

QAC-NAAC
Hazi A K Khan College
Resolution of the online meeting held on 27.09.2021
Through online platform: Google Meet (link: <https://meet.google.com/ngx-emgp-hdk>)
From: 7 pm onwards

Proceedings of the IQAC meeting convened online through Google–Meet under the Chairmanship of Principal, Hazi A K Khan College on 27.09.2021

Members Present:

1. Dr. Goutam Kumar Ghosh, Principal, Chairperson
2. Dr. Krishnendu Munsi, Asst. Prof., Department of Education, IQAC Coordinator
3. Dr. Munmun Dutta, Asst Prof., Department of Philosophy
4. Dr. Piyali Dan, Asst. Prof., Department of History
5. Smt. Bidisha Munshi, Asst. Prof., Department of English
6. Dr. Pulokes Mandal, Asst. Prof., Department of Bengali
7. Shrabanti Sarkar, Asst. Prof., Department of Education
8. Prottyus Kumar Ghosh, SACT, Department of Geography
9. Bubai Ghosh, SACT, Department of Geography
10. Parimal Karmakar, SACT, Department of Geography
11. Prolay Kumar Saha, Cashier

Agenda:

1. To conserve records of college proceedings from inception of the college
2. To take necessary initiative to get 2 (f) and 12 (b) for the college
3. To frame and design Add-on / Certificate Courses for each Department
4. Misc.

Internal members of IQAC and members of NAAC Committee of the college, under the chairmanship of Hon'ble Principal sir, today met virtually.

Excerpts of the meeting:

Proceedings of the last meeting have been confirmed.

1. Regarding preservation of various NAAC related records following decision have been taken:
 - Year wise Data in varied capacity are to be collected from the very inception of the college to formation of the GB and preserved accordingly.
 - Regarding preparation of Student Profile and Financial Profile, the Accountant will compile finance and student's results related data. The Cashier, will compile the data related to Scholarships, NSS and Admission. Students-teacher ratio is also needed. They will submit these compiled data to the co-ordinator, IQAC within seven days. This way an event list covering the said period with particulars is to be prepared.
 - Regarding preparation of Teacher's profile, all the teachers including SACTs will be provided a sample copy. They will prepare the same accordingly and submit those to the co-ordinator, IQAC, for compilation within seven days.
 - Considering 2018-19 as the base session, the college will proceed accordingly, to face the NAAC in 2022-23 session, pursuing stipulated guidelines of the UGC .
 - Student and Guardian Feedback Forms have to be prepared and preserved.

- Each Department has to create Departmental Profile of their own, incorporating status and particulars of the department.
 - Initiatives are to taken by the Publication committee to publish the college magazine in regular manner.
 - Each Department has to prepare an information sheet on Students' Achievements and Placement. Concerned HODs and teachers of the Department have to take suitable measures regarding this.
 - Department wise seminars / webinars/ lecture series are to be convened Half-Yearly. HODs concerned will take necessary initiatives regarding this. IQAC has requested the college authority for necessary funding.
2. Principal sir has been requested to take necessary initiatives for procurement of 2(f) from the UGC.
 3. Convenor, Academic Subcommittee has been requested to chalk out plan to introduce Add-on / Certificate courses in the college at the earliest.

Misc.

1. To reconstruct the play-ground and to prepare a room for Yoga

Resolution

IQAC has recommended for reconstructing of the playground inside the college campus as well asfor taking initiatives to prepare rooms for Yoga Centre and a Multi gymnasium.

Action Taken Report

1. Policies about several important issues covering Professional Ethics and Code of conduct, Gender Policy, Green Policy, Perspective Plan, Grievance Redressal Policy, e-governance Policy and Student & Teacher Welfare Policy to be adopted by the college have been framed accordingly.
2. CAS related works for eligible teachers have been started at IQAC level.
3. Process to trace the Society Registration Certificate of the college has been started.
4. Initiatives for making ramp and toilet for the disabled have been taken.
5. Student's achievement / placement data are being collected by the Departments.
6. College magazine *Shiboni* has been published
7. MoUs for various purposes have been signed.
8. Mentor-Mentee groups have been formed likewise. Students have also been distributed accordingly among the ten groups so formed. Name of mentors has been appended.

Group	Mentor
I	Dr. Chandrani Pal
II	Dr. Krishnendu Munsi
III	Dr. Piyali Dan
IV	Dr. Pulokes Mandal
V	Bidisha Munshi
VI	Samim Aktar Molla
VII	Emanuel Hansda
VIII	Dr. Arun Kumar Singha
IX	Dr. Nanigopal Malo
X	Dr. Mummun Dutta

Sd/-

Dr. Piyali Dan & Bidisha Munshi

Co-ordinator, NAAC Committee, HAKKC Co-ordinator, IQAC, HAKKC

Krishnendu Munsi

Dr. Krishnendu Munsi



Goutam Kumar Ghosh

Dr. Goutam Kumar Ghosh

Principal
Hazi A. K. Khan College

Principal
Hazi A.K Khan College
Hariharpara, Murshidabad