



Swami Dhananjay Das Kathiababa Mahavidyalaya

Internal Quality Assurance Cell

The Internal Quality Assurance Cell of Swami Dhananjay Das Kathiababa college was formed in the year 2019 with the objective of ensuring holistic growth and development of the institution as an academic platform. Since its inception in 2019 the IQAC has endeavored to frame the goals and objectives of the institution as a higher education enterprise invested in imparting quality education to the underprivileged and economically backward rural areas. It's motto remains to upgrade the local educational resources and bring them at par with global educational standards. The introduction of the CBCS curriculum in 2017 and the NEP in 2020 has posed new challenges for rural and peripheral colleges with limited human resources and IT facilities. The IQAC hopes to address these challenges through effective management of limited resources and strategic utilization of resources. The general objectives of the IQAC are outlined below: -

- To ensure effective curriculum planning and delivery by drafting a detailed academic calendar that ensures timely conduction of internal assessments.
- To incorporate value added courses and skill enhancement courses that further enrich the traditional curriculum.
- To offer remedial classes that addresses the needs of slow learners.
- To promote research and academic growth and development through regular organization of seminars and workshops.
- Encourage faculty members to publish articles showcasing their research in UGC approved CARE listed journals.
- To upgrade infrastructural facilities which includes IT access, WIFI connectivity and virtual classrooms.

The current members of the IQAC are enlisted below:-

SWAMI DHANANJOY DAS KATHIABABA MAHAVIDYALAYA



UGC affiliated Govt Aided College
Under Bankura University
Estd. - 2009

P.O. - Bhara, Dist. - Bankura, Pin - 722157 (W.B.)

9883287434
princsddkm@gmail.com
www.sddkm.in

Date: 21.11.2023

The composition of the IQAC is as follows:-

1. **Chairperson:** Dr. Kakali Ghosh(Sengupta),Principal
2. **A few senior administrative officers:**
 - a) Sri Gorapada De – Ex. Revenue Officer, Govt. of West Bengal
 - b) Dr. Bappaditya Mandal – Principal, Sonamukhi College
3. **Three to eight teachers:**
 - a) Dr. Mahuya Bandyopadhyay -Assistant Professor in Geography
 - b) Dr. Kedar Nath Dey-Assistant Professor in Education
 - c) Sri Bipul Chandra Mandal- Assistant Professor in History
 - d) Rafia Sultana Molla- Assistant Professor in Bengali
 - e) Dr. Sanghita Banerjee –Assistant Professor in Bengali
 - f) Doma Sherpa- Assistant Professor in Political Science
 - g) Payel Shee- Librarian
4. **One member from the Management:**
 - a) Dr. Narendra Ranjan Malas- Governing Body Member
5. **One/two nominees from local society, Students and Alumni:**
 - a) Sri Satyajit Roy - Member of local Society
6. **One/two nominees from Employers /Industrialists/stakeholders:**
 - a) Sri Balai Chandra Garai -Industrialist Nominee
 - b) Sri Tufan Sarkar(Cashier)- Employer's Nominee
7. **One of the senior teachers as the coordinator/Director of the IQAC:**
 - a) Dr. Swatee Sinha-IQAC Coordinator



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21.11.23.
Dr. Kakali Ghosh (Sengupta)
Principal & Secretary
Swami D.D.K. Mahavidyalaya
Bhara, Bishnupur, W.B.

2018-2019 A.Y.



NOTICE

A meeting of the IQAC is scheduled for 28.02.2019 at 11 am in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Kedar Nath Dey, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Manas Mandal, WBCS(Exe.), SDO Bishnupur | Sd/- |
| 3. Dr. Bappaditya Mandal, Principal, Sonamukhi College | Sd/- |
| 4. Dr. Mahuya Bandyopadhyay, Assistant Professor | Sd/- |
| 5. Smt. Karabi Biswas, Assistant Professor | Sd/- |
| 6. Swatee Sinha, Assistant Professor | Sd/- |
| 7. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 8. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 9. Sanghita Banerjee, Assistant Professor | Sd/- |
| 10. Tufan Sarkar, Management Member | Sd/- |
| 11. Tapas Garai, Alumni Member | Sd/- |
| 12. Sri Gorapada De, Local Society Member | Sd/- |
| 13. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 14. Satyajit Roy, Principal Nominee | Sd/- |
| 15. Dr. Kedar Nath Dey, IQAC Coordinator | Sd/- |

AGENDA :

1. Proposal for a separate room for IQAC
2. Proposal for formation of NAAC Sub -Committee
3. Proposal for formation of Alumni Association
4. Miscellaneous

RESOLUTION:

1. A separate room to be allotted to IQAC on the first floor of the college subject to approve by GB.
2. NAAC sub-committee to be formed involving internal staff members
3. Alumni association to be formed. Alumnus Tapas Mandal to take a lead role in the formation of the Alumni association.
4. Separate departmental staff room to be constructed
5. Steps to be taken for Library automation



NOTICE

A meeting of the IQAC is scheduled for 26.03.2019 at 2 pm in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Kedar Nath Dey, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Manas Mandal, WBCS(Exe.), SDO Bishnupur | Sd/- |
| 3. Dr. Bappaditya Mandal, Principal, Sonamukhi College | Sd/- |
| 4. Dr. Mahuya Bandyopadhyay, Assistant Professor | Sd/- |
| 5. Smt. Karabi Biswas, Assistant Professor | Sd/- |
| 6. Swatee Sinha, Assistant Professor | Sd/- |
| 7. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 8. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 9. Sanghita Banerjee, Assistant Professor | Sd/- |
| 10. Tufan Sarkar, Management Member | Sd/- |
| 11. Tapas Garai, Alumni Member | Sd/- |
| 12. Sri Gorapada De, Local Society Member | Sd/- |
| 13. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 14. Satyajit Roy, Principal Nominee | Sd/- |
| 15. Dr. Kedar Nath Dey, IQAC Coordinator | Sd/- |

AGENDA:

1. Proposal for purchasing one Almirah for each Honours department
2. Proposal for upgradation of college website (dynamic website software)
3. Purchase of books on regular basis for college library
4. Proposal for financial assistance for NSS Special Camp and Regular Camp activities

RESOLUTION

1. The resolutions of meeting dated 28.02.2019 were read and confirmed.
2. Each honours department to be provided with one almirah.
3. IQAC coordinator proposes for annual purchase of text books for each department and the proposal has been accepted and approved.
4. For routine conduction of NSS Special Camp and Regular Camp activities financial aid to be disbursed from college fund.

Action Taken Report

1. **Room No. 23 (1st floor) has been allotted for IQAC**
2. **NAAC Sub Committee was formed and the same was approved by the Governing Body Meeting dated 28.03.2019**
3. **Alumni Association was formed and the same was approved by the Governing Body Meeting dated 28.03.2019**
4. **Seven almirahs provided to seven hons departments**
5. **Grant of rupees thirty thousand was sanctioned for smooth running of NSS Special Camp and Regular Camp activities by the Governing Body Meeting dated 28.03.2019**

ACADEMIC SESSION :2019-2020



NOTICE

A meeting of the IQAC is scheduled for 12.07.2019 at 2 p.m. in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Dr. Bappaditya Mandal, Principal, Sonamukhi College | Sd/- |
| 3. Sri Gorapada De, Local Society Member | Sd/- |
| 4. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 5. Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Management Member | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Principal Nominee | Sd/- |
| 14. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA:

1. Discussion about Academic calendar
2. Discussion about odd-semester routine and commencement of first semester classes
3. Discussion regarding probability of reopening admission portal for fresh admissions in semester -I
4. Miscellaneous

RESOLUTION:

1. Academic calendar made by academic sub-committee has been placed and unanimously approved by the IQAC.
2. Routine made by routine sub- committee has been placed and unanimously approved by the IQAC and according to Govt. Notification 1st semester class will commence on and from 15.07.2019
3. It has been found that most of the seats are lying vacant after completion first phase of online admission and local demands from students are persistent. It is unanimously resolves to reopen online admission portal for fresh admission following state government notification.
4. For Library automation a user-friendly software to be installed and for this KOHA software to be used by the Library as early as possible.



NOTICE

A meeting of the IQAC is scheduled for 06.11.2019 at 11 a.m in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Dr. Bappaditya Mandal, Principal, Sonamukhi College | Sd/- |
| 3. Sri Gorapada De, Local Society Member | Sd/- |
| 4. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 5. Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Management Member | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Principal Nominee | Sd/- |
| 14. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA :

1. Notification of internal assessment for odd semester
2. Discussion of Annual Cultural Function
3. Installation of CCTV
4. CAS of Dr. Mahuya Bandyopadhyay, Dept of Geography
5. Miscellanies

RESOLUTION:

1. In CBCS curriculum there is a provision of taking Internal Assessment of Students in College. In this regard IQAC proposes to take assignment/written test as per the convenience of the students.
2. It is unanimously resolved that the date and programme schedule of annual cultural function for AY 2019-2020 to be arranged by cultural sub committee .
3. For security and round the hour surveillance of college campus the need of installation of CCTV has been placed. After careful consideration of the matter it is unanimously decided to install six cctv camera at the initial stage.
4. Promotion of Dr. Mahuya Bandyopadhyay, Asst Professor of Geography under CAS from Stage-I to Stage-II has been placed and approve by the IQAC.
5. Educational tour for different departments (Geography, Education, History etc.) to be conducted by the respective departments as per Bankura University Guidelines by conveying a meeting with the students, guardians and teachers.



NOTICE

A meeting of the IQAC is scheduled for 09.01.2020 at 11 a.m in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Dr. Bappaditya Mandal, Principal, Sonamukhi College | Sd/- |
| 3. Sri Gorapada De, Local Society Member | Sd/- |
| 4. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 5. Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Principal Nominee | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Management Member | Sd/- |
| 14. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA :

1. Remedial Class
2. Enrollment of even semester students and commencement of classes.
3. Celebration of Saraswati Puja.
4. Miscellaneous

RESOLUTION:

1. Remedial classes/doubt clearing classes to be arranged to help the students for upcoming even semester examination.
2. After completion of odd semester (AY 2019-2020) examinations, even semester classes to be started as per academic sub committee's decision.
3. Saraswati puja is to be celebrated on 29.01.2020 and 30.01.2020 under the supervision of cultural subcommittee.
4. Mentoring of students to be conducted by the faculty members to address different problems of students for their overall development.



NOTICE FOR IQAC MEETING (Emergency)

An emergency meeting (both online and offline) of the IQAC is scheduled for 16.03.2020 at 2 p.m in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya, Bhara, Bankura. All members are requested to attend the same and oblige.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|---|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal (virtually present) | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Swatee Sinha, Assistant Professor | Sd/- |
| 5. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 6. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 7. Sanghita Banerjee, Assistant Professor | Sd/- |
| 8. Tufan Sarkar, Principal Nominee | Sd/- |
| 9. Sri Animesh Pal, Alumni Member | Sd/- |
| 10. Sri Gorapada De, Local Society Member (virtually present) | Sd/- |
| 11. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 12. Satyajit Roy, Management Member | Sd/- |
| 13. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA :

1. Administrative and academic plan of action due to declaration of lockdown from Government

RESOLUTION:

1. To cope with sudden outbreak of novel corona virus Government has declared **lock-down vide Govt. Notification**. As a result college will remain closed until further notification. In this situation teachers are advised to assist students by supplying **study materials, video clippings, e-books** etc. through online mode at the earliest.

A.Y. 2020-2021



NOTICE FOR IQAC MEETING (Virtual)

A virtual meeting of the IQAC is scheduled for 16.07.2020 at 7 p.m. via Google Meet. All members are requested to attend the same and oblige. Link will be provided shortly.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Swatee Sinha, Assistant Professor | Sd/- |
| 5. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 6. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 7. Sanghita Banerjee, Assistant Professor | Sd/- |
| 8. Tufan Sarkar, Principal Nominee | Sd/- |
| 9. Sri Animesh Pal, Alumni Member | Sd/- |
| 10. Sri Gorapada De, Local Society Member | Sd/- |
| 11. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 12. Satyajit Roy, Management Member | Sd/- |
| 13. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA :

1. Discussion about Webinar by the different departments
2. Online admission for AY 2020-2021
3. Discussion regarding Online class routine
4. Miscellaneous

RESOLUTION:

1. Proposal to organize webinar by different departments such as English, History, Geography etc. is placed and the same is unanimously approved.
2. Total admission process (registration, merit point generation, verification of documents, fees collection etc.) of AY 2020-21 to be done online by strictly adhering to the Govt. guidelines.
3. Department wise online class routine through Google meet prepared by HOD is approved and the same is to be followed w.e.f. second week of August 2020.



NOTICE FOR IQAC MEETING (Virtual)

A virtual meeting of the IQAC is scheduled for 20.11.2020 at 7 p.m. via Google Meet. All members are requested to attend the same and oblige. Link will be provided shortly.

Sd/- Dr. Mahuya Bandyopadhyay, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Swatee Sinha, Assistant Professor | Sd/- |
| 5. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 6. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 7. Sanghita Banerjee, Assistant Professor | Sd/- |
| 8. Tufan Sarkar, Principal Nominee | Sd/- |
| 9. Sri Animesh Pal, Alumni Member | Sd/- |
| 10. Sri Gorapada De, Local Society Member | Sd/- |
| 11. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 12. Satyajit Roy, Management Member | Sd/- |
| 13. Dr. Mahuya Bandyopadhyay, IQAC Coordinator | Sd/- |

AGENDA:

1. To enable online classes through ERP portal
2. Centralized routine to be implemented alongside departmental class routine
3. Construction of GI rooftop shade
4. Misc.

RESOLUTION:

1. All departments to conduct online classes through ERP portal w.e.f. December 2020 for odd semester
2. Online centralized routine to be sent to the university for approval.
3. To ameliorate the effects of scorching heat during the summer months a GI color-coated rooftop shade to be installed. The shade would also protect the surface of the roof from damage caused by heavy showers during monsoon.

ACTION TAKEN REPORT

1. To maintain internal discipline between student and teacher, CCTV was installed on 12.03.2020
2. During Covid-19 situation for maintaining online classes, college portal was activated properly.
3. Dynamic college website was another development regarding infrastructure for balanced online activity either academic or infrastructure.

ACADEMIC SESSION :: 2021-2022



NOTICE

A meeting of the IQAC is scheduled for 27.05.2022 at 2 p.m. in Madam Principal's Chamber. All members are requested to attend the same and oblige.

Sd/- Dr. Soham Pain, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Dr. Mahuya Bandyopadhyay, Assistant Professor | Sd/- |
| 5. Sri Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Principal Nominee | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Management Member | Sd/- |
| 14. Dr. Soham Pain, IQAC Coordinator | Sd/- |

AGENDA :

1. Proposal for Academic Audit for AY 2020-2021
2. Endorsement of Remedial Class Routine
3. Utilizing the fund received for Red Ribbon Club activities organized by the NSS
4. Miscellaneous.

RESOLUTION

1. The resolutions of meeting dated 20.11.20 were read and confirmed.
2. Academic Audit to be conducted for AY 2020-2021. All Departments are advised to submit academic information concerning class routine, students' attendance, exam (Internal Assessment) routine, date and program schedule of Departmental seminars, Departmental Resolution Book and lesson plans to the IQAC Co-ordinator within one month. Proposed date of **Academic Audit** is 1st week of December 2022.
3. **Sri Bipul Chandra Mondal**, the **Programme Officer** of NSS, Unit-I reported that a sum of **Rs.30,000/- (Rupees Thirty Thousands Only)** has been sanctioned by the university for **NSS activities** to be organized under the Red Ribbon Club. The NSS Program Officer was instructed to do the needful and schedule the activities to be organized.
4. All Dept. are advised to prepare remedial class routine to be implemented for the running semesters for a duration of one month.

ACADEMIC SESSION :: 2022-2023



NOTICE

A meeting of the IQAC is scheduled for 13.10.2022 at 2 p.m. in Principal's Chamber. All members are requested to attend the same and oblige.

Sd/- Dr. Soham Pain, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Dr. Mahuya Bandyopadhyay, Assistant Professor | Sd/- |
| 5. Sri Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Principal Nominee | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Management Member | Sd/- |
| 14. Dr. Soham Pain, IQAC Coordinator | Sd/- |

AGENDA :

1. CAS file preparation of Dr. Kedar Nath Dey , Rafia Sultana Molla and Bipul Chandra Mandal
2. Endorsement of Internal Assessment Routine
3. The college subcommittee list for session 2022-23
4. Internet Connection for library, IQAC, college office and staff room

RESOLUTION: 13.10.2022

1. Prayers for CAS of **Dr. Kedar Nath Dey, Rafia Sultana Molla and Bipul Chandra Mandal** are accepted by IQAC in today meeting . All applications are forwarded to GB for further action.
2. All Dept. are said to prepare **Internal Assessment Routine** and to complete assessment within mid of November.
3. The composition of various **college sub-committees** was reshuffled and convenorship changed.
4. Hi-speed **broadband connection** to be installed in the **IQAC, Office and college library**. Probable service provider **Alliance Broadband**.



NOTICE

A meeting of the IQAC is scheduled for 14.12.2022 at 2 p.m. in Principal's Chamber. All members are requested to attend the same and oblige.

Sd/- Dr. Soham Pain, IQAC Coordinator

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|--|------|
| 1. Dr. Kakali Ghosh Sengupta, Principal | Sd/- |
| 2. Sri Gorapada De, Local Society Member | Sd/- |
| 3. Dr. Kedar Nath Dey, Assistant Professor | Sd/- |
| 4. Dr. Mahuya Bandyopadhyay, Assistant Professor | Sd/- |
| 5. Sri Swatee Sinha, Assistant Professor | Sd/- |
| 6. Bipul Chandra Mandal, Assistant Professor | Sd/- |
| 7. Rafia Sultana Molla, Assistant Professor | Sd/- |
| 8. Sanghita Banerjee, Assistant Professor | Sd/- |
| 9. Tufan Sarkar, Principal Nominee | Sd/- |
| 10. Sri Animesh Pal, Alumni Member | Sd/- |
| 11. Sri Gorapada De, Local Society Member | Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Nominee | Sd/- |
| 13. Satyajit Roy, Management Member | Sd/- |
| 14. Dr. Soham Pain, IQAC Coordinator | Sd/- |

AGENDA :

1. Seminar on Nimbarka Darshan
2. Endorsement of Remedial class routine

RESOLUTION:

1. Proposed date of seminar on **Nimbarka Darshan** is **5th January 2023**. Seminar will be conducted by **Dept. of Philosophy** in collaboration with **IQAC**.
2. All Dept. are advised to prepare **remedial class routine** to be implemented for the running semesters for a duration of one month.

ACTION TAKEN REPORT

1. Academic Audit of 2020-2021 was scheduled on 29.12.2022 Dr. Sourav Dutta, IC Bankura University conducted the Academic Audit and shared his valuable suggestions. Dr. Dutta advised and proposed a Departmental Audit for the next academic session.
2. CAS file of Dr. Kedar Nath Dey, Bipul Chandra Mondal and Rafia Sultana Molla has been approved by the IQAC and has been forwarded for further processing.
3. Remedial class routine has been approved by IQAC. Remedial classes are to be offered to weak students who have fared badly in internal exams.
4. Internal Assessment routine has been approved by IQAC.
5. Alliance Broadband Connection was installed in the IQAC and the Central Library.

ACADEMIC SESSION: 2022-2023



NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) is scheduled for 27.06.2023 At 3:30 p.m. in the Principal's chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya. Following is the agenda of the meeting:-

Sd/- IQAC Joint-Coordinator(s): Swatee Sinha, Sanghita Banerjee

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|---|--------|
| 1. Dr. Kakali Ghosh Sengupta, Principal & Chairperson | :Sd/- |
| 2. Sri Gorapada De, Administrative Member | : Sd/- |
| 3. Dr. Bappaditya Mandal, Administrative Member | : Sd/- |
| 4. Dr. Narendra Ranjan Malas, Management Member | : Sd/- |
| 5. Dr. Swatee Sinha, IQAC Coordinator | :Sd/- |
| 6. Dr. Mahuya Bandyopadhyay, Teacher's Member | :Sd/- |
| 7. Dr. Kedar Nath Dey, Teacher's Member | :Sd/- |
| 8. Sri Bipul Chandra Mandal, Teacher's Member | : Sd/- |
| 9. Rafia Sultana Molla, Teacher's Member | :Sd/- |
| 10. Dr. Sanghita Banerjee, Teacher's Member | :Sd/- |
| 11. Payel Shee, Librarian | :Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Member | :Sd/- |
| 13. Sri Satyajit Roy, Local Society Member | :Sd/- |
| 14. Sri Tufan Sarkar, Employer's Member | :Sd/- |
| 15. Sri Ashutosh Mandal, Student Representative | :Sd/- |
| 16. Sri Animesh Pal, Alumnus | :Sd/- |

AGENDA:

1. To expedite preparation of SSR keeping in mind the tentative IIQA submission deadline in December 2023.
2. Formation of technical team for SSR.
3. Registration of Alumni Association

RESOLUTION:

1. It was decided in the meeting that the IIQA would be submitted in the last week of December after 70-80 percent completion of SSR. All criterion leaders were instructed to pace up work and keep the coordinator(s) updated on the progress of their respective criterion. The new guidelines regarding SSR submission as outlined in SOP and DVV on the NAAC website to be strictly adhered to.
2. A technical team to be constituted for SSR preparation under the guidance of Payel Shee, Librarian.
3. Registration of Alumni Association to be completed within December 2023 under West Bengal Society Registration Act, 1961



NOTICE

A meeting of the Internal Quality Assurance Cell is scheduled for **13.04.2023** at **2:30 pm** in the Principal's Chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya. Following is the agenda of the Meeting:-

Sd/- IQAC Joint-Coordinator(s): Swatee Sinha, Sanghita Banerjee

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:

- | | |
|---|--------|
| 1. Dr. Kakali Ghosh Sengupta, Principal & Chairperson | :Sd/- |
| 2. Sri Gorapada De, Administrative Member | : Sd/- |
| 3. Dr. Bappaditya Mandal, Administrative Member | : Sd/- |
| 4. Dr. Narendra Ranjan Malas, Management Member | : Sd/- |
| 5. Dr. Swatee Sinha, IQAC Coordinator | :Sd/- |
| 6. Dr. Mahuya Bandyopadhyay, Teacher's Member | :Sd/- |
| 7. Dr. Kedar Nath Dey, Teacher's Member | :Sd/- |
| 8. Sri Bipul Chandra Mandal, Teacher's Member | : Sd/- |
| 9. Rafia Sultana Molla, Teacher's Member | :Sd/- |
| 10. Dr. Sanghita Banerjee, Teacher's Member | :Sd/- |
| 11. Payel Shee, Librarian | :Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Member | :Sd/- |
| 13. Sri Satyajit Roy, Local Society Member | :Sd/- |
| 14. Sri Tufan Sarkar, Employer's Member | :Sd/- |
| 15. Sri Ashutosh Mandal, Student Representative | :Sd/- |
| 16. Sri Animesh Pal, Alumnus | :Sd/- |

AGENDA:

1. Seminar on Research Methodology to be organized by IQAC
2. Encourage participation of faculty members in seminars, workshops, faculty development programs organized by MHRD and recognized by UGC
3. Encourage non-teaching staff members to participate in skill development workshops and avail of hands on training in IT.
4. Academic Audit
5. Implementation of NEP.
6. Medicinal Plant

RESOLUTION:

1. As per UGC guidelines a seminar on Research Methodology to be hosted on the college premises. Resource person to be invited from the university to deliver talks on various research methods and strategies. Research Methodology forms a key component of the Academic Writing Course offered by the university as part of the undergraduate curriculum and is integral to honing academic writing and research skills . Dr. Mahuya Bandyopadhyay(HOD,Dept of Geography and Ms. Sanghita Banerjee (Asst. Prof Bengali) to function as joint convenors.
2. Faculty members to be given incentives in terms of ODL for presenting papers in national/international conferences/seminars. To update themselves on emerging trends and latest research in their discipline faculty members should actively participate in FDPs and summer/winter schools designed to offer short term courses.
3. Non-teaching staff members to be given incentives in terms of ODL for participating skill development workshops/training programmes which are relevant to official work
4. Academic audit to be conducted on a routine basis. Bipul Chandra Mandal and Dr. Kedar Nath Dey will take necessary initiatives to conduct upcoming Academic Audit

5. NEP 2020 to be implemented w.e.f August 2023. Honours and Programme courses replaced by Major and Minor electives. Further a mandatory Multidisciplinary course to be undertaken by students to develop an interdisciplinary approach in teaching and learning. NEP related seminars and events to be hosted by the institute with a specific focus on Academic Credit Bank. Generating awareness about NEP through hosting seminars and workshops designed specifically to make NEP accessible for students and staff members.
6. A medicinal plants nursery to be developed and nurtured as part of the college's motto to promote the Indian knowledge system of traditional Ayurvedic healing.



NOTICE

A meeting of the Internal Quality Assurance Cell is scheduled for 16.03.2023 at 3:30 p.m. in the Principal's chamber, Swami Dhananjay Das Kathiababa Mahavidyalaya. Following is the agenda of the meeting:

Sd/- IQAC Joint-Coordinator(s): Swatee Sinha, Sanghita Banerjee

Sd/- Dr. Kakali Ghosh Sengupta, Principal

MEMBERS PRESENT:-

- | | |
|---|--------|
| 1. Dr. Kakali Ghosh Sengupta, Principal & Chairperson | :Sd/- |
| 2. Sri Gorapada De, Administrative Member | : Sd/- |
| 3. Dr. Bappaditya Mandal, Administrative Member | : Sd/- |
| 4. Dr. Narendra Ranjan Malas, Management Member | : Sd/- |
| 5. Dr. Swatee Sinha, IQAC Coordinator | :Sd/- |
| 6. Dr. Mahuya Bandyopadhyay, Teacher's Member | :Sd/- |
| 7. Dr. Kedar Nath Dey, Teacher's Member | :Sd/- |
| 8. Sri Bipul Chandra Mandal, Teacher's Member | : Sd/- |
| 9. Rafia Sultana Molla, Teacher's Member | :Sd/- |
| 10. Dr. Sanghita Banerjee, Teacher's Member | :Sd/- |
| 11. Payel Shee, Librarian | :Sd/- |
| 12. Sri Balai Chandra Garai, Industrialist Member | :Sd/- |
| 13. Sri Satyajit Roy, Local Society Member | :Sd/- |
| 14. Sri Tufan Sarkar, Employer's Member | :Sd/- |

AGENDA:

- As per NAAC guidelines a seminar on Intellectual Property Rights to be hosted on the college premises.
- Memorandum of Understanding to be signed with Saltora Netaji Centenary College and Bankura Sammilani College to facilitate academic exchange programmes and resource sharing.
- Each department to be allotted a separate work space equipped with necessary furniture and office stationery.
- The IQAC room to be upgraded, furnished and provided with broadband connection. Arrangements to be made to take care of power shortage and frequent load shedding affecting progress.
- Green Audit to be conducted.

RESOLUTION:

- As per NAAC guidelines a seminar on Intellectual Property Rights to be hosted on the college premises. Resource people to be invited from the university to deliver talks on intellectual property rights. Legal advise on protection of intellectual property to be sought from the Law Department of the university. Swatee Sinha (Asst. Prof English) and Sanghita Banerjee (Asst. Prof Bengali) to function as joint coordinators.
- MOUs to be signed with Saltora Netaji Centenary College and BankuraSammilani College to enable smooth running of the newly introduced NEP. These MOUS through faculty and student exchange programmes will ensure optimal utilization of available resources.
- Each department to be provided a well furnished space equipped with storage facilities to facilitate systematic conduction of departmental activities through regular faculty meetings on curriculum planning and evaluation.
- The IQAC room to be equipped with an inverter and its Wifi/ broadband facilities to be upgraded. Scanning and printing equipments to be maintained and machines upgraded with the latest software to ensure smooth conduction of work.
- Green Audit to be organized under the initiative of College Environmental Committee. Professor Apurba Ratan Ghosh (HOD, Department of Environmental Science, Burdwan University) to conduct the audit as external expert.

ACTION TAKEN REPORT

1. The new DVV and SOP guidelines available on the NAAC website were widely circulated among staff members. A hands on workshop and training was organized by Librarian MsPayelShee to demonstrate the process of data compilation, resizing of data and filling up of data templates in compliance with NAAC directives and specific guidelines. Staff members sought clarification on various technical issues and a technical and data operating team was formed under the supervision of PayelShee to ensure smooth completion of the SSR.
2. A team of Technical experts from BankuraSanmilani College accompanied by NAAC/IQAC coordinators visited the college premises to further educate the NAAC technical team operating under the leadership of MsPayelShee. The team of experts explained the process of data compression to the requisite size of 5MB and also explained the process of generating hyperlinks for SSR content.
3. A Seminar on Intellectual Property Rights and another on Research Methodology was organized by the IQAC in collaboration with the Teachers' Council with a view to promotion of ethical, scientific and relevant research. The twin seminars focused both on the legal and academic component of research in terms of strategic and scientific ways of extracting data and analyzing information.
4. MOUS have been signed with Bankura Sanmilani college and Saltora Netaji Centenary college and effectively implemented through faculty exchange programmes online. In future these MOUs would ensure the broadening of academic horizons and ensure diversity in terms of course and subject choices. The effective pooling together of human resources in terms of faculty outreach would compensate for staff shortages and limited availability of course options by merging of resources.
5. NEP 2020 was introduced in the 2023-24 academic session of the college with the Major/Minor/Multidisciplinary distribution of subject choices. An internal workshop was organized on the Academic Credit Bank by nodal officer Sanghita Banerjee (Assistant Professor, Bengali) demonstrating over power point the ABC credit distribution structure. Sanghita Banerjee was assisted by Shri Satyajit Roy

(Accountant, SDDK college) who explained the registration process to newly admitted students.

6. A workshop cum seminar on NEP was organized at the college premises on 13.10.2023 with administrative staff members from the university and renowned academicians serving as resource persons.
7. Infrastructural shortcomings were addressed through the upgradation of Wifi facilities and IT equipment's in the IQAC. An inverter was installed in the IQAC as a back up during power outages. Departments were formed through erection of plywood partitions. Departments were equipped with basic furnishing and a soft board for pinning up notices.
8. The College Alumni Association was registered on 28.11.2023 under the West Bengal Society Registration Act,1961
9. Green Audit was conducted under the initiative of the College Environment Committee on 13.01.24. Professor Apurba Ratan Ghosh, HOD Department of Environmental Science visited the college campus as external expert and shared his observations on the conservation of greenery and use of clean and renewable sources of energy.
