All data capture will be based on centralized online mode through google form/sheet, etc. in future
8. AQAR of the last 2 academic sessions will be combined and sent to NAAC by the end of this year
9. IQAC addressed different queries from the teachers and received valuable suggestions regarding quality enhancement of the institute.

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



Dr. Manob Kumar Ghosh  
Coordinator, IQAC  
IQAC

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya



Dr. Runu Das  
Principal & Chairperson,

Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia, W.B.



# Kalyani Mahavidyalaya

## Internal Quality Assurance Cell

Time: 12 Noon

Venue: Meeting Room, Kalyani Mahavidyalaya

Ref: Notice No. KM/IQAC/2021-22/3

Date: 15.03.2022

### Minutes of Proceedings of Meeting dated 15.03.2022

Quorum was found.

The Meeting started at 12.00 Noon.

Principal and Chairperson of the IQAC, Dr. Runu Das took the chair and the meeting started.

The meeting started with a welcome note by IQAC Coordinator, Dr. Sanghamitra Adhya followed by her presentation on objectives which include the basic purposes, activities, and functions of IQAC.

#### 1. Agenda-1: Confirmation of Minutes of Proceedings of the Last Meeting

The minutes of the previous meeting dated 01.11.2021 were read and confirmed.

#### 2. Agenda-2: Discussion about AQAR Submission 2020-21

The work for submission of AQAR 20-21 were distributed among the IQAC members.


#### 3. Agenda-3: Discussion about Website Designing

It was decided that a new website will be created in the academic domain for the college. ST (Physics) and KM (Microbiology) will maintain related matters.

#### 4. Agenda-4: Miscellaneous


- i. It was also decided that IQAC will motivate each teacher to publish at least one research paper in UGC CARE Listed Journal.
- ii. IQAC will inspire each department to organize at least one departmental seminar/ webinar/ workshop each year.
- iii. It was decided that initiative will be taken to increase the number of MoUs.
- iv. IQAC will take initiative for the Academic, Environmental, and Administrative audits.

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

  
Dr. Sanghamitra Adhya  
Coordinator, IQAC

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya



  
Dr. Runu Das  
Principal & Chairperson, IQAC  
Principal  
Kalyani Mahavidyalaya  
Salyant, Nadia. (W.B.)

# Kalyani Mahavidyalaya

## Internal Quality Assurance Cell

Time: 12 Noon

Venue: Meeting Room, Kalyani Mahavidyalaya

Ref: Notice No. KM/IQAC/2021-22/4

Date: 31.05.2022

### Minutes of Proceedings of Meeting dated 31.05.2022

Quorum was found.

The Meeting started at 12.00 Noon.

Principal and Chairperson of the IQAC, Dr. Runu Das took the chair and the meeting started.

The meeting started on a welcome note by IQAC Coordinator, Dr. Sanghamitra Adhya.

#### 1. Agenda-1: Confirmation of Minutes of Proceedings of the Last Meeting

The minutes of the previous meeting dated 15.03.2022 were read and confirmed.

#### 2. Agenda-2: Discussion about AQAR Submission 2020-21

The AQAR 2020-21 was submitted successfully.


#### 3. Agenda-3: Discussion on CAS

It was decided that IQAC will take necessary action jointly with Research Body for Promotion under CAS of six teachers.

#### 4. Agenda-4: Miscellaneous


Necessary steps will be taken to install Tata Swach Tech Jal Unit as a source of drinking water immediately.

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

  
Dr. Sanghamitra Adhya  
Coordinator, IQAC

Coordinator  
Internal Quality Assurance Cell (IQAC)  
Kalyani Mahavidyalaya



  
Dr. Runu Das  
Principal & Chairperson, IQAC  
Principal  
Kalyani Mahavidyalaya  
Kalyani, Nadia. (W.B.)