



Swami Dhananjoy Das Kathiababa Mahavidyalaya

Internal Quality Assurance Cell

The Internal Quality Assurance Cell of Swami Dhananjoy 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




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

IQAC MEETING MINUTES 2022-2023

SWAMI DHANANJOY DAS KATHIABABA MV



NOTICE

Dated: 27.06.2023

A meeting of the Internal Quality Assurance Cell is scheduled for 27/06/2023 At 3:30 pm in the Principal's chamber, Swami Dhananjay Das Kathiababa College. Following is the agenda of the meeting:

- SSR preparation in keeping with the SOP and DVV guidelines
- A technical and data entry team to be formed under the guidance of Ms Payel Shee (Librarian)
- Each criterion leader to update the IQAC coordinator(s) on the status of their criterion by 29.09.23.

SESSION 2022-23

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

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

- To pace up preparation of SSR keeping in mind the tentative IIQA submission deadline in December 2023. The new guidelines regarding SSR submission as outlined in SOP and DVV on the NAAC website to be strictly adhered to.
- A technical team to be formed under Librarian PayelShee and a technical workshop to be organized seeking support from NAAC accredited colleges.
- Each criterion leader to submit a detailed progress report to the IQAC coordinator updating the coordinator(s) on the status of their progress.

RESOLUTION:

- 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.
- Technical team to be conducted by MsPayelShee (Librarian) preferably in collaboration with a NAAC accredited college affiliated to Bankura University.
- Criterion leaders to divide their team into three groups attending to SSR write up drafting, Excel template completion and Scanning supporting documents.



SWAMI DHANANJOY DAS KATHIABABA MAHAVIDYALAYA

NOTICE

Dated: 12.04.2023

A meeting of the Internal Quality Assurance Cell is scheduled for **12.04.2023**

At **2:30 pm** in the Principal's chamber, Swami Dhananjay Das Kathiababa

College. Following is the agenda of the meeting:

- Seminar on Research Methodology to be organized by IQAC
- Ensure participation of faculty members in seminars, workshops, faculty development programs organized by MHRD and recognized by UGC
- Encourage non-teaching staff members to participate in skill development workshops and avail of hands on training in IT.
- Implementation of NEP.
- Generating awareness about NEP through hosting seminars and workshops designed specifically to make NEP accessible for students and staff members.
- Develop an education system focused on program outcomes and designed to cater to industry requirements and the job market
- Medicinal plants nursery to be started.

SESSION 2022-2023

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

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. Swatee Sinha, IQAC Coordinator :Sd/-
5. Dr. Mahuya Bandyopadhyay, Teacher's Member :Sd/-
6. Dr. Kedar Nath Dey, Teacher's Member :Sd/-
7. Sri Bipul Chandra Mandal, Teacher's Member : Sd/-
8. Rafia Sultana Molla, Teacher's Member :Sd/-
9. Dr. Sanghita Banerjee, Teacher's Member :Sd/-
10. Payel Shee, Librarian :Sd/-
11. Sri Balai Chandra Garai, Industrialist Member :Sd/-
12. Sri Satyajit Roy, Local Society Member :Sd/-
13. Sri Tufan Sarkar, Employer's Member :Sd/-

AGENDA

- As per NAAC guidelines a seminar on Research Methodology to be hosted by the IQAC.
- Faculty members to participate in seminars, workshops and FDPs designed by the MHRD and the UGC.
- Non-teaching staff members to participate in skill development workshops to update themselves on IT related technical expertise including use of various soft wares.
- NEP 2020 to be implemented w.e.f August 2023 as per higher education directives.
- NEP centric events to be organized with a view to effectively inform students and faculty members about the course structure and subject choice in terms of Major, Minor and Multidisciplinary options.
- NEP program outcomes to be clearly communicated and the curriculum implementation planned accordingly with a target to achieve course objectives and program objectives.
- A medicinal plants nursery to be cultivated on college grounds.

RESOLUTION:

- As per NAAC guidelines a seminar on Research Methodology to be hosted on the college premises. Resource people 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 . DrMahuyaBandyopadhyay and Sanghita Banerjee (Asst. Prof Bengali) to function as joint convenors.

- Faculty and staff 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 on a specific disciplinary area such as Indian Writing in English.
- NEP 2020 to be implemented w.e.f August 2023 and 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 and the flexible design of the NEP course structure allowing easy mobility between disciplines thus cutting across disciplinary boundaries.
- 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.



SWAMI DHANANJOY DAS KATHIABABA MAHAVIDYALAYA

NOTICE

Dated: 16.03.2023

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

- 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 stationary.
- 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.

SESSION 2022-2023

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

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 BankuraSammilani College to facilitate academic exchange programmes and resource sharing.
- Each department to be allotted a separate work space equipped with necessary furniture and stationary.
- 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.

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.

ACTION TAKEN REPORT (SESSION 2022-2023)

- 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.
- 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.
- 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.
- MOUS have been signed with BankuraSanmilani 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.
- 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.

- 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.
- Infrastructural shortcomings were addressed through the upgradation of Wifi facilities and IT equipments 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.
