



## IQAC Minutes of Meeting

### Meeting held online (1)

Date: 12-07-2020

Time: 7:30 pm

Link: <https://meet.google.com/twr/uay/k-cmj>

Members present - Principal, Dr. S. Upadhyaya, Smt. Jayeeta Mullick, Dr. S. Nandy, Dr. S. Dutta, Prof. A. Mishra, Prof. J. Singh, Prof. S. Adhikary.

### Agenda discussed -

1. Online classes have already started. IQAC suggested that in keeping with the difficult pandemic situation departments to be flexible with routine.
2. Teachers in the meeting said some students cannot join online class as they are now earning members of family. IQAC recommended that if possible these students be given some facility.
3. There was a suggestion that depts. could conduct online seminars as this would help academic progress.
4. Dr. S. Upadhyaya reported that she had already contacted Dr. T.K. Ghosh, JIPPI and a date has been finalised for his seminar on CAS. She said the online seminar will be on 18 July 2024.

The notice regarding the online seminar will be posted in whatsapp app groups and shared with other colleges. It was decided that meeting link creation, live telecast through YouTube, Google forum for registration and whatsapp app group for participants will be taken care of by Smt. J. Mullick, Prof. S. Adhikary and Prof. Payel Nandi.

The issue regarding holding online IQAC meeting and how to maintain proceedings of meeting got raised. After giving careful thought it was decided that minutes will



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get recorded written by a member present and when we go to college it will be put in the IQAC Minutes of Meeting Book. All members present agreed to this.

Meeting ended.

IQAC Co-ordinator  
Khudiram Bose Central College



### IQAC Minutes of Meeting

Meeting held online

Date: 16-07-2020

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Link: <https://meet.google.com/pqf-sgwn-cdf>

Time: 4:50 pm

Members present - Principal, Dr. S. Upadhyay, J. Mullick, J. Singh, S. Aditya, S. Nandy

Discussion - Dr. Shubhra Upadhyaya discussed the webinar on CAS to be held online on 18 July 2020, 4:50 pm.

Topic - "CAS & New Regulations of UGC: Some Relevant Issues."  
Smt. J. Mullick reported that all technical issues were taken care of. Notice circulated among different colleges and also among WhatsApp groups.

In this context of online seminars Dr. Shubhra Upadhyaya reported that some other depts. were also planning such programmes end of July and first week of August.

The members of IQAC appreciated this initiative of the departments.

Meeting ended with expectation of success in online seminars.

IQAC Co-ordinator  
Khudiram Bose Central College



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## IQAC Minutes of Meeting

Meeting held online

(5)

Date - 17 August 2020

Link - <https://meet.google.com/qds-dad2-unn>

Time - 4:00 pm

Members present - Principal, Dr. Shubha Upadhyaya, Prof. Aramika Nandy, Dr. S. Dutta, Smt. Jayeeta Mullick, Prof. Soumen Das, Prof. Ramkrishna Ghosh, Prof. Jyoti Singh, Sri Lujit Deb, Prof. Payel Nandi.

### Discussion

1) Uploading A&AR 2017-18 and 2018-19.

Principal Sir expressed concern on the pending upload of A&AR. He asked the IQAC coordinator about the progress of work. The coordinator said the members trying best in pandemic situation but collection of data is difficult in lockdown situation.

Despite, situation Principal asked IQAC to treat the matter as urgent and do the needful.

2) Webinars conducted by departments were placed in the meeting -

a) One day State Level webinar by Dept. of History - "Development, Health and Environment: Urban Dynamism in Colonial Bengal" - 24/07/2020 - 5:30 pm

b) One day State Level webinar by Dept. of Hindi - "Pranachand Smriti Byakhyannala" - 30/07/2020 - 4:00 pm

c) One day State Level Webinar by Commerce Dept - "Impact on Tax Payers and their Attitudes" - 05/08/2020 - 4:00 pm

d) One day National Level Webinar by Dept. of Bengali - "Chalachitire Rabindranath" - 07/08/2020, 4:00 pm

e) National Level Webinar by Career Counseling & Placement Cell - "Career Planning & Job opportunities during Covid-19" - 16/08/2020 - 4:00 pm

As no other issues were raised the online meeting ended.

  
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## IQAC Minutes of Meeting

Meeting held online

Date - 25<sup>th</sup> August 2020

Time -

Link - <https://meet.google.com/guj-phay-099>

Members present - Principal Sir, CU, CD, JS, AN, ABM

### Discussion

(1) The first topic for discussion was college website. IAAC stressed the importance of good quality website where all details of college will be present. Smt. Jayeeta Mullick pointed out the problems with website vendor 'S.B. Creations'. It was suggested that Smt. J. Mullick conduct a meeting with website committee as she the convener of this committee.

The need to develop the website was given priority.

(2) The members of IAAC felt the need to create different activity links in the website like international webinars that are arranged by dept, feedback links.

(3) The issue of uploading AQAR for academic years 2017-18, 2018-19 and 2019-20 was taken up. It was suggested that work of compiling data will get distributed - Prof. Tyoti Singh

Smt. Jayeeta Mullick - will focus on MIS (Management Information System)

Prisparna Dutta - will write POA

Smt. Jayeeta Mullick - will prepare data on different initiatives taken by college, all activity related notices and dates of different programmes held.

Shelpa Nandy - will focus on Best Practices

ABM - will focus on all financial information

Principal Sir asked IAAC to treat the matter of uploading AQAR with priority and get work done at earliest.





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### IQAC Minutes of Meeting

Meeting held online (5)

Date - 14-09-2020

Time - 5:00 pm

Link - <https://meet.google.com/hdr-heqk-rvh>

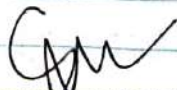
All Staff meeting conducted by IQAC to discuss -

1) Online examination and collection of scripts - the process to conduct online exam was discussed. It was decided that each dept. will be responsible for online submission of its scripts. For this purpose they can create google classroom where scripts will be submitted or there can be google form. IQAC requested each dept. to discuss system of online submission of scripts with their respective students.

The issue of submission of scripts by students of general course of study was taken up - House asked Sriparna Dutta and Sheuli Biswas Adhikary, (Internal Exam Committee members) to take up the issue

2) All routine (S) prepared must be available on the website. If any department has not done so, it has to be done immediately. Smt. Jayeta Mullick requested to help depts. in this.

3) The issue of AQAR was raised - members reported that they are trying their best to get the work done. However, due to lockdown it is extremely difficult to obtain data. Dr. S. Upadhyaya, IQAC Coordinator was asked to prepare the future plan of College.

  
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## IQAC Minutes of Meeting

Meeting held online

Date - 28-09-2020

Time -

Link - <https://meet.google.com/wby-eavz-qna>

Members Present - Principal, Su, AN, JM, SN, SD, ABM

### Discussion

- ① IQAC opined that though it is lockdown depts. should not stop the good practice of wall magazine. Each dept. to take care of this and ensure that e-wall magazine gets published.
- ② Details of Students Scholarship data required for AAR. Prof. Anurupa Nandy incharge of SVMCM and Prof. Shanti Biswas Adhikary to provide these scholarship data at the earliest for AY 2017-18 / 2018-19.

Meeting ended as no other issues were raised.

IQAC Co-ordinator  
Khudiram Bose Central College



## IQAC Minutes of Meeting

Meeting held online

Date - 05-10-2020

Time - 3:00 pm

Link - <https://meet.google.com/eyq-blot-kjc>

Members Present - Principal, Su, AN, ABM, JM, SN, SD

### Discussion

- ① Uploading of AAR 2017-18 - Coordinator, Dr. S. Upadhyaya

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## IQAC Minutes of Meeting

Meeting held online

Date - ~~30~~ 31/10/2020

Time - 2:30 pm

Link - <https://meet.google.com/btj-pvwa-22u>

Members present - Principal Sir, Dr. S. Upadhyaya, Dr. Shilpa Nandy, Prof. Anamika Nandy, Prof. Tyoti Singh

IQAC coordinator, Dr. Shubra Upadhyaya reported that AQAR 2018-19 uploaded. She congratulated her team members and especially thanked Cent. Jayeeta Mullick and Dr. Shilpa Nandy for their immense effort in this uploading process.

Principal Sir appreciated the work done by the IQAC team.

IQAC Co-ordinator  
Khudiram Bose Central College



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# Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006 □ Ph.: 033-2555 7102/3889

President

Asok Chaudhuri

Ex-Principal

Maharaja Manindra Chandra College



Principal & Secretary

Dr. Subir Kumar Dutta

M.Com., L.L.B., M.Phil, Ph.D., A.I.C.W.A.

Ref No. : .....

## NOTICE

Date : ...11/01/21...

In pursuance of the resolution taken in the Teacher's Council meeting held on 12/12/2020, the Internal Quality Assurance Cell (IQAC) and NAAC Cell are as follows:

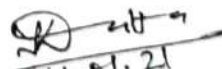
### A) IQAC Cell (Internal Members)

- 1) Prof. Anamika Nandy (Co-ordinator)
- 2) Prof. Shubhra Upadhyaya (Member)
- 3) Prof. Arabinda Mridha (Member)
- 4) Prof. Sheuli Biswas Adhikary (Member)
- 5) Prof. Tapasi Ghosh (Member)
- 6) Prof. Payel Nandi (Member)
- 7) Smt. Jayeeta Mullick (Member)
- 8) Sri Gopal Mukherjee (Member)
- 9) Sri Sujit Deb (Member)
- 10) Dr. Sriparna Dutta (Ex-officio MHRD & NAAC)
- 11) Dr Shilpa Nandy (Ex-officio NAAC)
- 12) DR. RAJA GHOSH (MEMBER)

### B) NAAC

- 1) Dr. Sriparna Dutta (Co-ordinator)
- 2) Dr. Shilpa Nandy (Joint Co-ordinator)
- 3) Prof. Jyoti Singh (Member)
- 4) Prof. Rinjee Lama (Member)
- 5) Prof. Supreeta Mehta (Member)
- 6) DR. CHANDRANI DUTTA (MEMBER)



  
11.01.21  
Principal  
Khudiram Bose Central Coll  
Kolkata-700006





## INTERNAL QUALITY ASSURANCE CELL (IQAC) Khudiram Bose Central College

71/2A, Bidhan Sarani, Kolkata - 700 006

E-mail: kbcc\_iqac1884@rediffmail.com

Web: khudirambosecentralcollege.com

Ph.: 033-2555 7102

Ref:

Date: 22/1/2021

A meeting of the IQAC will be held on the 29<sup>th</sup> January 2021, Friday at 3:00 PM in the Principal's room. All members are requested to remain present in the meeting.

### Agenda:

- 1) AQAR REPORT REVIEW for 2017-18 & 2018-19 regarding and subsequent rectification in the AQAR portal and resubmission of the report.
- 2) Uploading of AQAR for 2019-20.
- 3) Annual Guardian Meet.
- 4) Progression of Plan of Action for 2020-21.
- 5) Misc.

Anamika Nandy  
22/1/2021

IQAC Co-ordinator  
Khudiram Bose Central College  
Kolkata-700006



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Meeting of IQAC held on 29/1/2021 at 3.00 P.M. in Room No:

The following members remained present:

1. ~~Dr. H. S.~~ 29.01.21
2. Anamika Nandy 29/1/2021
  3. Sayel Handi 29/01/2021
  4. Sapan Mukherjee 29/1/21
  5. Anjali Ghosh 29/1/21
  6. Shubra Upadhyaya 29/1/21
  7. Arabinda Mishra 29/01/21
  8. Jayeta Kulick 29/01/21
  9. Sujit Deb.
  10. Shanti Biswas Adhikary 29/01/21

### ① AQAR Report Review 2017-18.

The AQAR for the year 2017-18 submitted on 20.10.2020 at 2:19 AM has certain queries. The query list was placed before the House. Members reviewed each query and it was decided that AQAR for year 2017-18 will be with all queries addressed will be done at the earliest. IQAC coordinator, Prof. Anamika Nandy said the query for 2017-18 mailed at <sup>IQAC</sup> College email Id on 03-01-2021 at 10:58 AM. The House said immediate attention will be given to the queries.

Principal Sir enquired about the nature of the query. Prof. Nandy said that major query was related to budget. He asked Prof. Arabinda Mishra to help the coordinator in this regard.

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1. AAR - Review Report 2018-19.

This query was emailed to college IAAC email id on 2.11.2020 at 2:01 pm. The major focus of the query was on leaving blank space in the Zero Activity Area. The coordinator said that she will look into this at the earliest. Principal Sir asked her to tackle the matter immediately.

2) Uploading AAR - 2019-20 -

It was decided that each member will take care of one area and submit work to the coordinator. When Principal Sir asked for a time line to be fixed, it was decided that members would require a minimum of 15 days to complete the work. Prof. Nandy said she will prepare a chart with name of each member assigned a particular criteria.

3) Annual Guardian Meet -

The House decided that Annual Guardian Meet will be held on 20-2-21 and 21-2-21. This meeting will be conducted in offline mode in college and all precautions will be maintained as per COVID guidelines.

4) Progression of POA for 2020-21 -

The IAAC reviewed the work done by different depts. and cells and committees of the college. As per previous suggestion of IAAC to conduct webinars it was seen that most depts. and cells have arranged webinars and various dept. programmes. The House appreciated this endeavour and expected many more in future.

5) Misc - It was reported that online exam was conducted smoothly.

Prof. Nandy 29/1/21  
- IQAC Co-ordinator  
Khudiram Bose Central College

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AGAK 2019-20

B1. Curricular aspects	Prof. Payel Nandi, Prof. Tapasi Ghosh
B2. Teaching, Learning & Evaluation	Prof. Tapasi Ghosh, Prof. Shubhra Upadhyay, Sri Gopal Mukherjee.
B3. Research Innovation and Extension	Prof. Shubhra Upadhyay, Prof. Payel Nandi
B4. Infrastructure and Learning Resources	Prof. Arabinda Mridha, Smt. Jayeeta Mallick
B5. Student Support and Progresses	Prof. Sheuli Biswas Adhikary, Prof. Anamika Nandy, Sri Sujit Deb
B6. Governance Leadership & Management	Smt. Jayeeta Mallick, Prof. Sheuli Biswas Adhikary.
B7. Institutional Values and Best Practices	Prof. Anamika Nandy, Prof. Arabinda Mridha
B8. Future Plan of Action	Prof. Anamika Nandy, Prof. Arabinda Mridha, Prof. Shubhra Upadhyay

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29/11/21  
Anamika Nandy

29/11/21  
Sheuli Biswas Adhikary

29/11/21  
Payel Nandi

29/11/21  
Anamika Nandy

29/11/21  
Arabinda Mridha

29/11/21  
Jayeeta Mallick

29/11/21  
Sri Gopal Mukherjee



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### IQAC Minutes of Meeting

Meeting held online

Date - 23/04/2021

Time - 3:50 pm

Meeting Link -

Members Present - Principal Sir, Anamika Nandy, Tapasi Ghosh, Shubhra Upadhyay, Jayeeta Mukherjee, Payel Nandi, Sheuli Biswas Adhikary, Gopal Mukherjee, Arabinda Mridha, Shilpa Nandy.

#### Minutes of the Meeting (MOM)

The meeting was called by the Principal Sir through IQAC Co-ordinator Prof Anamika Nandy to review the year-wide and the activity and Action taken by IQAC during session 2020-21.

MOM was taken by Librarian Jayeeta Mukherjee and it was decided that we will write it down in the minutes book later on.

Anamika Nandy stated as we are going through pandemic college has taken various measures.

Cells and subcommittees have conducted various activities and conveners were ~~re~~ already requested to submit cells and subcommittee reports to IQAC.

Action taken were summed up as following.

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### IQAC Minutes of Meeting

#### Action Taken Reports-

1. Online classes were conducted for both and Honours and general students through different online platforms like Google-meet, Zoom, Google class room.
2. Online routine, weekly progress report, were and departmental wall magazines were uploaded in the website.
3. University online examinations were conducted smoothly.
4. Multiple webinars were organised by diff depts and cells.
5. Semester - 1, Admission Process followed by Induction Programme were conducted smoothly.
6. Observation Days were celebrated online. Dept of English organised and an online Independence Day Celebration Programme.
7. Community Welfare Programme "We Care" organised by college staff successfully on 21st Oct, 2020.

Meeting ended on a positive note to do better in future.

*Shubh*

IQAC Co-ordinator  
Khudiram Bose Central College

