



KANDI RAJ COLLEGE

(Govt. Sponsored)

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Internal Quality Assurance Cell

Minutes of the IQAC Meeting (Dated: 20.05.2021)

A meeting of the Internal Quality Assurance Cell is held on 20.05.2021 in Online mode. The following members were virtually present:

- (a) Dr. Soma Datta, Principal & Chair Person of the IQAC
- (b) Dr. Hena Sinha, Member, Governing Body (other than TR).
- (c) Dr. Tapas Bandyopadhyay, Faculty member.
- (d) Prof. Rabiul Haque, Faculty member.
- (e) Prof. Jayanta Basu, Faculty member.
- (f) Dr. Nasiruddin Mondal, Faculty Member.
- (g) Prof. Dwarakeswar Dutta, Faculty member.
- (h) Mr. Srimonta Mondal, Faculty member.
- (i) Dr. Ananta Patra, Faculty Member.
- (j) Mr. Sourav Majumdar, Faculty Member.
- (k) Mr. Himan Chowdhury, Librarian, Administrative member.
- (l) Prof. Ranendranath Datta, Ex-Prof. & Member of Governing Body, Kandi Raj College.
- (m) Sri Debashis Saha, Head Clerk, Administrative member.
- (n) Mr. Sayan Goswami, Student Representative

- (o) Dr. Joydeep Roy, Faculty member & Coordinator, IQAC.

Dr. Joydeep Roy, IQAC coordinator, welcomed the members and especially the chairperson Dr. Soma Datta, who has recently been appointed as the principal of the college, to this virtual meeting.

After due deliberation on all the scheduled agenda, the following resolutions are adopted:

Agenda 1: Review of the previous meeting held on 18.02.2021.

The minutes of the meeting held on 18.02.2021 are read and duly approved by the members.

Agenda 2: To discuss the preparation of Lesson Plans and Academic Calendar.

The coordinator reminded the members that the next academic session will begin in two months and as such all the departments must prepare their lesson plans accordingly.

Soma Datta

DR. SOMA DATTA
Principal & Secretary
Kandi Raj College
Kandi * Murshidabad

It is resolved that the departments will prepare their lesson plans within the next month and upload the same to the "Learning Management System" (LMS) software used by the college so that the students can download them for their reference.

The preparation of an academic calendar is important for any college as it helps keep students, faculty, and staff reminded of key dates throughout the academic semester and year.

It is therefore decided that a new academic calendar be prepared for the upcoming academic session for the benefit of the student community. The Academic Committee of the college is tasked with the preparation of the academic calendar.

Agenda 3: To discuss the preparation of Master Routine and Departmental Routine.

The coordinator informed the meeting that the old (1+1+1) system has come to an end and starting from next session all the students will be under semester system. This implies that the existing Master Routine of the college will no longer suffice.

It is therefore resolved that the Routine Committee will prepare a new Master Routine for the upcoming session.

It is also resolved that based on the new Master Routine Each department will make their own departmental routine according to their departmental needs.

Agenda 4: Miscellaneous

- (a) Some of the members expressed concern about a general confusion amongst the students regarding the mode in which the internal examinations of the college as well as the final university examination will take place.

The Teacher-in-Charge made it clear to the members that both the examinations will take place in Blended Mode as was the case earlier.

- (b) The coordinator informed the meeting that faculty members Dr. Joydeep Roy, Dr. Atanu Kr. Das, Dr. Nasiruddin Mondal, Mrs. Mousumi Das, Mr. Abhijit Dutta, Mr. Pankaj Kr. Das, Mr. Supriya Roy, Mr. Sujoy Kr. Sinha, Mr. Srimonta Mondal and Ms. Piyali Sarkar have submitted proposals to join different Faculty Development Programs organized by authorized institutions across the country.

The committee requests the Teacher-in-Charge to consider their proposals and to grant them permissions, subject to the fulfilment of all necessary pre-conditions and subject to the permission of the Governing Body, Kandi Raj College.

The coordinator informed the members that the next meeting will be held in November/ December in online/ offline mode depending on the Covid situation.

The meeting ended with a formal vote of thanks.