

Kharagpur College

Internal Quality Assurance Cell

As per resolutions of the IQAC meeting dated 28/03/2019, all the teachers (Full time, Part Time, Contractual Whole Time) are requested to perform semester wise mentoring and counselling of each Hons student as per NAAC guidelines by the end of August, 2019. First semester Hons Student will be advised by the permanent teachers (named Coordinator) of the department on academic issues, Library consultation, Community development, psycho-social support and guidance services on professional counseling. For 3rd semester student mentoring will be continued by the coordinators. For these purposes, a register will be maintained by the department for records.

Format for Counselling and mentoring
(Session 2019-20), Department: Semester:

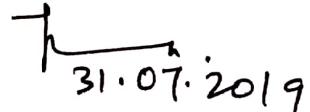
Name of the Mentor/Coordinator:

Sl No	Student's Name & Ph.no	College Roll No.	H.S. Marks	Class Attendance	Internal Marks	End Semester Exam marks	Remarks on career and guidance *	Psycho-social support If provided *
01								
02								
03								

* attached appendix if required

- Students' seminar to be organized by the department and all the students will be encouraged to deliver seminars.


 Signature of the Principal


 Coordinator, IQAC

IQAC
Kharagpur College

NOTICE No. 05/2019

Date 31.08.2019

This is hereby notified that a One day workshop on "Promotion under Career Advancement Scheme" to be held on 14/09/2019 (Saturday) from 11.00 A.M. at Room No. 208. All the regular teachers and librarian of this college are requested to be present in the workshop.

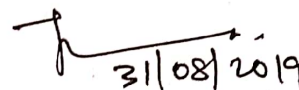
Reference: (i) Memo No. ED-103/2013 dated 18/02/2013

(ii) Memo NO. 1373- Edn dated 07/12/2017

Speaker: Shri Tushar Kanti Ghara
Joint Director of Public Instruction
Department of Higher Education
Government of West Bengal

Countersigned
Principal




31/08/2019
Jyotirmoy Pramanik
Convener,
IQAC, Kharagpur College

IQAC
Kharagpur College

NOTICE No. 06/2019

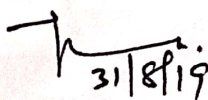
Date 31.08.2019

Following teachers are requested to fill up the PBAS Proforma (According to UGC regulation 2010 & UGC regulation 2016) as given in Memo No. ED- 103/2013 Dated the 18 February 2013 & 1373-Edn (CS) dated 07.12.2017 and submit a copy thereof to the IQAC as early as possible.

Sl. Number	Name	Stages	Due date of Promotion
1.	Dr. Bikash Kumar Ghosh	II to III	10.03.2019
2.	Dr. Indranil Chakraborty	II to III	09.04.2019
3.	Shri Sankar Das	II to III	06.09.2017
4.	Dr. Ritwik Saha	I to II	20.06.2019
5.	Shri Subrata Paria	III to IV	08.02.2019

Countersigned
Principal




31/8/19
(Jyotirmoy Pramanik)
Convener, IQAC

IQAC Kharagpur College

NOTICE No. 01/2020

Date 17.01.2020

This is hereby notified that a general meeting of the IQAC will be held on 24/01/2020 (Friday) at 1.00 p.m. in the IQAC room. All members of the IQAC are requested to ^{be} present in the meeting.

(b)

**Countersigned
Principal**

17.01.2020

**Jyotirmoy Pramanik
Convener,
IQAC, Kharagpur College**

Agenda:

- 1) Scrutiny of the submitted filled up PBAS proforma for promotion of the teachers
- 2) Preparation and uploading AQAR 2018-19
- 3) Tata Metaliks Scholarships for the year 2019.
- 4) Online system for Student Feedback and mechanism for analyzing feedback.
- 5) Mentoring of each ~~Honours~~ student as per NAAC guidelines
- 6) Misc.

Members:

Signatures

1. Principal (Chairperson)
2. Dr. Bimal Krishna Das — BK Das 18/01/2020
3. Prof. Tarun Kumar Ray
4. Prof. Debasish Aich
5. Prof. Amar Adikari
6. Dr. Jagamohan Acharya
7. Dr. Indranil Chakraborty
8. Prof. Poulami Talukdar
9. Prof. Mintu Naskar
10. Sri D.K.Jha, Manager, CSR, Tat Metaliks
11. SDO, Kharagpur
12. Dr. Tapan Kumar Pal (Alumni)
13. Secretary, Teachers' Council

Following members are present in the general meeting of IQAC held on 24/01/2020 (Friday) at 1.00 P.m. in the IQAC room.

1.

2. J. Pramanik 24/01/2020.

3. Jyoti K. Ray 24.01.2020

4. Indranil Chakraborty 24.01.2020

5. Anan Adikani 24.1.2020

6. Binay Krishna Das 24.01.2020

7. Jagamohan Acharya, 24.01.2020

8.

9.

10.

Resolutions:

1. ~~For~~ Scrutiny work done and feedback will be informed to the incumbent.
2. Seven group for AQAR Preparation and uploading will be formed.
3. ^{list for} Tata Metaliks Scholarship for the year 2019 has been prepared.
4. online feedback will be given by the student one by one in the college.
5. One separate examination hall will be constructed for conducting University exam so that classes will be held smoothly.

2.

Resolution of the general IQAC meeting dated 24/01/2020.

Members Present:

1. Principal, Chairperson
2. Dr. Bimal Krishna Das
3. Prof. Tarun Ray
4. Dr. Indranil Chakraborty
5. Prof. Amar Adikari
6. Dr. Jagamohan Acharya
7. Dr. Jyotirmoy Pramanik

Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on dated 28/03/2019

Confirms the minutes of previous meeting.

Agenda 2. Scrutiny of the submitted filled up PBAS proforma for promotion of five teachers

Following five teachers 1) Dr. Tanika Kar 2) Dr. Indranil Chakraborty 3) Sri Sankar Das 4) Dr. Ritwik Saha 5) Sri Subrata Paria were submitted their PBAS form and these documents are scrutinized by the members and it is resolved unanimously that ^{their} ~~there~~ name will be forwarded to the DPI for the formation of selection/screening committee.

Agenda 3: Preparation and uploading of AQAR 2018-2019

Seven groups are formed for preparation and uploading for AQAR.

Agenda 4: Tata Metaliks Scholarship for the year 2019

List of recipients of Tata Metaliks scholarship for the year 2019 has been prepared and submitted to the Mr D.K.Jha Head, CSR Division, Tata Metaliks for necessary action.

Agenda 5: Misc

Separate examination hall ^{is required} ~~will be constructed~~ for conducting University examinations so that normal classes will be not hampered.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

(62)

Signature of the Principal

J. Pramanik

24/01/2020.

Signature of the Coordinator, IQAC

Kharagpur College

Notice

Date:18.02.2020

Following Teachers of different sub-committees for NAAC Preparation are requested to attend a meeting on 20.02.2020 (Thursday) at 2PM in the Board Room for preparation and uploading of Annual Quality Assurance report (AQAR), Self Study Report (SSR) in the NAAC webpage.

Curriculum Aspects:

Dr. Bimal Krishna Das, Prof. Jayanta Kumar Murmu, Prof. Alok Halder

Teaching Learning and Evaluation:

Prof. Debasish Aich, Dr. Bikash Kumar Ghosh, Dr. Indranil Chakraborty

Research, Innovations and Extension:

Dr. Jyotirmoy Pramanik, Dr. Forid Saikh, Dr. Subhra Mishra

Infrastructure and Learning Resources:

Dr. Achintya Chattopadhyay, Dr. Jagamohan Acharya, Prof. Rudra Narayan Mandal

Student Support and Progression:

Dr. Mahadev Mukherjee, Dr. Sukla Mondal Saha, Sri Tarun Kumar Roy

Governance, Leadership and Management:

Prof. Rabindranath Changdar, Dr. Sangita Chakraborty, Dr. Sujit Mondal,

Institutional Values and Best Practices:

Prof. Ranajit Kumar Biswas, Dr. Subhabrata Chakraborti, Dr. Abinash Sengupta


Principal

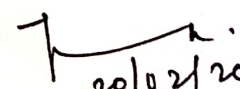
Members present in the meeting for preparation and uploading A&AR & SSR for upcoming NAAC, cycle-3.

Q

1. ① 20/02/2020
2. Achal Kumar 20.2.20
3. Subhabrata Chakrabarti 20/2/2020
4. Subhro Mishra 20⁰²/2020
5. Forid Saikh 20.02.2020
6. Ranajit B. Biswas 20.2.2020
7. Jagannathan Acharya 20.2.2020
8. Bikash Kumar Ghosh 20.02.2020
9. Jayanta Kumar Murmu 20.02.2020
10. Sukla Mondal Saha 20.02.20
11. Alok Haldar 20/02/2020
12. Binay Krishna Das 20.02.2020

Resolutions:

All the Key Indicators (KIs) and further delineated metrics ~~are discuss~~ of seven criteria of the revised A&AR format dated ~~10~~ September, 2019 were discussed in details before the members in the meeting.


20/02/2020.

Co-ordinator, Z&AC.

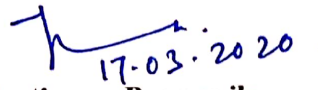
IQAC

Kharagpur College

NOTICE No. 02/2020

Date 17.03.2020

This is hereby notified that an urgent meeting of the IQAC will be held on 19/03/2020 (Thursday) at 1.00 p.m. in the IQAC room. All members of the IQAC are requested to present in the meeting.


17.03.2020
Jyotirmoy Pramanik
Convener,
IQAC, Kharagpur College

**Countersigned
Principal**

Agenda:

- 1) Confirmation of the minutes of previous IQAC meeting held on dated 24/01/2020
- 2) To conduct an awareness programme for precaution against CORONA Virus infection
- 3) Agenda 3: To conduct a Hand Sanitizer Preparation Programme as per WHO guidelines
- 4) Misc.

Members:

1. Principal, Chairperson
2. Dr. Sukla Mondal Saha, Morning In-Charge
3. Dr. Mahadev Mukherjee, Burser
4. Dr. Bimal Krishna Das
5. Dr. Bikash Ghosh, TCS
6. Prof. Tarun Kumar Ray
7. Prof. Debasish Aich
8. Dr. Jagamohan Acharya
9. Dr. Indranil Chakraborty
10. Prof. Poulami Talukdar
11. Dr. Subhra Mishra
12. SDO, Kharagpur
13. Prof. Tapan Kumar Pal
14. Sri Pradip Kumar Maity, Alumni

Resolution of the urgent IQAC meeting dated 19/03/2020.

Members Present:

1. Principal, Chairperson
2. Dr. Bimal Krishna Das
3. Dr. Mahadev Mukherjee, Burser
4. Dr. Bikash Ghosh, TCS
5. Prof. Tarun Ray
6. Dr. Subhra Mishra
7. Dr. Indranil Chakraborty
8. Dr. Jagamohan Acharya
9. Sri Vaibhav Chowdhury, SDO, Kharagpur
10. Dr. Jyotirmoy Pramanik, Co-Ordinator

Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on dated 24/01/2020

Confirms the minutes of previous meeting.

Agenda 2. To conduct an awareness programme for precaution against CORONA Virus infection

The Department of Chemistry will be arranged an awareness program on " Precautionary measures against Corona Virus Infection" among the students of Kharagpur College as early as possible.

Agenda 3: To conduct a Hand Sanitizer Preparation Programme as per WHO guidelines

The Department of Chemistry will conduct a **Hand Sanitizer Preparation Programme as per WHO guidelines** for the College students, teachers and staff and also for the people of Kharagpur Municipal area with the infrastructural support of Kharagpur College and the SDO, Kharagpur.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

Name: Dr. Jyotirmoy Pramanik, Associate Professor

Name: Dr. Bidyut Samanta, Principal

Jyotirmoy Pramanik

B. Samanta

Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Kharagpur College
Kharagpur-721305



Signature of the Chairperson, IQAC

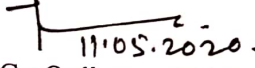
PRINCIPAL
KHARAGPUR COLLEGE

IQAC
Kharagpur College

NOTICE No. 03/2020

Date 11.05.2020

This is hereby notified that an online meeting of the IQAC will be held on 14/05/2020 (Thursday) at 11.30 a.m. using Goggle Meet. Necessary link will be provided in this group at 11.15 a.m. on 14/05/2020. All the members of IQAC and the members of seven subcommittees for NAAC are requested to join in the meeting after getting the link. Principal will join in the meeting.


11.05.2020.
Co-Ordinator, IQAC
Dr. Jyotirmoy Pramanik

Agenda:

- 1) Confirmation of the minutes of previous urgent IQAC meeting held on dated 19.03.2020
- 2) Precaution to be taken by the students and staff to prevent COVID-19, when college will open after Lockdown.
- 3) Continuation of online teaching-learning process using different Apps to cover assigned syllabus within 31.05.2020.
- 4) Progress and completion of AQAR 2018-2019.
- 5) Misc.

Members:

- | | |
|---|-------------------------------------|
| 1. Principal, Chairperson | 12. SDO, Kharagpur |
| 2. Dr. Sukla Mondal Saha, Morning In-Charge | 13. Prof. Tapan Kumar Pal |
| 3. Dr. Mahadev Mukherjee, Burser | 14. Sri Pradip Kumar Maity, Alumni |
| 4. Dr. Bimal Krishna Das | 15. Members of seven subcommittee's |
| 5. Dr. Bikash Ghosh, TCS | |
| 6. Prof. Tarun Kumar Ray | |
| 7. Prof. Debasish Aich | |
| 8. Dr. Jagamohan Acharya | |
| 9. Dr. Indranil Chakraborty | |
| 10. Prof. Poulami Talukdar | |
| 11. Dr. Subhra Mishra | |

Resolution of the online IQAC meeting dated 14/05/2020.

Members Present:

- | | |
|--|---|
| 1. Principal, Chairperson | 2. Dr. Sukla Mondal Saha, Morning In-Charge |
| 3. Dr. Achintya Chattopadhyay | 4. Dr. Bimal Krishna Das |
| 5. Dr. Bikash Kumar Ghosh, TCS | 6. Prof. Tarun Ray |
| 7. Prof. Debasish Aich | 8. Dr. Indranil Chakraborty |
| 9. Dr. Jagamohan Acharya | 10. Prof. Poulami Talukdar |
| 11. Dr. Subhabrata Chakraborti | 12. Dr. Abinash Sengupta |
| 13. Prof. Alok Halder | 14. Prof. Rudra Narayan Mondal |
| 15. Prof. Jayanta Kumar Murmu | 16. Sri Pradip Kumar Maity, Alumni |
| 17. Dr. Jyotirmoy Pramanik, Co-Ordinator | |

Agenda- 1: Confirmation of the minutes of previous urgent IQAC meeting held on dated 19/03/2020

Confirms the minutes of previous meeting.

Agenda 2. Precaution to be taken by the students and staff to prevent COVID-19, when college will open after Lockdown.

All the stakeholders of the college (teaching & nonteaching staff, students, parents, Alumni) should wear mask before entering in the college. Hand sanitizer will be kept in all the departments and offices. Social distance to be maintained as per WHO guidelines.

Agenda 3: Continuation of online teaching-learning process using different Apps to cover assigned syllabus within 31.05.2020.

Online teaching-learning process to be continued to complete the assigned syllabus of UG and PG courses within 31.05.2020 and study material to be uploaded in the college webpage.

Agenda 4: Progress and completion of AQAR 2018-2019.

AQAR 2018-19 to be completed with the help of seven subcommittees as early as possible.

Agenda 5: Misc

Database of the college Alumni members will be prepared by the College Alumni association. More number of National and International Webinar to be organized by all the departments.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

Name: Dr. Jyotirmoy Pramanik, Associate Professor

Name: Dr. Bidyut Samanta, Principal

Jyotirmoy Pramanik

B. Samanta

Signature of the Coordinator, IQAC

Co-ordinator, IQAC
Kharagpur College
Kharagpur-721305



Signature of the Chairperson, IQAC

PRINCIPAL
KHARAGPUR COLLEGE