

**INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE
NOTICE**

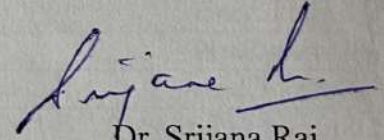
DATED: 04/09/2022

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 08/09/2022 at 1:30 pm in the IQAC Room (Room No. 5) to transact business related to the given agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 26/08/2022.
2. Report submission related to data collection for SSR by members.
3. IQAC initiatives and Plan of Action for session 2022-23.
4. Preparation of Academic Calendar for 2022-23.
5. A.O.B.

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



Dr. Srijana Rai
Co-ordinator,

Internal Quality Assurance Cell (IQAC)

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

A meeting of the IQAC is held today - 08/09/2022 at 1:30pm in the IQAC room (Room No 5) to transact business related to the given agenda.

Members Present:-

- 1) Dr. Sami Bal
- 2) Dr. Sujana Rai
- 3) Satish Samary
- 4) Dawa Raju
- 5) Sheetal Thatal
- 6) Amit Shankar
7. Dr. Neelee K.C. Upcha
8. Benoy Kishore Rai

Sami Bal 8/9/2022
Sujana Rai 8/9/22
Satish Samary 8/9/22
Dawa Raju 8/9/22
Sheetal Thatal 8/9/22
Amit Shankar 8/9/22
Neelee K.C. Upcha 8/9/22
Benoy Kishore Rai 8/9/22

Resolutions:-

- 1) The co-ordinator welcomed all the members and read out the resolutions adopted in the previous meeting of the IQAC held on 26/08/22. The resolutions were confirmed by the House.
- 2) Regarding the data collection for SSR, the different members submitted their reports to the House. The members entrusted with their respective responsibilities informed the House regarding the inclusion of other teachers and delegation of duties for the purpose of data collection. The members also informed the House regarding the metrics for which data collection have been

completed and the metrics for which data collection was still underway. The House unanimously resolved to complete the process of data collection by the end of September.

(3) The House discussed and resolved to adopt the following initiatives for ensuring internal quality of the institution.

(a) The House recommends submission of SSR and carrying out NAAC accreditation.

(b) As a step towards enhancing the teaching learning process, the House recommends infrastructure augmentation in the form of addition of new classrooms as the number of classrooms is insufficient under the CBCS mode of curriculum.

(c) For promotion of research culture, the House recommends organising national international level seminars, conferences etc. by different departments. The recommendation is to be forwarded to the Research sub-committee for further action.

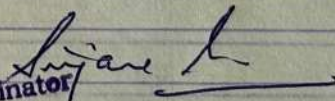
(d) In order to take care of security issues and maintenance of discipline among the hostellers, the House recommends the installation of CCTV cameras at strategic locations in the Kanchanjunga Girls' Hostel. The House further recommends purchase of required furniture for the Girls' Hostel. The recommendation is forwarded to the Purchase sub-committee.

(e) To ensure smooth functioning of college office, the House recommends purchase of desktop computers.

(4) The responsibility for the preparation of academic calendar for July-Dec 2022 was entrusted to the co-ordinator. The academic calendar for January - June 2023 to be prepared after obtaining the holiday list from the university of West Bengal.

(5) AOB

Agenda 1:- As a green campus initiative, 5th of August and September were observed as No Vehicle Day. The House unanimously resolved to continue this initiative and observe 5th of every month as No Vehicle Day.


Co-ordinator
I.Q.A.C.
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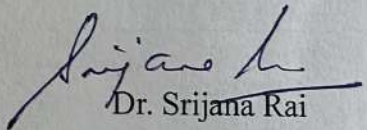
DATED: 07/11/2022

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 10/11/2022 at 1:30 pm in the IQAC Room (Room No. 5) to transact business related to the given agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 08/09/2022.
2. Submission of all pending data for SSR.
3. Preparation of documents required for IIQA.
4. A.O.B.

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


Dr. Srijana Rai

Co-ordinator,

Internal Quality Assurance Cell (IQAC)

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

A meeting of the IQAC is held today i.e. 10/11/2022 at 1:30 pm in the IQAC room (Room No 5) to transact business related to the given agenda.

The following members are present.

- 1) Dr. Samir Bal
- 2) Dr. Sujana Rai
- 3) Satish Samang
- 4) Dawe Steep
- 5) Amit Shankar
6. Dr. Neelee K.C. Lepcha
7. Benoy Kishore Rai

Samir Bal 10/11/2022
Sujana Rai 10/11/22
Dr. 10/11/22
Daww Steep 10/11/22
Amit Shankar 10/11/22
Neelee K.C. Lepcha 10/11/22
Benoy Kishore Rai 10/11/22

Resolutions:-

- (1) The meeting began with the permission of the chair and a welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the previous meeting of the IQAC held on 08/09/2022. The Resolutions were confirmed by the House.
- (2) The co-ordinator informed the House that data related to the following metrics is incomplete - 5-1-4; 2-3-1, 2-5-1, 4-3-1, 5-2-1, and 5-4-1. The House resolved to submit all pending documents by 17/11/2022.
- (3) Dr. Amit Shankar placed before the House the list of documents required for

the submission of IIOA. The House entrusted the responsibility - for preparation of all the documents required for IIOA to Dr. Amit Shankar. It was resolved that the task should be completed by the end of November 2023.

Sujan L.

Co-ordinator
I.O.A.C.
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Dist. Darjeeling

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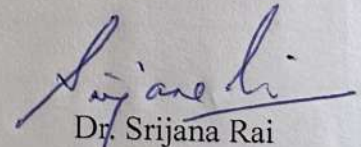
DATED: 15/02/2023

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 17/02/2023 at 1:30 pm in the IQAC Room (Room No. 5) to transact business related to the given agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 10/11/2022.
2. Report of Co-ordinator on SSR.
3. Documents required for IIQA submission.
4. Inclusion of new member in the IQAC.
5. Promotion through CAS of Mr. Gaurav Deep Rai.
6. A.O.B.

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



Dr. Srijana Rai

Co-ordinator,

Internal Quality Assurance Cell (IQAC)

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

A meeting of the IQAC is held today 17/02/2023 at 12:30 pm in Room No. 5 (IQAC Room) to transact business related to the given agenda.

Members Present

- 1) Dr. Samir Bal
- 2) Dr. Sujana Rai
- 3) Satesh Tamang
- 4) Dawn Sheeba
- 5) Shant Shankar
- 6) Gaurav Deep Rai
- 7) Dr. Neelee K.C. Lepcha
- 8) Venoy Kishore Rai

Samir Bal
Sujana L.
17.2.23
Dawn Sheeba
17/02/23
Shant Shankar
17/02/23
Gaurav Deep Rai
17/02/23
Neelee K.C. Lepcha
17/02/23
Venoy Kishore Rai

Resolutions :-

- (1) The meeting began with the permission of the chair and a welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the previous meeting of the IQAC held on 10/11/2022.
- (2) The co-ordinator informed the House regarding the status of SSR preparation. She mentioned that the data for the quantitative metrics is complete and work of the remaining metrics, which were incomplete is also in progress. The House resolved to complete the process of data collection for SSR by the end of February 2023.

(3) Dr. Anit Shankar informed the House regarding the documents required for IQA. He mentioned that all the required documents have been prepared in the given format. The House unanimously resolved to carry out the process of IQA submission by the end of February 2023.

(4) In view of the process of NAAC accreditation and peer team visit, the House unanimously resolved to include Mr. Gauravdeep Rai, Assistant Professor, Department of Commerce as an invitee member in the IQAC until the process of NAAC accreditation.

(5) The co-ordinator tabled the application for promotion through CAS alongwith PBAS of Mr. Gauravdeep Rai, Assistant Professor, Dept. of Commerce (Stage I to II). Since the assessment period for promotion of the incumbent was found to be before his date of joining Kurseong College, i.e. the incumbent was informed to carry out the necessary documentation with the concerned IQAC co-ordinator of the previous college. The House unanimously agreed upon the same.

Signed

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

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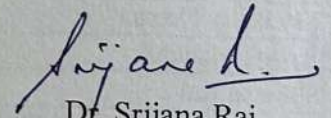
DATED: 14/03/2023

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 16/03/2023 at 1:30 pm in the IQAC Room (Room No. 5) to transact business related to the given agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 17/02/2023.
2. Report to the House regarding acceptance of IIQA and submission of SSR.
3. Sensitization of students regarding Student Satisfaction Survey.
4. A.O.B.

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



Dr. Srijana Rai

Co-ordinator,

Internal Quality Assurance Cell (IQAC)

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

A meeting of the IQAC is held today, 16/3/2023 at 1:30pm in the IQAC room (Room No. 5) to transact business related to the given agenda.

The following members are present.

- 1) Dr. Sami Dal
- 2) Dr. Sujana Rai
- 3) Dr. Neelke K.C. Lepela
- 4) Gaurav Deep Rai
- 5) Satish Tamang
- 6) Dawa Sherpa
- 7) Amit Shankar
8. Wendy Kishore Rai

Samir Dal
Sujana R.
Amit

16/3/2023

Dawa Sherpa

16/03/23

Wendy Kishore Rai

16-3-23

Resolutions:-

- (1) The meeting began with the permission of the chair and a welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the meeting of the IQAC held on 17/2/2023. The resolutions were confirmed by the House.
- (2) The co-ordinator informed the House regarding the successful submission and the acceptance of the IIA on 13/03/2023 in the NAAC portal. The co-ordinator further informed the House that the SSR needs to be submitted within 45 days from the acceptance of IIA i.e. by 26/04/2023. In view of this deadline, the co-ordinator urged all the members

to complete all pending work related to SSR submission ~~as~~ ASAP so that SSR may be submitted within the given date. The final verification of the SSR and its related documents before submission to be carried out by the co-ordinator, Dr. Srijana Rai and Mr. Benoy Kishore Rai.

- (3) The co-ordinator apprised the House regarding the need for sensitising the students about the Students' Satisfaction Survey (SSS) which will be conducted by NAAC immediately upon acceptance of SSR. In this regard the co-ordinator highlighted the need to instruct students to check their e-mails on a regular basis and educate them about the OTP verification process. The responsibility for the same was entrusted to Mr. Benoy Kishore Rai and Dr. Anit Shankar.

Srijana Rai

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

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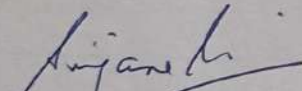
DATE: 19/06/23

A meeting of the IQAC, Kurseong College will be held on 22/06/23 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 16/03/23.
2. NAAC Peer Team visit.
3. ATR for the session 2022-23
4. Preparation of Academic Calendar for July to December 2023.
5. AOB.

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



Dr. Srijana Rai

(Co-ordinator, IQAC)

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

A meeting of the IBAC is held today - 22/6/2023 at 1:30 pm in the IBAC Room (Room No. 5) to transact business related to the given agenda.

The following members are present.

- | | |
|------------------------------------|-------------------------------|
| (1) Dr. Samir Bal | <u>Samir Bal</u> |
| (2) Dr. Sijara Rai | <u>Sijara Rai</u> |
| (3) Shishou - Shokhangshu Kr. Shaw | <u>Shishou</u> |
| (4) Gausan Deep Rai | <u>Gausan Deep Rai</u> |
| (5) Anit Shankar | <u>Anit Shankar</u> |
| (6) Satish Tamang | <u>Satish Tamang</u> |
| (7) Dawa Ravi | <u>Dawa Ravi</u> |
| (8) Dr. Neelee K.C. Lepcha | <u>Dr. Neelee K.C. Lepcha</u> |
| (9) Dr. Kishore Rai | <u>Dr. Kishore Rai</u> |

Resolutions:-

(1) The meeting began with the permission of the chair and a welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the previous meeting of the IBAC held on 16/2/2023. The resolutions were confirmed by the House.

(2) The co-ordinator informed the House regarding the pre qualification of SSR for NAAC assessment. Dr. Anit Shankar explained further procedures to be followed for the NAAC peer team visit. Due to the

probability of postponement of university examinations due to the Pandayat elections, the House unanimously resolved to schedule the NAAC peer team visit between the end of August till the end of September 2023. The House unanimously resolved to take all necessary steps to prepare for the NAAC peer team visit.

(3) The Action Taken Report for the session 2022-23 to be prepared by the co-ordinator and placed in the next meeting of the IDAC.

(4) The responsibility for preparation of academic calendar for July - December 2023 was given to Mr. Benoy Kishore Rai.

(5) AOB

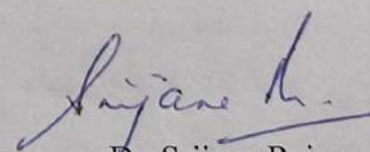
Agenda 1 :- The House unanimously resolved to observe 'Graduation Day' for 6th semester students after completion their University examinations.

Agenda 2 :- The House unanimously resolved to convene Parent - Teacher meetings at the beginning of the semester for 3rd & 5th semester students to discuss issues related to students' attendance, internal and external evaluation, code of conduct etc.

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

ACTION TAKEN REPORT 2022-23

RESOLUTIONS	ACTION TAKEN
NAAC Accreditation.	SSR submitted. DVV accepted and pre-qualified for Peer team visit.
Academic Calendar 2022-23 & for July to December 2023	Prepared & uploaded in the College website.
Infrastructure augmentation.	Three (03) new classrooms constructed. Foundation stone laid for extension of Humanities building with six (06) new classrooms.
Promotion of Research Culture.	<ul style="list-style-type: none">• ICSSR sponsored National Seminar organised by Department of Political Science on 24-25 March 2023.• Special Talk jointly organised by IQAC & Darjeeling Hills University on 30.5.23
Installation of CCTV camera at Kanchanjunga Girls' Hostel	Completed.
Purchase of Furniture for Kanchanjunga Girls' Hostel	Completed.
Purchase of new Computers & Peripherals.	Completed.
Green Campus Initiatives.	No-Vehicle Day observed on the 5 th of every month.
CAS of Mr. Gauravdeep Rai.	Not Completed.



Dr. Srijana Rai
(Co-ordinator, IQAC)

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