

## IQAC

Hazi A. K. Khan College

Resolution of the online meeting held on 21.09.2021

Through online platform: Google Meet (link: <https://meet.google.com/czp-jbab-zbb>)

From: 2 pm onwards

Proceedings of the IQAC meeting convened online through Google-Meet under the Chairmanship of Principal, Hazi A. K. Khan College on 21.09.2021

### Members Present:

1. Dr. Goutam Kumar Ghosh, Principal, Chairperson
2. Dr. Krishnendu Munsi, 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. Prottyus Kumar Ghosh, SACT, Department of Geography
8. Bubai Ghosh, SACT, Department of Geography
9. Dr Arijit De, Associate Professor, Gokhale Memorial Girls' College

### Agenda:

1. To discuss on Functioning of IQAC in the college
2. To discuss on providing financial support to the teachers and non-teaching staff of the college attended Seminar/ workshop
3. To discuss on functioning of Mentor-Mentee groups
4. To discuss on framing policy about Professional Ethics and Code of conduct, Gender Policy, Green Policy, Perspective Plan, Grievance Redressal Policy, e-governance Policy and Student & Teacher Welfare Policy

The meeting was started with Hon'ble Principal sir, as the Chairman. All the internal members of IQAC of the college, guided by the Invitee Member, Dr Arijit De, Associate Professor, Gokhale Memorial Girls' College were engaged in an online discussion on functioning of the IQAC.

### Excerpt of the Resolutions taken:

Proceedings of the last meeting have been confirmed.

1. Regarding functioning of IQAC following decisions have been made: -
  - A copy of IQAC related guidelines will be supplied by the IQAC to all the members as a ready reference.
  - All the criteria of the AQAR are to be distributed among the teachers accordingly.
  - The Coordinator, IQAC will manage the work concerned by involving the team members.
  - Event Diary as maintained is to be continued incorporating all the programmes of the college chronologically, covering related information and photographs. The Departments concerned will provide their information accordingly to the coordinator.
  - Information on Student's achievements and placement are to be collected Department-wise and be preserved. The HODs concerned are requested to supply information on student achievement/ placement to the coordinator.
  - Semester wise Feedbacks from students are to be collected and kept.
  - Information on status of pass out students is to be collected and preserved systematically.
  - Admission and result related information are to be collected year-wise, from the office.
  - CAS related works will be done at the end of the Coordinator and the Chairman of IQAC.
  - At least one seminar in each month on ICT-enabled Teaching, Preparation of e-modules and other related matters are to be convened in the college, involving preferably DPI / Jt. DPs.

- Toilet and ramp for the disabled persons should be constructed.
  - Sufficient number of water purifier to be installed in the building.
  - A joint meeting of IQAC-NAAC is to be convened within one week.
2. IQAC has placed a request to the Principal Sir to take necessary initiatives towards providing financial assistance to some extent to the teachers and non-teaching staff of the institution who attended and will attend seminars / workshops.
  3. Considering Mental Health of students of the college in Lockdown situation, IQAC has placed a request to Principal Sir to form Mentor-Mentee group to guide the students accordingly and to guide on functioning of the same. Considering gravity of the matter Hon'ble Principal sir has approved the proposal and has directed to distribute all students (Hons and General) among ten Mentor-Mentee groups keeping ten Assistant Professors as Mentor of each group with two SACTs as Co-Mentor. It is resolved to take care of all round development of the students through interaction adopting various strategies.
  4. It is resolved in the meeting that the IQAC will frame Policies for the college to be adopted about several important issues covering Professional Ethics and Code of conduct, Gender Policy, Green Policy, Perspective Plan, Grievance Redressal Policy, e-governance Policy and Student & Teacher Welfare Policy.

### Misc.

- To organize a Covid Vaccination Camp

#### Resolution:

Considering the Covid situation around, IQAC has proposed the NSS Unit to convene a Vaccination Camp in the College in collaboration with O/o of the BDO and BMOH as a community initiative.

### Action Taken Report

1. Initiatives for purchasing Library Books have been taken.
2. I-cards for all the teachers and non-teaching staff have been issued accordingly.
3. CAS related works have been started at IQAC level.
4. Principal Sir has taken initiatives for reformation of the college website. A discussion is going on with MSS, Burdwan, an acclaimed service provider, to reform the existing college website.
5. Prospectus of 2021-22 has been uploaded in the college website. Teachers have been working on LMS and PO, CO. Online feedbacks are being taken.
6. Conduction of Cultural programmes and observation of Special Day are continuing in the college maintaining Covid protocol.
7. Felicitation to meritorious students of all the Departments has been done on the Foundation Day of the college.

*Krishnendu Muns*  
Dr. Krishnendu Muns  
Coordinator, IQAC  
Hazi A K Khan College

*Goutam Kumar Ghosh*

Dr. Goutam Kumar Ghosh  
Principal  
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