

INTERNAL QUALITY ASSURANCE CELL
KURSEONG COLLEGE

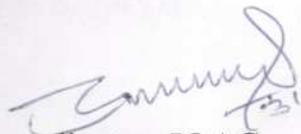
NOTICE

DATE: 13/11/2018

A meeting of the IQAC, Kurseong College will be held on 22/11/2018 at 1:30pm in the IQAC Room (No. 5) to discuss the following agenda.

1. Confirmation of the resolutions of the IQAC meeting held on 8th March 2018.
2. Online submission of AQAR 2016-17.
3. NAAC Accreditation- 2nd Cycle.
4. Feedback from stakeholders
5. AOB

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


13/11/18
Co-ordinator, IQAC
(Dr. Upendra Adhikari)

A meeting of the IGAC, Kinseong College was held on 22.11.2018 at 3:30 pm in the IGAC Room (No. 5) to discuss the following agenda:

1. Confirmation of the resolutions of the IGAC meeting held on 8th March 2018
2. Online submission of AQAR 2016-17.
3. NAAC Accreditation - 2nd Cycle.
4. Feedback from stakeholders
5. AOB.

The following members were present:

- 1) DR. SAMIR BAI
- 2) Upendra Adhikari
- 3) BENJOY KISHORE RAI
- 4) Yogesh Khich
5. Subhanshi Das
6. Sumanta Bhattacharjee
7. DR. S.P. MOLOMMU
- 8) SRIJANA RAI
9. Dr. Jhrit Shankar

Samir Bai
Upendra
Benjoy Rai

$\frac{1}{2}$

Subhanshi
Sumanta

S.P. Mollomu
Srijana Rai
Jhrit Shankar

Minutes:

1. The meeting began with the permission of the chair and with a welcome note by the Co-ordinator. The House tabled the resolutions of the meeting held on 8.3.2018 and confirmed the same. The Co-ordinator informed the house that the names of three teachers as recommended for inclusion in its committee by the IGAC (meeting dated 8.3.2018) has been approved in the meeting of Governing Body held on 28.4.2018
2. The Co-ordinator tabled before the house concerns regarding the submission of AQAR for the session 2016-17 which has been long pending. He further notified the House the change in the mode of submission of AQAR to online through the HEI portal which was earlier being submitted through email. It was resolved unanimously that the matter should be treated as urgent and all pending work related

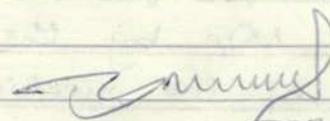
to data collection and compilation should be completed within the month of December so that the AQAR can be uploaded.

3. NAAC Accreditation being mandatory for all Higher Educational Institutions, the House expressed the urgent need to go for the 2nd Cycle of NAAC Accreditation as the 1st Cycle was valid for the period 2009 to 2014. The House conferred the responsibility of understanding the procedure and chalking out the plan of action for the same.

4. The house gave the responsibility for conducting the feedback on teaching-learning process for the session 2017-18 to Mr. Beroj Kishore Rai. He will also prepare and submit the report and recommendations from the feedback received to the House by the end of December.

AOB 1. The House discussed the need for different departments to organize National/International Seminars in order to reflect the performance of the College when the Institution undergoes the 2nd Cycle of NAAC Accreditation. The House resolved to appeal to all Heads of Departments to take necessary steps in this regard.

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



23/11/18
Co-ordinator
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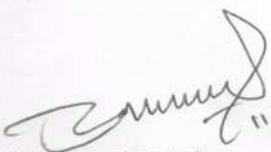
NOTICE

DATE: 11/02/2019

A meeting of the IQAC, Kurseong College will be held on 21/02/2019 at 1:30pm in the IQAC Room (No. 5) to discuss the following agenda.

1. Confirmation of the resolutions of the meeting held on 22/11/2018
2. Report of Co-ordinator Regarding NAAC Accreditation
3. Preparation of Academic Calendar for 2019-20
4. AOB

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



11/02/19

Co-ordinator, IQAC
(Dr. Upendra Adhikari)

A meeting of the IQAC, Kinseeng College was held on 21.2.2019 at 1:30 pm in the IQAC Room (No.5) to discuss the following agenda:

1. Confirmation of the resolutions of the meeting held on 22.11.2018
2. Report of Co-ordinator Regarding NAAC Accreditation
3. Preparation of Academic Calendar for 2019-20
4. AOB.

The following members were present:

- 1) DR. SAMIR BAL
- 2) Upendra Adhikari
- 3) Yogesh Khatu
- 4) Mrs. SRISANA RAI
- 5) BENON KISHORE RAI

Samir bal

Upendra

Yogesh

Srisana Rai

Benon Rai

Minutes:

1. The meeting began with the permission of the chair and with a welcome note by the co-ordinator. The House tabled the resolutions of the meeting held on 22.11.2018.

Regarding resolution no. 2, the Co-ordinator informed the house regarding the problem encountered during the uploading of AQAR 2016-17.

As per the new requirement of online uploading of AQAR of 2016-17 the link of the last uploaded AQARs, i.e., 2015-16, 2014-15 was found to be mandatory. Therefore, the House unanimously resolved to prepare the AQARs for the years 2014-15 and 2015-16 and upload the same by March 2019. The delegation of responsibilities for the work will be as per the resolution no. 2 adopted in the meeting of the committee held on 7.7.2014.

Regarding resolution no. 4, Mr. B.K. Rai submitted the student feedback report which was approved by the house for uploading in the college website.

All other resolutions were confirmed by the house.

2. Regarding the process of NAAC Accreditation the Co-ordinator informed the House that for submission of CCR the AQARs for the previous four years i.e. 2014-2018 needs to be submitted online. As such the House unanimously resolved to prepare the AQARs as resolved in resolution 1. The Co-ordinator also put forward the proposal to update the college website in accordance with the requirements of NAAC during AQAR submission.

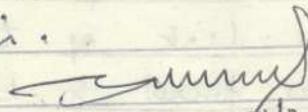
3. The House unanimously resolved to prepare the Academic Calendar for the academic session 2019-20. Mrs. Srijana Rai was given the responsibility for the same.

4. The house reiterated the need to install CCTV cameras at strategic locations in the campus with reference to Resolution no. 3 of the IQAC meeting held on 9.10.2017.

AOB 1.

The House unanimously resolved to invite Mr. Peter Lepcha, Assistant Professor, Department of English, Silesian College, Siliguri Campus for an invited lecture on how to go about NAAC. The responsibility for making arrangements and finalizing the date shall be taken by Mr. Yogesh Khatri.

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


7/2/19
Co-ordinator
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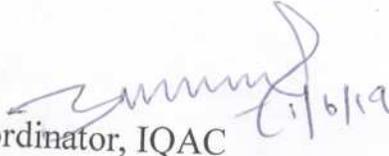
NOTICE

DATE: 1/06/2019

A meeting of the IQAC, Kurseong College will be held on 06/06/2019 at 1:30pm in the IQAC Room (No. 5) to discuss the following agenda.

1. Confirmation of the resolutions adopted in the meeting held on 21/02/2019.
2. Report of Co-ordinator on the status of AQAR for 2014-15, 2015-16, 2016-17 and 2017-18.
3. AOB.

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


Co-ordinator, IQAC
(Dr. Upendra Adhikari)

A meeting of the IQAC, Kurseong College was held on 6.6.2019 at 1.30 pm in the IQAC Room (no. 5) to discuss the following agenda:

- 1) Confirmation of the resolutions adopted in the meeting held on 21.2.2019.
- 2) Report of Co-ordinator on the status of AQAR for 2014-15, 2015-16, 2016-17 and 2017-18.
- 3) AOB.

Members present:

1. SAMIR BAL
2. Upendra Adhikari
- 3) SRIJANA RAI
4. MANABINDU DAS
- 5) Yogesh Khut
- 6) Sumanta Bhattacharjee
7. BENOY KISHORE RAI

Sami Bal
Jummy
Srijana Rai
Manabindu Das
YK
B
Benoy Kishore Rai

1) The meeting began with the permission of the chair and welcome note by the Co-ordinator. The House tabled the resolutions of the meeting held on 21.2.2019 and confirmed the same.

2) The Co-ordinator informed the House regarding the successful uploading of AQARs for the following years:

Academic Year	Date of Submission
2014 - 15	04.04.2019
2015 - 16	24.05.2019
2016 - 17	30.05.2019
2017 - 18	NOT complete.

The accepted AQARs have also been uploaded in the college website. However, the preparation of AQARs for 2017-18 has not been completed. The house resolved to complete the pending work and upload the same as soon as possible.

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

Jummy
6/6/19

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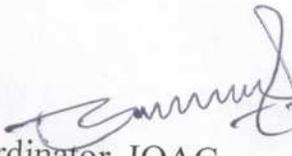
DATE: 20/06/2019

A meeting of the IQAC, Kurseong College will be held on 27/06/2019 at 1:30pm in the IQAC Room (No. 5) to discuss the following agenda.

Agenda:

1. Confirmation of the resolutions adopted in the meeting held on 06/06/2019
2. Status of AQAR for 2017-18.
3. Preparing plan of action for the academic year 2019-20.
4. AOB.

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


Co-ordinator, IQAC
(Dr. Upendra Adhikari)

20/06/19

A meeting of the IQAC, Kunseong College was held on 27.6.2019 at 1:30 pm in the IQAC Room (No. 5) to discuss the following agenda.

1. Confirmation of the resolutions adopted in the meeting held on 6.6.2019
2. Status of ASAR for 2017-18.
3. Preparing plan of action for the academic year 2019-20.
4. AOB.

The following members were present

1. SAMIR BAL
2. Upendra Athikari
3. Amit Shankar
4. SRIJANA RAI
5. MANABINDU DAS
6. Yogesh Khatri.
7. Sumanta Bhattacharjee
8. BENJOY KISHORE RAI

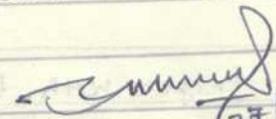
Samir Bal
Samir Bal
Srijana R.
Manabindu Das.
27.6.2019

- 1) The meeting began with the permission of the chair and a welcome note by the Co-ordinator. The House tabled the resolutions of the meeting held on 6.6.2019 and confirmed the same.
- 2) The Co-ordinator informed the House that the ASAR for the year 2017-18 was in its final stages of completion. It was resolved unanimously that the same will be uploaded at the earliest.
- 3) The IQAC prepared the Plan of action for the year 2019-2020
 - (i) As a step towards ensuring energy efficiency the IQAC proposed the replacement of the existing lighting system of the college by LED bulbs and tubes.
 - (ii) Since the introduction of the CBCS curriculum from the session 2018-19, there has been an increase in the need for more classrooms so that parallel classes can be conducted. The House put forward a proposal for augmentation of new classrooms from the upcoming session.
 - (iii) As a green initiative, the house proposed to conduct green audit of the campus for the session 2019-20.

4. AGM

I. The principal informed the House regarding the proposal for promotion through CAS of five (05) teachers viz. Dr. S.P. Melommu (Stage III to IV), Mrs. Srijana Rai (Stage III to IV), Mrs N.K.C. Lepcha (Stage II to III), Mr. Manab Roy (Stage I to II), Dr. Upendra Adhikari (Stage II to IV). The co-ordinator then informed the House that in view of the meeting of the Governing Body to be held on 08.05.2019 and the inability to convene a meeting of the IGAC at a short notice, the applications of the above mentioned teachers were examined by the co-ordinator. The incumbents being found eligible for promotion through CAS, their proposals were recommended by the co-ordinator to be placed in the meeting of the Governing Body, and the same have been approved.

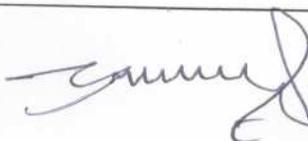
There being no other agenda, the meeting ended with thanks to and from the chair.


27/6/19

Co-ordinator
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ACTION TAKEN REPORT 2018-19

RESOLUTIONS	ACTION TAKEN REPORT
Feedback from Stakeholders	Students' Satisfaction Survey on Teaching-Learning and Evaluation conducted.
NAAC Accreditation-2 nd Cycle	<ol style="list-style-type: none">i. Invited lecture on "Preparation for NAAC" was delivered by Mr. Peter Lepcha, Salesian college, Siliguri campus for understanding the modalities of preparation of SSR and NAAC Accreditation.ii. AQARs for 2014-15, 2015-16, 2016-17 prepared and submitted in NAAC portal on 04/04/2019, 24/05/2019 and 30/05/2019 respectively.
Preparation of AQAR 2017-18	Process initiated.
Preparation of Academic Calendar 2019-20	Prepared and uploaded in college website.
Updating College website	<ol style="list-style-type: none">i. The Programme Outcomes and Course Outcomes for all subjects uploaded in college website.ii. Teachers' Profile updated in college website.



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