

# IQAC

## Kharagpur College

**NOTICE No. 01/2020-21**

**Date 17.08.2020**

This is hereby notified that an online meeting of the IQAC will be held on 20/08/2020 (Thursday) at 11.00 a.m. using Goggle Meet. Necessary link will be provided in this group at 10.45 a.m. on 20/08/2020. All the members of IQAC and the members of seven subcommittees for NAAC are requested to join in the meeting after getting the link.

Co-Ordinator, IQAC  
Dr. Jyotirmoy Pramanik

### **Agenda:**

- 1) Confirmation of the minutes of previous online IQAC meeting held on dated 11.05.2020
- 2) Plan of the next Academic session
- a) Approval of online submission of pending AQAR 2016-17, AQAR 2017-18 and AQAR 2018-19 in the NAAC webpage before 31.10.2020.
- b) Preparation of AQAR 2019-2020.
- c) Holding online classes of 3<sup>rd</sup> semester and 5<sup>th</sup> Semester of UG and 3<sup>rd</sup> Semester of PG and uploading study material in the college webpage.
- d) Preparation of Academic calendar for the Academic session 2020-2021.
- e) Consideration of the proposal of TCS-iON remote internship programme.
- f) Completion of 2<sup>nd</sup> floor and 3<sup>rd</sup> floor of the existing ground floor building.
- g) Completion of the New building named Vivekananda Bhavan.
- h) Misc.

### **Members:**

- |   |                                     |
|---|-------------------------------------|
| 1. Principal, Chairperson                   | 12. SDO, Kharagpur                  |
| 2. Dr. Sukla Mondal Saha, Morning In-Charge | 13. Prof. Tapan Kumar Pal           |
| 3. Dr. Mahadev Mukherjee, Burser            | 14. Sri Pradip Kumar Maity, Alumni  |
| 4. Dr. Bimal Krishna Das                    | 15. Members of seven subcommittee's |
| 5. Dr. Bikash Ghosh, TCS                    |                                     |
| 6. Prof. Tarun Kumar Ray                    |                                     |
| 7. Prof. Debasish Aich                      |                                     |
| 8. Dr. Jagamohan Acharya                    |                                     |
| 9. Dr. Indranil Chakraborty                 |                                     |
| 10. Prof. Poulami Talukdar                  |                                     |
| 11. Dr. Subhra Mishra                       |                                     |

## **Resolution of the online IQAC meeting dated 20/08/2020.**

### **Members Present:**

- |   |  |
|---|--|
| <b>1. Principal, Chairperson</b>                | <b>2. Dr. Sukla Mondal Saha, Morning In-Charge</b> |
| <b>3. Dr. Bimal Krishna Das</b>                 | <b>4. Dr. Bikash Kumar Ghosh, TCS</b>              |
| <b>5. Prof. Tarun Ray</b>                       | <b>6. Prof. Debasish Aich</b>                      |
| <b>7. Dr. Indranil Chakraborty</b>              | <b>8. Dr. Jagamohan Acharya</b>                    |
| <b>9. Prof. Poulami Talukdar</b>                | <b>10. Dr. Subhabrata Chakraborti</b>              |
| <b>11. Dr. Abinash Sengupta</b>                 | <b>12. Dr. Subhra Mishra</b>                       |
| <b>13. Prof. Jayanta Kumar Murmu</b>            | <b>14. Sri Pradip Kumar Maity, Alumni</b>          |
| <b>15. Dr. Jyotirmoy Pramanik, Co-Ordinator</b> |  |

### **Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on dated 14/05/2020**

Confirms the minutes of previous meeting.

### **Agenda 2. Approval of online submission of pending AQAR 2016-17, AQAR 2017-18 and AQAR 2018-19 in the NAAC webpage before 31.10.2020.**

The above mentioned AQAR's will be submitted online in the NAAC webpage as and when it will be prepared before 31.10.2020.

### **Agenda 3: Preparation of AQAR 2019-2020.**

AQAR 2019-2020 will be prepared by the seven NAAC subcommittees and to be uploaded online before 31.12.2020.

### **Agenda 4: Holding online classes of 3<sup>rd</sup> semester and 5<sup>th</sup> Semester of UG and 3<sup>rd</sup> Semester of PG and uploading study material in the college webpage.**

Online teaching-learning process to be continued to complete the assigned syllabus of UG and PG courses within December, 2020 and study material to be uploaded in the college webpage.

### **Agenda 5: Preparation of Academic calendar for the Academic session 2020-2021.**

Academic calendar for the current semester to be prepared by combining all the departmental routines and same will be uploaded in the college webpage

### **Agenda 5: Consideration of the proposal of TCS-iON an organ of Tata Consultancy Services (TCS) remote internship programme.**

The proposal of TCS-iON for introduction of remote internship programme will be initiated with the current 3<sup>rd</sup> & 5<sup>th</sup> Semester (UG &PG) and the passed-out students of the college. Kharagpur College will purchase license for online Internship Course from TCS-iON. At present two courses RIO-45 & RIO-125 are available for the students of Kharagpur College.

**Misc-1: All the HOD's will prepare their programme specific outcomes, course outcomes and to be submitted to Prof. Debasish Aich for compiling and uploading in the college webpage.**

**Misc 2: All the members will take initiative so that upcoming webinar organized by the NSS & Teachers' Council of our college and the department of Economics become grand success.**

Meeting ends with the vote of thanks by the Coordinator, IQAC.

*Name: Dr. Jyotirmoy Pramanik, Associate Professor*

*Name: Dr. Bidyut Samanta, Principal*

*Jyotirmoy Pramanik*

*B. Samanta*

*Signature of the Coordinator, IQAC*

**Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305**



*Signature of the Chairperson, IQAC*

**PRINCIPAL  
KHARAGPUR COLLEGE**

# IQAC

## Kharagpur College

NOTICE No. 02/2020-21

Date 13.09.2020

This is hereby notified that an online meeting of the IQAC will be held on **15/09/2020 (Tuesday) at 7.00 pm** using Goggle Meet. Necessary link will be provided in this group at 6.45 p.m. on 15/09/2020. All the members of IQAC and the members of seven subcommittees for NAAC are requested to join in the meeting.

Co-Ordinator, IQAC  
Dr. Jyotirmoy Pramanik

### Agenda:

- 1) Confirmation of the minutes of previous online IQAC meeting held on dated 20.08.2020
- 2) Approval of online submission of pending AQAR 2018-19 in the NAAC webpage.
  - a) Preparation of AQAR 2019-2020.
  - b) All the UG department will be requested to review the 1<sup>st</sup> Sem results regarding overall performance of the students.
  - c) Mentoring and Parents-teachers meeting to be continued
  - d) Completion of 2<sup>nd</sup> floor and 3<sup>rd</sup> floor of the existing ground floor building under RUSA 2.0 grant.
  - e) Completion of the New building named Vivekananda Bhavan under RUSA 2.0 grant.
  - f) Misc.

### Members:

1. Principal, Chairperson
2. Dr. Sukla Mondal Saha, Morning In-Charge
3. Dr. Mahadev Mukherjee, Burser
4. Dr. Bimal Krishna Das
5. Dr. Bikash Ghosh, TCS
6. Prof. Tarun Kumar Ray
7. Prof. Debasish Aich
8. Dr. Jagamohan Acharya
9. Dr. Indranil Chakraborty
10. Prof. Poulami Talukdar
11. Dr. Subhra Mishra
12. SDO, Kharagpur
13. Prof. Tapan Kumar Pal
14. Sri Pradip Kumar Maity, Alumni
15. **Members of seven subcommittee's**

## **Resolution of the online IQAC meeting dated 15/09/2020.**

### **Members Present:**

1. Principal, Chairperson
2. Dr. Sukla Mondal Saha, Morning In-Charge
3. Dr. Bimal Krishna Das
4. Dr. Bikash Kumar Ghosh, TCS
5. Prof. Tarun Ray
6. Prof. Debasish Aich
7. Dr. Indranil Chakraborty
8. Dr. Jagamohan Acharya
9. Prof. Poulami Talukdar
10. Dr. Subhabrata Chakraborti
11. Dr. Abinash Sengupta
12. Dr. Subhra Mishra
13. Prof. Jayanta Kumar Murmu
14. Sri Pradip Kumar Maity, Alumni
14. Sri Vaibhav Chowdhury, SDO, Kharagpur
15. Dr. Jyotirmoy Pramanik, Co-Ordinator

### **Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on dated 20/08/2020**

Confirms the minutes of previous meeting.

### **Agenda 2. Approval of online submission of pending AQAR 2018-19 in the NAAC webpage.**

All the HODs those who have not yet submitted Programme specific outcome and Course outcomes to Prof. Debasish Aich or to the Coordinator, IQAC, will be requested to submit it within 25/09/2020. After receiving it from all the department, AQAR 2018-19 will be uploaded in the NAAC webpage.

### **Agenda 3: Preparation of AQAR 2019-2020.**

AQAR 2019-2020 will be prepared by the seven NAAC subcommittees and to be uploaded online before 31.12.2020.

### **Agenda 4: All the UG department will be requested to review the 1<sup>st</sup> Sem results regarding overall performance of the students.**

All the UG department will be informed in the next online TC meeting.

### **Agenda 5: Mentoring and Parents-teachers meeting to be continued**

All the UG department will be informed in the next online TC meeting to continue Mentoring and Parent-teachers meeting.

### **Agenda 6: Completion of 2<sup>nd</sup> floor and 3<sup>rd</sup> floor of the existing ground floor building under RUSA 2.0 grant.**

Above construction is going on slowly due to pandemic COVID-19.

### **Agenda 7. Completion of the New building named Vivekananda Bhavan under RUSA 2.0 grant.**

Roof casting of ground floor of this building has been completed recently.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

Name: Dr. Jyotirmoy Pramanik, Associate Professor

Name: Dr. Bidyut Samanta, Principal

Jyotirmoy Pramanik

B. Samanta

Signature of the Coordinator, IQAC

Co-ordinator, IQAC  
Kharagpur College  
Kharagpur-721305



Signature of the Chairperson, IQAC

PRINCIPAL  
KHARAGPUR COLLEGE

# IQAC

## Kharagpur College

NOTICE No. 03/2020-21

Date 16.01.2021

This is hereby notified that an online meeting of the IQAC will be held on **22/01/2021 (Friday)** at **7.00 pm** using Goggle Meet. Necessary link will be provided in this group at 6.45 p.m. on 22/01/2021. All the members of IQAC and the members of seven subcommittees for NAAC are requested to join in the meeting.

Co-Ordinator, IQAC  
Dr. Jyotirmoy Pramanik

**Agenda:**

- 1) Confirmation of the minutes of previous online IQAC meeting held on dated 15.09.2020
- 2) Approval of online submission of AQAR 2019-20 in the NAAC webpage.
- 3) Online teaching learning process will be continued as per University academic calendar and study materials to be uploaded in the college webpage.
- 4) Mentoring and Parents-teachers meeting to be continued
- 5) Students seminar to be conducted by all the departments
- 6) Completion of the first floor of Library building under CSR, Govt of West Bengal grant.
- 7) Misc.

**Members:**

- |   |  |
|---|--|
| 1. Principal, Chairperson                   | 12. SDO, Kharagpur                         |
| 2. Dr. Sukla Mondal Saha, Morning In-Charge | 13. Prof. Tapan Kumar Pal                  |
| 3. Dr. Mahadev Mukherjee, Burser            | 14. Sri Pradip Kumar Maity, Alumni         |
| 4. Dr. Bimal Krishna Das                    | <b>15. Members of seven subcommittee's</b> |
| 5. Dr. Bikash Ghosh, TCS                    |  |
| 6. Prof. Tarun Kumar Ray                    |  |
| 7. Prof. Debasish Aich                      |  |
| 8. Dr. Jagamohan Acharya                    |  |
| 9. Dr. Indranil Chakraborty                 |  |
| 10. Prof. Poulami Talukdar                  |  |
| 11. Dr. Subhra Mishra                       |  |

## **Kharagpur College**

### **Resolution of the online IQAC meeting dated 22/01/2021.**

The following members of IQAC and NAAC subcommittees were present in the meeting:

- |                                    |  |
|------------------------------------|--|
| <b>1. Principal, Chairperson</b>   | <b>2. Dr. Sukla Mondal Saha, Morning In-Charge</b> |
| <b>3. Dr. Bimal Krishna Das</b>    | <b>4. Prof. Tarun Ray</b>                          |
| <b>5. Prof. Debasish Aich</b>      | <b>6. Dr. Jagamohan Acharya</b>                    |
| <b>7. Dr. Indranil Chakraborty</b> | <b>8. Dr. Abinash Sengupta</b>                     |
| <b>9. Dr. Subhra Mishra</b>        | <b>10. Prof. Jayanta Kumar Murmu</b>               |
| <b>11. Prof. Alok Halder</b>       | <b>12. Dr. Jyotirmoy Pramanik, Co-Ordinator</b>    |

The following matters have been discussed and resolved unanimously:

### **Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on dated 15/09/2020**

Confirms the minutes of previous meeting.

### **Agenda 2. Approval of online submission of AQAR 2019-20 in the NAAC webpage.**

All the feedbacks given by the respected members will be included in the AQAR 2019-20 and the AQAR will be placed before the Governing Body (GB), Kharagpur College in its next meeting. After receiving the suggestions of GB, AQAR 2019-20 will be uploaded in the NAAC webpage.

### **Agenda 3: Online teaching learning process.**

Online teaching learning process will be continued as per University academic calendar and study materials to be uploaded in the college webpage for the benefits of the students, especially, those are unable to attend online classes due to weak internet strength in their local area.

### **Agenda 4 : Mentoring and Parents-teachers meeting**

Mentoring and parents' teachers meeting to be conducted through online mode by all the departments in the month of February, 2021.

### **Agenda 5 : Students seminar**

Students seminar to be conducted by all the departments through online mode in the month of February, 2021. Best three speakers will be awarded.

### **Agenda 6: Completion of the first floor of Library building under CSR, Govt of West Bengal grant.**

Civil works have been completed of the first floor of Library building and other works is going on and to be completed shortly.



**Agenda 7. Misc. Functioning of college webpage.**

Many members pointed out that our college webpage is not opening smoothly due to some technical problems. That will be sorted out as early as possible.

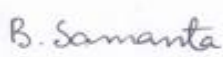
**Agenda 8. Misc.**

Mr. Amit Roy, Librarian, Kharagpur College will be included a member of the “Infrastructure and Learning resources” subcommittee of NAAC. Other members of this committee are Dr. Achintya Chattopadhyay, Dr. Jagamohan Acharya, Prof. Rudra Narayan Mandal.

**Agenda 9. Misc.**

All the HOD’s will be informed in the next TC meeting to initiate to prepare their department profile for the upcoming NAAC visit. Necessary format will be provided to them by IQAC.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

<i>Name: Dr. Jyotirmoy Pramanik, Associate Professor</i>	<i>Name: Dr. Bidyut Samanta, Principal</i>
	
<i>Signature of the Coordinator, IQAC</i> <b>Co-ordinator, IQAC</b> <b>Kharagpur College</b> <b>Kharagpur-721305</b>	<i>Signature of the Chairperson, IQAC</i> <b>PRINCIPAL</b> <b>KHARAGPUR COLLEGE</b>



# IQAC

## Kharagpur College

**NOTICE No. 04/2020-21**

**Date 19.06.2021**

This is hereby notified that an urgent online meeting of the IQAC will be held on **24/06/2021 (Thursday) at 3.00 pm** using Goggle Meet. Necessary link will be provided in this group at 2.30 p.m. on 24/06/2021. All the members of IQAC and the members of seven subcommittees for NAAC are requested to join in the meeting.

Co-Ordinator, IQAC  
(Dr. Jyotirmoy Pramanik)

**Agenda:**

- 1) Confirmation of the minutes of previous online IQAC meeting held on dated 22.01.2021
- 2) To discuss about preparation and online submission of different documents like IIQA, SSR, SSS to the NAAC webpage for the NAAC accreditation cycle 3 of Kharagpur College, which will be due from December 2, 2021.
- 3) Restructure of the seven Subcommittees for NAAC
- 4) To discuss about smooth conduction of Mentoring & Parents-teachers meeting and Students seminar by all the departments
- 5) Misc.

**Members:**

1. Principal, Chairperson
2. Dr. Sukla Mondal Saha, Morning In-Charge
3. Dr. Mahadev Mukherjee, Burser
4. Dr. Bimal Krishna Das
5. Dr. Bikash Ghosh, TCS
6. Prof. Tarun Kumar Ray
7. Prof. Debasish Aich
8. Dr. Jagamohan Acharya
9. Dr. Indranil Chakraborty
10. Prof. Poulami Talukdar
11. Dr. Subhra Mishra
12. Sri Devendra Kumar Jha, CSR, Tata Metaliks
13. Prof. Tapan Kumar Pal, Alumni, Educationist & Social Worker
14. Sri Pradip Kumar Maity, Alumni
15. Dr. Achintya Chattopadhyay
16. Prof. Ranajit Kumar Biswas
17. Dr. Sujit Mondal
18. Dr. Subhabrata Chakraborti
19. Prof. Jayanta Murmu
20. Prof. Rudra Narayan Mandal
21. Prof. Alok Halder
22. Dr. Forid Saikh
23. Dr. Abinash Sengupta
24. Sri Amit Roy, Librarian

## **Kharagpur College**

### **Resolution of the online IQAC meeting dated 24/06/2021.**

The following members of IQAC and NAAC subcommittees were present in the meeting:

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|---|--|
| <b>1. Principal, Chairperson</b>            | <b>2. Dr. Sukla Mondal Saha, Morning In-Charge</b> |
| <b>3. Dr. Bimal Krishna Das</b>             | <b>4. Prof. Tarun Ray</b>                          |
| <b>5. Prof. Debasish Aich</b>               | <b>6. Dr. Bikash Ghosh, TCS</b>                    |
| <b>7. Dr. Indranil Chakraborty</b>          | <b>8. Dr. Subhabrata Chakrabarti</b>               |
| <b>9. Dr. Subhra Mishra</b>                 | <b>10. Prof. Poulami Talukdar</b>                  |
| <b>11. Prof. Tapan Kumar Pal</b>            | <b>12. Prof. Jayanta Kumar Murmu</b>               |
| <b>13. Prof. Alok Haldar</b>                | <b>14. Dr. Jagamohan Acharya</b>                   |
| <b>15. Prof. Ranajit Kumar Biswas</b>       | <b>16. Dr. Farid Saikh</b>                         |
| <b>17. Prof. Rudra Narayan Mondal</b>       | <b>18. Sri Amit Roy, Librarian</b>                 |
| <b>19. Jyotirmoy Pramanik, Co-Ordinator</b> |  |

The following matters have been discussed and resolved unanimously:

### **Agenda- 1: Confirmation of the minutes of previous online IQAC meeting held on dated 22/01/2021**

Confirms the minutes of previous meeting.

### **Agenda- 1: To discuss on preparation and online submission of different documents like IQA, SSR, SSS to the NAAC webpage cycle 3 NAAC accreditation of Kharagpur College**

1. Mentoring and parents' teachers meeting to be conducted through online mode by all the departments and mentors for the 2<sup>nd</sup> Semester students to be assigned among all the faculties (Full Time + SACT) of the department, those not done yet. Few members of IQAC will also participate in the mentoring program conducted by all the department. For this purpose, HODs should provide mentoring schedule and necessary link to the IQAC coordinator through email ([kciqac2018@gmail.com](mailto:kciqac2018@gmail.com)) well in ahead.
2. Selection of 50% students from current 2<sup>nd</sup> and 4<sup>th</sup> semester is very crucial. They should regularly check their emails, awareness about the SSS questionnaire (20 objective+1 subjective) and give their answer with confident, spontaneously and in time.
3. During mentoring and classes; Students will be instructed that they should save their Whatsapp number for joining in the online classes with their full name and they should send their answer script from their own e-mail accounts otherwise their answerscript will not be accepted.
4. Students progression of last five years to be collected with their name, current institution and nature of work and a proof like identity card or copy of fees receipt etc.
5. Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, Sri Amit Roy, Librarian ([librarianamit@kharagpurcollege.ac.in](mailto:librarianamit@kharagpurcollege.ac.in)) will provide help and support.

6. A committee will be formed for preparation and to monitor the Code of Conduct for the students.
7. All HODS are requested to send a copy of departmental online class routine for the current semester to the [kgpweb19@gmail.com](mailto:kgpweb19@gmail.com) for display in the college webpage. They should also preserve the resolution of online departmental meeting for future uses.

### **Agenda 2: Restructure of the seven Subcommittees for NAAC**

Restructure of seven subcommittees for NAAC is done and a new Committee on “Students Enrollment, Results and Financial Data” is formed and members of these committees are as follows:

#### **Curricular Aspects:**

Dr. Bimal Krishna Das, Prof. Jayanta Kumar Murmu, Prof. Alok Halder, Smt Sarmistha Manna

#### **Teaching Learning and Evaluation:**

Dr. Pankaj Saha, Dr. Pradip Kumar Gain, Prof. Debasish Aich, Prof. Sankar Das,  
Smt Shreyasi Roy, Dr. Sumit Kumar Ray, Smt Moumita Chakraborty

#### **Research, Innovations and Extension:**

Dr. Jyotirmoy Pramanik, Dr. Farid Saikh, Dr. Jagamohan Acharya, Prof Mahanga Singh,  
Prof. Subrata Paria, Prof. Uttam Das

#### **Infrastructure and Learning Resources:**

Dr. Achintya Chattopadhyay, Dr. Indranil Chakraborty, Sri Amit Roy,  
Prof. Rudra Narayan Mondal, Sri Kousik Bhattacharya, Sri Anudyuti Gharai

#### **Student Support and Progression:**

Dr. Mahadev Mukherjee, Dr. Subhra Mishra, Dr. Sukla Mondal Saha, Smt. Poluami Talukdar, Dr. Abinash Sengupta, Prof. Anisur Rahman

#### **Governance, Leadership and Management:**

Prof. Tarun Kumar Ray, Dr. Bikash Kumar Ghosh, Dr. Sujit Mandal, Dr. Samir Kumar Giri,

#### **Institutional Values and Best Practices:**

Prof. Ranajit Kumar Biswas, Dr. Subhabrata Chakraborti, Prof. Mintu Naskar, Prof. Koushik Chakraborty, Sri Pankaj Patra, Sri Subhojeet Banerjee

#### **Students Enrollment, Results and Financial Data**


Prof. Rabindranath Changdar, Dr. Sanjay Paswan, Dr. Prakash Agarwal, Dr. Ganesh Tosh, Sri Tirtharaj Biswas, Sri Avijit Pradhan, Sri Alok Bhattacharya, Smt. Mousumi Pandit, Sri Sadananda Palmal, Sri Somnath Das, Sri Prasenjit Jadav, Sri Madhuryamoy Pradhan, Sri Prasun Chakraborty, Sri Soumen Bag, Sri Sayak Mukherjee, Sri Tinku Sarkar, Sri Susanta Panda, Sri Monojit Atta.

**Agenda 3: Decision of Examination cell regarding Internal Assessment.**

Dr. Bikash Ghosh, TCS, Kharagpur College explains the decision of the examination cell on Internal Assessment. The schedule of Generic and Environmental Studies will be informed in time in the College WhatsApp group.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

<i>Name: Dr. Jyotirmoy Pramanik, Associate Professor</i>	<i>Name: Dr. Bidyut Samanta, Principal</i>
<i>Jyotirmoy Pramanik</i>	<i>B. Samanta</i>
<i>Signature of the Coordinator, IQAC</i> <b>Co-ordinator, IQAC</b> <b>Kharagpur College</b> <b>Kharagpur-721305</b>	<i>Signature of the Chairperson, IQAC</i> <b>PRINCIPAL</b> <b>KHARAGPUR COLLEGE</b>



**KHARAGPUR COLLEGE  
KHARAGPUR**

**NOTICE**

**DATE: 25.06.2021**

IQAC of the college has arranged a virtual meeting on 28.06.2021 at 3 P.M. to explain different aspects of the process of accreditation by the NAAC during the prevailing pandemic situation and to discuss different courses of action to be taken for the accreditation of the college for the 3<sup>rd</sup> cycle. Decisions of the Examination Cell of the college regarding Internal Evaluation will also be discussed in the same meeting. All the faculty members including the SACT are requested to be present in the meeting positively. Dr. Jyotirmoy Pramanik, Coordinator, IQAC will share a link for the online meeting.

It is also notified that Dr. Indranil Chakraborty, Assistant Professor in Chemistry will act as the Co-coordinator of the IQAC.



① 25/06/21

Principal

**PRINCIPAL  
KHARAGPUR COLLEGE**

## Kharagpur College

### Outcomes of the online IQAC meeting with faculties including Librarians and SACTs dated 28/06/2021.

Total seventy-seven faculties and the Principal were present in the meeting:


#### Agenda- 1: Different courses of action to be taken for cycle 3 NAAC accreditation of Kharagpur College

1. Mentoring and parents' teachers meeting to be conducted through online mode by all the departments and mentors for the 2<sup>nd</sup> Semester students to be assigned among all the faculties (Full Time + SACT) of the department, those not done yet. Few members of IQAC will also participate in the mentoring program conducted by all the department. For this purpose, HODs should provide mentoring schedule and necessary link to the IQAC coordinator through email ([kciqac2018@gmail.com](mailto:kciqac2018@gmail.com)) well in ahead.
2. Selection of 50% students from current 2<sup>nd</sup> and 4<sup>th</sup> semester is very crucial. They should regularly check their emails, awareness about the SSS questionnaire (20 objective+1 subjective) and give their answer with confident, spontaneously and in time.
3. During mentoring and classes; Students will be instructed that they should save their Whatsapp number for joining in the online classes with their full name and they should also send their answer script from their own e-mail accounts otherwise their answerscript will not be accepted.
4. Students progression of last five years to be collected with their name, current institution and nature of work and a proof like identity card or copy of fees receipt etc.
5. Students and teachers could access online Library facilities through their N-LIST accounts. For this purpose, Sri Amit Roy, Librarian ([librarianamit@kharagpurcollege.ac.in](mailto:librarianamit@kharagpurcollege.ac.in)) will provide help and support.
6. A committee will be formed for preparation and to monitor the Code of Conduct for the students.
7. All HODS are requested to send a copy of departmental online class routine for the current semester to the [kgpweb19@gmail.com](mailto:kgpweb19@gmail.com) for display in the college webpage. They should also preserve the resolution of online departmental meeting for future uses.

#### **Agenda 2: Decision of Examination cell regarding Internal Assessment.**

Dr. Bikash Ghosh, TCS, Kharagpur College explains the decision of the examination cell on Internal Assessment. The schedule of Generic and Environmental Studies will be informed in time in the College WhatsApp group.

Meeting ends with the vote of thanks by the Coordinator, IQAC.

Name: Dr. Jyotirmoy Pramanik, Associate Professor	Name: Dr. Bidyut Samanta, Principal
	
Signature of the Coordinator, IQAC Co-ordinator, IQAC Kharagpur College Kharagpur-721305	Signature of the Chairperson, IQAC PRINCIPAL KHARAGPUR COLLEGE

