

Meeting no: 09

Date: 26.07.2021

Time: 2:30pm.

Chamber of the Principal

IGAC, Hazi A.K. Khan College

Proceedings of the IGAC meeting convened under the Chairmanship of newly joined Principal Hazi A.K. Khan College dated 26.07.2021.

### Members Present

- 1 Goutam Kumar Ghosh <sub>26.7.21</sub>
- 2 ~~Atth~~
- 3 Vishwamoy Muni
- 4 Sri Ghosh
- 5 Profyus Kumar Ghosh
6. Binjai Ghosh.
7. Tujali Das
- 8 Mi- A. P. v.
- 9
- 10

### Agenda

1. To discuss on purchasing new books for the library according to CBSE Syllabons.
2. To prepare Prospectus, Academic Calendar, Master Routine, LMS, P.O.Rs, e-magazine, College Magazine and to organise Student Seminar, Seminar /webinar, Cultural Programmes.
3. To sign MoU with Academic and other than Academic Organisations
4. To issue I-Card for all the employees of the college
5. To proceed for CAS for eligible teachers
6. To reform the college website and to introduce KOHA.
7. To felicitate meritorious students of the college
8. To form a Staffing Committee for conducting Academic Audit from 2018-19 session
9. To welcome all the committees approved by GB



10. To take initiative regarding some constructional and renovation work in the building of college and to arrange for some necessary equipments for the Smart Class room, IQAC room, Geography laboratory and Auditorium.
11. To take initiative to form an Internal Complaint Committee in the college.

★ Composition of newly formed IQAC as per revised guidelines of NAAC approved by the G.B. in its meeting dated 14.07.21

1. Chairperson:- Dr. Goutam Kumar Ghosh, Principal
2. Teacher Representatives
  - a. Dr. Mumsun Datta, Asst. Prof. Dept. of Philosophy
  - b. Dr. Piyali Das, Asst. Prof. Dept. of History
  - c. Smt. Bidisha Munshi, Asst. Prof. Department of English
  - d. Dr. Pulakes Mandal, Asst. Prof. Department of Bengali
  - e. Protynsh Kumar Ghosh, SACT, Dept. of Geography  
(Internal Invitee member)
  - f. Rubai Ghosh, SACT, Dept. of Geography  
(Internal Invitee member)
3. Member from Management: Jilkar Rahaman  
(Hort. Nominee of G.B)
4. Senior Administrative Officer:
  - a. Dr. Prabir Ghosh Roy, Jt DPI, Director of Higher Education, WB
  - b. Dr. Arijit De, Asso. Prof. Lokhale Memorial College, Kolkata
  - c. Atin Ghosh, Accountant
5. One nominee from Alumni: Jakir Hossain
6. One nominee from Industrialist: Mir Alamgir  
Local Industrialist
7. Coordinator: Dr. Krishnendu Munsri  
Asst. Prof. Department of Education.



## Excerpt of the resolutions taken

Proceedings of the last meeting have been confirmed

1. Principal Sir has been requested to place the matter before G.B.

2. For better transaction of curriculum in lockdown period and to continue academic and allied activities following decisions have been taken

- Dr. Munmun Datta and Smt. Piyali Das have been requested to prepare Master Routine, Academic Calendar & Prospectus for this session.

- All the teachers will be requested to prepare LMS and PO-CO

- Convener, Academic Sub-Committee has been requested to supervise Inter Disciplinary Faculty Exchange.

- All the HODs have been requested to take initiative for online feedback of students and arrange for tutorial class.

- Every Department has been suggested to convene Seminar, Student Seminar, Cultural Programme (online/offline) to prepare wall magazine, e-magazine

- Magazine Sub committee has been requested to publish the college magazine (e-copy)

3. In pursuance to the new guidelines of the UGC, it is resolved to record MOU with several Academic as well as non-academic organisations.



IBAC has recommended to go for these collaborative activities in a frequent spell subject to demand and interest of the college with a view to exchange faculties with other educational institutions and to develop several skills among students as well as to create job opportunity for them.

Considering larger number of female students some treaty may be accorded for them to develop special skill.

4. Principal Sir has been requested to take necessary steps for issuing I-cards for all the employees of the college including the students.

5. Eligible teachers will be requested to prepare their CAS related file taking guidance from Principal Sir and to submit the completed files to the IBAC coordinator for necessary checking.

6. Principal Sir has also been requested to take necessary measures for upgrading the college website by entrusting a suitable agency for the same and also to take initiatives to introduce KOHA software in the library.

7. HODs will be requested to prepare list of meritorious students of their Department consulting with the office for felicitation.

8. IBAC has placed a request to Principal Sir to take necessary steps to form a Steering Committee for conducting Academic Audit in the college from 2018-19 Session.

9. Welcoming all the committees approved by the GB, IBAC has requested them to function accordingly.



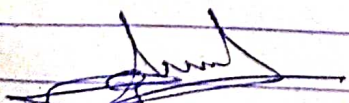
10. IBAC has recommended for some constructional and renovation work in making classrooms on the 2nd floor of old Building, making shed above the staircase, in making toilets and ramp for disabled persons, in making a partition wall in the NCS room to make a child care room (proposed) and some renovation work in the Auditorium.

IBAC has also recommended for arranging some equipments necessary for the Smart-Class room, IBAC room and Geography laboratory.


11. To form an IEC in the college is a need of the hour. So, Principal Sir has been requested to take necessary initiatives to form an IEC at the earliest.

### Action Taken Report

1. A number of seminars and Cultural Programmes have been convened in the college.
2. All the teachers have been engaged in taking classes using online platforms in regular manner. Students are being provided online materials in various forms. Examinations and Assessments are being done properly in Blended mode. At the same time mental health of the students are being looked into seriously.
3. Teachers have attended seminars, workshops, professional courses and Faculty Development Programs virtually.



Principal  
Hazi A.K. Khan College  
Hariharpara, Murshidabad



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