



KANDI RAJ COLLEGE

(Govt. Sponsored)

Kandi, Murshidabad, West Bengal- 742137

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Internal Quality Assurance Cell

Minutes of the IQAC Meeting (Dated: 17.08.2017)

A meeting of the Internal quality Assurance Cell is held **on 17.08.2017** 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) Dr. Tapas Bandyopadhyay, Faculty member.
- (d) Prof. Rabiul Haque, Faculty member.
- (e) Dr. Sandip Kr. Basak, Faculty member.
- (f) Prof. Abdul Jaman Naser, Faculty member.
- (g) Prof. Jayanta Basu, Faculty member.
- (h) Dr. Jaharlal Pratihari, Member, Governing Body (TR).
- (i) Dr. Avijit Brahmachary, 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) Prof. Ila Biswas Guha Roy, Senior Faculty member & Coordinator, IQAC.

At the outset Prof. Ila Biswas Guha Roy (Coordinator, IQAC) welcomed the Hon'ble members to the meeting.

Based on the agendas pre-fixed for the meeting, the following resolutions are adopted:

Agenda 1: Review of the previous meeting held on 09.02.2017.

The minutes of the meeting held on **09.02.2017** are read and duly approved by the members.


Agenda 2: To discuss the matter of Remedial Classes for slow learners.

The coordinator mentioned in the meeting that as per the results of several internal examinations, it is found that some of the students are finding it difficult to follow the courses properly and will need further assistance in order to improve. It is decided that special Remedial Classes would be taken for slow learners. The academic committee is tasked to work out the details.

Agenda 3: To discuss a time frame for all examinations conducted.

The coordinator mentioned the need to chalk out a time frame for all the examinations taken in an academic year.

It is decided that the departments will give notice for all unit/ mid-term/ test examinations at least a week prior to the examination. The departments are also advised to keep a note of all such examinations.


(Dwarakeswar Dutta)
Teacher-In-Charge
Kandi Raj College
Kandi, Murshidabad



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Agenda 4: To discuss different academic issues like Seminar libraries, Lesson Plan etc.

A slew of Academic issues were discussed and it is resolved that,

- (a) The departments will chalk out Provisional Class Routines for optimum utilization of resources during the slack period.
- (b) The departments will regularly issue books to the students and will prepare an annual report for the same.
- (c) The total syllabi for any given academic year will be completed in three phases:
1st phase: 50% ; 2nd phase: 30% & 3rd phase: 20%
In between these phases there will be exams conducted to assess the learning abilities of the students.
- (d) If due to some reason the lesson plan is not completed, then Special Compensatory Classes will be taken to clear the back-log.

Agenda 5: Miscellaneous.

The coordinator informed the meeting that faculty members Dr. Joydeep Roy and Dr. Niladri 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 meeting that the next meeting will be held after the Puja Holidays, in the month of November.

The meeting ended with a formal vote of thanks.

Copy to:

- (a) Dr. Hena Sinha, Member, Governing Body.
- (b) Dr. Tapas Bandyopadhyay, Faculty member.
- (c) Prof. Rabiul Haque, Faculty member.
- (d) Dr. Sandip Kr. Basak, Faculty member.
- (e) Prof. Abdul Jaman Naser, Faculty member.
- (f) Prof. Jayanta Basu, Faculty member.
- (g) Dr. Jaharlal Pratihar, Member, Governing Body & Bursar.
- (h) Dr. Avijit Brahmachary, Member, Governing Body.
- (i) Dr. Nasiruddin Mondal, Faculty member.
- (j) Mr. Himan Chowdhury, Librarian, Administrative member.
- (k) Prof. Ranendranath Datta, Ex-Prof. & Member of Governing Body, Kandi Raj College.
- (l) Sri Debashis Saha, Head Clerk, Administrative member.


(Dwarakeswar Dutta)
Teacher-In-Charge
Kandi Raj College
Kandi, Murshidabad