



KANDI RAJ COLLEGE

(Govt. Sponsored)
NAAC Accredited - Grade: B+

Kandi, Murshidabad, West Bengal- 742137

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A meeting of the Internal Quality Assurance Cell is held on 10.08.2023. The following members were present:

Sl. No.	Name	Designation and/or Position in IQAC
1	Dr. Soma Datta	Principal & Chair Person of the IQAC
2	Dr. Bandhu Prasad	Sr. Faculty & Coordinator of IQAC
3	Dr. Hena Sinha	Principal, Berhampore Girls' College, Member of Governing Body, University Representative
4	Mr. Rabiul Haque	Member of Governing Body, Govt. Representative
5	Mr. Dwarakeswar Dutta	Faculty Member
6	Mr. Jayanta Basu	Faculty Member
7	Dr. Nasiruddin Mondal	Faculty Member
8	Mr. Srimonta Mondal	Faculty Member
9	Dr. Ananta Patra	Faculty Member
10	Mr. Sourav Majumdar	Faculty Member
11	Mr. Abhijit Dutta	Faculty Member
12	Dr. Sukanya Sarka	Faculty Member
13	Dr. Pradip Bera	Bursar, Administrative Member
14	Mr. Himan Chowdhury	Librarian, Administrative Member
15	Mr. Debashis Saha	Head Clerk, Administrative Member
16	Mr. Sumanta Sinha	Accountant, Administrative Member
17	Mr. Sayan Islam	Student Representative
18	Ms. Enakshi Dhar	Student Representative
19	Mr. Ujjal Dey	Member from the Local Society
20	Mr. Koushik Sengupta	Member from the Local Society
21	Mr. Arupratan Dutta	Member from the Industry & President of Alumni
22	Ms. Hasi Thakur	Vice President of Alumni
23	Mr. Sudip Bhattacharjee	Secretary of Alumni

Soma Datta

DR. SOMA DATTA
Principal & Secretary
Kandi Raj College
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Proceedings and Minutes of the IQAC meeting held on 10/08/2023 at 2:00 P.M in the IQAC Room, Kandi Raj College.

Dr. Bandhu Prasad, being the Coordinator of IQAC, welcomed the members and started the discussion.

1. The minutes of the previous meeting held on 23/03/2023 was read out and duly approved by the members.
2. Dr. Bandhu Prasad, the coordinator, said that the college has already submitted the Self Study Report (SSR) to the NAAC authorities and, also replied to the clarifications issued by expert members of NAAC. Thus, most of the work relating to NAAC accreditation has been completed and the college is now preparing for NAAC peer team visit. The members expressed their satisfaction and resolved that the college will spare no effort to prepare for the NAAC peer team visit.
3.
 - (a) The Principal informed the meeting that the science departments especially (Physics, Chemistry, Biology) will purchase instruments for conducting practical classes as per the new NEP 2020 curriculum. She also informed that the funds necessary for this has already been sanctioned by the Govt. of West Bengal. It is also informed that Laptop computers will be purchased for Examination Centre and different departments for conducting University and Internal examinations and ICT enabled teaching respectively.
 - (b) Some members from the lab-based departments raised the issue that the condition for the departmental laboratories are absolutely appalling and therefore needs immediate repair. The committee resolves that the departmental laboratories be repaired with immediate effect.
 - (c) The Principal also informed the meeting that though most of the classrooms are already equipped with "White-Board", some classrooms still lack them. It is resolved that all the classrooms will be provided with "White-Board". Also, to enable ICT enabled teaching it is resolved that the college will purchase a few portable projectors to be used in various classrooms.
 - (d) Some members pointed out that due to the large size, it is difficult for them to take classes in rooms like Room no. 1, 3 and 9. It is resolved that proper sound systems be installed in these rooms to facilitate teaching.
 - (e) Some members raised the issue that to enable modern ICT enabled teaching, it is imperative that the college should install "Smart-Boards" in the classrooms. It is resolved therefore that "Smart-Boards" should be installed in the science departments of Physics, Chemistry and Mathematics, and based on the feedback, may then be installed in other departmental classrooms as well.

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4. The

Principal informed the meeting that as per the government guideline new academic session will be Four Year Undergraduate Programme as per NEP 2020 curriculum. It is resolved that the admission procedure of the college will be modified as per the new guidelines, and the matter is referred to the Admission Committee. It is also resolved that the matter be referred to the Academic Committee to prepare a comprehensive teaching plan for the upcoming session as per the University Guidelines. It is further resolved that the matter is to be referred to the Routine Committee for the preparation of Master Routine for the upcoming session.

5. Several members raised the issue that a lot of teaching posts in different Departments are still lying vacant. It has also been noted that there are departments that does not have a single full-time sanctioned post. It is resolved that the college will take all necessary steps to create some new posts in some of the departments that does not have any, and, also fill up some vacant posts in some of the departments at the earliest. Also, several non-teaching posts are also currently lying vacant, including that of the key post of Head Clerk. A resolution is therefore passed requesting the principal to take necessary steps in this regard to remedy the situation. The whole matter is further referred to the Governing Body of the college for their consideration.
6. (a) Some members raised the issue that sometimes it becomes difficult for outgoing students to collect “College Leaving Certificate” as they must come to college office to collect the same. A proposal is given in which the student can generate such certificate online from the college website itself as per their convenience.
(b) Some members enquired about the procedure that needs to be followed in case of purchase of goods from online e-commerce platforms as they sometimes can be quite cost-effective. It is decided that the issue will be discussed with the college auditor for their inputs in this matter.
(c) The Principal informed the meeting that the renovation work on the “Biology Block” of the college is almost complete. She also mentioned that similar maintenance work will be carried out in other buildings as well. She further mentioned that the preliminary work on constructing a “Yoga Centre” has already started and will be very soon completed.

This meeting ends here with thanks to and from the Chair.

Dr. Bandhu Prasad
Co-ordinator of IQAC
Kandi Raj College

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