KANDI RAJ COLLEGE

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Kandi, Murshidabad, West Bengal- 742137

Internal Quality Assurance Cell

Minutes of the IQAC Meeting (Dated: 28.08.2019)

A meeting of the Internal quality Assurance Cell is held **on 28.08.2019 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 12.06.2019.

The minutes of the meeting held on 12.06.2019 are read and duly approved by the members.

Agenda 2: To discuss the setting up of a Health Care unit.

The coordinator emphasized the need for the creation of a functional health care unit in the college.

Members readily agreed with the proposal that a fully equipped health care unit be set up for students and staff of the college. It is decided that the help of the Sub-divisional Hospital in Kandi will be sought in this matter.

It is also resolved that the IQAC coordinator be empowered to take necessary steps in this regard.

Agenda 3: To discuss the construction of a Conference Room.

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

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The coordinator informed the members that the college lacks the facility of a Conference Room.

A conference room can be used for various purposes such as conducting meetings, seminars, workshops etc. It can also be a place to conduct online classes and webinars.

The Teacher-in-Charge pointed out that right now there is a shortage of space in the college. He proposed that one of the existing rooms, that is used less frequently, be converted to conference room.

The members agreed to the proposal and the matter is referred to the Building Committee.

Agenda 4: To discuss the installation of Students' Suggestion Box.

The coordinator informed the meeting that the college needs to install a few Student's Suggestion Box inside the college premises where students can drop notes about issues they would like to discuss or suggest during meetings. It gives students a say in the functioning of the college.

It is resolved that two to three suggestion boxes be installed at strategic locations, like outside the principal's chamber, outside the college office etc., inside the college.

Agenda 5: Miscellaneous

(a) Some members complained that there are no computers inside the teachers' common room. This is hampering their ability to quickly prepare class-notes, question papers for internal examinations etc.

It is therefore resolved that, funds permitting, a few Desktop computers be installed inside the teachers' room with internet connectivity and printer.

(b) The librarian Mr. Himan Chowdhury informed the members that the work on library upgradation is in full swing. He also noted that a separate website of the college library is currently operational and a suitable android app will soon be launched for the benefit of staff and students.

Members expressed their satisfaction and resolved that subject to availability of funds; this should continue further.

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

(c) Some members raised the point that the student's common room and toilets are extremely dirty and needs regular cleaning.

The head clerk of the college, who is also a member of this committee, promised to look into the matter and take necessary remedial action.

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(d) The coordinator placed in the meeting the AAA (Administrative & Academic Audit) report for the academic session 2018-19. It was unanimously approved by the members. It will now be sent to external auditors for their approval.

The coordinator informed the meeting that the next meeting will be held in the month of November/ December.

The meeting ended with a formal vote of thanks.

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