



# Kabikan Kan Mukundaram Mahavidyalaya

ESTD - 2007

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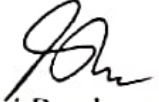
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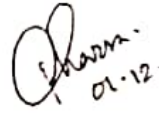


All the teaching, non-teaching and casual staff of our college are hereby notified that an urgent meeting will be held on 06/12/2022, Tuesday at 11.30 am. in the Smart Classroom (Room no 211) to discuss the following. Participation from all (including those having P.Day on the same date) is highly solicited.

1. Preparation of SSR for NAAC A&A.
2. Delegation of duties to the departments and persons concerned.

  
01.12.2022  
Dr. Chandrani Bandyopadhyay  
Teacher-in-charge  
Teacher in Charge

Kabikan Kan Mukundaram Mahavidyalaya  
Pin - 712413

  
01.12.2022  
Probhat Chandra Hazra  
Coordinator, IQAC

Extended IQAC Meeting dated 06/12/2022

An extended IQAC meeting with all the teaching, non-teaching and casual staff of the college on 06/12/2022 at 11:30 pm. in 211 No. Room (Smart classroom) in the presence of the following to discuss the issues mentioned below:

Agenda:

1. Preparation of SSR for NAAC A and A.
2. Delegation of duties to the departments and persons concerned.
3. Misc.

Members Present:

1. Chandrani Bandyopadhyay (SR) 06/12/2022
2. Prabhat Chandra Hazra, IQAC Coordinator — Phasen 06/12/2022
3. Sukanta Ghosh. 06/12/22.
4. Gopal Pandit 06.12.22
5. ~~Dr. Ananta Datta~~ - 05.12.22
6. Ananta Datta 06.12.22
7. Netaji Chandra Mondal 06.12.2022
8. Rajib Roy 6.12.2022
9. ~~Dr. Ananta Datta~~ 06.12.2022
10. Ananta Datta
11. Kanda Kumar Palchoudhury 6/12/2022
12. Dipak Kumar Naitik 6/12/2022
13. Nitish Kr. Batabyal
14. Monoj Kumar Roy 06/12/2022
15. Sukumar Ghosh 06/12/2022
16. Mitru Kumar Bora - 06/12/2022
17. Shyamshree Medda 06.12.2022
18. Mun Mun Acharya, 6.12.2022
19. Janushree Ghosh 6.12.2022.
20. Deepanjita Saha. 6/12/2022
21. Sheuli Rakshit. 06/12/2022.
22. Mahuya Medda 06/12/2022
23. Ranjan Mahapatra 06/12/2022
24. SK Abdul Rafiq 06/12/2022
25. Prasannjit Malik 06/12/2022

## Minutes and resolutions:

- i. At first the minutes and resolutions of the last meeting were read and confirmed.
- ii. The IQAC coordinator made a power-point presentation on the **Seven SSR Criteria** as prescribed by NAAC. He also made a self-assessment of the college in terms of its preparedness for the NAAC. Based on that analysis the following list of works has been prepared as per priority to recover the areas of weakness in our institution:

### a. WORKS TO BE DONE WITH IMMEDIATE EFFECT:

- Rearrangement of meeting minutes of all departments and all sub-committees (last five years) within 26.12.2022
- Academic Calendar from 2018-19 to 2022-23. (Academic Subcommittee)
- Initiation of Grievance Redressal System within two weeks.
- Gender related activities like awareness programs, health camps (Women's Cell) At least one initiative within 31.12.2022.
- Initiation of FEEDBACK SYSTEM (both online and offline) at the institutional as well as departmental level.
- Report of BLOOD DONATION CAMP from NSS Programme Officers in proper format within two weeks.
- Office work: Extended Profile Info within two weeks in format prescribed by NAAC.

### b. WORKS TO BE DONE MANDATORILY WITHIN JUNE 2023.

- \* At least 4 certificate/value-added courses
- \* Field Projects by Departments like History, Geography
- \* At least 2 Outreach/Extension activities directed towards community engagement and welfare by NSS.
- \* Observation of International Women's Day (8<sup>th</sup> March), World Environment Day (5<sup>th</sup> June) and two more days of National Significance.
- \* Several invited lectures/Seminars if possible
- \* Library Automation – Subscription of several e-journals, repositories, purchase of absolutely essential books as per CBCS demands.
- \* Basic IT facilities – Computer for students' use, one more smart classroom, an ICT enabled room for seminar purpose.
- \* Academic Audit and appraisal of performance of teaching and non-teaching staff.
- \* Registered Alumni Association and at least one or two contributions by the same.
- \* Alternate energy sources.
- \* Cycle stand for students
- \* Green Measures – Green Audit, Plantation programme, Plastic Free Campus, Waste Management System.

v. It was also decided that the college would start the pending works at the earliest so that the SSR could be submitted at the end of the current academic session.

vi. As there was nothing else to discuss, the meeting ended with vote of thanks to and from the chair.

*Dr. Chandrani Bandyopadhyay*  
06.12.2022

Dr. Chandrani Bandyopadhyay  
Chairperson, IQAC

Teacher in Charge

Kabi Kankan Mukundaram Mahavidyalaya  
Pin - 712413

*Prabhat Chandra Hazra*  
06-12-2022

Prabhat Chandra Hazra  
Coordinator, IQAC

Coordinator  
IQAC

KABIKANKAN MUKUNDARAM  
MAHAVIDYALAYA  
KESHABPUR HOUGHLY