

Minutes of IQAC meeting for the session 2023-24

Date of meeting: 21.07.2023

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 confirmed.

Agenda 2: To conduct students Induction Program on the very first day of the academic session

All the HOD's are requested to conduct a departmental Student Induction Programme for the 1st Semester Hons. students according to their suitable date as early as possible.

Following points to be highlighted in the said program:

1. Those who will remain absent totally within first twenty days from the date of starting their classes , will not be allowed to continue their enrolment.
2. Concerned Departments have the freedom to take disciplinary measures for keeping healthy Academic Environment.
3. Concerned Departments will motivate their students to avail the Library Facilities. They will also encourage the students to participate in the extension activities like NCC & NSS and different certificate courses.

Cell	In-Charge	Contact Number
NCC	Prof Uttam Das (ANO)	7908432127
NSS	Unit-I: Sri Subrata Paria, Unit-II: Dr. Ganesh Tosh,	9609101614

4. They will make aware about the activities of different cells, namely:

Cell	Convener	Contact Number
Career Counseling Cell	Dr Mahadev Mukherjee	7001503513
Grievance & Redressal Cell	Dr. Debasis Aich	9609101614
Women Cell	Dr. Poulomi Talukdar	9831404005
Anti-ragging cell	Prof Shukla Saha Mondal	8670590455

5. Overall attendance in classes must be 75% for all the students to appear in the Internal and University examinations.



6. A guardian meet with the authority and teachers will be held in the week preceding to the Puja holidays to discuss the overall performance of their ward.
7. There should healthy student teacher relationship to maintain the goodwill of the college and department and to build bright future as well.

### **Agenda 3: Preparation of AQAR 2022-23 and Self Study Report (SSR)**

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

### **Agenda- 3: Metrics wise documents submission**

IQAC Coordinator explained, the key indicator wise weighted grade points corresponding to each matrices (i.e.29 Q<sub>LM</sub> and 26 Q<sub>NM</sub>) for NAAC grade calculation of Kharagpur College.

He also clarified the importance of submission of metrics wise necessary documents to the IQAC. The Principal suggested that, the members of each criterion should initially prepare write-up of first two matrices along with all necessary supporting documents collecting from respective departments and submit to IQAC at the earliest. Dr. Debasish Aich suggested that the members of IQAC will meet twice a month with the joint conveners of seven subcommittees to review the progress of the NAAC related works. Dr. Pradip Gain reported that all the members should be focused now to complete NAAC related works.

### **Agenda- 4: Submission of all departmental activities like notice & resolutions, Mentor- mentee distribution & report, Parents –Teacher meeting, Students Seminar, Add-on courses etc. in the notice book.**

All the HODs are informed to submit all departmental activities like notice & resolutions, Mentor- mentee distribution & report, Parents –Teacher meeting, Students Seminar, Add-on courses to the conveners of the respective criterion and also restore in the departmental notice books.

### **Agenda 6: Misc.**

Mentor –mentee interaction will be continued. During mentoring of the 1st semester students, teachers are requested to inform them regarding key points of our college webpage like availability of study materials, teaching plan, Course / Program outcomes, library facilities and opportunities to participate in NSS, NCC, student's seminar, inter & intra college sports & cultural competition, and also the activities of four cells.

Student's feedback on teaching & learning and infrastructural facilities will be collected through online mode at the end of each semester to improve the quality of teaching- learning facilities.

In order to speed up the activities, it has been decided that each subcommittee will consist of two joint conveners and the same would be selected from among the existing committee members. The modified subcommittees have also been proposed.





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

**Date of meeting: 24.08.2023**

**The following matters have been discussed and resolved unanimously:**

**Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 21/07/2023**

Minutes of the previous meeting was read and confirms.

**Agenda- 2:** Verification of submitted filled Part A and Part B of the PBAS proforma for promotion to higher stages.

Eight teachers submitted their filled-up Part A and Part B of the PBAS proforma for promotion to higher stages to the IQAC. IQAC verified their documents; after verifying inform them where ever correction needed and also informed them to submit corrected documents. After that, IQAC will forward their application to the Governing body and requested the Principal to form selection/screening committee for their promotion to the higher stage.

**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

Online feedback from students, teachers, parents and Alumni will be collected. After analyzing the students feedback, bar diagram of the responses against each questions will be sent to the teachers by the Principal. And teachers feedback of syllabus will be sent to the Inspector of colleges of Vidyasagar University. Parents and Alumni feedback will be sent to the principal for necessary action.

**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. Preparation of individual teaching plan**  
All the teachers will prepare their individual teaching plan for the odd semesters (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>) and HODs will submit paper wise teaching plan to the IQAC as early as possible.

**Agenda 7 Misc: Conducting mentoring session:**  
HODs are requested to notify mentor-mentee distribution for the 1<sup>st</sup> semester students and all the teachers are requested to conduct mentoring sessions for the 1<sup>st</sup> semester and to discuss on the Questionnaires of Students Satisfaction Surveys (SSS) during mentoring within 15.09.2023. Schedule of Mentoring may be sent to the IQAC Coordinator prior to the programme.



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

**Date of meeting: 20/09/2023**

**Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on 24.08.2023**

Minutes of the previous meeting was read and confirms.

**Agenda- 2: Pending Work of AQAR 2022-23**

AQAR 2022-23 to be uploaded in the NAAC portal with necessary inclusion as early as possible.

**Agenda- 3: Metrics wise discussion on SOP for Data Validation and Verification (DVV) of Self Study Report with Criteria I & Criteria VII NAAC Subcommittee**

All the metrics of criteria I & Criteria VII of SSR manual for affiliated colleges were discussed in the IQAC meetings. Also Metrics wise Standard Operating Procedures (SOP) for Qualitative metrics and benchmark, supporting documents, Links for additional information of all the metrics and format of the data templates were discussed in detail for DVV of the Self Study Report (SSR).

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

**Date of meeting: 21.09.2023**

**The following matters have been discussed and resolved unanimously:**

**Metrics wise discussion on SOP for Data Validation and Verification (DVV) of Self Study Report with Criteria V & Criteria VI NAAC Subcommittee**

All the metrics of criteria V & Criteria VI of SSR manual for affiliated colleges were discussed in the IQAC meetings. Also Metrics wise Standard Operating Procedures (SOP) for Qualitative metrics and benchmark, supporting documents, Links for additional information of all the metrics and format of the data templates were discussed in detail for DVV of the Self Study Report (SSR).

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

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

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

**Date of meeting: 22.09.2023**

**The following matters have been discussed and resolved unanimously:**

**Metrics wise discussion on SOP for Data Validation and Verification (DVV) of Self Study Report with Criteria II, Criteria III Criteria IV NAAC Subcommittee**

All the metrics of criteria II Criteria III & Criteria IV of SSR manual for affiliated colleges were discussed in the IQAC meetings. Also Metrics wise Standard Operating Procedures (SOP) for Qualitative metrics and benchmark, supporting documents, Links for additional information of all the metrics and format of the data templates were discussed in detail for DVV of the Self Study Report (SSR).

**MISC:**

- i) IQAC recommended that more number of certificate courses to be conducted by the departments. More classrooms have been equipped with modern interactive flat touch panels.
- ii) New text books and remedial books will be catalogued using KOHA software.
- iii) Rearrangement of all text books and reference books in rack to be done by call number as per Library system.
- iv) Electrical work in the first floor of the central library will be completed.
- v) 03 more classrooms will be equipped with modern interactive flat touch panels. Also, an interactive flat touch panel will be installed in the Board room for digital presentation during various meetings.





Date of meeting: 08.12.2023

The following matters have been discussed and resolved unanimously:

**Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 20/09/2023, 21/09/2023 and 22/09/2023**

Minutes of the previous meeting were read and confirms.

**Agenda- 2:** Pending work of AQAR 2022-23.

The convenors of seven subcommittees presents the status of seven criteria of AQAR 2022-23. IQAC recommended to complete the remaining work as early as possible.

**Agenda- 3:** Metrics wise progress of write-up and supporting documents for Self-Study Report (SSR) as per SOP for Data Validation and Verification (DVV)

The joint convenors of seven NAAC subcommittees reported the status of write up and preparation of supporting documents to the IQAC and discussed remaining work to be done in the meeting.

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

Date of meeting: 09.04.2024

The following matters have been discussed and resolved unanimously:

**Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 08/12/2023**

Minutes of the previous meeting were read and confirms.

**Agenda- 2: To submit AQAR 2022-23 in the Affiliated PG & above college format as per NAAC review report.**

AQAR 2022-23 was submitted in the NAAC portal on 29.02.2024. In AQAR review report, it is informed that as our college offering PG programmes, therefore AQAR 2022-23 to be submitted in the "Affiliated PG & above colleges format" as early as possible.

**Agenda- 3: To submit IIQA in the May 2024 for cycle 3 NAAC Accreditation**

IQAC coordinator reported that for assessing our college in the present system, IIQA to be submitted within May 2024. Otherwise from June 2024 onwards, new assessment process will be imposed by NAAC.

**Agenda 4: To submit metrics-wise excel data and supporting documents to the IQAC and a copy to the Principal within 20.04.2024 for SSR cycle 3.**



As after acceptance of IIQA, SSR to be submitted within 45 days; therefore, IQAC coordinator reported to all the joint convenors to submit metrics-wise excel data and supporting documents to the IQAC and a copy to the Principal within 20.04.2024 for SSR cycle 3.

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

**Date of meeting: 20.05.2024**

**The following matters have been discussed and resolved unanimously:**

**Agenda- 1: Confirmation of the minutes of previous IQAC meeting held on 09/04/2024**

Minutes of the previous meeting were read and confirms.

**Agenda- 2: Submission of IIQA for cycle 3 NAAC Accreditation**

AQAR 2022-23 was submitted in the NAAC portal on 20.04.2024 as per "Affiliated PG & above colleges format" and was accepted on 01.05.2024. Now, IIQA will be within 31.05.2024. And therefore, SSR will be also prepared within 31.05.2024.

**Agenda- 3: Mock students satisfaction survey (SSS) for all the currently enrolled students.**

Necessary data for students' satisfaction survey (SSS) for all the currently enrolled students to be collected through Google form and mock SSS to be done for all the currently enrolled students with the SSR Questionnaire.

**Agenda 4: Submission of Self-study report**

SSR will be prepared as early as possible and to be submitted within 45 days of the acceptance of IIQA.

**Agenda 5: Feedback from different stakeholders.**

Feedback from students, teachers, Parents and Alumni will be collected. And action taken report will be uploaded in the Feedback menu of the college webpage.

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

① 05/11/2024

Signature of the Principal

**Principal  
Kharagpur College**



05.11.2024.

Signature of the IQAC coordinator

**Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305**