



Minutes of Proceedings of IQAC (2018-20) 5th Meeting Dated 20.08.2019

Conference Room

12 noon

Convened vide Ref No. No. KM/IQAC/2019/2/5 Date: 13.08.2019

Item No. 1. Confirmation of Minutes of Proceedings of last IQAC meeting

Minutes of Proceedings of IQAC meeting Dt.17.05.19 was read and confirmed.

Item No. 2. Discussion on Perspective Plan

Perspective Plan discussed in IQAC meeting Dt. 30/11/18 was taken up for discussion. The draft was revised. Resolved to forward the proposed Perspective Plan to the Principal Madam for taking guidance of College Authority and finalizing it.

Item No. 3. Discussion on Academic Council Report and Recommendations

Academic Council reports and recommendations were read, discussed and documented. All reports were approved by the IQAC. Coordinator, IQAC was requested to forward the recommendations along with this Minutes of Proceedings to the Principal for necessary action. Members resolved to extend all service and cooperation to the Principal for implementation.

Item No. 4. Discussion on Online Admission Committee Report

The IQAC noted and documented the Online Admission Committee report for Online Admission 2019-20 already reported and recorded in the Governing Body Meeting dated 31.7.19. Report of Online Admission Committee was discussed. The said report is appended as Annexure-1 to the end of this Minutes of Proceedings. It was noted with satisfaction that Online Admission so far had been smooth. The Online Admission Committee reported that considering the extension of admission date by the Govt., admission process will continue to fill up existing vacancies.

The IQAC recommended that UGC Guidelines and Notification on 'Refund of Fees and Non-Retention of Original Certificates' dated October 2018 shall be followed in matters under discussion. Section 4.1.3 of the notification read as follows:

"4.1.3: If a student chooses to withdraw from the programme of study in which he/she is enrolled, the institution concerned shall follow the following five-tier system for the refund of fees* remitted by the student.

Sl. No	Percentage of Refund of fees*	Point of time when notice of withdrawal of admission is received in the HEI
(1)	100%	15 days or more before the formally-notified last date of admission
(2)	90%	Less than 15 days before the formally-notified last date of admission

(3)	80%	15 days or less after the formally-notified last date of admission
(4)	50%	30 days or less, but more than 15 days, after formally-notified last date of admission
(5)	00%	More than 30 days after formally-notified last date of admission

NOTE: *Caution money and security deposit, which are not part of the fees chargeable, shall be refunded in full.

4.1.4 In case of (1) in the table above, the HEI concerned shall deduct an amount not more than 5% of the fees paid by the student, subject to a maximum of Rs. 5,000/- as processing charges from the refundable amount.

4.1.5 Fees shall be refunded by all HEIs to an eligible student within fifteen days from the date of receiving a written application from him/her in this regard.”

The IQAC resolved to forward the recommendation to the Principal Madam.

Item No. 5. Discussion on Best Practice

IQAC discussed that Best Practice is a Dynamic and creative concept. Resolved to take following action –

- i. All cells and committees to work in harmony
- ii. Joint meetings of cells and committees to be held
- iii. Non-Teaching Staff to be included in some committees for participative governance
- iv. In absence of Students' Union, the Departments will decide to engage students' representatives from Departments in some aspects of departmental administration. Departments to identify the aspects.

Item No. 6. Identification of Quality Benchmarks

IQAC identified the following as Quality Benchmarks for 2018-19 and resolved to sustain and further improve the same –

- i. No grievance of staff and students pending before College Authority
- ii. No RTI cases pending
- iii. Service matters of staff taken care of in time
- iv. Career Advancement of teachers in time
- v. Infrastructure development in progress as per schedule
- vi. Admission done in paperless and e-governance mode
- vii. Meetings of Governing Body, IQAC and all cells and committees regularly held, and minutes properly documented
- viii. University result of students is satisfactory
- ix. Needs of *Divyāṅgajana* students are taken care of
- x. Apex-base liaison in the administrative pyramid is ensured



Item No. 7. Discussion on Submission of AQAR

The progress of preparation of AQAR for the Academic Year 2018-19 was discussed. Resolved that report of progress will be submitted to College Authority requesting ensuring cooperation of all with IQAC.

Item No. 8. Discussion on Academic Calendar

The Academic Calendar for 2019-2020 drafted by Academic Council and sent to IQAC for opinion had already been discussed in meeting with Academic Council, and the IQAC had agreed with the proposed Academic Calendar, and decided to request the Academic Council to forward the Academic Calendar to the Principal for approval. In today's meeting, IQAC formally approved the Academic Calendar and noted that the Academic Calendar had been already operative.

Item No. 9. Discussion on Induction Programme for 1st Semester Students 2019

The IQAC discussed on the Induction Programme for 1st Semester Students 2019 already held following UGC Guidelines, and resolved that the Induction Programme for 1st Semester Students 2019 will be continued at departmental level if fresh students take admission after extension of admission date by the Government. Resolved that IQAC will seek report from Departments on Induction Programme thus held. Resolved to prepare Final Report on Induction Programme for 1st Semester Students 2019 after completion of the entire programme.

Item No. 10. IQAC Initiatives for the Academic Session 2019-2020

While various IQAC initiatives had already been in place, it was resolved to take following initiatives in particular and with priority -

1. Skill development programmes for internal stakeholders
2. Developing Management Information System
3. Online Feedback System
4. Academic and Administrative Audit
5. Awareness Programmes on Environment, Gender Sensitization, Indian Tradition, Values and Ethics
6. Various recommendations to College Authority based on opinions of stakeholders, and recommendations received from Departments, Cells, Committees and Sub-Committees
7. All fee collection in online mode through SBI Collect



Resolved to submit following Action Taken Report with remarks to the College Authority for necessary action by College Authority -

ACTION PLAN	OUTCOME/ACHIEVEMENT/REMARK
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

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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



Resolved to submit the 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



Item No. 11. Report on Feedback from Stakeholders

Feedbacks received from various stakeholders were analyzed. Resolved to recommend the following for implementation of following on the basis of feedbacks received –

17. More ICT enabled class-rooms and development of infrastructure
18. Providing infrastructure for arranging Bridge courses in English language proficiency
19. Developing Language Lab
20. Setting up e-content development facility
21. Opening of NCC Unit-II for female students
22. More scope for extension activities of Departments

Item No. 12. Report on CAS of (i) Dr. Manab Ghosh, Asst. Prof. in Mathematics; (ii) Dr. Sanghamitra Adhya, Asst. Prof. in Geography, and (iii) Dr. Subhrangsu Taran, Asst. Prof. in Physics

CAS of (i) Dr. Manab Ghosh, Asst. Prof. in Mathematics; (ii) Dr. Sanghamitra Adhya, Asst. Prof. in Geography, and (iii) Dr. Subhrangsu Taran, Asst. Prof. in Physics were noted.

Item No. 13. Misc

Meetings and activities of Teachers' Council, Academic Council, and Cells/ Committees and Sub-Committees and Departments were noted.

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



Das 29.11.19

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



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Conference Room

12 noon

Convened vide Ref No. No. No. KM/IQAC/2019/6 Date: 18.11.2019

Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting Dt. 20/08/19

Minutes of Proceedings of IQAC meeting Dt. 20.08.19 was read and confirmed.

Item No. 2. AQAR

Coordinator reported that AQAR 2018-19 had been prepared and ready for submission subject to approval of the Governing Body.

Item No. 3. Discussion on Academic Council Report and Recommendations

Academic Council reports and recommendations were read, discussed and documented. All reports were approved by the IQAC. Coordinator, IQAC was requested to forward the recommendations along with this Minutes of Proceedings to the Principal for necessary action. Members resolved to extend all service and cooperation to the Principal for implementation.

Item No. 4. Report on Induction Programme for 1st Semester Students 2019

IQAC approved the Report on Induction Programme for 1st Semester Students 2019 submitted by all Departmental-in-Charges. The IQAC noted that Induction Programme was done as per UGC guidelines and IQAC recommendations.

Said report was documented.

Item No. 5. Discussion on Report of UGC Planning and Utilization Board

Report of status of all grants sanctioned under UGC XI and XII plan period as on 06.12.2019 submitted by UGC Planning and Utilization Board was noted and documented

Sl No.	Name of the Schemes	Documents submitted	Date of submission
1	XI th Plan College Development (Ref: Memo No. WK4-018/07-08 dated 18.09.2007, 22.11.2007 and 12.02.2009)	Utilization Certificates with supporting documents	10.04.2019
2	Merged Scheme (Memo No. MSWK-018/09-10 dated 16.11.2010)	Detailed statement of expenditures and details of interest amount refunded	10.04.2019
3	XIIth Plan College Development (Books	Plan Settled and	NA

	& Journals, Equipment, PBG-31, PBG-35) Memo No. MSWK-018/12-13 dated 30.03.2013, 04.03.2014, 28.03.2014	Balance Amount received	
4	Merged Schemes-XII th Plan (Entry Into Services, Remedial) Memo No. MSWK-018/12-13 dated 26.12.2012, 30.03.2013	Plan Settled and Balance Amount received	NA
5	Additional Grant (Equipments) Memo No. AGW-573/11-12 dated 01.11.2012 and 31.05.2018	Details of interest amount deposited	10.04.2019
6	Establishments and Monitoring IQAC (Memo No. MSWK-018/09-10 dated 16.11.2010)	Submission of detailed statement of expenditures	18.04.2019

Item No. 6. Report of meeting with Academic Council and Conveners of all Committees and Sub-Committees and Cells

Coordinator, IQAC tabled report on meetings with Academic Council and Conveners of all Committees and Sub-Committees and Cells.

After discussion, the IQAC resolved to submit the following recommendations to the Principal for action and extend all service and cooperation to the Principal for implementation –

1. Enhancing academic excellence
2. Construction of 1st to 3rd floor of newly constructed right wing of the main college building
3. Allotting separate Room for Office and Department Library to each Department
4. Initiative and construction of Ladies' Hostel
5. Development of students' skill by inculcating core values among them further by imparting value-based education
6. Enhancing social compatibility of the students by giving better opportunity of social interaction through activities of NSS, NCC and the like
7. More Adoption of ward or community or locality under Kalyani Municipality
8. Open NSS Unit- II of the college
9. Sustenance and Enhancement of infrastructural facilities of Library, Laboratories, Divyangjan-friendly infrastructure
10. Implementation of the Learning Management System
11. Formation of a Trekking Club and movie club comprising of teaching, non-teaching staff and students of the college
12. Development of Management Information System
13. Strengthening e-waste management
14. Rain Water Harvesting
15. More effort for Students' Career Counseling and Placement
16. Green Book
17. More Extension Activities
18. Effort for Institution-Industry interface



19. More skill development programmes for Internal Stakeholders
20. Academic and Administrative Audit by External Agency
21. Campus Placement endeavours

Item No. 7. Misc

Noted GB has resolved on following IQAC recommendations in Governing Body Meeting dated 21.11.2019

1. GB decision to open NCC Unit-II for female students
2. GB decision to collect all fees in online mode through SBI Collect
3. Installation of some modules under Management Information System
4. Refund policy as per UGC Guidelines

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



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Principal 18.03.20
Kalyani Mahavidyalaya
Kalyani, Nadia (W.B.)

**Minutes of Proceedings of IQAC (2018-20) 7TH Meeting Dated
18.3.2020**

Conference Room

12 noon

Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting Dt. 20/08/19

Minutes of Proceedings of IQAC meeting Dt. 29.11.19 was read and confirmed.

Item No. 2. Government Order on lockdown owing to Covid19 pandemic

With reference to the Government Order, it was discussed that all meetings and communications will be held online until college reopens.

Item No. 3. Discussion on Online Class

After discussion, it was decided to recommend the following to College Authority –

- i. Since the situation would be unprecedented, all care must be taken that teaching learning process is not hampered
- ii. Though no guideline was available right now, the IQAC recommended the following –
 - a. All Departments to form whatsapp groups if not already in place
 - b. Online classes to be taken through Zoom meeting *and/or* google meet
 - c. Existing routine may be followed normally, and Departments may also draw routine for online classes as suitable
 - d. All Cells and Committees to form whatsapp groups, if not already in place
 - e. Proper documentation of all online activities, and for that IQAC would circulate various formats by email to teachers

Item No. 4. Misc

IQAC members would be in regular touch with each other and with college administration on online mode.

IQAC would be waiting for UGC and Govt. directions regarding the situation.

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




Principal
Kalyani Mahavidyalaya
Kalyani, Nadia, W.B.
18.03.2020

Minutes of Proceedings of IQAC (2018-20) 8TH Meeting Dated 2.6.2020

Online Meeting

Item No. 1. Confirmation of Minutes of Proceedings of IQAC meeting Dt. 18/03/20

Minutes of Proceedings of IQAC meeting Dt. 18.03.20 was read and confirmed.

Item No. 2. AQAR 2019-20

Coordinator, IQAC reported that AQAR preparation is in process.

Item No. 3. Discussion on Online Class

All formats issued by IQAC were approved.

Online classes to continue as decided in previous meeting.

Item No. 4. Misc

IQAC members would be in regular touch with each other and with college administration on online mode.

IQAC would be waiting for UGC and Govt. directions regarding the situation.

All teachers to be encouraged to keep in regular touch with students.

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



Ra 02.06.2020
Principal
Kalyani Mahavidyalaya
Kalyani, Nadia, W.B.