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Proceedings of IQAC Meeting on 16/03/2023 at the Principal's chamber at 1:30 P.M

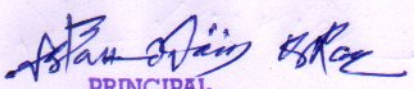
Members present in the IQAC meeting dated 16/03/2023 at the Principal's chamber at 1:30 P.M.

1. Dr Md Salauddin Khan (Principal)
2. Dr Indrajit Chattopadhyay (Coordinator)
- 3 Dr Krishnendu De
- 4 Prof Subhamoy Chattopadhyay
5. Dr Rupam Mukherjee
6. Prof Samrat Banerjee
7. Prof. Subhasree Das
8. Prof. Prasenjit Pal
9. Dr Golam Mostafa
10. Dr Somnath Das
11. Sri Tulsi Das

Principal Dr Md Salauddin Khan took the chair and the meeting started. The following resolutions were taken unanimously after discussion on the itemized agenda mentioned in the notice (Ref no KSM/IQAC/01/2023, dated 09/03/2023):

Resolution 1. The resolutions taken in the previous meeting dated 28/07/2023 were read and except the resolution 3C (Miscellaneous) all were confirmed. The house was informed that due to certain technical complication on the part of Students' Health Home, Kolkata, the membership proposal, as discussed under resolution 3C (Miscellaneous), could not be accepted by the college.

Resolution 2. After a threadbare discussion on organizing a seminar on establishing the Hooghly chapter of SWAYAM at the college and to spread the awareness of regarding the necessity of such repository of e-learning, it was decided a Seminar, to be convened by Dr Rupam



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Mukherjee, Assistant Professor of Economics, will be held after the Semester end examinations of the University of Burdwan are over.

Resolution 3. A plan of action was chalked out highlighting the scope of upgrading the college profile in terms of NAAC evaluation. The following plans was adopted unanimously:

- a) Usual obtaining of feedback, through Google form, from the students, teachers, office staff and parents in format designed by the college.
- b) Department-in-charges will be entrusted with collecting the information regarding their Students' Participation in Sports, Cultural and Extension activities in the format (data template) prescribed by NAAC.
- c) Department-in-charges will be entrusted with collecting the information regarding their Students' Progression in Higher Education, Success in Competitive Examinations and Placement in Jobs.
- d) Organizing yearly programmes on Gender Equity, Environmental Sustainability and Universal Values and Brotherhood as usual.
- e) Organizing Capacity Building Workshop(s) for students in which select faculty members will act as resource persons. The following areas and resource persons were considered and the house unanimously agreed -- i. Soft Skill – Sri Prasenjit Pal and Sri Soumitra Sarkar, ii. Placement Skill – Dr Mitrajit Chatterjee and Dr Rupam Mukherjee, iii. Oratory Skill – Prof Tupur Bairagi and Prof Maitreyi Dasgupta, iv. Communication Skill – Dr Samrat Banerjee, Dr Debmalya Chatterjee, Prof Priya Das. v. Painting and Drawing – Prof Subhasree Das.
- f) To arrange for yearly Academic and Administrative Audit, Green Audit, Waste Management System and ISO certification to meet the demands as mentioned in Criterion 6 of AQAR.
- g) To reorganize the Anti-Ragging Committee and Anti-Sexual Harassment Committee and to organize yearly awareness programmes to meet grievances effectively.

The meeting ended with a vote of thanks.


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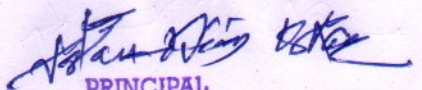
Proceedings of the Meeting of the IQAC on 27.06.2023 at the Chamber of the Principal at 2:30 P.M

Members present in the IQAC meeting on 27.06.2023 in the chamber of the Principal at 2:30 P.M.

1. Dr Md Salauddin Khan
2. Dr Indrajit Chattopadhyay
3. Prof Prasenjit Pal
4. Dr Golam Mostafa
5. Dr Krishnendu De
6. Dr Rupam Mukherjee
7. Prof Subhasree Das
8. Dr Samrat Banerjee
9. Prof Subhamoy Chattopadhyay
10. Sri Tulsi Das
11. Prof Maitreyi Dasgupta

The Principal Dr Md Salauddin Khan took the chair and the meeting started. Following resolutions were taken unanimously after discussion on the itemized agenda as mentioned in the notice (Ref no KSM/IQAC/02/2023, dated 22.06 2023).

Resolution 1 The resolutions taken in the previous meeting dated 16.03.2023 were read and confirmed. Resolved unanimously that the ISO Certification procedures, along with Academic, Administrative and Green Audit would be done as per rules. Regarding the Green Audit, the


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Green Club has already laid down a plan and the Governing Body is to be requested to do the needful and the Club may show willingness for an external audit.

Resolution 2 It was decided unanimously that the proposed Capacity Building Workshop(s), conducted by our faculty members, will be organized in association with the Career Counselling and Placement Cell of the college with immediate effect starting with the workshop placement prospects after graduation. The next workshops will be held tentatively as following:


1. *Prospects of Placement*: 13th July, 2023
2. *Soft Skill Development*: End of August or Early September, 2023
3. *Oratory and Communication Skill*. Between 9th and 13th October, 2023
4. Professional Prospects of Painting: Early December, 2023.

Resolution 3. The next 'Talk of the Month' will be delivered by Prof. Saheli Naik, Assistant Professor of Political Science, on 08. 08. 2023.

In the **Miscellaneous Section** two issues were raised:

1. It was decided that the Alumni Association will have to meet regularly for exchange of ideas and advice.
2. A proposal by Sri Sohan Das, Assistant Professor of Sociology, regarding organising a Seminar, was received by the house and it was decided that he will be asked to present a written proposal to the R&D Cell for consideration.

The meeting ended with a vote of thanks


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INTERNAL QUALITY ASSURANCE CELL

Proceedings of the Meeting of the IQAC on 28.07.2022 at the Chamber of the Principal at 2:15 P.M

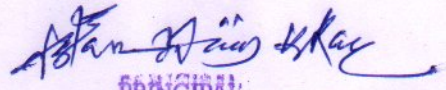
Members present in the IQAC meeting dated 28/07/2022 at the Principal's chamber at 2:15 P.M.

1. Dr Md Salauddin Khan (Principal)
2. Dr Indrajit Chattopadhyay (Coordinator)
- 3 Dr Krishnendu De
- 4 Prof Subhamoy Chattopadhyay
5. Dr Rupam Mukherjee
6. Prof Samrat Banerjee
7. Prof. Subhasree Das
8. Prof. Prasenjit Pal
9. Dr Golam Mostafa

The Principal Dr Md. Salauddin Khan took the chair and the meeting started. The resolutions taken in the previous meeting of the IQAC, dated 03/03/2022, were read and confirmed. After a threadbare discussion on the given agenda, following resolutions were taken unanimously:

Resolution 1 a

Regarding the organisation of workshop by our college in collaboration with the ERMC for setting up of the Hooghly chapter of SWAYAM, it was resolved unanimously that the college will formally express willingness to be the nodal centre and the proposed centre will function


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under the Coordinatorship of Dr Rupam Mukherjee, Assistant Professor of Economics, Kabi Sukanta Mahavidyalaya.

Resolution 1 b

Resolved unanimously that the IQAC be formed as per the guidelines of UGC with the following members:

• Dr Md Salauddin Khan (Principal) - Chairperson

• Dr Indrajit Chattopadhyay - Coordinator

Prof Prasenjit Pal - Member

Dr Golam Mostafa - Member

Dr Krishnendu De - Member

Dr Somnath Das - Member

Dr Rupam Mukherjee - Member

Prof Samrat Banejee - Member

Prof Subhasree Das - Member

Prof Subhamoy Chattopadhyay – Member

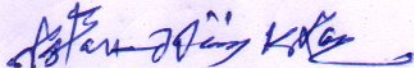
Sri Tulsi Das, (Accountant) – Representative of the Office

Dr Prajjwal Dutta, (Ex-DREO, Burdwan Division, WBES Gr- A & Head, Dept of Botany, Govt. Gen Degree College 2, Kharagpur, Paschim Medinipur) - Senior Administrative Officer

Sri Pralay Chakrabarty, (Chairperson- Bhadreswar Municipality)- Representative of Local Community

Sri Asim Kumar Das, (President- Governing Body)- Stakeholder

Sri Dilip Sabui, (Owner, Pagoda Engineering Works)- Industrialist


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Prof Maitreyi Dasgupta- Representative of Alumni

Dri Bikash Nayak- Representative of the Students

Resolution 2

Regarding the modalities of the submission of AQAR for the year of the 2021-'22, the responsibility was divided among the Coordinator and the members in the following way:

Part-A - Dr Indrajit Chattopadhyay

Part-B-

Criterion 1 -Prof Samrat Banerjee

2- Prof. Subhasree Das

3- Prof. Prasenjit Pal

4- Dr Somnath Das

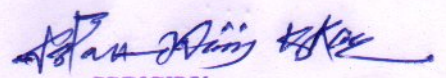
5- Dr Krishnendu De

6- Dr Rupam Mukherjee

7- Dr Indrajit Chattopadhyay

Prof Subhamoy Chattopadhyay will take the responsibility of uploading the files and data templates in the college website.

Resolution 3 - In the Miscellaneous section the following resolutions were taken:


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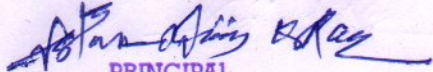
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3.a. Regarding the inter-faculty monthly lecture series, 'Talk of the Month', it was decided that the lectures will be arranged on Tuesdays from 1:15 PM onwards.

3.b. Dr Golam Mostafa's proposal to build a digi-space library consisting of the research work of the faculty members of our college, was accepted unanimously. The Librarian Dr A.K. Das was entrusted with the responsibility of implementing it. Dr Mostafa agreed to communicate the matter to Dr Das.

3.c. Resolved unanimously that the students admitted in the 1st Semester (upcoming) will be made members of Students Health Home, Kolkata. The college office will be instructed accordingly by the authority.

Nothing more was discussed. The meeting ended with a vote of thanks.


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Kabi Sukanta Mahavidyalaya

Bhadreswar

Action Taken Report of the College based on the Students' Feedback

Kabi Sukanta Mahavidyalaya consistently gathers valuable feedback from students in a structured format. Their insights encompass clarity of the subjects taught, timely syllabus completion, fair evaluation, accessibility of computer labs and laboratory instruments, sports and extra-curricular activities, recreational facilities, canteen services, hygiene standards, and the effectiveness of support and communication from the college administration. The college's IQAC meticulously analyzes student feedback during an academic session. Student suggestions, communicated to class teachers, undergo scrutiny in IQAC meetings. Key areas requiring attention are identified, aligned with student needs, and fostering an inclusive approach for their improvement. The college consistently takes purposeful actions in each academic session to address the highlighted requirements, as succinctly summarized in the Action Taken Report.

Action Taken Report for the Academic Session 2018-2019

- In response to valuable student feedback, the college administration has proactively initiated measures to enhance the quality, variety, and accessibility of food offerings in the canteen. Recognizing that many students commute long distances and spend extended hours on campus, the canteen plays a crucial role in providing them with meals tailored to their tastes and nutritional requirements.
- The college has introduced add-on courses from this session aimed at enhancing students' versatility for diverse career paths. Crafted with precision, these courses bridge the gap between theory and practice, significantly boosting students' employability in specific sectors. This strategic initiative underscores the college's commitment to providing a well-rounded and practically relevant education, preparing students for success in various professional domains.
- The Women's Cell at the college organized a profound and impactful gender sensitization programme focusing on the critical issue of 'Abuse of Girl Children in the Family.' Recognizing the urgency and gravity of addressing this societal concern, the Women's Cell undertook the responsibility of creating awareness and fostering sensitivity among the college community. The initiative aimed to dismantle societal taboos and initiate a dialogue that encourages openness, understanding, and support, ensuring gender equity.

- The NSS units of the college orchestrated a series of impactful programs to commemorate significant events such as Independence Day, Yoga Day, a Blood Donation Camp, and 'Swachhta Hi Seva.' These observances serve as more than mere rituals; they are strategic initiatives that foster a sense of patriotism, health consciousness, community service, and cleanliness. Through these programs, students actively engage in activities that contribute to the holistic development of both individuals and the community, aligning with the college's commitment to instilling values and social responsibility.
- The Department of History at the college convened a seminar to commemorate the 150th Birth Anniversary of Mahatma Gandhi. This event was driven by the profound motivation to honour the legacy and teachings of the iconic leader who played a pivotal role in India's independence. The seminar aimed to delve into Gandhi's philosophy, principles, and his enduring impact on history, serving as both a tribute and an educational platform for students and faculty to reflect on his timeless contributions.

Action Taken Report for the Academic Session 2019-2020

- In response to the unprecedented challenges posed by the closure of academic institutions due to the COVID-19 pandemic, our college swiftly transitioned to online teaching, learning, and evaluation processes. Led by the IQAC and Teachers' Council, the college organized a targeted capacity-building programme to enhance faculty members' proficiency in online teaching, specifically utilizing Google Meet. The objective was to ensure a seamless shift to online education, providing students with continuous classes and essential study materials during these challenging times. Additionally, faculty members are now uploading study materials on the college website for easy student access, facilitating remote learning.
- Amid the economic challenges of the pandemic, numerous college students from impoverished backgrounds found themselves compelled to assist their families financially. Daytime employment became essential due to their parents' job losses due to the pandemic-induced economic downturn. In response to students' requests, online classes were thoughtfully scheduled beyond regular hours, including evening classes, ensuring accessibility and flexibility for those balancing work commitments.
- Under the adept guidance of technically proficient faculty members and non-teaching staff, the college has successfully developed an online portal for conducting and managing internal tests and semester-end university examinations. Students were provided counseling on effectively navigating this portal during examination periods.

Action Taken Report for the Academic Session 2020-2021

- To satiate students' academic curiosity and quench their thirst for knowledge, the college's Departments of English and Bengali organized special lecture sessions featuring eminent speakers from other reputable institutions.
- This session witnessed dynamic initiatives from various departments. The Department of Economics hosted a National Level online Essay Writing Competition focusing on the economic impact of the government's lockdown announcement. Simultaneously, the Department of English organized a National Webinar on Cross-Cultural Perspectives of the Renaissance. Additionally, the Department of Geography orchestrated Quiz competitions and a State Level webinar on Climate Change and Sustainability. These events garnered enthusiastic participation from a large number of students, reflecting the vibrant engagement and interest within the college community.
- This session, the college has introduced additional Add-on courses to enhance students' versatility and adaptability across diverse career paths. These courses aim to bridge the gap between theoretical knowledge and real-world applications, significantly boosting students' employability in specific sectors.
- In response to student demand for career guidance and future job prospects, the college's Career Counseling and Placement Cell, in collaboration with IQAC and NSS units, conducted seminars. These sessions aimed to enlighten students about diverse career options and hosted workshops to enhance their skills, focusing on proficient usage of Microsoft Word for business communications, ensuring industry readiness.
- The college's NSS units organized workshops to alleviate students' mental stress and conducted online yoga sessions, fostering both physical and mental well-being during the challenging pandemic period. The NSS units spearheaded a crucial initiative by hosting an online workshop featuring a doctor, creating awareness among students about the causes and transmission of the contagious COVID-19 virus. Emphasizing the significance of adhering to COVID protocols, the session aimed to empower students in playing a proactive role in curbing the spread of the disease. These initiatives are a testament to our commitment to the holistic development of our students.
- The college's NSS units, in collaboration with the Teachers' Council, observed International Mother Language Day, fostering linguistic and cultural diversity among students. The initiative aimed to underscore the significance of preserving and

respecting one's mother tongue, contributing to a more inclusive and enriched educational environment.

- The IQAC has recommended that for overall development and job readiness of the students the college should start add-on courses in different subjects.
- The IQAC has also advised the college to start collaborative teaching-learning & research initiatives through signing MoUs, linkages and such agreements with other colleges and academic institutions.

Action Taken Report for the Academic Session 2021-2022

- To address students' needs, the college authority decided to allocate funds to procure textbooks in Bengali version for various departments, facilitating enhanced learning. Furthermore, the decision to increase the number of mentoring classes demonstrates the commitment to providing special attention to the slow learners.
- The college has made the strategic decision to organize industry visits for students, providing first hand exposure to industry ambiance and the intricacies of various job roles within a professional setup. This industry-academia collaboration aims to equip students with practical insights and prepare them for the demands of the professional world.
- The NSS units orchestrated impactful events, including an AIDS Awareness Camp, Blood Donation Camp, Eye Check-up, and Thalassemia Test within the college premises. Beyond raising health awareness, these initiatives instill a sense of social responsibility among students, contributing to the collective effort in building a better society.
- In response to student feedback on cleanliness issues in the girls' toilets, the college administration has directed the janitorial staff to diligently clean and disinfect these facilities regularly using phenyl and germ-killing agents. This proactive measure aims to ensure enhanced hygiene for the female students of the college.
- The college recently hosted a State Level Webinar on Gender Sensitization and observed International Women's Day, led by the college's Women Cell, to raise awareness about women's rights. Additionally, the Research and Development Cell and IQAC organized a webinar on Intellectual Property Rights in association with NIPM & IPO Kolkata. This initiative is expected to equip students with valuable skills, fostering innovation, ethical conduct, and legal literacy crucial for success in academic and professional pursuits.

- The Magazine sub-committee successfully revived the college magazine, "Anwasha," for the academic year 2021-22. Despite its historical presence, the magazine had faced a hiatus of two years due to disruptions caused by the COVID-19 pandemic. Notably, this academic year marked a digital transformation for "Anwasha," ensuring a broader readership. The magazine, known for its multidisciplinary and multilingual content, received over 150 contributions from various stakeholders of the college. It served as a platform for students to express their thoughts, hopes, emotions, aspirations, and convictions. This creative outlet contributes to the holistic development of their minds, fostering their psychological, intellectual, and cognitive growth.
- On the basis of the recommendation of IQAC, the college has started add-on courses in different subjects for overall development and job readiness of the students.
- The college has successfully signed academic linkages with some colleges.

Action Taken Report for the Academic Session 2022-2023

- The college has decided to sign Memorandums of Understanding (MOUs) with other academic institutions and significant progress has been made in this initiative during the current academic session. These agreements pave the way for exchange of faculty members, enabling the sharing of invaluable expertise, teaching methodologies, and research findings. Moreover, the MOUs unlock access to specialized resources, including libraries, laboratories, and research facilities at partner institutions, providing students with unique opportunities beyond the confines of their home campus. This strategic decision promises to elevate the educational experience and broaden the horizons of both faculty and students alike.
- The college's IQAC has launched an innovative program titled 'Talk of the Month.' In this series, a faculty member delivers an enlightening lecture monthly, addressing a wide array of subjects and relevant national or global issues. The audience includes faculty members, non-teaching staff, and students. The speakers strive to present engaging and thought-provoking content, distilling complex topics into accessible narratives. The overwhelming participation of students has transformed this initiative into a resounding success. Beyond broadening their knowledge, the 'Talk of the Month' series serves as a catalyst for igniting the creative minds of students.
- The Teachers' Council, in collaboration with the NSS units of the college, orchestrated a dynamic 'Students' Week' in adherence to government directives. This initiative aimed to enlighten students on crucial topics, not only advancing their academic pursuits but also aiding in charting diverse career paths. The week featured various events, providing a platform for students to showcase their hidden talents. Key highlights included an awareness program on initiatives such as the Students' Credit Card and scholarships like Kanyashree, Oikyashree, Swami Vivekananda Merit cum Means scholarships. Additionally, students participated in a Drawing and Poster Competition, learned about embracing Photography and Mass-Media as a career

option, and engaged in cultural programmes including singing, dancing, recitation, drama, and mime shows.

- The college's IQAC and Career Counseling & Placement Cell joined forces to conduct a targeted Skill Development Workshop for final semester students. This workshop aimed to equip them with practical knowledge in Microsoft Office, Internet of Things, and enhance their communication and oratory skills. With a focus on making them industry-ready, this workshop stands as a testament to the college's commitment to nurturing holistic and employable skill sets, ensuring students embark on their professional journeys with confidence and competence.
- The college solemnly observed the 'Partition Horrors Remembrance Day,' or 'Vibhajan Vibhishika Smriti Diwas,' on August 14. Recently announced by the Prime Minister, this day serves as a poignant tribute to those who lost their lives and were displaced during the nation's partition. The event aimed to enlighten students about this historical tragedy, fostering a sense of unity, social harmony, and human empowerment. By commemorating this day, the college seeks to eliminate discrimination, enmity, and ill-will, emphasizing the importance of understanding and embracing our shared history for a harmonious future.
- The Department of Political Science, in collaboration with the IQAC, organized an impactful state-level seminar. This seminar's focus was cultivating awareness among students about the Fundamental Rights enshrined in the Indian Constitution. The event served as a platform to educate, empower, and inspire students to become informed, responsible, and active citizens and instill a sense of civic duty that contributes positively to the democratic ethos of the nation.
- In a collaborative effort, the Department of Sociology, in association with the IQAC and R&D Cell of the college, conducted a state-level workshop. This workshop brought together students and faculty members to gain insights into understanding the curriculum structure of undergraduate courses in alignment with the New Education Policy. An eminent expert from a reputed educational institution shared expertise on this critical subject. The event addressed student concerns regarding subject choices, internships, and adapting to the evolving curricular landscape. It provided a valuable platform for dialogue, guidance, and resolution in navigating the challenges presented by the new educational paradigm.
- The college has taken a proactive step by creating a digital data bank of online semester-end university question papers for all subjects from the past two years. Housed on the librarian's computer, this resource is easily accessible to students and faculty members. Recognizing the significance of widespread availability, the college is soon set to upload the question bank on its website, ensuring that individuals can access it anytime, from anywhere. This initiative aims to enhance accessibility, facilitate academic preparation, and streamline the examination process for the college community.

- The college enthusiastically engaged in the Ministry of Education's flagship initiative, the DigiLocker National Academic Depository, a pioneering effort by the Government of India. This initiative establishes a secure 24x7 online depository for the academic awards of our students. Aligned with the objectives of the National Education Policy 2020, this academic credit bank is designed to facilitate seamless academic mobility for students. It empowers them with the flexibility to pursue their studies across various Higher Education Institutions in the nation, incorporating an efficient 'credit transfer' mechanism.
- In a spectacular showcase of talent and sportsmanship, the Sports and Cultural sub-committees collaborated to present the Annual Sports and Cultural Competition for the current academic session. The event featured a diverse range of activities, including indoor Chess and Carrom competitions, and exhilarating outdoor events like the hundred meters, two hundred meters, and four hundred meters run, long jump, shot put, spoon and marble race, and the engaging musical chair. Simultaneously, the cultural competition unfolded with events such as Rabindra Sangeet, Dance, Extempore, Debate, Essay Writing, Painting, and a Quiz competition. The overwhelming participation of both male and female students elevated the competition to a grand success. As a fitting culmination, all winners received well-deserved medals and certificates, acknowledging their outstanding achievements in this dynamic fusion of sports and culture.
- The IQAC has recommended the college to undertake quality audit initiatives such as ISO certification in near future.
- A number of MoUs and linkages have been signed with other colleges.
- Add-on courses have multiplied in number and are running successfully.

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