



IQAC Minutes of Meeting

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Meeting held online:

Date: 11/06/2021

Time: 4:30 pm

Link: <https://meet.google.com/kbx-qxhf-dug>

Members present: Principal, IQAC Coordinator, Dr. Shubhra Upadhyaya, Prof. Sheuli Biswas Adhikary, Prof. Tapasi Ghosh, Prof. Raja Ghosh, Prof. Aralinda Meicha, Smt. Jayeeta Mallik, Dr. Shilpa Nandy (Invitee)

Agenda Discussed:

The structure of

1. Semester Sin(6) feedback form is discussed -
 - a) emphasize questions on online classes held
 - b) Additional help during online mode by faculties of various departments.
 - c) preferred mode of education - online/offline/blended.
 - d) Teachers, who prepare which part of the feedback form -
 - i) Prof. Shreepana Dutta & Prof. Shilpa Nandy - Teaching / Learning
 - ii) Smt. Jayeeta Mallik & Prof. Pooja Nandi - Infrastructure
 - iii) Prof. Aralinda Meicha & Prof. Tapasi Ghosh - college office & Administration.
 - iv) Dr. Shubhra Upadhyaya & Prof. Sheuli Biswas Adhikary - Cells & Committees.
 - v) Dr. Shreepana Dutta & Dr. Shilpa Nandy - Students support & progression.
 - e) students' feedback form for semester Sin(6) students



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Khudiram Bose Central College
71/2A, Bidhan Sarani, Kolkata-700006

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Planning out in 2021-22 may be prepared in three different languages - English, Bengali & Hindi

- i) Prof. Payal Nandi asked to prepare Bengali questions.
- ii) Dr. Shubha Upadhyaya asked to prepare Hindi questions.

All members asked to submit questions related to feedback within next 3 days i.e. within 14th June, and there will be a reviewed meeting on 15th June, 2021.

Before meeting ended coordinator (IQAC) said in next meeting there will be a discussion on POA for the next NAAC year, 2021-22 - Everyone agreed.

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IQAC Co-ordinator
Khudiram Bose Central College



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② Meeting held online:

Date: ~~15/06/2021~~ 15/06/2021

Time: 4:30 PM.

Link: <https://meet.google.com/cuh-geat-fjn>

Members Present: Principal, IQAC Coordinator, Dr. Shubhra Upadhyaya, Prof. Sheuli Biswas Adhikary, Prof. Tapani Ghosh, Prof. Raja Ghosh, Prof. Aralinda Mishra, Smt. Joyeta Mallick, Dr. Shilpa Nandy (Invitee).

Agenda Discussed:

1. Google form for students' feedback is already prepared.
Link is: <https://forms.gle/FBwVpWpy2V15VnyUA>.
Method of analysis: Likert scale (1 to 5 point)
2. AQAR 2019-2020: Members of IQAC are asked to prepare criteria and submit as early as possible.
3. POA:

1) Curricular planning & implementation:

- a) Students friendly online mode
- b) online routine must be posted on website.
- c) Honors classes - as per departments
general classes - Routine committee will prepare.



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2) Enhancing Teaching and Learning:

- Departments must have to ensure maximum no. of students participation.
- Methods like online quiz, online presentation may be used.

3) Research, Innovation & Extensions:

- Participation of Teachers in different online seminars, FDPs, courses be ensured.
- Participation of students in online seminar, extension lectures for academic development be ensured — departments should organize such programmes.

4) Infrastructure and Learning Resource:

- Departments will provide learning materials as students are not accessible to college library.
- College may buy online class resources like G-suit, Microsoft Team to help pursuing online classes.

5) Student Support and Progression:

- Mentor-mentee programme to be continued.
- Departments should frame own strategies ~~for~~ to cater to students' well being.
- Online quiz, debates, seminars, extempore may be arranged department wise.

6) Governance, Leadership and Management:

- Admission process — as per HED
- Counseling of the students when required.
- Due to pandemic, students need to help their family and so classes may adjust considering their time schedule.
- Annual guardian meeting to be followed.



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- e) observation of important days (online or offline if possible)
- f) keep the morale of the students high.

7) Institutional Values & Best Practices:

- a) college value 'self reliance' needs to be revisited.
- b) Pay homage to motherland on days like 15th August, 26th January.
- c) Participate in locality welfare.

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IQAC Co-ordinator
Khudiram Bose Central College



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IQAC Minutes of Meeting

Meeting held online:

Date: 01/10/2021

Time: 4:30 PM.

Link: <https://meet.google.com/yjs-ebve-edy>.

Members Present: Principal, IQAC coordinator, Dr. Shubra Upadhyaya
Prof. Sheela Biswas Adhikary, Prof. Tapani Ghosh,
Prof. Raja Ghosh, Prof. Aralimba Mishra, Smt. Jayeta
Mallick, Dr. Shilpa Nandy (Invitee).

Agenda Discussed:

i) Areas already achieved:

a) Students' feedback — ~~done~~ in process

b) Teachers' feedback — done.

— i) whether objective of the syllabus is clear to the students: — 49% Teachers score A

ii) Effectiveness of the syllabus in generating employment: 32% Teachers score B.

iii) Effectiveness of the syllabus for generating research work: 46% Teachers score A.

iv) ^{whether} Syllabus is manageable within stipulated time period — 50% Teachers score B

v) Effective of the syllabus for experiential learning — 36% Teachers score B

vi) Role of college in promoting active research — 46% Teachers score B.



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- vii) Interest of college in organizing seminars, workshops and Conferences: 36% Teacher score A, 36% Teacher score B
- viii) Students online aids of teaching-learning - 43% Teacher score C
- ix) Role of college in sports and extra-curricular activities - 43% Teacher score A, 43% Teacher score B.
- x) Effortiveness of college in nurturing moral upliftment of students - 64% Teacher score B.
- xi) Should IOAC need to be more engaged in quality enhancement and quality assurance? - 32% Teacher score B.

Analysis of the result:

As per Teachers' feedback, what IOAC is actually ~~required~~ ~~point~~ ~~is~~ ~~needed~~ -

- i) development of college infrastructure is needed.
- ii) development of 'research scope for Teachers' is needed.

[Signature]

IOAC Co-ordinator
Khudiram Bose Central College



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Ref:


Date: 02/5/2022

NOTICE

A meeting of IQAC internal committee members will be held on 06/5/2022 (Friday) at 2.30 PM to discuss following agenda

- 1) AQAR 2019-20, 2020-21
- 2) Revision of IQAC members
- 3) Budget
- 4) Students Feedback Analysis 2021-22
- 5) Planning of Activities for next session (POA 2022-23)
- 6) Misc.

Anamika Nandy
Coordinator, IQAC
IQAC Co-ordinator
Khudiram Bose Central College


02.05.22
Principal
Khudiram Bose Central College
Kolkata-700 006



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Khudiram Bose Central College
71/2A, Bidhan Sarani, Kolkata-700006

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The following members remained present at the meeting held at the Principal's Chamber

~~Dr. A. S.~~ 06.5.22

Anamika Nandy 06/5/2022

Shri - 06/5/22

Aravinda Mridha, 06/05/22

Gayatri Mukherjee, 06/05/22

Jayeta Mullick 06/05/2022

• Nismit 6.5.22

• Injit Deo.

7. Tapasi Ghosh, 06/05/22

10. S

KHUDIRAM BOSE CENTRAL COLLEGE
Minutes of IQAC Meeting held on 06/05/2022 at 2:30 PM (Venue: Principal's Chamber)

The meeting began with the Coordinator informing the house that Dr. Shubhra Upadhyaya would not be able to attend the meeting due to some personal reasons.

Sri Sujit Deb had informed the Coordinator that he would join the meeting late due to some emergency work.

Agenda 1: AQAR 2019-20 and 2020-21

The Principal enquire why the report was not prepared so far?

Prof. Anamika Nandy informed that the criteria B1 and B2 were already submitted by the respective in-charge. No information was received regarding criteria B3 as Dr. Shubhra Upadhyaya, incharge of B3 was absent in the meeting.

Prof. Arabinda Mridha (In-Charge of Criterion B4) informed that accounting details was not provided by the office inspite of repeated reminders given to them.

Prof. Sheuli Biswas Adhikary informed the house that she would submit criterion B5 within 20/05/2022.

Smt. Jayeeta Mallick, Incharge of Criterion B6, informed that she will be able to submit 20/05/2022. She raise the issue of best practices to be followed by the college.

It was decided that AQAR 2019-20 must be uploaded at the earliest as the college is lagging far behind schedule time. By common consensus it was decided that all pending criteria would ve submitted within 20/05/2022. Dr. Upadhyay who was absent in the meeting would be informed about the same.

Regarding AQAR 2020-21, Smt. Mallick informed that it was of a differer,t format. Hence it would have to be filled out differently. The convenor informed that upon successful uploading of AQAR 2019-20, a meeting would be held to discuss about 2020-21.

Agenda 2: Revision of IQAC External Members.

Dr. Susmita Neogi, University Nominee of the Governing Body would be invited as External Member of IQAC.

It was also suggested by Principal that R.K. Mission would be approached to provide another External Member in place of previous Swamiji maharaj.

It was pointed out that a doctor had to be included in the IQAC. For this Principal Sir would approach a Child Specialist known to him.

Agenda 3: Budget

Due to lockdown for a continuous period of time, IQAC Budget could not be prepared- this was informed to the house by the convenor. To keep continuity Principal informed that backlog Budget to prepared.

However, budget for 2022-23 must be prepared within June 2022 as College has reopened in full swing.

Agenda 4: Students' Feedback Analysis, 2021-22

Students' Feedback Analysis, 2021-22 to be completed online within May 2022. Feedback Form would be given to committee members online for necessary revision and it would be finalized by 10/05/2022. Students would be circulated the feedback link thereafter and they would have to submit within 27/05/2022.

Agenda 5: PoA, 2022-23

A number of proposals were raised by the members:

1. Among Best Practices to be followed by the College, computer literacy for the entire College.
2. Clean up and maintenance of footpath in front of the College.
3. Working towards a Green campus and plastic-free eco friendly environment.
4. Community service in the form of evening coaching classes for students of weaker section specially higher classes.(VIII to X)
5. It was felt by all the members that Fire safety measures were badly lacking in the College and preventive measures like making Fire safety arrangements and obtaining necessary certificate from competent authority were to be made on urgent basis. Principal informed that a Sub-committee had been formed for this purpose which was making all efforts.
6. The librarian informed that stock verification of Library was pending which had to be completed very soon.
7. Members also enquired about when the college would get a lift/elevator which had been sanctioned by the G.B.
8. As in all previous meetings, members spoke about acute space crisis and the urgent necessity of a second campus for academic expansion.

Agenda 6: Miscellaneous.

1. All members were in agreement that IQAC should meet at least once a month to complete its pending work as well as take up new issues.
2. In the post-Covid situation members urged the College to collect fund for charity work like Blanket donation to the needy, Blood donation camps ,more frequently
The meeting ended with a vote of Thanks to the chair.

Read and confirmed by all members.

SK 31.05.22
Anavita Nandy 31/5/2022

Rishu 31.5.22

Sushma Upadhyay 31/05/22

Jayeta Mullick 31.5.22

SK 31/05/22

Sujit Das 31/5/22

KHUDIRAM BOSE CENTRAL COLLEGE

Cells and Committees w.e.f 02.04.2022 according to TC meeting held on
01.04.2022

Sl. No.	Committee	Co-ordinator / Nodal Officer	Member/(s)
1	ALUMNI	PROF. PAYEL NANDI	PROF. ARABINDA MRIDHA Dr. BISHNU SIKDAR PROF. PAYEL BOSE PROF. RAMKRISHNA GHOSH PROF. SAMIRAN DAS PROF. SANTU KAR SRI SUJIT DEB
2	ANTI-RAGGING CELL AND SQUAD	PROF. JYOTI SINGH	Dr. SRIPARNA DUTTA PROF. DALIA PRAMANICK SRI GOPAL MUKHERJEE
3	ARREAR AND OTHER CLAIM	PROF. TAPASI GHOSH	PROF. ANAMIKA NANDY PROF. ARABINDA MRIDHA PROF. SHEULI BISWAS ADHIKARY SRI JAGANNATH BASAK
4	BEAUTIFICATION AND ECO FRIENDLY CAMPUS	Dr. SHILPA NANDY	Dr. SUBRATA KUMAR MALLICK Dr. SRIPARNA DUTTA PROF. PAYEL NANDI SMT. JAYEETA MALLICK SRI SANJAY GANGULY
5	CANTEEN	PROF. ARABINDA MRIDHA	Dr. SHUBHRA DUBEY (UPADHYAY) Dr. RAJA GHOSH SRI GOPAL MUKHERJEE
6	Career Counseling and Placement	Dr. CHANDRANI DUTTA	PROF. DALIA PRAMANICK PROF. JYOTI SINGH PROF. SHEULI BISWAS ADHIKARY PROF. ANURADHA BANERJEE PROF. DIPANNITA DUTTA PROF. TAPAS BARMAN SRI SUJIT DEB
7	CLEANLINESS	SRI SUJIT DEB	SRI SANJAY GANGULY SRI SOVARAM MURMU SMT. NAMITA THAPA SRI SURESH DAS
8	CONTROLLER OF EXAMINATION FOR COLLEGE	Dr. SRIPARNA DUTTA	PROF. SHEULI BISWAS ADHIKARY SRI SANJAY GANGULY
9	CULTURAL COMMITTEE	Dr. SRIPARNA DUTTA PROF. DEBOLINA BHATTACHARYYA	PROF. DIPANNITA DUTTA PROF. ANURADHA BANERJEE PROF. MADHU SINGH PROF. PRIYANKA SENGUPTA PROF. RAJDEEP MONDAL PROF. RAMKRISHNA GHOSH PROF. RIYA CHAKRABORTY PROF. SOMNATH BHATTACHARYYA PROF. TAPAS BARMAN

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KHUDIRAM BOSE CENTRAL COLLEGE

Cells and Committees w.e.f 02.04.2022 according to TC meeting held on
01.04.2022

10	FELICITATION & PRIZE DISTRIBUTION	SMT. JAYEETA MALLICK	PROF. SOMA PAL PROF. SARMISTHA SINHA PROF. PRIYANKA SENGUPTA PROF. CHAPAL PANDEY SMT. SARMISTHA MUKHERJEE
11	FIRE SAFETY AND WATER CONSERVATION	Dr. SHILPA NANDY	Dr. SHUBHRA DUBEY (UPADHYAY) Dr. SRIPARNA DUTTA SRI SUJIT DEB
12	GAMES AND SPORTS	Dr. SRIPARNA DUTTA	PROF. ARABINDA MRIDHA Dr. SUBRATA KUMAR MALLICK PROF. CHAPAL PANDEY PROF. RAJDEEP MONDAL SRI SUBIMAL DEB SRI SURESH DAS
13	GPF COMMITTEE	PROF. ANAMIKA NANDY	Dr. SHUBHRA DUBEY (UPADHYAY) PROF. ARABINDA MRIDHA SRI GORACHAND BANDURI
14	Health and Hygiene	Dr. SRIPARNA DUTTA	Dr. SUBRATA KUMAR MALLICK PROF. ARABINDA MRIDHA PROF. CHAPAL PANDEY SRI SUBIMAL DEB SRI SURESH DAS
15	INFRASTRUCTURE DEVELOPMENT	Dr. SUBRATA KUMAR MALLICK	PROF. ANAMIKA NANDY Dr. SHILPA NANDY Dr. RAJA GHOSH PROF. TAPAN KUMAR DUTTA SRI GOPAL MUKHERJEE SRI SANJAY GANGULY
16	INTERNAL COMPLAIN COMMITTEE	Dr. SHUBHRA DUBEY (UPADHYAY)	EXTERNAL MEMBER PROF. ANAMIKA NANDY Dr. RAJA GHOSH Dr. CHANDRANI DUTTA SMT. SARMISTHA MUKHERJEE
17	KANYASHREE	PROF. SHEULI BISWAS ADHIKARY	PROF. PAYEL NANDI SRI GOPAL MUKHERJEE
18	LIBRARY SUB-COMMITTEE	SMT. JAYEETA MALLICK	Dr. SUBRATA KUMAR MALLICK Dr. RAJA GHOSH Dr. CHANDRANI DUTTA SRI SUJIT DEB
19	NCC	PROF. SUPREETA MEHTA	PROF. CHAPAL PANDEY SRI. SUBIMAL DEB SRI JAGANNATH BASAK
20	NSS	Dr. RAJA GHOSH	Dr. CHANDRANI DUTTA SMT. JAYEETA MALLICK PROF. SHEULI BISWAS ADHIKARY SRI SUJIT DEB SRI SURESH DAS

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KHUDIRAM BOSE CENTRAL COLLEGE

**s and Committees w.e.f 02.04.2022 according to TC meeting held on
01.04.2022**

OFFICE DOCUMENTATION	PROF. ANAMIKA NANDY	Dr. SHILPA NANDY Dr. SRIPARNA DUTTA PROF. SHEULI BISWAS ADHIKARY SRI GOPAL MUKHERJEE
PHOTOGRAPHY	PROF. TAPASI GHOSH	SMT. JAYEETA MALLICK PROF. MAUSUMI DUTTA PROF. RAJDEEP MONDAL
PUBLICATION	Dr. SHUBHRA DUBEY (UPADHYAY)	Dr. BISHNU SIKDAR PROF. JYOTI SINGH PROF. RINJEE LAMA SMT. JAYEETA MALLICK
PURCHASE	PROF. ARABINDA MRIDHA	Dr. SUBRATA KUMAR MALLICK Dr. RAJA GHOSH SRI GOPAL MUKHERJEE SRI GORACHAND BANDURI
RESEARCH AND SEMINAR	Dr. SHILPA NANDY PROF. RINJEE LAMA Dr. BISHNU SIKDAR	ALL HoDs SRI GOPAL MUKHERJEE
RESULT	Dr. BISHNU SIKDAR	PROF. PAYEL NANDI PROF. RINJEE LAMA PROF. KOYEL CHAKRABORTY PROF. ANURADHA BANERJEE SRI JAGANNATH BASAK SMT. SARMISTHA MUKHERJEE
ROUTINE	PROF. DALIA PRAMANICK	PROF. ARABINDA MRIDHA PROF. SHEULI BISWAS ADHIKARY Dr. RAJA GHOSH
SC/ST Cell and Minority Scholarships	Dr. BISHNU SIKDAR	PROF. SOMA PAL PROF. SARMISTHA SINHA PROF. PRIYANKA SENGUPTA SRI SANJAY GANGULY
SERVICE BOOK	PROF. SHEULI BISWAS ADHIKARY	PROF. ARABINDA MRIDHA Dr. BISHNU SIKDAR PROF. ARNAB BASU SRI GOPAL MUKHERJEE SRI GORACHAND BANDURI
STOCK RECORD	SMT. JAYEETA MALLICK	Dr. RAJA GHOSH SRI. SUBIMAL DEB SRI SANJAY GANGULY
STUDENT ATTENDANCE RECORD	PROF. PAYEL NANDI	PROF. TAPASI GHOSH PROF. SOMA PAL PROF. RAHUL GOND SRI SANJAY GANGULY
STUDENT FEEDBACK ANALYSIS		IQAC
Students' Welfare and Concession	PROF. ARABINDA MRIDHA	PROF. ANAMIKA NANDY Dr. BISHNU SIKDAR PROF. SUPREETA MEHTA SRI SUJIT DEB

Prof. Anamika

KHUDIRAM BOSE CENTRAL COLLEGE

Cells and Committees w.e.f 02.04.2022 according to TC meeting held on
01.04.2022

34	SVMCM COMMITTEE	PROF. ANAMIKA NANDY	PROF. MAUSUMI DUTTA PROF. RINJEE LAMA SMT. SARMISTHA MUKHERJEE
35	WEBSITE	SMT. JAYEETA MALLICK	Dr. SRIPARNA DUTTA Dr. SHILPA NANDY PROF. JYOTI SINGH PROF. ARUNDHUTI CHAKRABORTY SRI SANJAY GANGULY



Bishnu Sikder
Secretary, T.C.



Dr. Subir kr. Dutta
President, TC



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Ph.: 033-2555 7102

Ref:

Date: 25/5/2022

NOTICE

A meeting of IQAC internal committee members will be held on 31/05/2022 at 2:00 PM to discuss the following agenda.

Agenda:

- 1) Uploading of AQAR, 2019-20
- 2) A report on Students' Feedback analysis for the year 2020-2021.

Anamika Nandy
Coordinator

IQAC
IQAC Co-ordinator
Khudiram Bose Central College
IQAC Co-ordinator
Khudiram Bose Central College

[Signature]
25.5.22
Principal
Khudiram Bose Central College
Kolkata-700 006

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25/5/22

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25/05/2022

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25.5.22

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25/5/2022

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25/5/2022

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25/5/22



IQAC Minutes of Meeting

The following members remained present in the meeting held at the Principal's Chamber

1. ~~Dr. M. K. Ghosh~~ 31.05.22
2. Anamika Nandy 31/5/2022
3. Tapati Ghosh 31/05/2022
4. Shanti Biswas 31/05/2022
5. ~~Biswas~~ 31.05.22
6. Arabinda Mridha 31.05.22
7. ~~Dr. M. K. Ghosh~~ 31.05.22
8. Shubhra Upadhyay 31.05.22
9. Jayeta Kundick 31.05.2022
10. Srijit Deb 31/5/22

It was unanimously decided that :-

1. Regarding submission of Criterion wise AQAR 2019-20 it was stated that Prof. Arabinda Mridha would check the Budget with Principal Sir and then it would be submitted. Infra-structure related expenditure should be carefully examined and the college Bursar would do the same with Principal.
2. Dr. Shubhra Upadhyay informed that she would submit her criteria wise report very soon. The date for next meeting was also fixed and it was decided that next meeting should take place by 10th June 2022.
3. The names of External Members of IQAC were being reviewed and the name of Dr. Susmita Neogy, our University nominee to Governing Body was raised and accepted by all. Another name that was suggested by Principal, Dr. Subir Kumar Dutta was that of Principal Swami Ekachittananda, of Rama Krishna Mission



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Residential College, Narendrapur. Even this name was accepted by all members present. It was further suggested that Dr. Arnav Dubey a young doctor and son of Dr. Shubra Upadhyay would be approached to become a member of the IQAC Committee. Principal Sir said he would contact a doctor from Ramakrishna Mission Sarada peeth at Joyrambati.

4. In Miscellaneous it was stated by IQAC Coordinator that feedback from students for 2022-23 was going on and students were going to submit offline forms. It was also stated by the IQAC Coordinator that in the previous year i.e. 2021-22, feedback form was in online mode as keeping in mind pandemic situation. That report was placed before the Principal and upon his approval it would be uploaded in college website.

The principal also spoke about completion of pending syllabus by all departments.

Regarding construction of college lift/elevator, Principal informed that work at least in initial stage was going on. For A/C of auditorium Principal informed that application to Electricity office namely CESC was essential before purchase of A/C machine. For library stock verification some external agency was required. New photocopier machine was reqd. as old machine is no longer functioning. For cleaning up of college front space the NSS unit of the college would be approached. Sri Sujit Deb, library clerk would speak to local councillor for clean-up project.

As there was no further agenda to discuss the meeting ended with vote of thanks to the chair.

Anamika Nandy

IQAC Co-ordinator
Khudiram Bose Central College
Kolkata-700006