



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

Khalisani, Chandannagar, Hooghly, Pin-712138

Ph. No. (033)-2682-5530/9517/8856

Email- khalisanimahavidyalaya@gmail.com

Website: www.khalisanicollege.ac.in

Enlightenment through Education

Notice No. *IQAC/23-24/1*

Date: 03.07.2023

This is for information of all concerned that a meeting of the IQAC will be held on 10.07.2023 at 2.00 p.m. in the meeting room of the Principal. The presence of the members of the IQAC is extremely solicited.

Agenda:

1. Evaluation of IQAC plans and their execution during the 2022-23 academic session
2. Discussion related to short term and long term perspective plan of the IQAC

Aranta Chakrabarti

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B. Pin-712138



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A meeting of the Internal Quality assurance Cell is held today, the 10th of July, 2023, to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Evaluation of IQAC plans and their execution during the 2022-23 academic session

Discussion:

At the very beginning of the meeting the IQAC Coordinator narrates in brief the quality enhancement plans and proposals that are placed by the IQAC at the initiation of the last academic session along with a summary of deployment and execution of such plans and proposals.

The narrative is depicted here in a nutshell.

1. The College has undergone a significant infrastructural development with the completion of RUSA funded two storied second annex building that comprises four class rooms in the ground floor and a ladies hostel in the first floor. The IQAC conveys thanks to the convener of the RUSA Project Monitoring Unit and his entire team.
2. Moreover, the Library starts functioning in the first floor of the second annex with more space and amenities; the teachers' room is shifted to the first floor of the main building with more space, the boundary wall is completed around the newly purchased land in the west and south side of the campus. Due to these infrastructural development the Principal is able to provide one extra class room to each honours department.
3. The initiative for conducting an extensive internal audit is in the verge of completion and awaiting some important data like result that is yet to be published. Communications are done with the office of the Honourable D.P.I. for government nominated auditor so that the pending audits can be completed. It has been decided that the college will conduct the audit by a reputed C.A if the Government fail to provide the name of their auditor. In addition, the green audit has been conducted. Moreover the IQAC acknowledges the successful completion of some quality audits like Green Audit, Academic and Administrative Audit, Gender Audit, Energy Audit.
4. It is a pleasure to inform that the process of Selection/ Screening under Career Advancement Scheme of ten teachers is in process and will be completed soon.
5. In the field of Academics, the IQAC is satisfied to inform that Seven Add-On Courses have been conducted by various Departments. These Add-on courses are devised to prepare the students for UPSC/ PSC and other alike competitive examinations particularly through work outs in MCQ pattern.
6. The process of maintaining records of academic counselling through mentor-mentee system has been initiated by the Departmental faculties. The tradition of academic counselling and mentoring of the students by their respective Departmental faculties has been prevalent in our institution and this practice is to be acknowledged by maintaining proper records.



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7. A few Memorandum of Understanding to support the academic and career needs of the students have been signed and executed, primarily with other Higher Education Institutions to ensure Faculty Interchange program.
8. In pursuance with the proposals of the IQAC the Governing Body has discussed the modalities regarding opening and functioning of the girls' hostel.
9. Most importantly the IQAC team has successfully completed the submission of the pending AQAR(s) till academic year 2021-22 and the data capture for the AQAR of 2022-23 has already been initiated. The IQAC considers the plausibility of submission of the IQA and the SSR for Third Circle NAAC assessment by the end of March 2023.

Resolution:

After evaluating the status of implementation of plans and proposals for the academic session 2022-23, the IQAC a) appreciates the accomplishments and b) expresses its apprehension regarding the plans and proposals that are yet to be implemented. It has been resolved that the Institution will take appropriate steps to complete the pending tasks in the current academic year.

Agenda: 2- Discussion related to short term and long term perspective plan of the IQAC

Discussion:

The Coordinator emphasizes that the IQAC should consider to develop a comprehensive masterplan that will focus on the fast changing requirements in the HEI's domain. She narrates that the sphere of Higher Education in the country is changing its character at a rapid pace and with that the requirements in the HEI is also going through an evolution. She invites free opinion of the members so that a perspective plan stating the short term and long term goals can be set to enhance the quality of the academic and ancillaries in the institution. An exhaustive discussion occurs and the following proposals are set forth by the members.

a) On Curriculum enrichment and Teaching Learning/ Curriculum Delivery

It has been witnessed that the academic progression of students of the college is radically decreasing due to some external factors, diminishing job opportunities in academic and teaching sector being the foremost. In reality the comparatively advanced learners are finding it difficult to motivate themselves in pursuing the post graduate studies. It can be collaborated by the fact that few students in the 2022-23 academic session has taken admission in Post Graduate courses. Keeping this context in mind some suggestions are made for the enrichment the curriculum.

- I) The seven Add-on courses should be continued to support the advanced learners in their preparation for competitive examinations for job in PSUs. The IQAC also suggests to reactivate the Career Counseling Cell and entrust the Cell with the responsibility to coordinate those courses in favour of the students under the name *Prastuti*.
- II) The expanse and the diversity of the NEP curriculum is a serious challenge to meet and it entails a great deal of reform, particularly in the process of evaluation. The knowledge base and the academic discipline of the students of the current generation is gradually



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diminishing and the outcome of the NEP curriculum may appear disastrous if the issue is not addressed in time and in proper manner. The IQAC implores that the Teachers' Council should introduce a devise of continuous evaluation incorporating open book writing, sudden class tests into it.

- III) The students should be encouraged to undertake academic projects and students' seminars, collective or individual, beyond their syllabus demands so that they can develop some soft skills like communication, leadership, critical and innovative thinking and alike.
- IV) All the Departments use to analyze the results of semester examinations but the reports of those analysis are not at the perusal of the IQAC. The Departments should be requested to make a comprehensive analysis of the results of all semester examinations in two clusters of odd (1/3/5) and even (2/4/6) semesters to map the attainment of CO/PO for the last five academic years. The Department wise report is to be placed in the IQAC for further course of action. The CO/PO of the general programs like B.A., B.Sc. Pure, Bio. Science and B.Com will also be taken into account.
- V) The Departments will be encouraged to organize seminars/ workshops and talks on popular themes once the proposed state of the art seminar room becomes a reality.

b) On Research and Publication of the Teachers

Data from past few years clearly indicate that baring a few individual attainments and feats, the performance of the faculties in relation to research and publication is quite dismal. The Principal, himself being a prominent researcher, has already expressed his intent of encouragement by declaring financial assistance in the form of honorarium for every publication made by the faculties. The IQAC proffer that the teachers should be impelled to undertake research oriented projects/ publications/ talks on seminars and to participate in other similar activities that will enrich their own résumé and in process will pay dividends for the college.

c) On Infrastructure and Learning Resources:

After a short interim period of red-tape stagnancy the college is now moving in the right direction in terms of infrastructural development, thanks to the initiative taken by the Principal and the IQAC in collaboration. The administrative block is going to be expanded to integrate the entire office with the Office of the Principal, Office of the Bursar and the IQAC compartment. The management is exploring all possible means to avail grant from the Government of West Bengal to initiate the construction of the western block of the main building; to purchase some furniture and generator and to install a high capacity solar power generation system in collaboration with WBREDA. The Principal is trying vigorously to commence the interior construction and designing of the state of art seminar room and that of a *muktamancha* (open air stage) so that seminars and cultural programs can be conducted in a more organized set up. Talks are on with the West Bengal Renewable Energy Development Agency for the installation of a high capacity solar power generation system with grid connectivity.



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The IQAC appreciates all the above mentioned endeavours that are in momentum and further requests the Chairman to i) purchase some computers for the use of the students, ii) to transform some classrooms into smart classrooms, iii) to make the college website dynamic with the facility of Learning Management System if fund permits.

d) On Governance and Administration

The members of the IQAC declare their article of faith on the new Principal vis-a-vis to the Chairman,; in his dynamism and progressive thinking, in his far sighted vision with which they are conversant for years and entreats for certain reforms. The following proposals are put forward in the domain of administrative reforms.

- Successful implementation of CCFYUGP (NEP) by adhering to the directives of the affiliating University and through creating adequate infrastructural augmentation.
- More emphasis on E-management of administrative activities.
- Initiative to conduct campus placement drive by inviting Private and Public Sector companies.
- To address the enhancing academic and administrative load, efforts to be taken by the management for the creation of both Teaching and Non-Teaching Posts.

e) Reform on Feedback Mechanism

Taking permission from the Coordinator of the IQAC, The internal Committee for Administering the Feedback submits it report on the students' feedback collected online from the outgoing students of 2022-23 session. The feedback questionnaires have given much importance on teaching learning process and the quality of teaching in the light of SSS as enumerated in the NAAC documents. The IQAC members go through the findings of the report and draft the following observations.

The response of the students regarding overall teaching learning metrics is quite satisfactory and significant majority of the students has expressed their pleasure in this particular parameter. Majority of the students opines that the teachers are friendly, cooperative and act as good mentors for their overall development. 88% of the students submit that the teachers provide them with study materials. These figures suggest that the students in general are quite satisfied with the teaching learning method followed in the institution. Almost similar is their opinion regarding the extracurricular and sports activities conducted inside the campus.

The IQAC acknowledges the report and resolves that from the 2023-24 academic session the feedback mechanism will be extended for a more comprehensive self-evaluation and introspection. It is resolved that expansive questions covering various parameters of teaching learning, infrastructure and overall administrative system will be set as per guidelines of various nodal agencies. Separate feedback forms will be drafted for the parents, for the teachers and non-teaching staff. Those forms are to be made available online preferably in the Learning Management Services in the institutional website so that all the stakeholders can submit their opinion with ease. However, keeping in view the socio-economic and cultural matrix of the college, it is decided that an option for collecting the feedback physically on hard copy mode will also be maintained.

The meeting ends with vote of thanks to the chair.

Ashok Kumar Das

Coordinator, IQAC

Debashis Das Sharma

Munshi

Ramdan Kumar Das

Bosun Das

Abhijit Roy

Subrata Kumar Rane

Jayanta Kumar Das
Abhijit Roy

Chitra

Principal

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ACTION TAKEN REPORT FOR THE MEETING DATED 10.07.2023

This meeting is actually called for the evaluation of the IQAC activities of the 2022-23 session and for recommending the plans for the ensuing 2023-24 session. Many of the proposals that are suggested were put into action. The accomplishments are as follows –

a) Add-on courses for the students are sustained; b) Course and Program outcome are mapped and analyzed by all the Departments; c) Students centric participative learning are executed through study tours, projects and other activities; d) financial assistance are provided to the teachers for promotion of research and publications; e) state of the arc seminar room, renovated common room for girl students, renovation of the administrative zone, installation of a gymnasium with modern equipment are completed by April 2024; f) CCFYUGP has been successfully implemented; g) some reforms are made in the feedback mechanism and above all h) campus placement drive for the students have been successfully organized during March 2024.

However a few of the proposals are yet to be fulfilled –a) The plan for installing a grid connected solar power generation system with the aid of WEBREDA is yet to be formalized; b) The open air theatre or *Muktamancha* cannot be constructed; c) some skill based micro credential courses are yet to be implemented and d) Teaching and Non-teaching posts are yet to be created

Achakraborty

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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Notice No. *IQAC/23-24/2*

Date: 28.08.2023

This is for information of all concerned that a meeting of the IQAC will be held on 04.09.2023 at 2.00 p.m. in the meeting room of the Principal. All the members are requested to make themselves available for the meeting

Agenda:

1. Confirmation of the proceedings of the last meeting
2. Discussion on valuable suggestion given by T K Ghara, State Mentor, NAAC
3. Discussion about preparation of SSR
4. Misc.

Arzuta Chakrabarti

Coordinator, IQAC

Coordinator
IQAC

KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W. B., Pin:712138



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A meeting of the Internal Quality assurance Cell is held today 04.09.2023 to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Confirmation of the proceedings of the last meeting

The Coordinator reads out the minutes of meeting dated 10.07.2024. Some minor mistakes in the recordings are noticed. The minutes are accepted after due corrections.

Agenda-2

Discussion on valuable suggestion given by T K Ghara, State Mentor, NAAC

The Coordinator narrates the suggestions put forward by the Dr. Tushar Kanti Ghara, State Mentor, NAAC, WB during his visit to the college on 18.08.2023. Dr. Ghara has emphasized on methodical preparation of the SSR after analyzing the grade calculator in adequate manner. The IQAC Coordinator further apprises that a primary grade calculation on the basis of the data furnished in the AQARs have been done but ample scope is there for improvement before the submission of the SSR.

It has been resolved that the while drafting the SSR, the IQAC members will keep a close look on the parameters of the grade calculation.

Agenda-3

Discussion about preparation of SSR

The Chairman requests the Coordinator regarding the recent developments that occurred and that are to be incorporated in the SSR. Prof Ajanta Chakrabarti, in response, mentions the following in a nutshell – a) The Departments have already submitted respective lists of UGC Care Journals the college is processing the purchase of those journals; b) Proposals are submitted by various Academic and Professional agencies for conducting seminars and workshops on career counselling and a detailed plan for the introduction of Add-on Courses. All these matters are to be documented properly in the qualitative metrics of the SSR. She further requests the members to accumulate all data required for the Self Study Report.

It has been resolved that the drafting of the Self Study report for the third cycle NAAC assessment and evaluation will be initiated at its earliest and the College will try to submit the SSR by March, 2024.

Agenda-4

Misc.

The Coordinator narrates that a few important events under the auspices of the IQAC had taken place in recent times like –tree plantation program on 13.07.23 to celebrate the Vanamahotsav, poster campaign against anti ragging on 25.08.23, and a few career counselling seminars by some external agencies.



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The IQAC acknowledges and appreciates the contribution off all who had associated themselves with these events.

The meeting ends with vote of thanks to the chair.

Achakraborti

Coordinator, IQAC

Debashis Das Sharma

Subrata Kumar Bano

Jayanta Chattopadhyay

Rundan Kumar Das

Prosun Das

Murafi

Abhimat. Das

Pradyumn Roy

Bis

Principal

KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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ACTION TAKEN REPORT FOR THE MEETING DATED 04.09.2023

- a) The IQAC team has taken initiative for drafting and documenting the SSR for timely submission of NAAC following the advice of Dr. T K Ghara, the State mentor for NAAC. The process of completing the SSR is in the verge of completion. However IQA is already submitted and is approved by the NAAC on 24th May, 2024.
- b) A few extension activities like Poster campaign against ragging, celebration of Banamahotsav through plantation, organizing a few seminars on career counselling are appreciated by the IQAC.

Achakraarti

Coordinator, IQAC

Coordinator
IQAC
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Hooghly, W. B., Pin:712138



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Notice No. IQAC/23-24/3

Date: 04.10.2023

This is for information of all concerned that a meeting of the IQAC will be held on 13.10.2023 at 2.00 p.m. in the meeting room of the Principal. The presence of the members of the IQAC is extremely solicited.

Agendum

Selection/ Election of the Coordinator of the IQAC

Acharya

Coordinator, IQAC

Coordinator
IQAC

KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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A meeting of the Internal Quality assurance Cell is held today 13.10.2023 to discuss the following agenda.

Agendum

Selection/ Election of the Coordinator of the IQAC

At the very outset, Dr. Arghya Bandyopadhyay, the Principal and the Ex-officio Chairman of the IQAC apprises the cause of convening the meeting and also emphasizes on the importance of this selection/ election keeping in view the ensuing NAAC assessment and accreditation.

Gourab Sinha proposes that any change can jeopardize the preparation and the estimated schedule and he proposes the name of Prof Ajanta Chakrabarti as IQAC Coordinator. Jayati Bhattacharaya Ghosh and all other members opine in accord.

Prof Ajanta Chakrabarti, Associate Professor in Bengali is unanimously selected as the IQAC Coordinator. Her tenure in the office will be guided as per the regulations of the NAAC Manual.

The meeting ends with vote of thanks to the chair.

A. Chakrabarti
Coordinator, IQAC

Debashis Das Chandra
Rundam Kumar Das

Prosen Das

Subrata Kumar Rana

Jayati Bhattacharya

Miss Rafi

Abhoy Das

Arghya Das

Principal
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Khalisani, Chandannagar
Hooghly, W.B. Pin:712138



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ACTION TAKEN REPORT FOR THE MEETING DATED 13.10.2023

Prof. Ajanta Chakrabarti is selected as the Coordinator of the IQAC and she is currently acting as the same.

Ajanta Chakrabarti

Coordinator, IQAC

*Coordinator
IQAC*

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Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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Notice No. IQAC/23-24/4

Date: 03.11.2023

This is for information of all concerned that a meeting of the IQAC will be held on 07.11.2023 at 2.00 p.m. in the meeting room of the Principal. The presence of the members of the IQAC is extremely solicited.

Agenda:

1. Progress report of AQAR 2022-23
2. Any other topic arising in context.

Achakrahasati

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W. B., Pin: 712138



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

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Ph. No. (033)-2682-5530/9517/8856

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A meeting of the Internal Quality assurance Cell is held today 07.11.2023, to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Progress report of AQAR 2022-23

Coordinator informs the members that the Annual Quality Assurance Report of 2022-23, i.e, the final evaluative year for the third cycle, is to be drafted and to be completed as early as possible as we are already initiated the preparation of the SSR. Some of the members opine that the process of data collection and drafting of the AQAR for the Academic Session 2022-23 and the Self Study Report can be processed simultaneously. The Coordinator proposes that the members can be grouped into two – one entrusted with the completion of AQAR while the other will be assigned with the role of drafting the SSR.

It has been resolved that the members of the IQAC will take the responsibility of completing the AQAR 2022-23 as well as drafting the SSR in tandem. The convener of each of the seven criteria will monitor the process while Gourab Sinha and Dr. Debjyoti Das will assist all the teams as and when required.

Agenda-2

Any other topic arising in context.

The following plans and proposals are put forward by the members to the IQAC for approval on urgent basis – a) organizing an Awareness Rally on Fire Cracker Pollution by the N.S.S.; b) organizing an ABO Blood Group determination camp for stakeholders inside the campus; c) organizing a career counselling seminar in collaboration with Hooghly District Employment Exchange and d) organizing the Annual Cultural Competitions on various events.

All the proposals are approved and the Coordinator is requested to assign the duties.

The meeting ends with vote of thanks to the chair.

Arijanta Chakrabarti
Coordinator, IQAC

Jayanta Chatterjee
Rindan Kumar Das
Subrata Kumar Bano
Debbyoti Das
Debarshi Das
Prasen Das
Mitesh Das
Debbyoti Das

Principal
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ACTION TAKEN REPORT FOR THE MEETING DATED 07.11.2023

- a) Preparation for documenting the SSR and completing the AQAR for 2022-23 is planned and it has been executed with the manifestation of approval of the IIQA by the NAAC.
- b) Some extension and outreach activities were planned and they were organized as planned.

Achakraborti

Coordinator, IQAC

*Coordinator
IQAC*

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Notice No. IQAC/23-24/05

Date: 20.12.2023

This is for information of all concerned that an emergent meeting of the IQAC will be held on 21.12.2023 at 2.00 p.m. in the IQAC Room. All the members are requested to be present in the meeting.

Agendum:

Necessary discussion in accordance with D.P.I Memo No. 644-Admin/2023 dated 20.12.2023

Ashababati

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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A meeting of the Internal Quality assurance Cell is held today, 21.12.2023, to discuss the following agenda

The Chairperson of IQAC takes the chair.

Agendum:

Necessary discussion in accordance with D.P.I Memo No. 644-Admin/2023 dated 20.12.2023

Discussion:

At the very outset the Coordinator narrates the context in which the meeting is convened..She states that yesterday the Office of the Honble DPI has issued a Memo instructing the HEIs of the state to complete the process of application for NAAC assessment and accreditation by 31.03.2024. She seeks the opinion of the members in this regard.

The members opine that the preparation of NAAC assessment can be completed within deadline that has been mentioned in the aforesaid memo. However, Dr. Arghyadip Roy mentions that upgradation of the College website with additional features is to be done to facilitate the Data Verification and Validation process of the IQA and the SSR. All the members assure the Coordinator that the IQAC team will take all initiative to complete documentation of SSR within the deadline.

Resolution:

After a threadbare discussion of the issue the following resolutions are adopted –

- In pursuance with the resolution of the earlier meeting dated 07.11.2023, it is resolved that the IQAC will undertake all necessary measures to complete the process of submitting and uploading the IQA and the SSR within the mentioned deadline of 31st March 2024.
- The Coordinator is requested to distribute the workload among the members and to expand the assignments to teachers who are not in the IQAC. She is requested to involve all teachers in the process to speed up the task of completing IQA and SSR.
- The Chairperson of the IQAC is requested to complete all the planned infrastructural augmentations that are pending.
- All the members of the IQAC collectively requests it's Chairman to enhance the dynamic character of the Institutional Website by adding several new features which they feel is extremely necessary like i) Teaching Learning Management System, b) Employee Module, iii) Accreditation Management System for NAAC, iv) Web Module, v) Feedback Module etc.

The meeting ends with vote of thanks to the chair.

Signature(s) of the members present:

Acharya
Debasish Das Sharma
Subrata Kumar Prana
Mukherji
Rindan Kumar Das
Debnath, San.
Arjun Das
Jayabhatia

Principal
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138

Arghyadip Roy



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

Khalisani, Chandannagar, Hooghly, Pin-712138

Ph. No. (033)-2682-5530/9517/8856

Email- khalisanimahavidyalaya@gmail.com

Website: www.khalisanicollege.ac.in

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ACTION TAKEN REPORT FOR THE MEETING DATED 21.12.2023

In accord with the directives of the DPI, Govt. of West Bengal, the IQAC of the college resolved to undertake all efforts for the submission of the IQA by the end of March, 2024. Some modifications in the institutional website to facilitate NAAC related actions are proposed. Both are executed, however the IQA is submitted in the first week of May instead of March end.

Achakraharfi

Coordinator, IQAC

*Coordinator
IQAC*

KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

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Notice No. IQAc/23-24/06

Date: 22.01.2024

This is for information of all concerned that a meeting of the IQAC will be held on 30.01.2024 at 2.00 p.m. in the meeting room of the Principal. The presence of the members of the IQAC is extremely solicited.

Agenda:

1. Confirmation of the proceedings of the meeting dated 07.11.2023
2. Approval of events conducted under Students' Week celebration.
3. Discussion related to organizing campus drive for placement.
4. Discussion related to attainment of Course and Program Outcome.
5. Status report on AQAR 2022-23 and the SSR.
6. Misc.

Arunta Chakrabarti

Coordinator, IQAC

*Coordinator
IQAC*

KHALISANI MAHAVIDYALAYA

Khalisani, Chandannagar

Hooghly, W. B., Pin-712138



KHALISANI MAHAVIDYALAYA

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Website: www.khalisanicollege.ac.in

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A meeting of the Internal Quality assurance Cell is held today 30.01.2024, to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Confirmation of the proceedings of the meeting dated 07.11.2023

The Coordinator reads out the proceedings of the meeting dated 07.11.2023. The minutes of the meeting is accepted without any change in the recording.

Agenda-2

Approval of events conducted under Students' Week celebration.

Prof. Ajanta Chakrabarti apprises the members about the successful accomplishment of various events as part of the Students' Week Celebration in pursuance with the directives of the Government of West Bengal. The following events, engulfing various criteria like outreach activities, awareness of local heritage, street plays, etc. were conducted with enough enthusiasm and pomp inside and outside the campus.

Date and Time	Program
02.01.2024 at 3:00 p.m.	Online seminar on Student Credit Card, Govt. of West Bengal
02.01.2024 at 4:00 p.m.	Online Seminar on Students' Welfare Scheme.
03.01.2024 at 1:00 p.m.	Guardian's meet and feedback for students of 5 th Semester
04.01.2024 at 1:00 p.m.	Heritage Walk in Chandannagar by the Department of History
05.01.2024 at 1:00 p.m.	Awareness program on Career opportunities by the Career Counselling Cell.
06.01.2024 at 1:00 p.m.	Science Quiz and interactive exposure visits to the Science Laboratories by the students of Khalisani Vidyamandira, Chandannagar.
07.01.2024 at 1:00 p.m.	Mental Health Camp organized by Alumni Association in collaboration with IQAC.
08.01.2024 at 1:00 p.m.	Cultural activity inside the College Campus and Street Play outside the Campus.

The IQAC appreciates the endeavours of the various stakeholders of the institution for the success of the above mentioned programs.

Agenda-3

Discussion related to organizing campus drive for placement.

The Coordinator requests the Chairperson to inform the members of the IQAC about the recent development on the matter in context. Dr. Arghya Bandyopadhyay jubilantly apprises that positive talks with IIT giant Tata Consultancy Service is going on for a recruitment drive inside the campus, exclusively for the students of Khalisani Mahavidyalaya. He further informs that communications are also made with Utkarsh Bangla, Paschim Banga Society for Skill Development (PBSSD), for conducting more such placement drives inside the campus for the benefit of our students. He further informs that if accomplished, these drives are going to be unique and first of its kind for under graduate colleges of our stature.



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The members of the IQAC are overwhelmed by the information and congratulate the Chairman for taking such a novel initiative. It is further resolved that the Placement and Career Counselling Cell of the College will assist the Principal in this venture.

Agenda-4

Discussion related to attainment of Course and Program Outcome.

In recent years NAAC is emphasizing on the attainment of Course and Program outcome in the Under Graduate Level and in this context the IQAC has already given its inputs and thoughts. The Coordinator recalls that the Departments have already instructed for documentation of the PO analysis which has been a practice in the institution since more than a decade. The teacher members, who are actually representatives of their respective Departments univocally confirm that CO-PO analysis is being done from the batch of students who were admitted during the 2021-22 academic session and PO analysis is available for the entire evaluation period.

It has been resolved that a report on CO-PO analysis and mapping is to be submitted to the IQAC by each of the Departments, particularly for the last three academic session.

Agenda-5

Status report on AQAR 2022-23 and the SSR

The Chairman requests the Principal to brief the status of the preparation of the AQAR of 2022-23 as well as that of the Self Study Report. He recalls that the Office of the Honourable D.P.I. has already set the deadline of submitting the IIQA in the end of March and the recent notification by NAAC suggests a shift of the evaluation process to binary form. Hence, the college is left with no other option but to submit the IIQA within the deadline.

The Coordinator, after consulting with the members of the IQAC, ensures that the preparation of AQAR of 2022-23 is almost complete and some cross checking of the data is going on while drafting and documenting the Self Study Report is in full swing. She anticipates that the process will be completed by the month of April and the College will be in a position to submit the IIQA by May, 2024.

Agenda-6

Misc.

No issues are raised in this agenda other than approval of a few programs that have been organized in the interim period.

The meeting ends with vote of thanks to the chair.

Aranta Chakraborty
Coordinator, IQAC

Jyoti Chakraborty
Debashis Das Sharma
Subrata Kumar Rana
Rumdan Kumar Das
Brosun Das
Munshi Debprith Das

Arhaya Das

Biswajit

Principal
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ACTION TAKEN REPORT FOR THE MEETING DATED 30.01.2024

- a) The students' week has been celebrated with enthusiasm by means of diversified activities like seminars on students' credit card, welfare schemes, science quiz, heritage walk and cultural activities.
- b) Campus placement drives by TCS and JIO Infocom, a unique venture of the college administration, are accomplished in the month of March and 50 odd students are able to grab jobs in those companies.
- c) Course and Program outcome of the students are mapped and analysed by the departmental faculties. Reports are to be submitted to the IQAC.
- d) The AQAR for the year 2022-23 has been submitted in March, while the documentation of SSR is in the final stage.

Achakraharthi

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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Notice No. *IQAc/23-24/7*

Date: 27.02.2024

This is for information of all concerned that a meeting of the IQAC will be held on 05.03.2024 at 2.00 p.m. in the meeting room of the Principal. All the members are requested to make themselves available for the meeting

Agenda:

1. Confirmation of the proceedings of the meeting dated 30.01.2024
2. Discussion related to some upcoming programs conducted under the aegis of IQAC.
3. Misc.

Acharya

Coordinator, IQAC

Coordinator
IQAC

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Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



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Enlightenment through Education

A meeting of the Internal Quality assurance Cell is held today 05.03.2024 to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Confirmation of the proceedings of the meeting dated 30.01.2024

The Coordinator reads out the proceedings of the meeting dated 30.01.2024. The minutes of the meeting is accepted without any change in the recording.

Agenda-2

Discussion related to some upcoming programs conducted under the aegis of IQAC.

Coordinator Prof. Ajanta Chakrabarti apprises the members about some important activities that are scheduled to be held in the next two months under the aegis of the IQAC. She invites proposals from the members for smooth conduction of those.

- a) With the approval of the Chairperson the Coordinator informs that the training program for TCS-BPS for the aspiring students is going to be held on 07.03.2024 at the College campus and all the preparations are made by the Principal to make the program successful. The on campus employment drive by TCS will be conducted on 10.03.2024.
- b) On 22.03.2024 Off-campus interview session for placement opportunities in JIO-Infocom Limited will be organized in collaboration with JIO.
- c) On 30.03.2024, TCS will organize a demo registration for the end semester students for smart hiring in TCS. All these first of a kind activities will foster students support and progression. The Coordinator as well as the members express their gratitude to the chairman, the man behind the orchestration of these unique ventures in the guidance of Utkarsh Bangla.
- d) Further Breakthrough Science, an NGO of repute is going to organize a Workshop in the College campus on 17.03.2024 for encouraging students of the schools of the vicinity in scientific culture. There will be an exhibition on Science on the same day organized by the same agency in cooperation with the College.
- e) A few extension activities are scheduled to be held in the month of April under the guidance of the IQAC – Celebration of World Theatre Day on 01.04.2024; A training session for the Teachers on Learning Module System in the College website on 05.04.2024; Career guidance seminar by RICE on 23.04.2024 and by KIDZEE on 26.04.2024.
- f) On the request of the Coordinator, the Chairman gladly announce that reverend monk Swami Sastrgyananandaji Maharaj, Secretary of Ramakrishna Mission Ashrama, Narendrapur is going to visit our College for the inauguration of The Golden Jubilee Auditorium, the gymnasium and the renovated Girls' Common Room as well as for delivering a brief lecture on the preparation for NAAC. He requests the members of the IQAC to extend their support to make the program a grand success.
- g) Coordinator declares that all communications are made with the University of Burdwan for conducting the Academic and Administrative Audit as well as Green Audit and the concerned



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authorities had agreed to send their audit team to our College on 20.04.2024. She requests the members of the IQAC to prepare all documents that are required for the ensuing audit. She further requests the chairman to circulate a notice for all concerned stakeholders like the Departmental faculties, the Librarians and the Office staff for ensuring all necessary preparations before the visit.

The IQAC acknowledges and approves all the ensuing programs and pledges for optimum cooperation from their side.

Agenda-3

Misc.

The status report of the progression of documenting the SSR is placed and reviewed.

The meeting ends with vote of thanks to the chair.

Achakradati

Coordinator, IQAC

Debashis Das Sharma
Rundan Kumar Das
Prosun Das
Subrata Kumar Rane
Jayanta Chatterjee
Abhishek Das
Debjyoti Das
Ashwini Das

Principal
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ACTION TAKEN REPORT FOR THE MEETING DATED 05.03.2024

All the programs that were planned like campus interview by TCS and Jio-Infocom, workshop by Breakthrough Science, inauguration of the state of the art auditorium, gymnasium etc, by reverend Swami Sastragyananda, and the Academic and Administrative Audits as well as Green Audits by the University team are conducted.

Achakrahati

Coordinator, IQAC

Coordinator
IQAC
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

Khalisani, Chandannagar, Hooghly, Pin-712138

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Notice No. *JQAe/23-24/08*

Date: 25.04.2024

This is for information of all concerned that a meeting of the IQAC will be held on 02.05.2024 at 2.00 p.m. in the meeting room of the Principal. All the members are requested to make themselves available for the meeting

Agenda:

1. Confirmation of the proceedings of the meeting dated 05.03.2024
2. Discussion related to status of SSR and Submission of IQA.
3. Misc.

Achaksharti

Coordinator, IQAC

Coordinator
IQAC

KHALISANI MAHAVIDYALAYA

Khalisani, Chandannagar

Hooghly, W.B., Pin 712138



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

Khalisani, Chandannagar, Hooghly, Pin-712138

Ph. No. (033)-2682-5530/9517/8856

Email- khalisanimahavidyalaya@gmail.com

Website: www.khalisanicollege.ac.in

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A meeting of the Internal Quality assurance Cell is held today 02.05.2024, to discuss the following agenda.

The Chairperson of IQAC takes the chair.

Agenda-1

Confirmation of the proceedings of the meeting dated 05.03.2024

The Coordinator reads out the proceedings of the meeting dated 05.03.2024. The minutes of the meeting is accepted without any change in the recording.

Agenda-2

Discussion related to status of SSR and Submission of IIQA

The Coordinator informs that the preparation of SSR is almost complete baring a few cross checks and modifications. She further apprises that we are in a position to submit the IIQA and seeks the opinion of the members regarding the date of submission of the IIQA.

The Chairperson proposes that the IIQA may be submitted by 05.05.2024 and the college will get forty five days' time to submit the SSR. Some members opine that due to the ensuing Loksabha election and the subsequent election duties of many of the IQAC members as well as the summer recess the time for last minute checking of the SSR will be shortened. So it will be better if we submit the IIQA after 20th of May. The proposal is accepted after a threadbare discussion on schedules.

It has been resolved that the College will submit IIQA in the third-fourth week of May.

Agenda-3

Misc.

The Coordinator proposes to form a NAAC steering committee to enlarge the zone of responsibilities. Some members opine that the committee should be formed during the time of the Peer Time visit if required.

It has been resolved that the IQAC will constitute a NAAC Steering Committee if it deems to be necessary during the visit of the Peer Team.

The meeting ends with vote of thanks to the chair.

Acharya

Coordinator, IQAC

Debabrata Das Sharma
Subrata Kumar Rana
Debjyoti Das
Rumdan Kumar Das
Prasun Das
Jayanta Chatterjee
Mr. Aji
Sydney M. J.

Aji

Principal
KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138



KHALISANI MAHAVIDYALAYA

AISHE CODE –C-44706

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ACTION TAKEN REPORT FOR THE MEETING DATED 02.05.2024

The members of the IQAC takes a final call on the schedule for submission of the IIOA and subsequently the SSR.

Achalakanti

Coordinator, IQAC

Coordinator
IQAC

KHALISANI MAHAVIDYALAYA
Khalisani, Chandannagar
Hooghly, W.B., Pin:712138