



# KURSEONG COLLEGE

NAAC ACCREDITED WITH GRADE - B (2ND CYCLE)

DOWHILL ROAD, KURSEONG - 734203, DIST. DARJEELING

6296258920

kurseongcollege@yahoo.in

www.kurseongcollege.net

Ref No

Date

## KURSEONG COLLEGE KURSEONG

DATE: 14/07/2023

## NOTICE

A meeting of the IQAC will be held on 18/07/2023 at 12:00 noon in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

### Agenda:

1. Confirmation of resolution adopted in previous meeting.
2. NAAC Peer Team Visit
3. AOB

A handwritten signature in blue ink, appearing to read 'Srijana Rai'.

(Dr. Srijana Rai)

Co-ordinator  
IQAC

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



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A meeting of the IQAC is held on 18/7/2023 at 12:00 noon in Room no. 5 to transact business related to the given agenda.

## Members present.

- 1) Dr. Sanir Bal.
- 2) Dr. Sijana Rai
- 3) Mr. Sudhanshu Kr. Shaw
- 4) Benoy Kishore Rai
- 5) Amit Shankar
- 6) Gaurav Deep Rai
- 7) Yogesh Khatri
- 8) Dina Debya
- 9) Satish Sahay
- 10) Arish Easther Guring
- 11) Sheetal Thatal

Sanir Bal  
Sijana Rai  
Sudhanshu  
Benoy Kishore Rai

Amit Shankar  
Gaurav Deep Rai  
Yogesh Khatri

Dina Debya  
Satish Sahay

Arish Easther Guring (Student)  
Sheetal Thatal

## 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 22/06/2023. The same were confirmed by the House. The co-ordinator tabled the Action Taken Report for 2022-23 and the same was endorsed by the House.

(2) The Co-ordinator informed the House regarding the dates for the NAAC Peer Learn visit which has been scheduled on 24th and 25th August 2023. In view



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of this, the House discussed in detail the necessary arrangements to be made for the NAAC Peer Team visit. The steps to be followed were outlined as given.

- i) All stakeholders to be informed about the scheduled date of NAAC Peer Team visit. which includes teaching and non-teaching staff, students, parents, alumni and members of the Governing Body.
- ii) All the Heads of Department to be informed about the preparation of powerpoint presentations for their respective departments to be presented before the NAAC Peer Team.
- iii) The Principal and the IQAC co-ordinator to prepare their power point presentations.
- iv) The Convenor of the Cultural Committee to be informed about the preparation of a cultural programme for the NAAC Peer Team Visit.
- v) ANO and CTO of 4 & 5 Bengal Bn NCE and the Program officers of NSS to be informed about the necessary arrangements to be made for the NAAC Peer Team visit including accord the Guard of Honour to and reception of NAAC Peer Team members.

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

*Srijana D.*





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## INTERNAL QUALITY ASSURANCE CELL KURSEONG COLLEGE NOTICE

DATED: 09/08/2022

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 11/08/2023 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 014/07/2023.
2. NAAC Peer Team Visit.
3. 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





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A meeting of the IQAC is held on 11/08/2023 at 1:30 pm in Room no. 5 to transact business related to the given agenda.

## Members Present

- 1) Dr. Samir Bal
- 2) Dr. Sujana Rai
- 3) Amit Shankar
- 4) Dawa Sherpa
- 5) Satish Tamang
- 6) Sheetal Thatal
- 7) Gaurav Deep Rai
- 8) Dr. Neel K. C. Lepke
9. Uday Kishore Rai
- 10) Sudhangshu Kr. Shaw

Sami Bal  
Sujana Rai 11/8/23  
Amit Shankar 11/08/23  
Dawa Sherpa 11/8/23  
Satish Tamang 11/8/23  
Sheetal Thatal  
Gaurav Deep Rai 11/08/23  
Dr. Neel K. C. Lepke 11/08/23  
Uday Kishore Rai 11/08/23  
Sudhangshu Kr. Shaw 11/8/23

## Resolutions

- (1) The co-ordinator began the meeting taking permission from the chair. All the members were welcomed and the resolutions adopted in the previous meeting of the IQAC held on 18/07/2023 were read out. The same were confirmed by the House.
- (2) In view of the NAAC Peer Team visit scheduled on 24th and 25th August 2023, the House discussed and allocated the various responsibilities to the following members of the IQAC. The duty list to be prepared by the co-ordinator after inclusion of other members from the Teachers' Council following a meeting thereof.



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Ref No

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- i) Arrangement of Room No. 14 -
  - Dr. Neelee K.C. Lepcha
  - Mrs. Sheetal Thatal.
- ii) Arrangement of Documents -
  - Dr. Anil Shankar
- iii) Printing of Flex
  - Mr. Ranay Kishore Rai
- iv) Catering - Mr. Satish Tamang.
- v) Cultural Programme and Decoration
  - Dr. Neelee K.C. Lepcha
  - Mrs. Sheetal Thatal
  - Mr. Gauravdeep Rai
- vi) Reception of NAAC Peer Team members at airport
  - Mr. Yogesh Khatri
  - Dr. Upendra Adhikari
  - Mr. Dawa Sherpa
  - Mr. Gauravdeep Rai

AOB

- (1) The Principal informed the House regarding the Parent-Teachers' meeting which was held on 4th August 2023. He further apprised the House regarding the following suggestions put forward by the parents/guardians.





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Date

- i) Book list to be provided to the students at the beginning of the session.
- ii) Phone numbers of subject teachers to be provided so that parents can interact with the subject teachers in case of any queries/problems.
- iii) More programmes on career guidance/counselling to be conducted.
- iv) More awareness programmes should be conducted on various government schemes for scholarships/freeship for students.
- v) Increase the frequency of parent-teacher meetings.

The House unanimously resolved to consider the suggestions and attempt to incorporate them in the IQAC initiatives for the upcoming session i.e. 2023-24 for quality enhancement of teaching learning. The matter to be discussed further in the next meeting of the IQAC.

*Srijan K.*

Co-ordinator  
I.Q.A.C.  
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Ref No

Date

- i) Book list to be provided to the students at the beginning of the session.
- ii) Phone numbers of subject teachers to be provided so that parents can interact with the subject teachers in case of any queries/problems.
- iii) More programmes on career guidance/counselling to be conducted.
- iv) More awareness programmes should be conducted on various government schemes for scholarships/freeship for students.
- v) Increase the frequency of parent-teacher meetings.

The House unanimously resolved to consider the suggestions and attempt to incorporate them in the IQAC initiatives for the upcoming session i.e. 2023-24 for quality enhancement of teaching learning. The matter to be discussed further in the next meeting of the IQAC.

*Srijan K.*

Co-ordinator  
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## KURSEONG COLLEGE KURSEONG

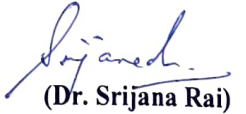
DATE: 22/09/2023

## NOTICE

A meeting of the IQAC will be held on 27/09/2023 (Wednesday) at 1:30 p.m. in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

### Agenda:

1. Review of NAAC Peer Team Visit and Report
2. AOB

  
(Dr. Srijana Rai)  
Co-ordinator  
IQAC



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Ref No

Date

A meeting of the IQAC is held on 27/09/2023 at 1:30 pm in 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. Dr. Yogesh Khatai
4. Mr. Binoy Kishore Rai
5. Mr. Satish Tamang
6. Mr. Dawa Sherpa
7. Mr. Dipen Shresta (invited member)
8. Dr. Anil Shankar

Samir Bal 27/09/2023  
Sujana Rai 27/09/23  
Yogesh Khatai  
Binoy Kishore Rai  
Satish Tamang  
Dawa Sherpa 27/09/23  
Dipen Shresta 27/09/23  
Anil Shankar

Members Absent

- (1) Dr. Neelee K-C. Lepcha
- (2) Dr. Upendra Adhikari
- (3) Mrs. Sheetal Thatal
- (4) Mr. Sudharshu Kr. Shaw
- (5) Ms. Arish Ester Gurung
- (6)

## Resolutions:-

(1) The Co-ordinator initiated the meeting with permission from the chair and welcomed all the members. The Co-ordinator read out the resolutions adopted in the previous meeting of the IQAC held on 11/08/2023. With regard to A.O.B Agenda (1) regarding the Parent & Teachers' meeting and the suggestions put forward by the parents/guardians thereof, the House unanimously resolved to discuss the matter in the next meeting of the IQAC for further action. All other resolutions were confirmed by the House.





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(2) The NAAC Peer Team Report and the Institutional Grade Sheet was tabled before the House. At the outset, the Co-ordinator expressed her gratitude to all the members of the IQAC for their contribution and co-operation for the process of NAAC Accreditation. The Co-ordinator then read out the NAAC Peer Team Report and the Institutional Grade Sheet. The House discussed in detail the Grade Sheet and the Report along with the observations put forward by the NAAC Peer Team. The House discussed the need to pay special attention to the metrics in which the score was below average and to formulate policies for improvement of those metrics. The House unanimously resolved that the members should present their suggestions for various policy initiatives to be undertaken as per recommendations of the NAAC Peer Team according to the criteria mentioned below to be discussed in the next meeting of the IQAC.

Criterion I - Dr. Upendra Adhikari

Criterion II - Mr. Benoy Kishore Rai

Criterion III - Dr. Anil Shankar

Criterion IV - Mrs. Sheetal Thatal.

Criterion V - Dr. Neele K.C. Lepcha and

Mr. Dawa Sherpa.

Criterion VI - Mr. Satish Tamang.

Criterion VII - Dr. Yogesh Khatri.

(3) A.O.B.:-

(i) Mr. Dipen Sherpa, Head, Dept. of Commerce (invitee) informed the House regarding "Regional Investor Seminar for Awareness" to be organised on 30/09/2023 by the Dept. of



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Commerce & IQAC under the initiative of the BSE Investors Protection Fund. The responsibilities for organising the seminar were delegated among the members of the Dept. of Commerce and the IQAC.

(ii) Mr. Dawa Sherpa raised the issue of inclusion of new members in the IQAC for even distribution of workload. However, since the number of teachers' representatives in the IQAC has already reached the maximum number as per the NAAC guidelines, it is possible to do so only if there is a vacant position. It was further unanimously resolved that the principal shall seek explanation from the absentee members regarding cause of absence from meeting/s.

(iii) Regarding the submission of Performance Based Appraisal System (PBAS), it was unanimously resolved that all the faculty members should submit the PBAS on an annual basis from the session 2021-22 and subsequent sessions. Regarding the minimum requirements for CAS for teachers, it was resolved that the guidelines formulated by the Higher Education Dept., Govt. of West Bengal vide Ref- No. 1343-Edn (CS)/SP-52/98 dated. 07/12/2017 be strictly adhered to.

There being no other agenda, the meeting ended with thanks to add from the Chair

*Sujan K.*





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DATE: 04/10/2023

## NOTICE

This is to inform all the members of the IQAC that a review meeting of NAAC Peer Team Visit with the teaching and non teaching staff will be held on 06/09/2023 (Friday) at 1:30 p.m. in Room No. 07. All the members are kindly requested to make it convenient to attend the same.

(Dr. Srijana Rai)

Co-ordinator

IQAC





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A review meeting of NAAC Peer Team visit is held on 06/09/2023 (Friday) at 1:30 pm in Room No. 7 with the teaching and non-teaching staff.

## Members Present

Name	Designation	Signature
1. Monica Choudhan	Asst. Prof.	
2. Surswati Mha.	Assistant Professor	
3. Sujata Kalikotay	Asst. Prof.	
4. Th. Thoibi Devi	SACT	
5. Sarmistha Guha	Associate prof.	
6. Jehina Pradhan	SACT	
7. Bijayata Pradhan	SACT	
8. Runjaya Pradhan	SACT	
9. Ramulaha Subba	Librarian	
10. Kurnud Thapa	Lady attendant	
11. A. K. Das	Library Staff	
12. Srijana Pradhan	staff	
13. Laxmi Dewan	STAFF	
14. Anuj Thapa	Geog Lab Attendant	
15. Raju Bandyopadhyay	ORIS	
16. Kamal Kumar	Library Staff	
17. Anur Thapa	Library Staff	
18. Sarab Tamri	Chemistry Department	
19. Ashid A.	Dewan	
20. Yanki Lama	Inter - English	
21. Anika Thapa	" - Geography	
22. Nihina Sherpa	Dewan	
23. Binodleap Banzon	Chemistry Dept	
24. Anil Royak	Assistant Professor	
25. Kamal Swakar	Assistant Professor	
26. MANABINDU DAS	Assistant Professor	
27. DR. SHANKAR PRADHAN	Assistant Professor	
28. Santosh Subba	Botany	
29. Bipul Das	Assistant Professor	
30. Karna Lama	"	

06/10/23  
Subba  
06/10/23  
Bipul  
mr



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41. Prachanta Sarkar	Assistant Professor	<i>[Signature]</i>
42. Jogdeep Choudhary	Asso. Prof.	<i>[Signature]</i>
43. Dr. Sudip Maitra	Assistant Professor	<i>[Signature]</i>
44. Subhasis Das	Assistant Professor	<i>[Signature]</i>
45. Dr. Manab Roy	Assistant Professor	<i>[Signature]</i>
46. Rajib Debnath	"	<i>[Signature]</i>
47. Ganga Prasad Sharma	Asso. Professor	<i>[Signature]</i>
48. Anupam Pradhan	SAET	<i>[Signature]</i>
49. Binoy Rai	PT-NTS (Chemistry Dept)	<i>[Signature]</i>
50. Upendra Adhikari	Asso. Professor	<i>[Signature]</i>
51. Binjal Sharma	LDC	<i>[Signature]</i>
52. Nal Bahadur Chettri	Barman	<i>[Signature]</i>
53. Dipen Sherkhi	Assistant Prof.	<i>[Signature]</i>
54. Satish Jangam	Assistant Professor	<i>[Signature]</i>
55. Nijera Rai	Co-ordinator SAC	<i>[Signature]</i>
56. Dr. Sanir Bal	Principal	<i>[Signature]</i>

Members Absent :-

- 1) Dr. N.K.C. Lepcha
- 2) Mrs. Sheetal Thakral
- 3) Mr. Banoy Kishore Rai
- 4) Mr. Ganbar Deep Rai





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The meeting began with permission from the chair and a welcome note by the co-ordinator. The co-ordinator expressed gratitude to all the teachers and the non-teaching staff for their role in NAAC Accreditation. The NAAC Peer Team Report and the institutional Grade sheet was read out by the co-ordinator and the criterion wise Grade Point Averages were discussed in detail. The co-ordinator pointed out the need to focus on the metrics in which the score was below average. The co-ordinator informed the House that the quality initiatives to be undertaken as per recommendations of the NAAC Peer Team would be formulated and ~~propo~~ recommended by the IQAC in its subsequent meeting/s.

Srijana D.





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Ref No

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KURSEONG

Date

DATE: 09/10/2023

## NOTICE

A meeting of the IQAC will be held on 11/10/2023 (Wednesday) at 11:30 am in Room No.5 (IQAC Room) to discuss the given agenda. All the members are requested to attend the meeting.

Agenda:

1. Confirmation of resolutions of meetings held on 27/09/2023 and 06/09/2023
2. IQAC Initiatives for the session 2023-23
3. CAS proposal of three (03) Teachers.
4. A.O.B.

A handwritten signature in blue ink, appearing to read 'Srijana Rai'.

Dr. Srijana Rai

Co-ordinator

IQAC



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Ref No

Date

A meeting of the IQAC is held on 11/10/2023 at 11:30am in room No. 5 to discuss the given agenda.

The following members are present.

- 1) Dr. Sanir Bal, Principal
- 2) Dr. Sujana Rai, Co-ordinator IQAC
- 3) Dr. Neelam K-C. Lepcha
- 4) Mr. Beroy Kishore Rai - ~~new~~ 11.10.23
- 5) Mrs. Sheetal Thatal
- 6) Mr. Satish Tanang
- 7) Dr. Anil Shankar
- 8) Dr. Dawa Sherpa
- 9) Dr. Yogesh Khote
- 10) Gaurav Deep Rai

Sanir Bal  
11/10/2023  
Sujana Rai  
11/10/23

Sheetal Thatal 11.10.23  
Satish Tanang  
11/10/23  
Dawa Sherpa

Anil Shankar  
11/10/23

Members Absent.

- 1) Dr. Upendra Adhikari
- 2) Mr. Sudhanshu Kr. Shaw
- 3) Ms. Anish Ester Gurung.

Resolutions:-

- 1) The meeting began with permission from 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 27/09/2023.

(a) With regard to A.O.B. Agenda (1) regarding the Parents-Teachers' meeting discussed in the meeting of the IQAC held on 11/08/2023, the Co-ordinator read out the suggestions



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put forward by the parents/guardians. Taking into consideration the suggestions, the House unanimously resolved the following.

- (i) With regard to the suggestion for providing a book list to the students, it was discussed that since all the students were made aware of the syllabus containing the reading list at the beginning of each semester it was not required to provide them with a separate book list. It was further resolved that the syllabus containing the reading list be uploaded in the college website.
- (ii) With regard to the suggestion for provision of phone numbers of subject teachers to the parents, it was resolved that all 1st semester students will be issued with a students' diary from the academic session 2024-25 containing the names and contact numbers of the teachers along with the college code of conduct and rules and regulations.
- (iii) With regard to the suggestion for more career guidance programmes for the students, it was resolved that the matter be forwarded to the Convener of the Career Guidance and Placement Committee.
- (iv) With regard to the suggestion for more awareness programmes for the students on government schemes for scholarships / freeships, it was resolved that the matter be forwarded to the





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Teachers who are in charge of the various schemes viz. Akashree, Kanyashree, Dasis etc. The teachers shall work in collaboration with the self, Minority and Equal Opportunity Cell.

- (v) With regard to the suggestion for increasing the frequency of Parent-Teachers' meeting, the House resolved that at the beginning of each academic session, a centralized Parent-Teachers' meeting will be held for parents/ guardians of 11th/12th semester students. In addition to this, Departmental Parent-Teachers' meeting will be held for each semester after publication of university results.
- (b) With regard to Agenda (ii), the suggestions for policy initiatives were put forward by four criterion I and II and were discussed in the House. The suggestions for the remaining criteria to be discussed in the next meeting of the IQAC.
- (c) With regard to A.O.B. Agenda (ii) regarding the inclusion of new members in the IQAC, the House resolved that two members, one each from Kurseong College Alumni Association and local society will be included in the IQAC. The matter to be placed before the Governing Body for approval. It was further resolved that two members from the faculty will also be included in the IQAC, subject to approval by the Governing Body.
- Regarding the absence of members from meetings of the IQAC and other sub-committees formed...



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Council, it was proposed that absentee members should communicate their cause of absence to the Convenor/Co-ordinator in writing. It was further proposed that if any member is absent for more than two consecutive meetings without providing a valid reason, notice will be issued to the member by the Principal seeking cause of absence. In absence of any member from meetings, the absentee members shall abide by the resolutions adopted in the meetings.

(2) The House unanimously resolved to undertake the following initiatives for the session 2023-24.

- (a) Teachers' Diary to be modified as per suggestions put forward by the NAAC Peer Team.
- (b) Academic Calendar to be formed in consultation with the different sub-committees/departments and IQAC.
- (c) For enhancement of ICT in teaching-learning process, one class per teacher per week using ICT tools to be included in the routine. The Heads of Department to co-ordinate the same.
- (d) Remedial classes for slow learners to be initiated.

(3) The CAS proposal of three (03) teachers was placed before the House. The teachers are:

- i) Dr. Shankar Sahu (Stage I to II)
- ii) Dr. Tahira Bhatt (Stage I to II)
- iii) Dr. Sujalā Kalitay (Stage I to II)

The House unanimously resolved to recommend the same for further action.

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

Sujalā K.



KURSEONG COLLEGE  
KURSEONG


DATE: 01/12/2023

NOTICE

A meeting of the IQAC will be held on 04/12/2023 (Monday) at 1:00 p.m. in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.


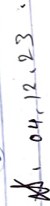
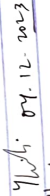


Agenda:

1. Confirmation of resolution adopted in meeting held on 11/10/2023
2. IQAC initiatives for Criteria III & IV
3. AQAR for 2022-2023
4. CAS proposal of Mr. Manabindu Das (Stage I to II)
5. AOB

  
(Dr. Srijana Rai)  
Co-ordinator  
IQAC

A meeting of the ISAC is held on 4/12/2023 at 1:00pm to discuss the given agenda

The following members are present:-

1. Danu Mohora   
- Moderator (4.12.23)
2. Benny Mishra Rai
3. Dipen Sherpa   
4.12.23
4. Dr. Yogendra Karki   
7th 04.12.2023
5. Dr. Neelee K. C. Lepcha   
4/12/23
6. Satish Tamang
7. Sugana L.
8. Anil Shrestha   
4/12/23

Members Absent

- 1) Dr. Samir Bal
- 2) Dr. Upendra Adhikari
- 3) Mrs. Sheetal Ratal
- 4) Mrs. Sarswati Mohara
- 5) Mr. Sudhanshu K. Shaw
- 6) Mrs. Anah Erita Gurung

Resolutions:-

1. The meeting began with permission from the chair and welcome note by the co-ordinator. The co-ordinator welcomed two new members Mrs. Sarswati Mohara (Teacher in the ISAC vij) and Mr. Dipen Sherpa (In Council Secretary) and Mr. Principal the meeting the absence of the Principal Khata, Associate Professor Department of Nepal. The co-ordinator read out the resolutions adopted in

The previous meeting of the JAC held on 11/10/2023. The following modifications were made :-

a) With regard to Agenda 2(a) i.e. modification of Teacher's Diary as per suggestions put forward by the NAC Peer Team, the House entrusted the responsibility for the same to Dr. Amit Shankar to be placed in the next meeting for further discussion and approval.

b) With regard to Agenda 2(b) i.e. Academic Calendar to be formed in consultation with the different sub-committees / departments the House entrusted the responsibility for the same to Dr. Srijana Rai to be placed in the next meeting for further discussion and approval.

c) With regard to Agenda 2(d) i.e. initiation of Remedial classes for slow learners and the matter having already been placed in the meeting of the Teachers' Council dated 28/11/2023, and the matter being deferred to the next meeting thereof the House unanimously resolved to put forward the following suggestion for its implementation in the forthcoming semesters. The heads of the Department will identify the slow learners based on the performance of the students in their University examinations and assign the different teachers of the Department for conducting remedial classes for the slow learners.

All other resolutions were confirmed.





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2. The House unanimously resolved to undertake the following initiatives for the session 2023-24 related to Criterion III & IV.
- The House resolved to conduct one seminar/workshop on Research Methodology in collaboration with the Research sub-committee during March / April 2024.
  - The House unanimously resolved to publish one edited book with ISBN containing research papers authored by the faculty of Kurseong College. The topic for the same to be decided in the next meeting of the IQAC.
  - The House unanimously resolved to recommend the setting up of more MoUs and conduct of student and teacher exchange programmes under the given MoUs.
  - The House unanimously resolved to recommend the installation of one LED projector each for the faculty of Arts, Science and Commerce for enhancement of ICT in teaching learning.
  - The House unanimously resolved to recommend the installation of one desktop computer and printer each for all the Departments for enhancement of ICT in teaching learning.
  - The House unanimously resolved to recommend the purchase of books for competitive examinations as per suggestions put forward by NAAC Peer Team.
  - The House unanimously resolved to



Ref No

Date

recommend the creation of a section of rare books in the library.

- h. The House unanimously resolved to recommend the creation of a section for faculty publications in the library wherein the first page, abstract and the references of journal publications by the faculty of the college shall be displayed. The same to be displayed in the college website.
- i. The House unanimously resolved to recommend the creation of a section in the library for display of books of regional language.
- j. The House unanimously resolved to recommend the installation of more CCTV cameras at strategic locations in the college campus.
- k. The House unanimously resolved to recommend increasing the bandwidth of internet connection in the campus.
- l. The House unanimously resolved to recommend carrying out the Audit of the Teachers' Council Fund for 2022-23.

3. The Co-ordinator informed the House regarding the submission of ASAR for the session 2022-23. The task for collection of data for the same was entrusted to the following members. The last date for collection of data along with all supporting documents is 22/12/2023. The members shall be required to upload relevant data for their respective criteria in the NAAC portal.





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Criterion I - Dr. Upendra Adhikari and  
Mrs. Sarswati Mohora.

Criterion II - Mr. Benoy Kishore Rai

Criterion III - Dr. Anit Shankar

Criterion IV - Mrs. Sheetal Nath

Criterion V - Dr. Neelee K-C. Lepcha and  
Dr. Dawa Sherpa.

Criterion VI - Mr. Satish Jamang, ~~and~~  
Mr. Dipen Sherpa and  
Dr. Sujana Rai

Criterion VII - Dr. Yogesh Khatri.

4. The CAS proposal of one (01) teacher, Mr. Manabindu Das (Stage I to II) was placed before the House and after careful perusal of the same, the House unanimously resolved to recommend the same for further action.

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

Sujana





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**KURSEONG COLLEGE**  
**KURSEONG**

**DATE: 20/12/2023**

## **NOTICE**

A meeting of the IQAC will be held on 21/12/2023 (Monday) at 10:30 a.m. in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

**Agenda:**

1. Confirmation of resolution adopted in meeting held on 04/12/2023
2. AQAR 2022-23
3. AOB

A handwritten signature in blue ink, appearing to read 'Srijana Rai'.

**(Dr. Srijana Rai)**  
**Co-ordinator**  
**IQAC**



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A meeting of the IQAC was held on 21/12/2023 at 10:30am in Room No. 5 (CPWAC Room) to discuss the given agenda.

The following members are present.

- 1) Dr. Samir Bal
- 2) Dr. Sijana Rai
- 3) Dr. Anit Shankar
- 4) Mrs. Sheetal Thatal
- 5) Mr. Dipen Shorpa
- 6) Dr. Neelee K. C. Kopecha
- 7) Mr. Satish Jamang
- 8) Dr. Dawa Shorpa
- 9) Dr. Yopesh Khali
- 10) Dr. Upendra Adhikari

*(Handwritten signatures and notes on the right side of the page, including names like Sijana Rai, Sheetal Thatal, Dipen Shorpa, Satish Jamang, Dawa Shorpa, Yopesh Khali, and Upendra Adhikari.)*

## Members Absent

- 1) Mr. Benoy Kishore Rai
- 2) Mrs. Saraswati Mohora
- 3) Mr. Sudhangshu Kr. Shaw
- 4) Ms. Anish Ester Gurung

## Resolutions:-

1. The meeting began with permission from the chair and welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the previous meeting of the IQAC held on 4/12/2023. The following modifications were made:-

(a) With regard to Agenda 1(a) i.e. modification of Teachers' Diary as per suggestions put forward by the NAAC peer team, the

modified Teachers' Diary displayed before the House by Dr. Amit Shukla. The House unanimously approved the same.

b) With regard to Agenda 1(b) i.e. Academic Calendar to be formed in consultation with the different sub-committees/departments, Dr. Sujana Rai informed the House that the same will be prepared when the College reopens in February 2024.

c) With regard to Agenda 1(c) i.e. initiation of remedial classes for slow learners of the House, the House unanimously resolved to put forward the following suggestion for its implementation for the forthcoming semesters. The Heads of Department will identify the slow learners based on the performance of the students in their university examinations of the previous year and assign the different teachers of the Department for conducting remedial classes for the slow learners in the papers/subjects in which the students have failed.

d) With regard to Agenda 2(b) i.e. publication of one edited book by the IQAC, the responsibility for understanding the procedures required for obtaining ISBN was entrusted to Dr. Yogesh Khat.

e) With regard to Agenda 2(c), the responsibility for communicating with Mr. Sumantra Bhattachajee, Gurdas College regarding the modalities for setting up of HOD between Gurdas College and Karseem College was entrusted to Mr. Dipen Sheela.



1) With regard to Agenda 2(k) i.e. increasing the bandwidth of internet connection in the campus, the responsibility of searching for availability of new service providers with better internet connectivity was entrusted to Mr. Dawa Sherpa.

All other resolutions were confirmed.

(2) Regarding the submission of AQAR for the session 2022-23, the Co-ordinator informed the House that data collection for Criterion II and Criterion III have been completed. The task for the remaining criteria is in progress. In view of the upcoming winter ~~had~~ vacation, the HBC was unanimously resolved to complete the task of data collection along with all supporting documents and upload in NAAC portal by 29th February 2024.

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

Signature

KURSEONG COLLEGE  
KURSEONG

DATE: 20/02/2024

**NOTICE**

A meeting of the IQAC will be held on 23/02/2024 (Friday) at 1:30 p.m. in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

Agenda:

1. Confirmation of resolution adopted in meeting held on 21/12/2023
2. AQAR 2022-23
3. AOB



(Dr. Srijana Rai)

Co-ordinator

IQAC

A meeting of the IBAC is held on 23/02/2024 at 1:30pm in Room No. 5 to discuss the given agenda.

The following members are present

- 1) Dr. Sanvir Bal
- 2) Dr. Sujana Rai
- 3) Dr. Anil Shankar
- 4) Mr. Satish Tamang
- 5) Mrs. Sheetal Thakral
- 6) Mrs. Sarswati Mohare
- 7) Dr. Yogesh Khatri
- 8) Mr. Birey Kishore Rai
- 9) Dr. David Sherpa
- 10) Mr. Dipen Sherpa
- 11) Dr. Mendrez Adhikari

~~Sanvir Bal~~  
~~23/2/24~~

~~23/2/24~~

~~23/2/24~~

~~23/2/24~~

~~23/2/24~~

~~23/2/24~~

~~23/02/24~~

~~23/02/24~~

Members Absent

- 1) Dr. Neelee K-C. Sepcha
- 2) Mr. Sudhangshu Shaw

Resolutions.

(1) The meeting began with permission from the chair and welcome note by the co-ordinator. The co-ordinator read out the resolutions adopted in the previous meeting of the IBAC held on 21/12/2023. The following modifications were made.

(a) With regard to Agenda 1(d) i.e. publication of an edited book by the IBAC, the





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procedures for obtaining the ISBN was explained by Dr. Yogesh Khatri. The House resolved that necessary steps in this direction would be taken only after obtaining detailed information regarding the same.

All other resolutions were confirmed.

(2) With regard to collection of data for ASAR 2022-23, it was informed by the members concerned that data collection for criteria IV, V and VI have been completed. The data would be uploaded in the NAAC portal. The task it was resolved that all tasks to be completed by 27th February 24. The House also resolved to ensure completion of the Teachers' Council fund for 2022-23.

A.O.B - (3) The Co-ordinator informed the House regarding the receipt of ~~resign~~ a letter (through whatsapp) from Dr. Upendra Adhikari regarding his inability to continue as member of IQAC. After discussion, the House unanimously resolved that the matter will be placed in the meeting of the Governing Body of the college for necessary action.

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

Srijan L.



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

KURSEONG COLLEGE

KURSEONG

DATE: 17/05/2024

## NOTICE

A meeting of the IQAC will be held on 21/05/2024 (Tuesday) at 2:00 p.m. in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

**Agenda:**

1. Confirmation of resolution adopted in meeting held on 23/02/2024
2. AQAR 2022-23
3. Selection of new members
4. AOB

A handwritten signature in blue ink, appearing to read 'Srijana Rai'.

(Dr. Srijana Rai)

Co-ordinator  
IQAC



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Ref No

Date

A meeting of the IQAC is held on 21/05/2024 (Tuesday) at 2:00 pm in Room No. 5 (IQAC Room) to transact business related to the given agenda.

The following members are present.

- (1) Dr. Sanir Bal
- (2) Dr. Sijana Rai
- (3) Dr. Neelce K-C. Lepcha
- (4) Mr. Benay K. Rai
- (5) Dr. Anil Shankar
- (6) Mrs. Sarswati Mohora
- (7) Mrs. Sheetal Thatal
- (8) Dr. Yogesh Khati
- (9) Mr. Dawa Sherpa
- (10) Mr. Dipen Sherpa

Sanir Bal  
21/05/2024

Sijana Rai  
21/05/24

Neelce K-C. Lepcha  
21.05.24

Anil Shankar  
21/05/2024

Sarswati Mohora  
21/5/24

Sheetal Thatal  
21/5/24

Yogesh Khati  
21/5/24

Dawa Sherpa  
21/5/24

Dipen Sherpa  
24/5/24

- ~~(11) Dr. Anil~~
- ~~(12) Dr. Anil~~
- (12) Sndhangshu Kr. Shaw

S. Shaw 24/5/24

Members Absent :-

- (1) Dr. Upendra Adhikari
- (2) Mr. Satish Janang.

## Resolutions:-

- (1) The meeting began with permission from the chair and welcome note by the Co-ordinator. The Co-ordinator read out the resolutions adopted in the previous meeting of the IQAC held on 23/02/2024. The House unanimously confirmed the same.





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- (2) The Co-ordinator informed the House that the AQAR 2022-23 has been submitted in the NAAC portal on 13<sup>th</sup> May 2024. It was further unanimously resolved that in case of any query in AQAR it will be resolved by the respective member(s) responsible for uploading of the said metric(s).
- (3) The Principal informed the House that the present IQAC which was constituted on 24<sup>th</sup> March 2022 has completed its term of two (02) years on 24<sup>th</sup> March 2024. As such the committee may be reshuffled and new members may be incorporated as resolved and approved in the meeting of the Governing Body held on 22/04/2024. It was also resolved in the said meeting of the Governing Body that the names of the new members shall be recommended by the Teachers' Council and approved by the Governing Body. It was unanimously resolved by the House that the new Co-ordinator will be selected by the IQAC after inclusion of new members.

## (4.) AOB

- (i) The Principal tabled the proposal for organising one day workshop on Curriculum Restructuring for FYUGP by IQAC in collaboration with the University of North Bengal for all colleges affiliated to the University of North Bengal. The Principal proposed that the resource persons for the workshop will be invited from the University of North Bengal. The House unanimously resolved to approve the same. The tentative date of the workshop was 31<sup>st</sup> May / 1<sup>st</sup> June 2024 (subject to



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availability of resource person(s). The responsibility for preparation of brochure, google form for registration, invitation, flex and certificates of participation was entrusted to Mr. Benoy Kishore Rai and Dr. Amit Shankar. The responsibility for provision of lunch was entrusted to Dr. Dawa Sherpa and Mr. Dipen Sherpa. The responsibility of conducting the programme i.e. Master of Ceremonies was entrusted to Dr. Yogesh Khati. It was resolved that a meeting of the IQAC will be held for discussing modalities related to the workshop after the date of the workshop has been finalised.

(ii) The Co-ordinator raised the issue of conducting the Students' Satisfaction Survey for the final semester students. The responsibility for the same was entrusted to Mr. Benoy Kishore Rai. The House further resolved to conduct feedback on teaching & learning from other stakeholders viz. teachers and alumni as well. It was also resolved to conduct feedback on all faculty by the students. To maintain confidentiality of such report the google form for the said feedback will be prepared by the individual teacher as per given format.

(iii) The CAS proposal of three (03) teachers viz. Dr. Prasanta Sarker, Department of Hindi (Stage III to IV), Mr. Subhashish Das, Department of Mathematics (Stage III to IV) and Dr. Manadev Roy, Department of History (Stage III to IV) was tabled by the Co-ordinator. After careful perusal of the submitted documents, the CAS proposal of Dr. Manadev Roy, Department of History (Stage III to IV) was





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Recommended by the House for necessary action whereas the CAS proposal of Dr Prasanta Sarkar, Department of Hindi (Stage III to IV) and Mr. Subhashish Das, Department of Mathematics (Stage III to IV) was found to be incomplete, hence sent back with necessary suggestions & comments.

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

Srijana K.





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## INTERNAL QUALITY ASSURANCE CELL KURSEONG COLLEGE KURSEONG

DATE: 04/05/2024

### NOTICE

A meeting of the IQAC will be held on 06/05/2024 (Thursday) at 1:30 pm in Room No. 5 (IQAC Room). All the members are requested to attend the meeting.

#### Agenda:

- 1) One Day Workshop on Curriculum Restructuring for FYUGP.

Handwritten signature of Dr. Srijana Rai.

Dr. Srijana Rai  
Co-ordinator  
Internal Quality Assurance Cell  
Kurseong College.



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Ref No

Date

A meeting of the IQAC is held on 06/06/2024 (Thursday) at 1:30pm in Room No. 5 (IQAC Room) to discuss the given agenda.

## Members Present:-

- (1) Dr. Samir Bal Samir Bal 06/06/2024
- (2) Dr. Sujana Rai Sujana Rai 06/6/24
- (3) Dr. Yogesh Khat Yogesh Khat 06/06/24
- (4) Dr. Neelee K-C. Lepcha Neelee K-C. Lepcha 06/06/24
- (5) Mr. Benay K. Rai Benay K. Rai 06.06.24
- (6) Mr. Satish Tamang Satish Tamang 6/6/24
- (7) Dr. Dawa Shepa Dawa Shepa 6/6/24
- (8) Mrs. Sheetal Thatal Sheetal Thatal 06/06/2024
- (9) Mr. Dipen Shepa Dipen Shepa 06/06/2024
- (10) ~~Dr. Neelee K. C. Lepcha~~ ~~Neelee K. C. Lepcha~~
- (10) Sudhangshu Krshaw Sudhangshu Krshaw - 6/6/2024

## Members Absent:-

- (1) Dr. Upendra Adhikari
- (2) Dr. Anil Shankar
- (3) Mrs. Sarswati Mohora

## Resolutions:-

- (1) The meeting began with permission from the chair and a welcome note by the Co-ordinator. The Co-ordinator read out the resolutions adopted in the meeting of the Committee held on 21/05/2024. Regarding submission of AQR 2022-23, the Co-ordinator informed the House regarding the successful approval of the same in the NAAC postal





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on 29/05/2024. The Principal congratulated and thanked the co-ordinator and all the members for the same. All other resolutions were confirmed by the House.

(2) The Principal informed the House regarding the date for the One Day Workshop on Curriculum Restructuring for FYUGIP. After discussion and talk with the resource persons from the University of North Bengal the date for the workshop was fixed on 12th June 2024. The Principal also informed the House that the information regarding the date of the Workshop was circulated to all colleges under the University of North Bengal by the officials of the Office of the Registrar, University of North Bengal. In view of the said workshop it was unanimously resolved by the House to allocate the various responsibilities among the members of the IQAC and the members of the Debate & Seminar sub-committee as given. The duty to be allocated to Non-Teaching Staff also.

Nature of Duty

Name of Staff Members

Registration Desk

Mrs. Sheetal Thotal  
Dr. Tahira Batt  
Dr. Karma Lhamu  
Mrs. Sushma Subba  
Mrs. Sujana Pradhan (NTS)

Lighting of Inaugural Lamp  
and Presentation of Khada  
& Mementos to Guests

Dr. Neelee K-C. Lepche  
Mrs. Sarmistha Das  
Mrs. Bijayata Pradhan  
Mrs. Pranita Pradhan





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Tea, Refreshments & Water	Mr. Subhasish Das Dr. Prasanta Sarkar Mr. Kamal Sarkar
Question & Answer Session	Dr. Manadev Roy Mr. Chanchal Adhikary
Lunch	Dr. Dawa Sheepa Mr. Satish Tamang Mr. Dipen Sheepa Dr. Suday Mohapatra Dr. Sapan Pradhan
Collection of Feedback form & Certificate Distribution	Mrs. Sarswati Mohora Miss. Monica Chohan Mrs. Jelina Pradhan
Geo - Tagged Photos	Dr. Rajib Debnath Dr. Shankar Prasad Sah Mr. Binay Rai (NTS)
Certificate Writing	Mr. Binay Kishore Rai
Master of Ceremonies	Dr. Yogesh Khatri
Technical Support	Mr. Sumendra Chettri (NTS) Mr. Anurodh Das (NTS) Mr. Binay Rai (NTS)
Printing & Putting up Flex	Dr. Dawa Sheepa
Registration Kit	Mrs. Sheetal Thatal Mr. Chanchal Adhikary



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Hall Arrangement

All IQAC members  
Dr. Sujata Kalikotay  
Mr. Biswadeep Bonjan  
Mr. Rama Routh (NTS)  
Mr. Abid Ali (NTS)  
Mr. N.B. Chettri (NTS)  
Mr. Pemba Sherpa (NTS)

Printing of Feedback Form  
& Certificates

Mr. Bimal Sharma (NTS)

Memento for Guests

Mr. Boney Kishore Rai

Lunch for NSS and  
Nature Club Volunteers

Dr. Sujata Kalikotay  
Mr. Biswadeep Bonjan

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

Sujata