

INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE

NOTICE

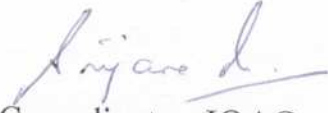
DATE: 01/04/2022

A meeting of the IQAC, Kurseong College will be held on 07/04/2022 at 1:45 pm in the IQAC Room (No. 5) to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 31/03/2021.
2. Welcoming of new IQAC members.
3. Discussion on PAC as an alternative for NAAC Accreditation.
4. Enquiry in NAAC Portal regarding AQARs for 2019-20 & 2020-21.
5. AOB.

The members of the IQAC are requested to attend the meeting.


Co-ordinator, IQAC
(Dr. Srijana Rai)

Date: 7th April. 22

A meeting of the IQAC was held on 7/4/2022 at 1:45 pm in the IQAC room, to discuss on the following agendas:

1. Confirmations of resolution of the meeting held on 31/3/2021
2. Welcoming of new members of IQAC.
3. Discussion on PAC as an alternative for NAAC accreditation.
4. Enquiry in NAAC portal regarding AQARs for 2019-20 and 2020-21.
5. AOB.

The following members were present:

- (1) DR. SAMIR BAI
- (2) DR. SRIJANA RAI
- (3) Dana Shekpa
- (4) Satish Jangra
- (5) Upendra Adhikari
- (6) Yogesh Khatu
- (7) BENOV KISHORE RAI
- (8) Neelee K. C. Lepcha
- (9) Amit Shankar
- (10) Sudhangshu K. Shaw

Sauri Bai

Srijana Rai
Dana Shekpa

Satish Jangra
Upendra Adhikari

Yogesh Khatu

Benov Kishore Rai

Neelee K. C. Lepcha

Amit Shankar

Sudhangshu K. Shaw

RESOLUTIONS:

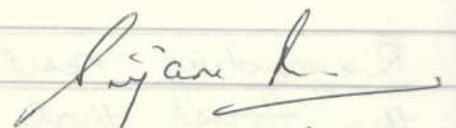
1. The resolutions adopted in the previous meeting held on 31/3/2021 were read out by the IQAC co-ordinator and were confirmed.

Regarding resolution 2. the co-ordinator informed the House that AQAR 18-19 was successfully submitted in NAAC portal on 24/5/2021. He also informed the House that the AQAR 18-19 has also been placed in the meeting of the Governing Body held on 5/4/2021.

The AQAR 2019-20 was in its final stages of completion

2. The Principal informed the members about the formation of new IQAC committee which was constituted in the meeting of the Governing Body held on 24/03/2022. The Principal welcomed all the new members of the IQAC and also expressed his gratitude to Dr. Upendra Adhikari, co-ordinator of the previous IQAC for his contribution to the IQAC and also his relentless efforts in relation to submission of AQARs.
3. The Principal also informed the House about the Provisional Accreditation for Colleges (PAC). The memo for PAC will also be shared among all the members of IQAC via Whatsapp group for their perusal and to decide the course of action to be taken for accreditation under PAC.
4. Regarding AQARs for the academic years 2019-20 and 2020-21, it was decided by the House that enquiry will be done by the Co-ordinator in the NAAC portal whether the submission of the same was necessary if the college decides to go for PAC. In the meantime, the members will work towards collection of necessary data for preparation of AQAR for 2020-21.

There being no other agenda to discuss, the meeting ended with thanks to and from the chair.



Co-ordinator
I.Q.A.C.
Kurseong College
P.O. Kurseong-734203
Dist. Darjeeling

INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE

NOTICE

DATE: 09/04/2022

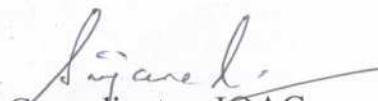
A virtual meeting of the IQAC, Kurseong College will be held on 11/04/2022 at 6 pm in the Google Meet platform to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 07/04/2022.
2. Preparation of Academic calendar.
3. Seminar for enhancing soft skills among teachers.
4. Administrative training workshop for NTS.
5. AOB.

The members of the IQAC are requested to attend the meeting.

NB: Link for the meeting will be shared to the members in the IQAC Whatsapp group.


Co-ordinator, IQAC
(Dr. Srijana Rai)

Dated: 11.4.2022

A meeting of the IOAC was held on 11.4.2022 in the virtual mode at 6:00 pm. The following agenda were discussed:

1. Confirmation of the meeting held on 7.4.2022.
2. Preparation of Academic Calander.
3. Seminar for enhancing soft skills among teachers.
4. Administrative Training Workshop for non-teaching Staffs.
5. AOB.

The following members were present in the meeting:

- (1) DR. SAMIR BAL
- (2) DR. SRIJANA RAI
- (3) Yogesh Khatu
- (4) Sudhanshu Kr. Shaw
- (5) Dawa Phelphu
- (6) Satish Samary
7. Neelee K.C. Lepela
- 8) BENOY KISHORE RAI
9. Anmit Shankar

Samir Bal
Srijana Rai
Y.Khatu
S.Khatu
Dawa Phelphu
S. Samary
N.K.C. Lepela
B.K.Rai
Anmit Shankar

RESOLUTION 1.

The resolutions adopted in the previous meeting held on 7/4/22 were read out by the Co-ordinator and confirmed by the House.

Regarding Resolution no 3:

The Principal informed the House that Provisional Accreditation for Colleges (PAC) has not yet started. It was therefore decided by the House that the College will apply for PAC as and when the process is initiated by NACC. In the meanwhile, the IOAC will be engaged in the preparation of AQAC for 2019-20 & 2020-21.

Regarding resolution no 4.

The Principal informed the House that as per the enquiry made in the NAAC for the last date for submission of AQRs for 2019-20 & 2020-21 was 15th May 2021. It was therefore resolved by the House that the process of data collection for preparation of AQR for 2020-21 should be completed by the given date and necessary steps for uploading AQR of 2019-20 should be done at the earliest.

Furthermore, regarding preparation & submission of AQR 20-21, the House decided to assign task for different criteria to members of the IQAC as follows:

- Criterion 1 - Dr. Upendra Adhikari
- Criterion 2 - Mr. Benoy Kishore Rai
- Criterion 3 - Dr. Amit Shankar
- Criterion 4 - Ms. Sheetal Thatal
- Criterion 5 - Dr. Neelke K. C Lepcha & Mr. Dawa Sherpa.
- Criterion 6 - Mr. Satish Tamang.
- Criterion 7 - Mr. Yogesh Khatri.

RESOLUTION 2:

Regarding preparation of Academic calendar, for various student related and other academic activities, the House resolved to inform the convenors of different sub-committees i.e., Debate & Seminar, Games & Sports, Research, Career Guidance, Cultural and Alumni, to prepare a list of their activities. The academic calendar will be prepared by incorporating the activities as proposed by different sub-committees.

RESOLUTION 3:

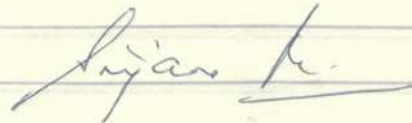
The co-ordinator proposed to organize a one day seminar to enhance soft skills of teachers by

inviting a Resource person. The House agreed to the proposal and resolved to organize one seminar in the month of April. The Principal was given the responsibility to contact the resource person and finalize a date for the same.

RESOLUTION 4:

The need for an Administrative Workshop for the non-teaching staffs of the college was also raised by members of the IQAC. It was resolved that the same will be organized in the month of May.

There being no other agenda to discuss the meeting ended with thanks to and from the Chair.



Co-ordinator
I.Q.A.C.
Kurseong College
P.O. Kurseong-734203
Dist. Darjeeling

INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE

NOTICE

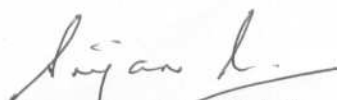
DATE: 02/06/2022

A meeting of the IQAC, Kurseong College will be held on 09/06/2022 at 11:30am in the IQAC Room (No. 5) to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 11/04/2022.
2. Status of AQARs for 2019-20 & 2020-21.
3. IQAC initiatives- Plan of Action
4. AOB.

The members of the IQAC are requested to attend the meeting.


Co-ordinator, IQAC
(Dr. Srijana Rai)

Dated 9.6.2022

A meeting of the IQAC was held on 9.6.2022 in the IQAC room at 11:30 am to transact business related to the given agendas:

1. Confirmation of resolutions adopted in the meeting of IQAC dated 11.4.2022.
2. Status of AQR 2019-20. & 2020-21
3. IQAC initiatives - Plan of Action
4. AOR.

The following members were present:

1. SAMIR BAL
- (2) Yogesh Khali.
- 3) Upendra Adhikari
- 4) BENOY KISHORE RAI
5. Neelee K.C. Lepcha
- (6) DR. SRIJANA RAI
- (7) Salish Jamong
- (8) Sudhangshu Kr-Shaw

Samir Bal

YK

Upendra Adhikari

NK

Srijana R.

SK

S.K. Shaw

RESOLUTION 1:

The resolutions of the meeting held on 11.4.2022 were read out by the co-ordinator and the same were confirmed by the House.

RESOLUTION 2:

The co-ordinator informed the House about the successful submission of the AQR for 2019-20 on 12/5/22 and its acceptance in the NACC portal. The co-ordinator also informed the House about the submission of AQR 2020-21 in the NACC portal on 8/6/2022. The acceptance of the same was awaited.

RESOLUTION 3:

The House discussed the various initiatives to be adopted for ensuring internal quality of the

institution. The following points were resolved.

- a) Modification of College prospectus.
- b) Updating of College website. The task for the same has been entrusted to Mr. B.K. Ra and Dr. A. Shankar.
- c) Enhancement of the use of ICT in teaching-learning process. The ICAC recommended installation of projector in two more classrooms. It was decided to forward the recommendation to the Computer - sub-committee for further action.
- d) Green & Energy Audit: The House reiterated the proposal for conducting Green & Energy Audit as the same could not be carried out due to lockdown imposed because of COVID-19 pandemic. For this, the House resolved to form a committee comprising of one teacher each from the Departments of Chemistry, Zoology, Botany & Commerce. The information to be forwarded to the Head of Department mentioned above for immediate action.
- e) Academic & Administrative Audit: The House resolved to conduct Academic & Administrative Audit of the College. The responsibility for finding the modalities and conducting the Audit is given to Dr. Srijana Ra & Dr. Anil Shankar.
- f) Organizing Orientation for staffs. The House resolved to organize an Orientation Programme for the teaching staff regarding Career Advancement Scheme (CAS) and filling up PBAS (Performance Based Appraisal System) and other technicalities related to CAS. It was decided that the Principal shall contact Dr S. Laskar, Deputy DPI,

Education Department, Bikash Bhawan, Kolkata as resource person for the same.

g) Promotion of Research Culture:

The House recommended undertaking certain activities to promote research culture among the teachers such as Book Launch Programmes for books authored / co-authored by the faculty. The recommendation is forwarded to the Research sub-committee for consideration and further action. The House also recommended organizing National, International level conference / seminar the recommendation to be forwarded to the Research & Seminar sub-committee.

There being no other agenda to discuss, the Principal thanked the members of IQAC for successful completion and uploading of A&SRs 19-20 & 20-21 in the N&SE portal within the deadline.

The meeting ended with thanks to and from the chair.

Srijana L.

Co-ordinator
I.Q.A.C.
Kurseong College
P.O. Kurseong-734203
Dist. Darjeeling

INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE

NOTICE

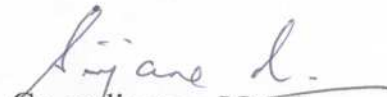
DATE: 19/08/2022

A meeting of the IQAC, Kurseong College will be held on 26/08/2022 at 11:30am in the IQAC Room (No. 5) to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 09/06/2022.
2. Report of the Principal on directive of the Department of Higher Education, Govt. of West Bengal for NAAC.
3. Formation of groups for data collection for SSR and distribution of metrics to the groups formed.
4. AOB.

The members of the IQAC are requested to attend the meeting.


Co-ordinator, IQAC
(Dr. Srijana Rai)

Date: 26/08/22

A meeting of IOAC was held today on 26/08/22 at 11:30 am in the IOAC room to discuss the business related in the given agenda:

1. Confirmation of meeting of IOAC held on 9.6.22.
2. Report of the Principal on directive of the Dept. of Higher Education for NAAC.
3. Formation of groups for data collection for SSR and distribution of metrics to the groups formed.
4. AOB.

The following members were present in the meeting:

RESOLUTION 1.

The co-ordinator read out the resolutions adopted in the last meeting of the IOAC held on 9.6.22 and it was confirmed by the House.

RESOLUTION 2.

The Principal informed the house regarding a directive received from the Department of Higher Education, West Bengal regarding mandatory NAAC evaluation for all higher educational institutions by the end of December 2022. He also informed the House that a virtual meeting was held by the Department regarding NAAC accreditation and training on 26/07/2022 which was attended by the Principal, and Mr. Benoy Kishore Rai, member IOAC.

As per the meeting all HEIs have to complete the SSR for NAAC accreditation by the end of the current session.

RESOLUTION 3.

As per the advice of the expert in the presentation delivered on the meeting dated 26/07/2022, the IOAC unanimously resolved to set the metrics of SSR

on the basis of the following groups.

1. Faculty Related
2. Student Related
3. Infrastructure & Finance
4. Administrative
5. Feedback Mechanism
6. Qualitative.

The metrics falling under the above heads were distributed to different members as follows.

1. Faculty Related : Dr. Upendra Adhikari & Dr. Amit Shankar

Metrics : 2.4.1 , 2.4.2 , 3.1.1 , 3.2.2 , 3.3.1 ,
3.3.2 , 6.3.3 .

2. Student Related : Dr. Neelam K.C. Lepcha & Mr. Dawa Sherpa.

Metrics : 1.3.2 , 2.1.1 , 2.1.2 , 2.6.2 , 5.1.3 , 5.2.1 ,
5.2.2 , 5.3.1 , 5.3.2 .

3. Infrastructure & Finance : Mrs. Sheetal Thatal

Metrics : 4.1.1 , 4.1.2 , 4.2.1 , 4.3.1 , 4.3.2 ,
4.4.1 , 6.3.1 , 6.3.2 , 6.4.1 .

4. Administrative : Mr. Satish Tamang & Mr. Yogesh Kh

Metrics : 1.1.1 , 1.2.1 , 1.2.2 , 1.3.1 , 2.2.1 , 2.5.1 ,
2.6.1 , 3.2.1 , 3.4.1 , 3.4.2 , 3.4.3 , 5.1.1 ,
5.1.2 , 5.4.1 , 6.1.1 , 6.2.1 , 6.2.2 ,
6.5.1 , 6.5.2 , 7.1.1 , 7.1.2 , 7.1.3 , 7.1.4 ,
7.2.1 , 7.3.1 ,

5. Feedback mechanism : Mr. Benoy Mishore Rai
Metric : 2.7.1

6. Qualitative : Dr. Srijana Rai, Dr. P. K. Muburi,
Dr. J. Bhattacharyya, Mrs. Bijayata Prad

The co-ordinator requested the members of the IQAC for their co-operation in completing the assigned duties on time. The Principal further added that the Office shall provide all possible assistance and co-operation for the completion of SSR.

There being no other agenda the meeting ended with thanks to and from the chair.

Members Present: -

- (1) SKUMAR DAL
- (2) DR. SRITANA RAI
- (3) Upendra Adhikari
- (4) Amit Shankar
- (5) Dawa Debje
- (6) Neelee K.C. Lepcha
- (7) BENJOY KISHORE RAI
- (8) Sudhanshu K. Shaw

Sami Dal
Gurmit Singh
SK
Dawa Debje
Debje
Benjoy Kishore Rai
S. Shaw

Singam L.

Co-ordinator
I.Q.A.C.
Kurseong College
P.O. Kurseong-734203
Dist. Darjeeling

ACTION TAKEN REPORT 2021-22

RESOLUTIONS	ACTION TAKEN REPORT
NAAC Accreditation	Data collection for SSR under progress.
Academic Calendar 2021-22	Calendar prepared and uploaded in website of the College.
Enhancement of soft skills among teachers.	One day seminar titled "CURA PERSONALIS" organized for teachers by IQAC on 21/04/2022 with resource person as Fr. S John Kennedy, Darjeeling.
Orientation programme for teaching staff.	Orientation programme on "minimum requirements for CAS and filling up of PBAS" was organized on 05/08/2022 by IQAC.
Administrative orientation programme for non-teaching staff.	One day Administrative Training workshop organized by IQAC on 05/05/2022 with resource person, Mr. Pratap Chettri, retired head clerk, Sonada Degree College.
AQARs for 2019-20 & 2020-21	AQAR 2019-20 submitted of 12/05/2022 and AQAR 2020-21 submitted on 08/06/2022.
Updating of College website.	Website updated regularly with report of various activities of the college.
Enhancement of ICT	One new LED projector purchased.
Carrying out Green and Energy audit.	Green audit completed. Energy audit not done.
Academic and Administrative Audit	Audit completed with committee headed by Dr. S. Sanyal, (Chairman), Dr. A. Sen (External expert) on 02/12/2022.
Promotion of research culture.	First Book Launch programme was organized on 14/06/2022 by Research sub-committee where books written/co-authored by three faculty members were officially released.
Signing of MoU	MoU signed with three organizations.
Promotion through CAS of Mr. Chanchal Adhikary.	All formalities and procedures as required for promotion under CAS and fixation of pay to a higher scale was initiated and forwarded to the concerned authority.


 Co-ordinator
 I.Q.A.C.
 Kurseong College
 P.O. Kurseong-734203
 Dist. Darjeeling