

Meeting no. 01

Date : 05.06.18

Time : 2:30 pm

Chamber of the Principal

IGAC. Hazi A.K. Khan College

Members Present

- 1 Chandraseeni Pal
- 2 Navigopal Malo
- 3 Mishra Muni
- 4 Jayalal
- 5 Bidisha Munshi
- 6 M. A. P.
- 7 Samir Akter M. B.
- 8 Sondip De

Proceedings of the IGAC meeting convened under the Chairmanship of Hon'ble Teacher-in-Charge, Hazi A.K. Khan College dated 05.06.18

Agenda

1. To welcome newly formed IGAC members.
2. To take initiatives for newly introduced CBCS
3. To prepare Academic Calendar and Master Routine
4. To attend NAAC related workshop
5. To observe days of National/State importance and conduct cultural and sports activities.
6. To motivate NSS unit of the college in conducting programmes within and beyond the college
7. Misc.

Excerpt of the resolutions taken

All the internal members of the IQAC, guided by the Chairperson, Dr Chandrani Pal, Teacher-in-charge met today to discuss over the above agenda.

1. Chairperson of the cell has greeted all the members attended the meeting. As per revised Accreditation Framework of November, 2017 of the National Assessment and Accreditation Council (NAAC), IQAC (Internal Quality Assurance Cell) has been formed in the college as appended

Composition of the IQAC, Hazi A.K. Khan College as formed on 29.05.2018 by the Administrator of the college

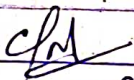
1. Chairperson: Dr. Chandrani Pal, Teacher-in-Charge
2. Teacher Members: All Full time Teachers of the college
3. Member from Management: Sri Dibyanarayan Chatterjee
S.D.O. Sadar Bhabharpur & Administrator of the college
4. Senior Administrative Officer: Sri Puranendu Sanyal
BDO, Haziharpara Block
5. Nominee from Local Society: Samanttoha Biswas
Social worker
6. Student Member: Sandip De
7. Non-Teaching Member: Prolay Kumar Saha, Cashier
8. Nominee from Employer: Dr. Sujata Banerjee
Principal, Krishanath College
9. Nominee from Local Industrialist: Mr Atangir, Industrialist
10. Coordinators: Dr Krishnaen Mousi, Asst. Prof, Dept of Education
Smt Bidisha Moushi, Asst. Prof. Dept of English

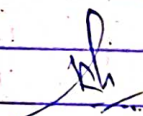
2. TIC madam has been requested to supervise proper implementation of the CBCs in the college with respect to transaction of curriculum and evaluation in the college. HODs of all the departments have been requested to chalk out plan for teaching learning by adopting innovative measures. Besides, Convener Academic Sub Committee, Convener Library Sub Committee & TCS have been requested to discuss over the matter regarding initiatives to be taken for implementation of CBCs in the college.
3. Senior Teacher of the Teacher's Council Dr. Manoj Kumar Datta has been entrusted the job of preparing Academic Calendar for 2018-19 Session and at the same time Dr. Datta and Sant Piyali Das have been requested to frame the Master Routine accordingly.
4. TIC madam has been requested to allow members of the IBAC to participate in different NAAC related Seminars / workshops convened by appropriate authorities.
5. Concerned Sub Committees will be requested to take necessary initiatives regarding organizing the same in the college.
6. Programme Officer, NSS unit of the college will be requested to continue several activities maintaining a schedule as per guideline of the University of Kalyani and College Authority.

Both the coordinators have ended the meeting by giving vote of thanks.

Action taken Report

All the members of the cell have decided to work together to maintain and strengthen internal quality of the institution and take care of all norms and guidelines issued from the authority concerned regarding the matter.


Teacher-in-Charge
Hazi A.K. Khan College
Hariharpara Dist. Murshidabad


Coordinator, IQAC
Hazi A.K. Khan College
Hariharpara, Murshidabad