



KANDI RAJ COLLEGE

(Govt. Sponsored)

☎ 03484 255230

✉ principalkrc.krc@gmail.com

🌐 www.krc.edu.in

Kandi, Murshidabad, West Bengal- 742137

Internal Quality Assurance Cell

Minutes of the IQAC Meeting (Dated: 12.06.2019)

A meeting of the Internal quality Assurance Cell is held on **12.06.2019** at the **Principal's Chamber**.

The following members were present:

- (a) Prof. Dwarakeswar Dutta, Teacher-in-Charge & Chair Person of the IQAC
- (b) Dr. Hena Sinha, Member, Governing Body (other than TR).
- (c) Prof. Ila Biswas Guha Roy, Member, Governing Body
- (d) Dr. Tapas Bandyopadhyay, Faculty member.
- (e) Prof. Rabiul Haque, Faculty member.
- (f) Dr. Sandip Kr. Basak, Faculty member.
- (g) Prof. Abdul Jaman Naser, Faculty member.
- (h) Prof. Jayanta Basu, Faculty member.
- (i) Dr. Jaharlal Pratihar, Member, Governing Body (TR).
- (j) Dr. Nasiruddin Mondal, 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) Dr. Joydeep Roy, Faculty member & Coordinator, IQAC.

At the beginning, Dr. Joydeep Roy, IQAC coordinator, welcomed the members.

After carefully deliberating on all the matters agendized for the day, the following resolutions are adopted in the meeting:

Agenda 1: Review of the previous meeting held on 01.03.2019.

The minutes of the meeting held on 01.03.2019 are read and duly approved by the members.

Agenda 2: To discuss the preparation of Master Routine and Departmental Lesson Plan.

The coordinator emphasized the need for the preparation of a new Master Routine, as the previous one has become outdated and incorporation of new classes necessary in the current CBCS system has become impossible.

After a lengthy discussion on the topic, it is decided that a new Master Routine should be prepared including the "Compulsory Mentoring Classes" for both the Honours and Program course students.

The matter is forwarded to the Routine Committee for necessary action.

It is also resolved that as the next academic session is to begin shortly, all departments should submit their departmental lesson plan to the Academic Committee by the end of this month, positively.

(Dr. Nasiruddin Mondal)
Teacher-In-Charge
Kandi Raj College
Kandi, Murshidabad



KANDI RAJ COLLEGE

(Govt. Sponsored)

☎ 03484 255230

✉ principalkrc.krc@gmail.com

🌐 www.krc.edu.in

Kandi, Murshidabad, West Bengal- 742137

Agenda 3: To discuss the matter of allotment of office space for IQAC & NSS unit.

The coordinator informed the members that although the college has a functional IQAC and NSS unit there are no designated rooms for them. This is detrimental for the smooth functioning of these bodies.

It is therefore resolved that designated office spaces be allotted to these bodies on a priority basis. The Teacher-in-Charge is requested to take necessary initiative in this matter.

Agenda 4: To discuss the installation of new CCTV cameras and repairing the existing ones.

The coordinator informed the meeting that several CCTV cameras installed in the college have gone out of order. Also, a large area of the college is still out of CCTV coverage. This has negative impact on the overall safety situation of the college.

It is therefore resolved that the existing cameras that are broken will be repaired and new cameras will be installed. It is also decided that the Computer & Website Maintenance Committee will act as the nodal agency for this job.

Agenda 5: To discuss the CAS of some teachers.

The coordinator informed the meeting that as per existing rules and regulations regarding CAS (Career Advancement Scheme), the promotion of following teachers from Assistant Professor Stage-2 to Assistant Professor Stage-3, have been due as stated in the table below:

Sl.	Name of the Teacher	Department	Date of Joining	Awarded Ph.D on	Promotion due on
1.	Dr. Jahar Lal Pratihar	Chemistry	12.04.2010	15.02.2006	12.04.2019
2.	Dr. Nasiruddin Mondal	Philosophy	12.04.2010	24.05.2005	12.04.2019
3.	Dr. Arindam Sarkar	Mathematics	23.04.2010	31.01.2007	23.04.2019
4.	Dr. Rangana Sinha	Chemistry	23.04.2010	11.08.1999	23.04.2019
5.	Dr. Bandhu Prasad	Mathematics	12.04.2010	03.12.2010	12.04.2019
6.	Dr. Ananta Patra	Mathematics	10.03.2010	18.02.2013	10.03.2019


After careful verification of the relevant papers, the committee recommends for their promotion with effect from their respective due dates.

The committee further requests the Teacher-in-Charge to do the needful in this regard so that the aforesaid teachers can get their respective promotions as early as possible.

Agenda 6: Miscellaneous

- (a) Some members complained about the fact that several departments lack necessary ICT tools for preparation of class notes, preparation of examination papers etc.

It is resolved that, funds permitting, all the departments should be given one Desktop computer and all practical based departments be given a Notebook computer as early as possible.


(Dr. Nasiruddin Mondal)
Teacher-In-Charge
Kandi Raj College
Kandi, Murshidabad



KANDI RAJ COLLEGE

(Govt. Sponsored)

☎ 03484 255230

✉ principalkrc.krc@gmail.com

🌐 www.krc.edu.in

Kandi, Murshidabad, West Bengal- 742137

(b) Some members also complained that water is seeping through the roofs of some classrooms and in some departmental rooms.


It is proposed that necessary masonry work be done to resolve the issue immediately.

(c) The coordinator informed the meeting that faculty members Mr. Himan Chowdhury and Dr. Bandhu Prasad, 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 meeting that the next meeting will be held in the month of August/September.

The meeting ended with a formal vote of thanks.


(Dr. Nasiruddin Mondal)
Teacher-In-Charge
Kandi Raj College
Kandi, Murshidabad