

মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	০১
তারিখ / Date	১৬.০৭.২০২২

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

স্থান / Place	Principal's Chamber
সময় / Time	১:৩০ P.m.

১। ১	Principals	৮। ৮
২। ২	Mohor Kanti Dahi	৯। ৯
৩। ৩	Principals	১০। ১০
৪। ৪	Indrani Majhi	১১। ১১
৫। ৫	Principals	১২। ১২
৬। ৬	Principals	১৩। ১৩
৭। ৭	Principals	১৪। ১৪

১৫। ১৫
১৬। ১৬
১৭। ১৭
১৮। ১৮
১৯। ১৯
২০। ২০
২১। ২১

নং / No.

রেজল্যুশন / Resolution Adopted

The Principal takes the chair and presides over the meeting.


- 1) Distribution of the works for NAAC assessment among the faculty members.**
After discussion with the Principal regarding distribution of works related to NAAC, it is decided that the seven criteria of SSR are to be distributed among full time teachers as usual as SACTs.
- 2) Follow-up of the tasks accomplished after the seminar on the "Fundamentals of NAAC"**
Following the SOP, the documents along with geo-tagged photos are being collected by all teachers for the academic year 2022-2023. The progress of the work related to NAAC after the seminar on the "Fundamentals of NAAC" has been satisfactory as almost 15% of the work has been completed. It is decided that within a period of 4 months, data collection as per SOP for the previous two years will be completed.
- 3) Discussion on the application of students addressing the problems of Spoken English Course**
The complaint letter of the students against Spoken English class is opened, read, and discuss among members. It is decided that the matter will be discussed with the trainer of Spoken English by Principal to resolve the problem
- 4) Consideration of the application of Snehalata Panja (Student of English Hons. Sem-III)**
The letter requesting concession in fees was given by Snehalata Panja (English hons semester III) due to financial crisis of her family. Letter is opened and discussed among members that concession of fees will be considered. IQAC requests the college authority to look in to the matter and do the needful.
- 5) Discussion on the application of Bengali 5th Semester Programme students**
The complaint letter of 5th semester Programme students regarding the shortage of Bengali classes is opened and discussed among members and decided this matter will be addressed. IQAC requests the college authority and Bengali department to resolve the matter.

6) MISC.

- i. It is discussed that the first semester classes (both Honours and Programme) will commence on and from 19.09.2022. Verification of their documents will be done on that very day.
- ii. It is decided that Spoken English course will be terminated after the completion of the session in the month of September.
- iii. As the college website is not compatible to the standards of NAAC, it is decided that the website will be upgraded by enhancing the capacity. The IQAC requests college authority to contact the technician and do the needful.
- iv. It is also decided that 4 groups of Mentor –Mentees is to be made to address the problem of students. The mentor group would comprise of teachers from all departments. Students from all departments will be distributed in these 4 groups.

The meeting ends with vote of thanks to the chair.




Principal
Akul Kamalabala Women's College
Akul, Bankura

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	02	উপস্থিত সভ্যগণের নাম	স্থান / Place
তারিখ / Date	20.12.2022	NAME OF MEMBERS PRESENT	Principals Chamber
			সময় / Time
			1.30 p.m.

১। ১	<i>[Signature]</i>	৮। ৮	১৫। ১৫
২। ২	<i>[Signature]</i>	৯। ৯	১৬। ১৬
৩। ৩	<i>[Signature]</i>	১০। ১০	১৭। ১৭
৪। ৪	<i>[Signature]</i>	১১। ১১	১৮। ১৮
৫। ৫	<i>[Signature]</i>	১২। ১২	১৯। ১৯
৬। ৬	<i>[Signature]</i>	১৩। ১৩	২০। ২০
৭। ৭	<i>[Signature]</i>	১৪। ১৪	২১। ২১

নং / No. রেজল্যুশন / Resolution Adopted

The Principal of the college takes the chair and the meeting starts.

1. Confirmation of the proceedings of the last meeting.

The proceedings of the last meeting held on 10.09.2022 are read and confirmed.

2. Discussion regarding the progress of tasks regarding NAAC

The progress of NAAC related tasks is discussed among IQAC members. The revised assessment & accreditation process was duly noted by the IQAC members and suggested to make necessary updating in the system to bring it in alignment with the new process of Assessment & Accreditation. The IQAC members was apprised about the key indicators report on progress of the Criterion 7-of curricular aspects which majorly focused on Institutional Values and Social Responsibilities, Best Practices Institutional Distinctiveness. The two best practices discussed may be conducted on mock tests prior to final exams and preparing the students for competitive exams. The members discussed on each metric point and given suggestions.

3. Discussion regarding introducing Karate as a certificate course

The authority as well as IQAC of the college has also endeavored for introducing Karate or Self-Defence and Arts & Crafts as Add-on courses in the college. Considering the need of exposure in different spheres of the students, the courses will be introduced from the Academic Session 2023-24. It is hoped that the courses will genuinely enhance the different skills among the girl-children. The introduction of Karate will entail a new dimension to the students for their self-defence in their social life. The members are asked to contact a trainer of self-defence and discuss about the course.

4. Planning of sports & cultural events to be organized under the supervision of Sports and Cultural Committee

The Principal placed a proposal before the members of the committee to start college annual sports from this year 2022 and to discuss the matter. The proposal is unanimously accepted and after a discussion it is decided that the first college annual sports will be organized at the end of month December 2022 and Sports and Cultural sub-committee of the college will take full responsibility of whole arrangement of the annual sports in consultation with the Principal.

5. Review of Mentor-mentee meeting discussions

In the mentor- mentee meeting it was decided that a meeting will be held by each group once every month in which problems of the students will be considered and guidance regarding studies and various aspects of life will be discussed. The reports of the meeting are placed before the IQAC members and are approved.



6. MISC

- a. It is discussed that tutorial classes may be included in the routine for every department for the benefit of the students who are academically lagging behind.

Having no other agendum the meeting ends with volte of thanks to the chair.


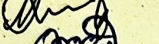

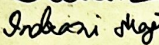
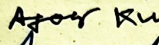
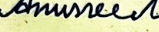
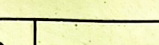



Principal
Akui Kamalabala Women's College
Akui, Bankura

মিটিং রেজল্যুশন বই

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	০৩	উপস্থিত সভ্যগণের নাম	স্থান / Place
তারিখ / Date	24.01.2023	NAME OF MEMBERS PRESENT	Principal's Chamber
			সময় / Time
			1:30 P.m.

১। ১		৮। ৪		১৫। ১৫
২। ২		৯। ৯		১৬। ১৬
৩। ৩		১০। ১০		১৭। ১৭
৪। ৪		১১। ১১		১৮। ১৮
৫। ৫		১২। ১২		১৯। ১৯
৬। ৬		১৩। ১৩		২০। ২০
৭। ৭		১৪। ১৪		২১। ২১

নং / No. রেজল্যুশন / Resolution Adopted

The Principal of the college takes the chair and the meeting starts.

1. Confirmation of the proceedings of the last meeting.

The proceedings of the last meeting held on 20.12.22 are read and confirmed.

2. Discussion regarding the progress of work related to NAAC.

The IQAC coordinator reported that the seven criteria of SSR is divided among faculty members and are told to submit those activities within a given time. The submitted works will be reviewed by Principal and IQAC coordinator and further tasks will be given. A roadmap is set up to complete the work within time.

3. Discussion regarding the co-curricular activities of the students

A college education is not solely about attending lectures and taking exams. To foster holistic development and prepare students for the challenges of the real world, co-curricular activities play a crucial role. Co-curricular activities complement academic learning and encompass various pursuits beyond the classroom environment. There is a myriad of co-curricular activities available for college students, such as Sports and Athletics Performing Arts (Music, Dance, drama etc) which the students must engage themselves. All the departments are asked to look into the matter and make a list of students so that the students can engage themselves in these activities.

4. Discussion regarding the students' feedback.

The coordinator of the IQAC reports that the feedback by the students is an important part of the processing NAAC which is noted in criterion-1 of SSR. It is discussed and agreed that students' feedback helps to improve student, campus, faculty, and alumni experience. The institution can identify what are the improvement areas that need attention. Collecting feedback from students offer a voice to the students and help academic institutions to improve graduation rates, applicant experience, and alumni giving. Keeping this in mind the IQAC members decides to collect feedback from students, especially based on curriculum every year to identify their needs and demands. The charge of collecting feedback is given to Nemai Pal (SACT, Department of Sanskrit) and Debyendu Mondal (SACT, Department of History). They are requested to implement the tasks in offline or online and it is emphasized to make online.

5. Discussion regarding maintenance of library records.

Library management include tasks like shelving and re-shelving, Keeping books and materials in order and maintaining cleanliness in the shelves and supervision of the collection. Due to lack of librarian in our college the charge of keeping library records in order is entrusted to Anusree Mondal (Asstt. Prof.,

Department of History) by the IQAC members. Nemai Pal (SACT, Department of Sanskrit) is asked to assist Prof. Mondal in the task of keeping library records in order.

6. Misc.

- a. It is decided that Feedback need to be collected not only from students but from all the stakeholders viz. parents, Teachers and Alumni members keeping in mind the future development of the institution

The meeting ends with a vote of thanks to the chair



Principal
Akui Kamalabala Women's College
Akui, Bankura



মিটিং রেজল্যুশন বহি

MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	০৪	উপস্থিত সভ্যগণের নাম	স্থান / Place	Principal's Chamber
তারিখ / Date	17.05.2023	NAME OF MEMBERS PRESENT	সময় / Time	1:30 P.m.

১। ১	৮। ৮	১৫। ১৫
২। ২	৯। ৯	১৬। ১৬
৩। ৩	১০। ১০	১৭। ১৭
৪। ৪	১১। ১১	১৮। ১৮
৫। ৫	১২। ১২	১৯। ১৯
৬। ৬	১৩। ১৩	২০। ২০
৭। ৭	১৪। ১৪	২১। ২১

নং / No. রেজল্যুশন / Resolution Adopted

The Principal of the college takes the chair and the meeting starts.

1. Confirmation of the proceedings of the last meeting

The proceedings of the last meeting held on 24.01.2023 are read and confirmed.

2. Discussion regarding Internal Assessment.

It is discussed and decided that Internal assessment for semester II, Semester IV and Semester-VI will be held in the last week of May, 2023 during class hours. Each department is asked to prepare departmental notice and arrange meetings on how to conduct Internal assessment. The teachers are asked to prepare questions papers on 10 marks each for internal examination. In other way project work also may be included in the part of internal assessment. After evaluation, the answer scripts should be shown to the students and corrections should be made if necessary.

3. Discussion regarding ICT based classes.

It is discussed and decided that teaching staff of all departments must take ICT based classes instead of delivering lectures to motivate the students by giving greater emphasis to dynamism and student interaction with the subject matter. ICT based teaching speed up the transfer of information, increase student interest, and allow processes to be automated, among other aspects to be taken into account. It improves concentration and comprehension. All teachers must take at least one ICT based class each month and the module should be submitted to IQAC.

4. Discussion regarding conduction of seminar.

Department of Bengali has already taken initiative to conduct a seminar on Women empowerment. It is suggested that all the other departments should take initiative to organize National or International level seminars so enhance the discipline-specific knowledge of the students.

5. Discussion regarding preparation of Code of Conduct.

It is decided that a Code of Conduct should be prepared for all staff as well as the students of the college to maintain a sense of institutional discipline and cherish values and ethics needed for institutional development. The principles of academic integrity form an integral part of the code of conduct to which all the students of the institution must adhere. Breach of this code puts into question both the reputation of the Institution and the value of the degree awarded to the students. Dr Nandini Maity is given the responsibility to prepare a Code of Conduct for implementation at the earliest.

6. Discussion regarding Career Counseling Programme.


The Principal of the college proposes to introduce Career Counselling programme which helps in identifying strengths, interests, and values of the students and this can be used to explore the various career options that will best fit the student. The members of IQAC unanimously accepted this proposal and they agreed that these programmes provide college students with information about different career options, job descriptions, required education and training, and job outlook. Keeping this in mind it is resolved that the IQAC of the college will organize career counselling programmes very often under to supervision of Ajoy Kuiry (SACT, Department of Philosophy) .

7. Misc.

- a. It is discussed that all the teachers should be engaged in preparation of NAAC related activities .
The meeting ends with a vote of thanks to the chair.

Having no other agendum the meeting is ended with a vote of thanks to the chair.




Principal
Akui Kamalabala Women's College
Akui, Bankura

AKUI KAMALABALA WOMEN'S COLLEGE

Estd.- 2016

(Affiliated to Bankura University)

Vill.+ P.O.- Akui, P.S.- Indas, Dist.-Bankura, PIN-722201

Website : akuiwomenscollege.org • E-mail ID : akw.college@gmail.com

Mobile No.: 9647744106



Ref. No. :

Date.....

INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

1. The seven criteria of NAAC SSR are distributed among following faculty members:
 - Criteria I is distributed between Smt. Indrani Majhi Shit (Associate Professor, Philosophy), Rajashri Roy (SACT, Bengali)
 - Criteria II is distributed between Dr. Sk Nazrul Islam (Assistant Professor, Bengali, Nemai Pal (SACT, Sanskrit)
 - Criteria III is distributed between Anusree Mondal (Assistant Professor, History) and Hemanta Majhi (SACT, Philosophy)
 - Criteria IV is given to Ajoy Kuiry (SACT, Philosophy)
 - Criteria V is given to Debyendu Mondal and Jyotirmoy Dutta (SACT, History)
 - Criteria VI is given to Dr. Nandini Maity (Assistant Professor, English)
 - Criteria VII is given to Ajoy Kuiry (SACT, Philosophy)
2. An informal meeting is arranged with the trainer of Spoken English Course who is asked to restrain his behaviour in approaching the students and he agreed to do so.
3. On the basis of Application of Snehalata Panja (student of English Hons. Semester III) requesting concession of college fees owing to financial crisis, the Principal of the college considers her request and provides concession to her.
4. On the basis of application of 5th semester Bengali Programme students, a class is added to the routine which will be taken by Rajashri Roy (SACT, Bengali).
5. The Principal contacts a Website Developer to upgrade college website to make it NAAC compatible

Nandini Maity
17.11.22

Co-ordinator
I.Q.A.C.

Akui Kamalabala Women's College
Akui, Bankura, W.B.



[Signature]
14.11.2022

Principal
Akui Kamalabala Women's College
Akui, Bankura

AKUI KAMALABALA WOMEN'S COLLEGE

Estd.- 2016

(Affiliated to Bankura University)

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Ref. No. :

Date.....

INTERNAL QUALITY ASSURANCE CELL

Action taken Report

1. The Principal contacts a trainer of Karate and self-defence training programme from Jaguar Karate Association of India, Howrah. The Career Counselling Cell of the college organized a seminar in which the trainer gave a speech on the importance of self-defence in their daily lives.
2. College Annual Sports was organized on 22nd December 2022 to 23rd December 2022 by the Sports and Cultural Sub-committee of the College after consulting with Principal.
3. The resolutions of meetings of mentor-mentee groups are placed before IQAC and are approved.
4. Tutorial classes of all faculty members are included in the routine after completion of class hours and the classes are taken by the faculty members in accordance with the routine.

Nandini Maity
19.1.23

Co-ordinator
I.Q.A.C.

Akui Kamalabala Women's College
Akui, Bankura, W.B.



19.01.2023

Principal
Akui Kamalabala Women's College
Akui, Bankura

AKUI KAMALABALA WOMEN'S COLLEGE



Estd.- 2016

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Ref. No. :

Date.....

INTERNAL QUALITY ASSURANCE CELL

Action taken Report

1. On the basis of decision taken for collecting feedbacks, Nemaï Mondal (SACT, Sanskrit) and Debyendu Mondal (SACT, History) collected both online and offline feedbacks from the stakeholders on curriculum, teaching-learning methods, campus development and other such aspects. The students along with the other stakeholders provided their valuable suggestions and IQAC decides to act accordingly.
2. The maintenance of library records was entrusted to Anusree Mondal (Assistant Professor, History) and Nemaï Pal (SACT, Sanskrit). They observe whether library protocols are maintained by students as well as faculty members, shelving and re-shelving of books are ensured and other such functions related to library are done on regular basis.

Nandini Maif
10.3.23

Co-ordinator
I.Q.A.C.
Akui Kamalabala Women's College
Akui, Bankura, W.B.



H 06.03.2023

Principal
Akui Kamalabala Women's College
Akui, Bankura

AKUI KAMALABALA WOMEN'S COLLEGE



Estd.- 2016

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Ref. No. :

Date.....

INTERNAL QUALITY ASSURANCE CELL

Action taken Report

1. On the basis of decision regarding Internal Assessment, each department of the college has prepared departmental notice for internal assessment and conducted departmental meetings. The teachers of each department who were given the charge prepared question papers of 10 marks each and prepared time-table for the assessment. Once completed, the evaluation was done and the marks were uploaded in the website of Bankura University.
2. The teachers of all departments takes at least one PPT class or audio-visual class once in a month and reports back to IQAC coordinator
3. The Code of Conduct is prepared by the IQAC coordinator and is uploaded in the college website and the faculty members and students are asked to abide by the code of conduct set by the institution.
4. On the basis of the decision of conducting career counselling programme, Dr. Pitambar Paul (Principal) and Ajoy Kuiry (SACT, Philosophy) took initiative and arranged a seminar on career counselling motivating the students to set their career goals in life and act accordingly.

Nandini Majhi
2.6.23

Co-ordinator
I.Q.A.C.

Akui Kamalabala Women's College
Akui, Bankura, W.B.

P. Paul
02.06.2023

Principal
Akui Kamalabala Women's College
Akui, Bankura

