



# AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA

(ESTD-1959)

SUBHASNAGAR, P.O. - BENGAI, PS - GOGHAT

DIST - HOOGHLY, PIN CODE - 712611, W.B.

STD. : 03211 : 246235 / 246772 Email : akpc\_m@yahoo.co.in

## Notice

A meeting of the Internal Quality Assurance Cell (IQAC) for the session 2023-24 will be held on 16.02.2024 at 1.30 p.m. in the IQAC room of the College to discuss the following agenda. All the members of the IQAC are requested to attend the said meeting.

### **Agenda:**

1. To approve the resolutions adopted in the previous meeting of IQAC.
2. Submission of IQA to the NAAC.
3. Roadmap to NAAC SSR.
4. To discuss about the Administrative Training Programme for the non-Teaching staff
5. To prepare Academic & Administrative Audit (AAA) for every department and Green Audit for the institution.
6. To upgrade Medicinal Plant Garden.
7. To upgrade the organic farming and sapling distribution to the staff and local people.
8. To prepare and apply for National Institutional Ranking Framework (NIRF) in 2024
9. Miscellaneous.

*Sub*  
09.02.2024

Dr. Samir Kumar Nandy  
IQAC Coordinator

**IQAC Coordinator**  
**AKPC Mahavidyalaya**  
**Bengai, Hooghly**

*Paramartha Ghosh*  
09/02/2024

Dr. Paramartha Ghosh  
Principal & Chairperson of IQAC

**Principal**  
**A.K.P.C. Mahavidyalaya**  
**P.O.- Bengai, Dt. Hooghly**





# AGHOREKAMINI PRAKASHCHANDRA MAHAVIDYALAYA



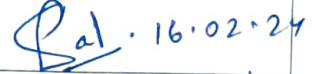

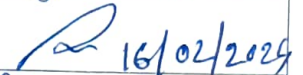

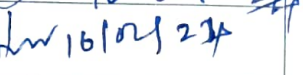
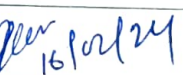
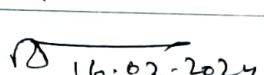
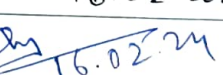
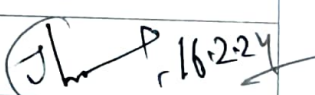
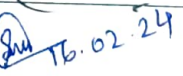
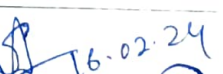
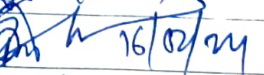

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Following members were present in the meeting

Sl. No	Name	Designation	Signature
1	Dr. Paramartha Ghosh	Chairperson & Principal	
2	Dr. Samir Kumar Nandy	Coordinator	 16.02.2024
3	Dr. Sandipan Pal	Member	 16.02.24
4	Dr. Tarun Ghosh	Member	 16/02/24
5	Dr. Jayanta Nandi	Member	 16/02/2024
6	Prof. Biswanath Kundu	Member	 16.02.2024
7	Dr. Ashoke Hazra	Member	 16/02/24
8	Dr. Prasenjit Bera	Member	 16/02/24
9	Prabhash Dey	Member	 16.02.2024
10	Prof. MuktiPrakash Roy	Member	 16.02.24
11	Prof. Joydeb Das	Member	— AB —
12	Prof Samaresh Chattaraj	Member	 16.2.24
13.	Dr. Shampa Mondal	Member	 16.02.24
14.	Sarmistha Adhikary	Member	 16.02.24
15	Prof. Bibhas Das	"	 16/02/24
16.	Shri Ujjwal Prasad Roy	Member, Local Community	— AB —
17	Shri Sunil Ghosh	Member, Industrialist	



## Resolution of the Internal Quality Assurance Cell (IQAC) Meeting

Date: 16.02.2024

Time: 1.30 p.m.

Venue: IQAC Room, A.K.P.C. Mahavidyalaya

### Agenda wise resolutions:

**1. Approval of Resolutions from Previous Meeting:** The resolutions adopted in the previous IQAC meeting held on 20.10.2023 were reviewed and approved.

### 2. Submission of IIQA to NAAC:

Dr. Nandy, IQAC Coordinator, informed the members that all AQARs (Annual Quality Assurance Reports) from 2017-18 to 2022-23 have been communicated to NAAC and accepted. As a result, the institution is now eligible for submission to the Institutional Information for Quality Assessment (IIQA) to NAAC. A draft copy of the IIQA was presented and discussed during the meeting. It was resolved that the final draft of the IIQA will be reviewed by the Coordinator and submitted to NAAC by March 2024.

### 3. Roadmap to NAAC SSR:

The roadmap for preparing the Self-Study Report (SSR) for NAAC accreditation was discussed and approved. Key milestones and deadlines were set, and a criteria wise sub-committee was formed to oversee the preparation process.

#### Criteria-Wise Sub-Committees:

To ensure a comprehensive and effective preparation process, sub-committees were formed, each responsible for one of the seven criteria specified by NAAC. The sub-committees will be as follows:

#### Criteria 1: Curricular Aspects

Chair: Dr. Rajib Kumar Mandal

#### Criteria 2: Teaching-Learning and Evaluation

Chair: Dr. Ashoke Hazra

#### Criteria 3: Research, Innovations, and Extension

Chair: Dr. Sandipan Pal

#### Criteria 4: Infrastructure and Learning Resources

Chair: Prof. Samaresh Chattaraj

#### Criteria 5: Student Support and Progression



Chair: Prof. Subrata Khanra & Prof. Yeasmin Begum

**Criteria 6: Governance, Leadership, and Management**

Chair: Prof. Bibhas Das

**Criteria 7: Institutional Values and Best Practices**

Chair: Prof. Muktiprakash Ray

Each sub-committee will be responsible for gathering relevant data, documenting practices, and preparing reports related to their assigned criteria. They will also coordinate with other departments and units to ensure that all necessary information is included.

**4. Administrative Training Programme for Non-Teaching Staff:**

The proposal for an Administrative Training Programme for non-teaching staff was approved. The training will cover administrative skills, office management, and IT competencies. The Training Coordinator will finalize the schedule and communicate details to the staff.

**5. Academic & Administrative Audit (AAA) and Green Audit:**

The IQAC approved the initiation of Academic & Administrative Audit (AAA) for each department and a Green Audit for the institution. The internal Green Audit and Energy Audit for the sessions 2021-22 and 2022-23 were completed, and the reports were submitted to the IQAC. After detailed discussion, it was resolved that the institution will apply to the University for an external Green Audit and Energy Audit for the sessions 2021-22 and 2022-23. The IQAC Coordinator will communicate this request to the University through the Principal in the near future.

**6. Upgrading Medicinal Plant Garden:**

The proposal to upgrade the Medicinal Plant Garden was approved. This includes enhancing the variety of plants, improving infrastructure, and integrating the garden into the curriculum. A budget and action plan will be developed by the Environmental committee.

**7. Upgrading Organic Farming and Distribution of sapling:**

The plan to upgrade the organic farming initiative and distribute saplings to the staff was approved. The initiative will aim to enhance the quality of produce and ensure regular distribution. The Environmental Committee will oversee this project.



## 8. Preparation and Application for National Institutional Ranking Framework (NIRF) 2024:

The IQAC approved the preparation and application for the National Institutional Ranking Framework (NIRF) 2024. A NIRF Task Force will be established to gather necessary data and prepare the application. The Task force will be led by Dr. Shampa Mondal, Associate Prof. of Physics.

## 9. Miscellaneous:

Any other matters of relevance were addressed under this agenda item. Various administrative, academic, and operational issues were discussed, and necessary actions were taken to address them effectively

The meeting ended with vote of thanks to the chair.



16.02.2024

Dr. Samir Kumar Nandy  
IQAC Coordinator

**IQAC Coordinator**  
**AKPC Mahavidyalaya**  
**Bengai, Hooghly**



16/02/2024

Dr. Paramartha Ghosh  
Principal & Chairperson of IQAC

**Principal**  
**A.K.P.C. Mahavidyalaya**  
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