



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

Date: 26.06.2019

Notice

A meeting of the Internal Quality Assurance Cell (IQAC) for the session 2019-20 will be held on 02.07.2019 (Tuesday) at 12.30 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 held on 21.05.2019.
2. To prepare the Plan of actions of the IQAC for the year 2019-20.
3. To continue the ADD-ON/Certificate course for the benefit of students.
4. To continue the collection of Feedback from different stakeholders.
5. To conduct the Administrative Training Program for the Office Staff.
6. To conduct an Orientation Program on the use of Library Resources by the Central Library of our college.
7. Misc.

A.K.K.
26.06.2019

Dr. Ashish Kar
IQAC Coordinator

IQAC Coordinator
AKPC Mahavidyalaya
Bengai, Hooghly

Dr. Paramartha Ghosh
26/06/2019

Dr. Paramartha Ghosh
Principal & Chairperson of IQAC

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



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The following Members are present in today's meeting :

Sl. No	Name	Designation	Signature
1	Dr. Paramartha Ghosh	Chairperson & Principal	<i>P. Ghosh</i> 02/07/2019
2	Dr. Ashish Kar	IQAC Coordinator	<i>A. Kar</i> 02/07/19
3	Dr. Samir Kumar Nandy	Member	<i>S. Nandy</i> 02.07.19
4	Dr. Triptimoy Mondal	Member	<i>T. Mondal</i> 2/7/19
5	Dr. Nirmalya Sensharma	Member	<i>N. Sensharma</i> 02/07/2019.
6	Prof. Biswanath Kundu	Member	<i>B. Kundu</i> 02.07.2019
7	Dr. Ashoke Hazra	Member	<i>A. Hazra</i>
8	Prof. Muktiprakash Roy	Member	<i>M. Roy</i> 02.07.2019
9	Sri Abhijit Bose	Member	<i>A. Bose</i> 02/07/2019
10	Sri Chandan Banerjee	Member	<i>C. Banerjee</i>
11	Sri Tarapada Bhattacharya	Member, Local Community	<i>AB.</i>

Minutes of the IQAC meeting held on 02.07.2019 (Tuesday) at 12.30 p.m. in the IQAC room of the College.

Principal Dr. Paramartha Ghosh took the chair to preside over the meeting.

Resolution 1: The resolutions of the previous IQAC meeting held on 21.05.2019 was read and confirmed without any modification.



Resolution 2. The members of the IQAC prepared the following plan of actions for the academic year 2019-20.

Plan of action for the year 2019-20

1. Plan to continue our efforts to familiarize the students/ other stakeholders with the academic and evaluation procedures under the new CBCS curriculum.
2. Plan to impart Administrative and Technical training to the NonTeaching Staff of the college.
3. Plan to increase the number of Class Rooms, Laboratory Rooms and Office Rooms in the college
4. Plan to offer Guidance/Technical help to the faculties for the preparation of proposals related to their promotion under CAS.
5. Plan to organize National / State / College level Seminars / Workshops / Awareness Program etc., jointly with different departments.
6. Plan to continue our efforts to familiarise the students/ other stakeholders with the academic and evaluation procedures under the new CBCS curriculum.
7. Plan to renovate three old buildings of our college, viz.,(a) Ground Floor of Old Administrative Building (b) Ground Floor of Bigyan Bhawan (Science Building) and (C) Sukanta Chatrabas (Boys' Hostel).
8. Plan to continue the construction work of UGC sponsored, two storied Indoor Sports Training Facilities.
9. Plan to introduce Add-On/ Certificate course for the students.
10. Plan to collect Feedback from different stakeholders and to prepare Feedback Analysis Report.
11. Plan to sign MOU with different Institutions for Student and Faculty exchange.
12. Plan to strengthen the Mentor Mentee relation.
13. Plan to take initiative for the shifting of entire Chemistry Department from the ground floor of Old Administrative Building to the Bigyan Bhawan (Science Building)
14. Plan to install a large Video Monitor at the lending counter of our Library for smooth computerized searching.

Resolution 3 Dr. Ashish Kar, the IQAC coordinator, has proposed the implementation of Add-on/Certificate courses in the curriculum this year, building upon the success of the previous year. The Principal, Dr. Paramartha Ghosh and the team members of the IQAC have expressed their appreciation for this initiative and are committed to introducing an increased number of add-on courses for the benefit of the students. They assure that this year's efforts will contribute to enhancing the overall educational experience by providing students with a broader range of valuable skills and knowledge.



Resolution 4. Similar to the previous year, the college is set to establish a comprehensive feedback mechanism aimed at soliciting input from all stakeholders, which includes students, parents, alumni, and teachers. This feedback is crucial for identifying both the strengths and weaknesses of the institution, facilitating necessary improvements, and ensuring that the college effectively meets the diverse needs of its stakeholders.

Dr. Kar has also conveyed that the feedback report for the session 2018-19 is nearly finalized and will be presented to the Governing Body through the Principal.

Resolution 5.

The college has identified the increasing demand for computer and internet skills in the daily official activities of our non-teaching staff. In response to this, an Administrative and Technical Training Program has been proposed. During discussions, it was unanimously agreed upon that the training would be a seven-day program scheduled for July 12th to July 18th, 2019.

To conduct this training, our faculty members, in collaboration with representatives of Lalani Computer Academy Private Ltd., will serve as trainers. The aim is to familiarize our non-teaching staff with the latest updates of our office and admission software.

The key topics to be covered in this training program include:

1. **Preparation of AISHE Data:**
 - Understanding the process of preparing AISHE data and uploading it onto the AISHE portal.
2. **Use of Updated Admission Software:**
 - Hands-on training on the latest version of the admission software to ensure efficient use.
3. **Online Transfer of Data:**
 - Demonstrating the seamless online transfer of data from the admission portal to our office software.
4. **PF-Software Usage:**
 - Training on utilizing the PF-software for calculating PF interest and preparing updated statements of PF-accounts for employees.
5. **Online Form Fill-up for University Examinations:**
 - Explaining the process of online form fill-up for University Examinations to streamline the examination-related activities.

Resolution 6: The College administration has resolved to organize an Orientation Program on the use of Library Resources and INFLIBNET N-LIST. The program is scheduled to take place



from 14th September to 20th September, 2019, at the Central Library. The IQAC Coordinator and the Librarian are requested to take the necessary steps to plan and execute the program efficiently.

Since no agenda came up for discussion under Miscellaneous, the meeting ended with vote of thanks to the Chairperson and President of the meeting.

Action taken Report of the previous IQAC meeting held on 21.05.2019

- 1 Feedback report for the session 2018-19 is nearly finalized and will be presented to the Governing Body of the college through the Principal.
- 2 03 Add-On courses are implemented.
- 3 Internal Academic Audit Report was done and should be sent to the University Audit team.

A.Kar 02/07/2019
Ashish Kar
IQAC Coordinator

IQAC Coordinator
A.K.P.C. Mahavidyalaya
Bengai, Hooghly

Dr. Paramartha Ghosh 02/07/2019
Dr. Paramartha Ghosh
Principal & Chairperson of IQAC

Principal
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