



Notice

Date 1.09.21

An online meeting of the internal IQAC committee will be held on 6 th September (Monday) at 6 pm to discuss the following agenda –

1. Confirmation of the proceedings of the last meeting
2. Selection of the NAAC coordinator
3. Review of the progress of SSR.
4. Discussion on AQAR
5. Miscellaneous

The following members are cordially requested to attend the meeting on the link <https://meet.google.com/oob-fmtz-eya>

Prof Sunanda Mukherjee

Prof Itu Singh

Prof Sohag Joarder

Prof Pravabati Mullick

Prof Monoj Mandol

Prof Chandrabali Das

Prof Dibyendu Roy

Dr .Abhijit Ganguli

Principal

Kidderpore College

Kolkata -23

Dr Swati Pal

Coordinator, IQAC

Kidderpore College

Kolkata -23

Minutes of the IQAC Meeting held on 10.9.2021

The following issues were discussed in the IQAC meeting held on Friday, 10.9.2021.

1. The various criteria of the SSR were discussed. Criterion 3.3 which is assigned to Dr. Sunanda Mukherjee was being discussed. The issue of conducting seminars on intellectual property rights, industry and academia was emphasised. In this regard Prof. Dr. Sohag Joardar stated that the Commerce Department has organised a 10 day workshop on the topic "Analytical Tools" and a non-academic resource person was invited in the workshop.
2. It was decided that the research articles published by the teachers in the last 5 years would be collected and then the list has to be examined carefully to take out the articles published in the UGC recognised journals and chapters in books.
3. Regarding criterion 3.6 which talks about extension activities it was stated that affiliation and attachment with groups who have displayed interest in the Institution has to be enhanced and if possible programmes must be organised in collaboration with them. In this context it was also stated that community services involving the students which help them to reflect and learn are generally given due attention by NAAC
4. Regarding students and faculty exchange programmes it was stated that our institution should start collaboration with other Institutions of Higher Education for advancement of learning. It was suggested that our College can jointly organise seminars and special lectures with other colleges involving the students as well as the faculty. Some flexibility was decided to be brought in the sphere of research and more and more students should be encouraged to participate in writing and presenting research oriented articles.
5. Principal Sir proposed that IQAC cell of this College must be provided with an independent fund to conduct development and academic activities independently.
6. He further proposed that the work of preparing the work of AQAR must progress with the due course of time. In this regard the members of the IQAC present said that unless offline activities of the college resume like before the AQAR work cannot be executed properly since this requires proper coordination among all the departments as well as cooperation between the teaching and non-teaching staff.
7. Regarding the appointment of NAAC Coordinator it was stated that the IQAC Coordinator alone is sufficient to discharge all the IQAC related activities. Since our College is a small institution, there is no need to appoint two parallel coordinators.
8. Principal Sir also proposed that each criterion of the SSR should be prepared by a list of teachers who will only execute the work assigned to him/her. After her criterion gets finished the team leader would have to inform the Principal and display the completed criterion in the form of PPT in front of all the IQAC members.
9. The large criteria with greater weightage points must be given adequate importance.

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10. At first the Letter of Intent has to be given to NAAC and within six months of the submission of LOI the SSR has to be prepared.

11. It was proposed that the toilets for both the teachers and the students have to be renovated and the college canteen must be modernised. The Canteen Committee was asked to take the responsibility. Rain water Harvesting was decided to be implemented.

12. While discussing the criterion 1 of the SSR namely Curriculum Planning and Implementation Principal Sir said that the UGC has prepared Academic Calender for all the Universities. Our College must design its academic activities according to the Academic Calender prepared by UGC. This Academic Calender should be displayed in four areas including the College website, the students' notice board and the teachers' notice board in the Teachers' Room of the College. This Academic Calender should reflect the academic, extension and the cultural activities conducted by the College in an academic session.

13. It was said that every Department must organise departmental meeting at regular intervals and keep a proper documentation of the minutes.

14. The routine must be updated from time to time. Records of Student excursion, seminars, special lectures and cultural activities must be well maintained.

15. It was resolved that all the E-Resources must be properly recorded. All the Remedial Classes conducted and the books and other study materials provided to the students must be duly recorded.

16. All the OP/RC and other FIPs attended by the teachers have to be recorded along with the papers presented in seminars/conferences as well as the relevant workshops attended by the teachers.

17. Every Department was advised to prepare Departmental profile and submit the same within a stipulated time frame.

18. It was proposed that the College should start certificate course for six months /one year by entering into collaboration with other institutions. Before beginning the collaboration the concerned students must be consulted to know whether they are really interested in the course. It was further suggested that the certificate courses could be introduced in the areas of computer studies, or news anchoring preferably under the initiative of the Department of Journalism and Mass Communication.

19. Feedback from the students particularly structural feedback was advised to be collected.

20. Principal Sir advised those teachers who had prepared the SSR during the previous NAAC visit to prepare the SSR this time also along with the cooperation extended by the other teachers of the Institution.

21. Regarding criterion VII which contains the best practices of the Institution the following issues were proposed to be included among the best practices of the College:

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10/11/21

- a. The Activities of the Women's Cell
- b. Those of the NCC
- c. The presence of the Language Lab
- d. The Grievance Redressal Cell
- e. Programmes conducted by the College under the initiative of the Consumers' Forum
- f. The recruitment of the commerce students with 50% marks and above in the TCS.

It was proposed that installation of fire safety measures and E-Waste Management should be initiated at the earliest.

22. The IQAC Cell was advised to organise seminars/workshops on the issues like **stress management, contemporary Indian Women-Rural/Urban, Surrogacy in India: Ethical Aspects, etc.**

23. The members of the Student Health Home Committee were asked to visit the Students' Health Home for the renewal of health cards of the students.

24. It was proposed that an electronic data management system should be purchased.

25. It was resolved that a team must be formed to work on the services extended by the College library particularly the ICT related services extended by it.

26. The College website was resolved to be updated in a dedicated way and the Website Developer was proposed to be changed.

27. The TCS was advised to form a Website Subcommittee consisting of the following members-

Dr. Dibyendu Roy, Prof. Pihu Chandra Das, Dr. Teesta Dey and Prof. Somnath Manna.

Finally the meeting ended with a note of thanks to Principal Sir and the IQAC members present.

Approved
11/10/21



KIDDERPORE COLLEGE

(C. U. Affiliated)

NAAC - Accredited B - Level

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E-mail : kidderporecollege@gmail.com

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Ref. No.

Date :

Date : 25.11.2021

NOTICE

A meeting of IQAC will be held on 29th November, 2021 in the Principal's Chamber at 2:00 P.M. on the following agenda :-

1. Confirmation of the proceedings of the last meeting.
2. Installation of language lab.
3. Filling up of the AISHE Report 2020 - 2021.
4. Add on courses.
5. Progress of AQAR.
6. Miscellaneous.

All members are requested to attend.

Swati (d 25/11/21)

Co-ordinator

IQAC

Principal
25/11/2021

Principal

Kidderpore College

Principal
Kidderpore College

Members :-

1. Prof. Sunanda Mukherjee *Sm 29.11.21*
2. Prof. Itu Singh *Itu Singh*
3. Prof. Sohag Joarder *Sohag Joarder 29.11.21*
4. Prof. Pravabati Mullick *Pravabati Mullick*
5. Prof. Manoj Mandal *Manoj Mandal*
6. Prof. Dibyendu Roy *Dibyendu Roy*
7. Prof. Chandrabali Das *Chandrabali Das 27/11/21*

Minutes of The IQAC Meeting held on 29.11.2021

- 1.The minutes of the previous meeting held on 10.9.2021 were confirmed.
- 2.Principal Sir emphasised on implementing the unfinished tasks of the IQAC. During the last NAAC visit whichever recommendations were given require to be implemented properly.
- 3.IQAC Coordinator proposed that the minutes of the IQAC meeting as well as the resolutions must be uploaded on the College website.
- 4.Regarding the composition of the IQAC, it was said that no external member has yet been included in the cell yet. An external member should be inducted in the cell and a meeting must be organised including the external member.
- 5.Regarding the proper installation of the language lab it was said that the Finance Committee had sanctioned the purchase of 5 computers and a headphne. It was also stated that the installation of the language lab must be completed within 31st December 2021 and that the lab should be made operational by 1st week of January 2022. The reason forwarded for the installation of the lab was that if the entire process of installation was not completed by December 2021, the Orell Company the lab installer would not be able to provide 10 headphones free of cost. It was further stated that the amount of 1 lakh 60,000 rupees agreed upon as the cost for installation could not be kept as promised during the making of the deal if the installation was not completed by 31st December 2021.
- 6.Room No 1 was selected for the installation of the language lab.Regarding the infrastructure required for the lab the following materials were decided to be purchased-
 - a.Fibre glass chairs

b.wooden base for placing the desktops.

(Signature)
11/11/21

It was decided that the person who had designed the computer lab of the Commerce Department and the library would be invited to design the language lab.

c. Cable Lines to be laid by electricians

d. The floor was decided to be designed properly,

The estimated expenditure was decided at approximately 4 lakhs.

In this regard Principal Sir proposed to appoint a person who acts as a college moderniser for designing the language lab.

7. Regarding the AISHE report the letter that came via mail was presented to Principal Sir. The AISHE Report was explained by Prof. Somnath Manna. It was decided that the datae required for filling up the AISHE Report would be collected by asking the concerned persons like Subir, Sanyal, Amal Dey and the library staff to submit the datae within the stipulated timeframe. It was decided that the AISHE report would be prepared and uploaded within 15th January.

8. When the issue of initiating Diploma/Certificate course came up the representatives of Anudip Academy were introduced to Principal Sir.

9. When the name of Dr. Dipanwita Ghosh was proposed as the NAAC Joint Coordinator the members of IQAC said that single IQAC coordinator was enough to manage and there was no need to appoint NAAC coordinator.

10. Prof. Swati Pal informed the IQAC that Prof. Manoj Mandal was unable to discharge his responsibilities as the leader of criterion 1 the name of Prof. Srabani Roy Maiti was proposed as the joint team leader of criterion 1 along with Dr. Manoj Mandal.

11. The name of Dr. Sanbad Banerjee was proposed as the joint team leader of criterion 4 dealing with Infrastructure and library Resources.

Approved
29/11/21

12.Regarding the issue of modernisation of toilets IQAC was asked to consult Dr.Sujoy Ghosh, Honourable member of Finance Committee.

13.It was decided that the AQARs should be prepared within 31st January .

14.Regarding purchase of books for the library Principal Sir asked all the departments to provide the list of books,names of publishers and number of copies to be purchased. Principal Sir confirmed the budget to be around 1.5 lakhs.

15. Projects like Solar Panel and Rain water Harvesting were decided to be implemented. Prof.Dibyendu Roy was decided to be given the responsibility of installing solar panel.

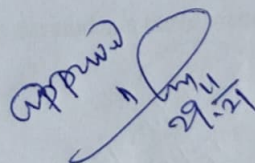
16.Dr.Sunanda Mukherjee informed that 2 physically disabled children had taken admission in the department of English and needed assistance.It was suggested that they would be sent to the President of GB Mr.Bobby Hakim to et the necessary assistance from the concerned department of the Government of West Bengal.

17.The College Anti-Ragging cell was advised to organise Awareness programme.

18.A lady advocate was prescribed to be made a member of the ICC for operationalisation of the cell.A representative of the local administration was also prescribed to be made a member.

19.A survey was decided to be conducted to determine which students have received double dose and single dose vaccines.

Finally the meeting ended with a note of thanks to the Principal,IQAC Coordinator and the members present.


Principal
14/1/21

MINUTES OF IQAC MEETING HELD ON 21.04.22.

An IQAC Meeting was held on 21.4.2022 in the presence of three external members Dr. Rumpa Das, Principal, Maheshtala College, Dr. Jaydeep Sarangi and Dr. Shakil Akhter, President, IMA ,Kidderpore Branch. The three external members explained the several criteria of SSR ,NAAC. The members of the Kidderpore College IQAC, along with the other teachers, members of the non-teaching staff and a student member of the IQAC were present in the meeting. Dr. Rumpa Das and Dr. Jaydeep Sarangi were inducted in the IQAC as senior administrative officers and Dr. Shakil Akhter was inducted as nominee of the local society. Dr. Prabodh Kumar Misra was included in the IQAC as member of the management of this College.

The meeting started with Dr. Chandrabali Das introducing the guests to the audience, followed by Welcome address delivered by the IQAC Coordinator Dr. Swati Pal and then the inaugural speech by Hon'ble Principal Dr. Abhijit Ganguly.

The first speaker was Dr. Shakil Akhter. He did not stick to NAAC related discussion but imparted an overall value oriented lecture to the audience. He emphasized on imparting education to the youth in such a way that the students can employ their education in solving practical problems of their society.

The second speaker was Dr. Rumpa Das, Principal, Maheshtala College . She explained the criteria 1, 2 and 3 to the members present. Dr. Das explained why it is important to invite NAAC to the College and prepare the College for inspection by the NAAC. She said that if the College required regular grants from the UGC for development, if the students needed scholarships to pursue higher education and for the overall development of the College it was essential to prepare the College for NAAC inspection. She further that it is always not proper to equate curriculum with syllabus. Although it is true that the syllabus is completely designed by the concerned University but the curriculum can be determined by the concerned College. It is very important to present before the NAAC Peer team how the College delivers the component matters of the CU designed syllabus to the students. The teachers were advised to invent new and innovative techniques to teach the students those matters included in the CU designed syllabus.

Approved
21/04/22

Regarding Teaching, Learning and Evaluation Dr. Das emphasized on making the students as much as possible ICT enabled. She held that the practice of providing notes to the students or accept their answer scripts through the WhatsApp required to be discouraged and the use of emails to be encouraged. She said that if there was any department of computer science in the College it was the duty of the faculty of that Department to make both the teachers and the students adequately ICT enabled. She further emphasized on internal assessment procedure of the College more than the examination conducted by the University.

Regarding research and publications Dr. Das held that just as it was necessary to make the teachers more and more research oriented it was equally necessary for the students to become motivated towards research. For this she advised the teachers to encourage the students to undertake more and more field work based projects and write papers with research orientation in different journals. She appreciated Kidderpore College for most of its teachers being the holders of Ph.D Degrees but at the same time she advised the teachers not to stop at pursuing the goal of Ph.D but to further pursue the goal of attaining Post Doctorate degrees. She advised the College teachers to publish multidisciplinary journals containing research oriented articles from the teachers as well as the students.

Dr. Das also talked about mentoring the students of the College by the teachers. She said that the task of mentoring the students can be distributed among the teachers keeping in view the student strength of the College. The teachers concerned should not only address the academic problems of the students but any problem which may invite trouble for them.

The next speaker was Dr. Jaydeep Sarangi. He explained criteria 4,5,6 and 7. In the criterion 4 he gave some important suggestions to the librarians and emphasized on digitalized resource base in the library. In criterion 5 he advised the College to introduce placement cell along with the Career Counselling Cell. In this regard he advised Kidderpore College placement cell to take assistance from the Placement Cell of the nearby Kidderpore St. Thomas Engineering College.

In criterion 5 he emphasized on introducing more and more scholarships for the students to facilitate their education process. In this regard he also advised the IQAC to sit with the non-teaching staff in regular meetings to document and keep proper record of the scholarship schemes provided by the Institution as well as the government and other agencies. He appreciated the achievements of the students in the sphere of sports and asked the College

Approved
21/04/22

teachers to encourage more and more students to achieve success in this field. For this he advised the College to provide adequate assistance to the students interested in sports.

He suggested that the NCC cadres of the College must collaborate with the Bodyguard armed police force members and participate in the activity of traffic control. They should also participate in other constructive activities which contribute towards the maintenance of law and order in the society.

Dr Sarangi advised the IQAC Cell to keep track of the minutes of the GB Meeting and accordingly fill up the criterion 6. He emphasized on the need to take steps to enhance the number of students admitted in the College by undertaking constructive and progressive steps. He emphasized on increasing the revenue earned by the College for the overall infrastructural development of the College. Last but not the least he emphasized on developing relationship with the members of the other educational institutions, suggested the College to enter into MOU in Academic and Extension matters with other HEIs to promote the standard of the College.

Finally the last speaker was Dr. Prabodh Kumar Misra . He emphasized on the capacity of a college and not to be influenced by what other colleges are doing. He said that the resources available to Kidderpore College and the ambience of this College cannot be equated with other Colleges. He explained the mission and vision of the College clearly and beautifully. He said that when Late Jitendranath Ghosal established this College his vision was to provide education to the first generation learners of the poor and underprivileged families of the adjacent area and the mission is to provide fruitful higher education to these children for making them self sufficient. He said whatever limited resources were available to the College, those resources have to be utilized in a constructive manner for the overall upliftment of the College.

After Dr. Prabodh Kumar Misra ended his speech the AQAR 2017-18 was presented in the IQAC Meeting and it was approved unanimously.

Finally the meeting ended with a vote of thanks delivered by Dr. Swati Pal, IQAC Coordinator.

Approved
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21/07/22



KIDDERPORE COLLEGE

(C. U. Affiliated)

NAAC - Accredited B - Level

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Notice

Date: 14.07.22

Ref. No.

IQAC MEETING

Date : 14.07.2022

A meeting of the IQAC will be held on 02.08.22(Tuesday) at 12 pm in the Principal's Chamber to discuss the agenda given below. All the members are requested to attend.

1. Confirmation of the proceedings of the last meeting.
2. Identification of internal areas , planning for resource allocation and searching funding agencies.
3. Creation of making objective data (performance based)
4. Specify SWOP (Institutional)
5. Formation of Placement Cell (Institutional)
6. Intra & Inter-institutional educational interaction
7. Quality Education offers for reachable society
8. Campus modifications through innovative practices
9. Review of extra-curricular activities (2017-2021)
10. Objective planning of college NAAC committee with Ex-Student/ Ex-Teacher Alumni.
11. Seminar
12. Miscellaneous

Swati Pal

14/7/2022

Dr Swati Pal

Co-ordinator, IQAC
Kidderpore College

Coordinator, IQAC

Dr Abhijit Ganguly

Principal

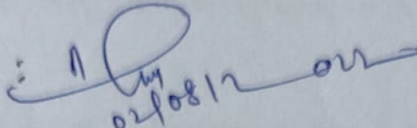
Principal

Kidderpore College

Members

1. Dr Sunanda Mukherjee : Teacher Member Sm 15.07.22
2. Dr Itu Singh: Teacher Member Ath Singh 14/7/22
3. Dr Sohag Joarder : Teacher Member Joarder 14.7.22
4. Dr Pravabati Das Mullick: Teacher Member Pravabati Das Mullick . 14.7.22
5. Dr Manoj Mandal: Teacher Member Manoj Mandal 14/7/22
6. Dr Dibyendu Roy: Teacher Member Roy 15/7/2022
7. Dr Chandrabali Das: Teacher Member Chandrabali Das 15/7/2022
8. Dr Prabodh Kumar Misra: Management Nominee - Misra 15.7.22
9. Dr Rumpa Das: Administrative Nominee
10. Dr Jaydeep Sarangee: Administrative Nominee
11. Dr Shakil Akhter: Local Society Nominee
12. Sazia Khatoon : Alumni Nominee
13. Kishan Thakuri : Student Nominee
14. Mr Subhasis Dasgupta : Industrialist's Nominee
15. Md Ali Raza : Stakeholder's Nominee

A meeting of the IGAC was held on 02.08.2022 at 2 PM in Room no. 9.

Members present: 
02/08/22

1. Shalini Anand
02.08.22
2. Dr Rumpa Das RDas 2/8/22
3. Diloyendu Roy.
4. Chandrabati Das.
5. Pihu Das 2/8/2022
6. ~~Arpita Das~~ 2/8/22
7. Pravatati Das Mullick. 2/8/22
8. Sumanada Mukherjee 2.8.22
9. Subhasis Dasgupta 02/08/22
10. Itra Sengh 2/8/22
11. Shazia Khatoon 2/08/22
12. Kishan Malani 2/8/22
13. Anjali Saha 2/8/22
14. Subhas Ch. Mendi 2/8/22
15. Bohag Jha 2/8/22

Minutes of the IQAC Meeting held on 2.8.2022

The IQAC meeting began with the confirmation of the minutes of the previous meeting held on 21.4.2022. While confirming the minutes of the previous meeting it was pointed out that the minutes should be mailed to the IQAC members prior to the meeting for the convenience of the members.

When the minutes of the previous meeting were read out certain corrections were suggested which were duly taken note of.

Agendum 1 : Creation of objective datae (Performance Based)

It was pointed out that the title of the agendum itself was objectionable since datae can neither be created nor fabricated. It was resolved that all student information, publications along with journal links , all the extracurricular activities should be well documented. Instead of datae creation the term to be used was datae collection for the proper preparation of AQAR.

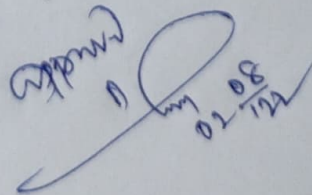
Specification of SWOP : Regarding specification of SWOP it was resolved that SWOP was an essentially internal matter and must not be displayed in front of the external members. However if the Institution wants it can be uploaded on the College Website.

It was resolved that a Face Book Page should be created for the Kidderpore college Alumni to keep track of the passed out students. All Alumni Programmes have to be posted in that Face Book page. In this regard it was suggested that on the occasion of Independence Day the final semester students could be invited to bid them farewell. They should be made to fill up Student Satisfaction Forms, Alumni Registration Forms as well as some Department wise blank sheets to be preserved for future use.

It was resolved that a teacher should be kept as a nodal officer and 2 members of the Alumni should be kept for performing the task of keeping track of student progression year wise.

Agendum 2: Identification of Internal Areas of Planning for resource allocation and searching funding agencies.

Before discussing this agendum it was observed by Principal Sir that the student representatives should be made fluent in English so that they could well converse with the NAAC Peer Team in fluent English.

A handwritten signature in blue ink, followed by the date '02.08/22' written vertically.

It was resolved that a Placement Cell should be created in the college under the leadership and guidance of the newly elected TCS.

It was resolved that the process of **student feedback collection** should be updated.

It was resolved that several moral values must be implanted within the students.

It was agreed upon by all members that there was a need to form an **SC/ST Cell** in the College along with **adequately developed infrastructure** for the physically disabled students.

The importance of biowaste management was highlighted and Hulladec was decided to be invited for the purpose of installing a system of Biowaste Management.

It was resolved that **nationally and Internationally significant days must be observed** in the College.

It was resolved that the teaching method must be redesigned to increase the global competence of our students.

It was resolved that Alumni meetings should be convened regularly and the Alumni should be encouraged to publish a yearly magazine.

It was resolved that the Institution must enter into more and more MOUs with various other institutions.

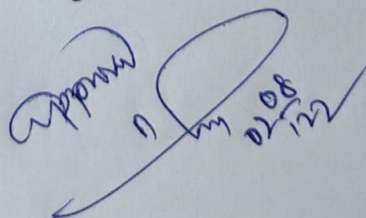
Agendum 3 : Development of Library as an important learning infrastructure

It was resolved that all out effort should be made to develop the college Library as a learning resource centre. In this regard importance was laid on complete digitalization of the Library and expediting the work of retro conversion.

It was resolved that the **Employment Exchange should be contacted** to keep a track of the students who got Government jobs after passing out of this college.

It was resolved that the Non-Teaching Staff of this College must be encouraged to undergo Short Term Training Programmes like **National Pension Scheme**.

The Department of Physical Education was highly appreciated for conducting the Yoga classes and the Department was advised to keep up the training.

A handwritten signature in blue ink, followed by the date '02/08/22' written vertically.

It was resolved that the Kidderpore college Consumers' Club must resume its contact with the West Bengal Consumer's Forum regulated by the Government of West Bengal and organize awareness programmes.

Regarding the issue of **Industry Academia Collaboration** it was pointed out that from time to time the industrialists must be invited to conduct seminars and Awareness Programmes in the college to encourage more and more students to take up industrial ventures. In this regard a proposal was raised to organize a seminar on Digital Marketing. Over and above everything else emphasis was laid on building a bridge between education and industry.

It was resolved that the students must be encouraged to take up **Crisis Management Activities**.

It was resolved that the IQAC would try to develop what it has got in its hands at present. There is no need to present any such picture in front of NAAC which is unrealistic and the students are unaware of.

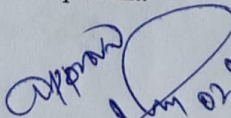
It was resolved that a team of dedicated students must be created for presenting before the NAAC Peer team who should be kept well informed about each and every activity of the IQAC and what the members are writing in the SSR.

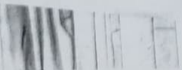
It was resolved that a **Multidisciplinary research Club** should be created to cultivate the research potentials of both the students and the teachers.

It was resolved that the Institution must identify such goals which can be achieved within a very short span of time.

It was resolved that value education should be mandatorily imparted to the students and it is advisable to keep the value education classes in the morning.

The meeting finally ended with a note of thanks to all the members present.


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NOTICE

Date: 19/04/2022

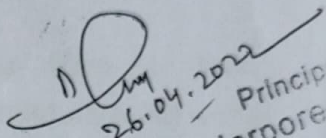
A meeting will be held with the respective H.O.D s and IQAC team on Tuesday 26th April 2022 in the IQAC room at 12:30 pm to discuss the following agendas:

- i) Departmental Profile
- ii) Future plan for NAAC
- iii) Miscellaneous

All IQAC members and HODs are requested to attend the meeting,

Swati Pal

Coordinator IQAC


26.04.2022
Principal
Kidderpore College

Principal, Kidderpore College and Chairperson

- i) Dr. Aparna Pal, HOD Bengali *Abad*
- ii) Dr. Sohag Joarder, HOD Commerce *Joarder 25/4/22*
- iii) Prof. Susmita Ghosh, Representative, Department of English
- iv) Dr. Swati Pal, HOD Economics *Swati Pal*
- v) Prof. Subhash Mandi, HOD Education *SM 25/4/22*
- vi) Dr. Teesta Dey, HOD Geography *TD 25/4/22*
- vii) Dr. Sharmila Chanda, HOD History *Sharmila Chanda 26/4/22*
- viii) Dr. Archana Pandey, HOD Hindi *Archana Pandey 25/4/22*
- ix) Prof. Shilpi Panja, HOD Islamic History and Culture *SP 26/4/22*
- x) Dr. Srabani Roy Maiti, HOD Journalism and Mass Communication *SRM 25/4/22*
- xi) Dr. Amrita Bhattacharya, HOD Mathematics *Amrita*
- xii) Dr. Samiuddin, HOD Persian *Samiuddin*
- xiii) Dr. Pravabati Das Maick, HOD Philosophy *PDM 25/4/22*
- xiv) Dr. Dibyendu Roy, HOD Physical Education *Dibyendu Roy*
- xv) Dr. Chandrabali Das, HOD Political Science *Chandrabali Das*
- xvi) Dr. Irfan Naqvi, HOD Urdu *IRN 25/4*

Minutes of the meeting that was held between the respective HODs and IQAC team on Tuesday 26th April 2022 in the IQAC room at 12:30 p.m.

The salient points that were discussed in the meeting are as follows:

1. Discussion on how to make the departmental profile was done. A You Tube video on how to make the departmental profile was send to all the departments. A PowerPoint presentation was made by the IQAC Coordinator and a deadline was made to submit the Departmental profile.
2. A discussion on future plans that had to be taken for NAAC. Departments were encouraged to organise inter-departmental as well as departmental activities. Departments were requested to take mock test for honours students before the final exam. The departments were also appealed to open certificate courses wherever possible.
3. In the miscellaneous section the IQAC Coordinator requested all the teachers to increase their publications in journals enlisted in the UGC care list.



Approved
26.04.2022
Principal
Kidderpore College