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: 11.11.2020)

A meeting of the Internal Quality Assurance Cell is held **on 11.11.2020** in **Online** mode**.** The following members were virtually present:

- (a) Dr. Nasiruddin Mondal, 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) Prof. Jayanta Basu, Faculty member.
- (g) Dr. Jaharlal Pratihar, Member, Governing Body (TR).
- (h) Prof. Dwarakeswar Dutta, Faculty member.
- (i) Mr. Himan Chowdhury, Librarian, Administrative member.
- (j) Prof. Ranendranath Datta, Ex-Prof. & Member of Governing Body, Kandi Raj College.
- (k) Sri Debashis Saha, Head Clerk, Administrative member.

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

Dr. Joydeep Roy, IQAC coordinator, welcomed the members to this virtual meeting.

He opined that hopefully all the members are doing alright in these difficult times.

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

Agenda 1: Review of the previous meeting held on 17.05.2020.

The minutes of the meeting held on 17.05.2020 are read and duly approved by the members.

Agenda 2: To discuss the modalities regarding Online Examination.

The coordinator started by reminding the members that University of Kalyani has provided an extensive guideline to follow for the upcoming university examination in blended mode.

As per the guideline each college will conduct their own online examination with the university providing the question paper.

The guideline also mentions that the answer scripts for the examination will have to be checked by the teachers of the concerned department themselves.

Following a lengthy discussion, the committee resolves that,

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(a) The students will download the question from a designated area in the college website, www.krc.edu.in, specifically designed for the purpose.

(b) For uploading the answer script, after the completion of the examination, the student again will have to visit the college website and upload the answer script at the designated place. Before uploading, the student needs to fill up the columns giving his/her student id, stream (B.A./ B.Sc.), Subject, Paper and press the upload button to complete the procedure.

(c) For those students having any problems in uploading the answer script there will be a dedicated helpline.

Agenda 3: To discuss the issue of financial support to faculty for attending conferences/ workshops.

The coordinator informed the meeting that it is college policy to encourage teachers to participate in seminars/ workshops and conferences by providing financial support.

It is decided that faculty members who have undertaken any such professional development activities must inform the coordinator IQAC, who will take up the issue with the college authority so as to ensure speedy disbursal of the financial support granted to them.

Agenda 4: Miscellaneous

(a) Many members raised concern that it will be too difficult for some students to upload directly to the college website, as it has previously been seen in an internal examination where many students failed to successfully upload their answer scripts.

It is therefore resolved that those students who, despite their best effort, will not be able to upload answer scripts to the college website for some reason or the other, they can directly send their answer scripts to the respective departmental email ids shared with the student earlier. However answer scripts sent directly to the official college email will be rejected. Also no answer script should be sent directly to any of the teachers of the college directly via WhatsApp or any other social media platform as those will be summarily rejected.

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(b) The coordinator informed the meeting that faculty members Dr. Atanu Kr. Das, Dr. Anindita Shit, Mr. Sujoy Kr. Sinha, Ms. Sukanya Sarkar, Mr. Jayanta Basu, Mr. Sourav Majumdar, Mr. Pradip Bera and Dr. Suparna Naskar 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 early next year, preferably in offline mode.

The meeting ended with a formal vote of thanks.

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