

Minutes of IQAC meeting and Action Taken Report for the session 2022-23

Date of meeting: 02.09.2022

The following matters have been discussed and resolved unanimously:

Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on 20/05/2022

Minutes of the previous meeting was read and confirms.

Agenda- 2: Preparation of AQAR 2021-22 and Self Study Report (SSR)

AQAR 2021-22 to be uploaded shortly in the NAAC portal. For this purpose, all the conveners are requested to ask the HODs and teachers to submit required information to them as early as possible (within 20.09.2022) and they should submit metrics wise supporting and additional information to the IQAC (iqac@kharagpurcollege.ac.in) within 20.11.2022.

Self-Study Report (SSR) for cycle 3 will be prepared within March 2023. After that IQA will be uploaded in the NAAC portal.

Agenda- 3: To discuss about the necessary activities associated with the NAAC Peer Team visit.

The conveners of eight subcommittees and few members pointed out their suggestions one by one regarding necessary activities associated with the NAAC Peer Team visit.

1. NAAC related works of the eight subcommittees to be completed within the scheduled time frame. Infrastructure development & cleanliness to be maintained. Students should be trained and inspired during mentoring.
2.
 - a) Minimum 75% attendance to be maintained. Old chair and tables to be repaired. Departmental seminars and wall magazines will be published regularly.
 - b) Playground, Boys' Hostel to be renovated. Beautification in the campus to be done.
 - c) Library facilities to be used properly.
3. The methodology to attain the PSO, PO, CO to be improved.
4. AQAR 2021-22 to be submitted as early as possible.
5. Smart class room will be utilized in an orderly manner. Language Laboratory to be made. Solid waste management to be used properly.
6. Mentoring and parents' teachers meeting to be continued by all the departments regularly.

During mentoring students should be aware about the about the SSS questionnaire (20 objective+1 subjective) and give their answer with confident, spontaneously and in time.
7. Internal examinations to be conducted twice in a semester.
8. All recommendations of NAAC Peer Team during cycle 2 to be implemented properly.
9. A Journal with ISSN to be published. Newly constructed Indoor Sports Hall to be utilized.



10. Students to be encouraged more to take the facility of Health unit of the college.

Agenda- 4: To conduct students seminar, mentoring and parent teachers meeting by all the departments.

HODs of all departments will be requested to conduct students seminar for all the even semester students as a part of participative learning and mentoring for results discussion and other issues to improve their results in the upcoming examinations and parent teachers meeting to aware parents regarding class attendance of their wards and to take their feedback to improve teaching learning and infrastructure of the institution.

Agenda- 5: To enhance ICT enabled classrooms.

Interactive smart board to be purchased for Geography, History, Computer science & BCA departments.

Agenda- 6: To conduct at least one certificate courses by the departments.

In this connection, HODs of these departments will be requested to conduct certificate courses for skill enhancement.

Agenda 7: To initiate new MoU with nearby colleges of Vidysagar University like K.D.College of Commerce & General Studies, Midnapore- 721101, Narajole Raj College, Moyna college and Jhargram Raj College etc. and renew the existing MoU for faculty exchange, seminar and workshop.

In this regard, initiative from the college will be undertaken.

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

Date of meeting: 21.02.2023

The following matters have been discussed and resolved unanimously:

Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 02/09/2022

Minutes of the previous meeting was read and confirms.

Agenda- 2: To discuss on the necessary activities associated with the NAAC Peer Team visit for cycle 3 accreditation.

Two experts on NAAC accreditation related works were invited to deliver their lectures before the members of IQAC and the members of eight subcommittees for NAAC and all the teachers including SACT.

First speaker, Prof. Madhumangal Pal, Director IQAC, Vidyasagar University explained before the audience the importance and necessity of NAAC accreditation. He pointed out some points that needed to be addressed for getting good score in NAAC assessment.



Second speaker, Dr. Rupa Dasgupta, Principal, DTSKSM & State level mentor for NAAC, briefly described the necessity of NAAC accreditation of all academic institutions. She emphasized on completion of NAAC accreditation by the end of 2023. She discussed point-wise different matrices both Q_{nm} & Q_{im} through power point presentation. Both the speakers clarified different queries raised by the faculty members of the college. The NTS members also asked some questions to them, and their queries were also satisfactorily addressed.

Agenda- 3: To discuss the status of skill enhancement courses

More number of certificate courses to be conducted by the different departments on skill enhancement.

Agenda- 4: To discuss the feedback of students, teachers, parents and Alumni

Principal reported that number of students feedback received from the 5th semester are not up to expectation. Department should take more initiatives in this regard.

Agenda 5: Preparation AQAR 2022-23 and Self Study Report (SSR)

AQAR 2022-23 will be prepared and uploaded in the NAAC portal within 31.08.2023 and SSR will be uploaded in the NAAC portal just after Puja vacation of 2023.

Agenda 6: Misc.

All the teachers will prepare their individual teaching plan for the even semesters (2nd, 4th, 6th) and HODs will submit paper wise teaching plan to the IQAC as early as possible.

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

Date of meeting: 04.03.2023

The following matters have been discussed and resolved unanimously:

Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on 02/09/2022 & 21.02.2023.

Minutes of the previous meeting was read and confirms.

Agenda- 2: To discuss on feedback submitted by the teachers on subject combination and syllabus.

IQAC coordinator reported all the feedback submitted by the teacher on subject combinations and on syllabus before the committee and the same to be sent to the UG secretary, Vidyasagar University by the Chairman IQAC for necessary action.

Agenda- 3: To submit AQAR 2021-22 in the NAAC portal

AQAR 2021-22 to be uploaded in the NAAC portal with necessary inclusion as early as possible.



Agenda- 4: Miscellaneous discussion.

- i) Course outcomes, Program specific outcomes and Program outcome to be discussed in the first class of the semester by all the teachers.
- ii) Principal reported that number of students feedback received from the 5th semester is not upto expectation. HODS are requested to inform all the students to submit feedback on institution facilities and on all the teachers those teaching them.
- iii) Class attendance of students is poor.

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

Date of meeting: 26.04.2023

The following matters have been discussed and resolved unanimously:

Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 04/03/2023

Minutes of the previous meeting was read and confirms. AQAR 2021-22 uploaded in the NAAC portal on 04.04.2023 and it was accepted on 24.04.2023.

Agenda- 2: To conduct students seminar, mentoring and parent teachers meeting by all the departments.

HODs of all departments will be requested to continue the conduction of students seminar for all the even semester students as a part of participative learning and mentoring for results discussion and other issues to improve results of upcoming examinations and parent teachers meeting to aware parents regarding class attendance of their wards and to take their feedback to improve teaching learning and infrastructure of the institution.

Agenda- 3: To enhance the student-computer ratio in the campus

More number of computer will be purchase for students use in the Library and computer laboratory.

Agenda - 4: To encourage NCC and NSS units to conduct more number of extension activities.

The coordinators of NSS and NCC will be requested to conduct more number of extension activities for sensitizing the students to social issues for their holistic development.

Agenda- 4: To conduct certificate courses by the Physics, Mathematics, Philosophy, Geography and Morning shift on skill enhancement.

In this connection, HODs of these departments will be requested to conduct certificate courses for skill enhancement.



Agenda 5: To initiate new MoU with different colleges for faculty exchange.

In this regard, initiative from the college will be undertaken.

Agenda 6: Preparation of AQAR 2022-23 and Self Study Report (SSR)

Preparation of AQAR 2022-23 is ongoing and the matrices of SSR of criteria IV, V & VI are discussed in the meeting.

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

Date of meeting: 17.05.2023

The following matters have been discussed and resolved unanimously:

Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 26/04/2023

Minutes of the previous meeting was read and confirms.

Agenda- 2: To shift remedial books stock in the central Library.

Library subcommittee will be requested to take necessary action to shift remedial books stock to the central Library.

Agenda- 3: To enhance internet bandwidth to increase browsing speed.
College authority will be informed to take necessary action for this work.

Agenda- 4: To conduct certificate courses by the Chemistry, Political Science, History, Computer Science & BCA on skill enhancement.

In this connection, HODs of these departments will be requested to conduct certificate courses for skill enhancement.

Agenda 5: Preparation of AQAR 2022-23 and Self Study Report (SSR)

Preparation of AQAR 2022-23 is ongoing and the matrices of SSR of criteria I, II & III are discussed in the meeting.

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

① 19/07/23

Signature of the Principal

Principal
Kharagpur College



19/07/2023

Signature of the IQAC coordinator

Co-ordinator, IQAC
Kharagpur College
Kharagpur-721305