

**IQAC**  
**HAZIA K KHAN COLLEGE**

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**NOTICE**

**Date: 25/09/2021**

This is notified to all the internal members of IQAC and members of NAAC committee, Hazi A K Khan College that a meeting is to be convened on 27.09.21 on following agenda from 7 pm onwards through Google Meet ( link: <https://meet.google.com/nnqx-emgp-hdk>). You all are requested cordially to attend the meeting in time.

**Agenda**

1. Keeping records of college proceedings from inception of the college
2. Necessary arrangements to get 2 (f) and 12 b for the college

**Sd/-**  
**Dr. Piyali Dan.**  
**Bidisha Munshi**  
**Joint Convener, NAAC**  
**Hazi A K Khan College**

**Sd/-**  
**Dr. Krishnendu Munsu**  
**Coordinator, IQAC**  
**Hazi A K Khan College**

**IQAC-NAAC**  
**Hazi A K Khan College**  
**Resolution of the online meeting held on 27.09.2021**  
**Through online platform: Google Meet (link: <https://meet.google.com/ngx-emgp-hdk>)**  
**From: 7 pm onwards**

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Proceedings of the IQAC meeting convened online through Google–Meet under the Chairmanship of Principal, Hazi A K Khan College on 27.09.2021

**Members Present:**

1. Dr. Goutam Kumar Ghosh, Principal, Chairperson
2. Dr. Krishnendu Munsu, Asst. Prof., Department of Education, IQAC Coordinator
3. Dr. Munmun Dutta, Asst Prof., Department of Philosophy
4. Dr. Piyali Dan, Asst. Prof., Department of History
5. Smt. Bidisha Munshi, Asst. Prof., Department of English
6. Dr. Pulokes Mandal, Asst. Prof., Department of Bengali
7. Shrabanti Sarkar, Asst. Prof., Department of Education
8. Protyus Kumar Ghosh, SACT, Department of Geography
9. Bubai Ghosh, SACT, Department of Geography
10. Parimal Karmakar, SACT, Department of Geography
11. Prolay Kumar Saha, Cashier

- Agenda:**
1. Keeping records of college proceedings from inception of the college
  2. Necessary arrangements to get 2 (f) and 12 b for the college
  3. Misc.

**Resolution:** Internal members of IQAC and members of NAAC Committee of the college, under the chairmanship of honourable Principal sir, today in a virtual meeting have resolved that:-

- To keep records of the college proceedings, from the very inception prior to formation of the GB, the data in varied capacity are to be collected year wise.
- Regarding preparing Student Profile and Financial Profile, the Accountant will compile finance and student's results related data. The Cashier, will compile the data related to Scholarships, NSS and Admission. Students-teacher ratio is also needed. They will submit these compiled data to the co-ordinator IQAC within seven days. This way an event list with particulars have to be prepared for the said period.
- Regarding preparing Teacher's profile, all the teachers including SACTs will be provided a sample copy. They will prepare the same accordingly and submit those to the co-ordinator, IQAC, for compilation within seven days.
- Considering 2019 as the base year, the college will proceed accordingly, to face the NAAC in 2023-24 session, pursuing stipulated guidelines of the UGC with or without procuring 12b or 2(f).
- Student and Guardian Feedback Forms have to be prepared and preserved.
- Each Department has to create Departmental Profile of their own, incorporating status and particulars of the department.
- An Event Diary is to be maintained incorporating all the proceedings of the college, chronologically, accompanied by related information and photographs as part of Profile of the Institution and Extended profile of the Institution. The IQAC co-ordinator will prepare this, taking assistance from members of the committee.

- Each Department has to prepare an information sheet on Student's Achievements. Concerned HODs will collect information on student performances / achievements in Academic as well as non-academic fields to the Coordinator, IQAC.
- Department wise seminars / webinars have to be convened at least half-yearly. HOD concerned will take initiative. The expenditure so incurred will be managed from college fund.
- Information regarding college magazine have to be recorded accordingly.

Sd/-.

**Dr. Piyali Dan & Bidisha Munshi**  
Co-ordinator, NAAC Committee,  
HAKKC



**Dr. Krishnendu Munshi**  
Co-ordinator, IQAC,  
HAKKC



**Goutam Kumar Ghosh**  
Principal  
Hazi A. K. Khan College

### **Action Taken Report**

1. Format to prepare Teacher Profile as well as Departmental profile have been provided to person concerned
2. Strategies have been formulated to convene webinar
3. College magazine has been published
4. Feedback form for students have been supplied
5. Event Diary is being maintained
6. Data keeping procedure has been started
7. Process to trace the Society Registration Certificate the college has been started