



# NARASINHA DUTT COLLEGE

(Affiliated to the University of Calcutta)

129, Belilious Road, Howrah – 711 101

(Having 'B++' Grade in Re-accreditation by NAAC)

GSTIN: 19AACTN7786L1ZN

Ref.: .....


Date: .04/04/2019.....

## IQAC Meeting Notice

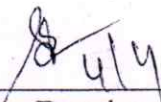
An in-house meeting of the IQAC will be held on Friday, 12/04/2019 at 12.00 Noon in Principal's chamber to consider the following. All members are requested to be present.

### Agenda:


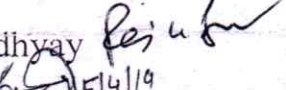
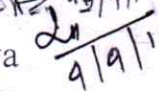
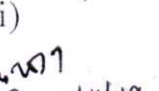
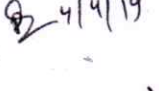
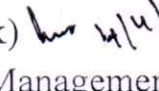
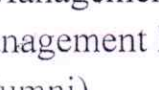
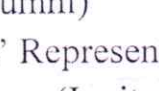
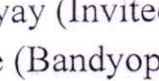
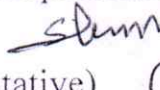
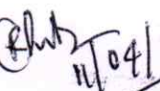
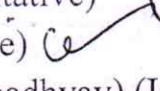
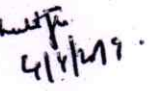
1. Discussion on Self Assessment Excel File to measure preparedness before the NAAC Evaluation sent by Department of Higher Education.
2. Misc.

  
 Dr. Kuntal Chattopadhyay  
 Co-ordinator, IQAC



  
 Dr. Soma Bandyopadhyay  
 Principal & Chairperson  
**PRINCIPAL**  
 NARASINHA DUTT COLLEGE  
 HOWRAH - 1

### Members of IQAC:

1. Prof. Kaberi Pal (Bursar) 
2. Prof. Rajkumar Gangopadhyay 
3. Prof. Subrata Kr. Basu 
4. Dr. Indranil Bhattacharyya 
5. Dr. Arpita Mandal (Nandi)
6. Prof. Gautam Ray 
7. Dr. Pampa Chakraborty 
8. Dr. Jayita Roy 
9. Dr. Kakali Biswas (Basak) 
10. Prof. Krishna Banerjee (Management Representative) 
11. Mr. Shekhar Kr. Sen (Management Representative)
12. Dr. Sukhendu Kanrar (Alumni) 
13. Mr. Rohit Raut (Students' Representative) 
14. Dr. Chandan Chattopadhyay (Invitee) 
15. Dr. Smritikana Chatterjee (Bandyopadhyay) (Invitee) 





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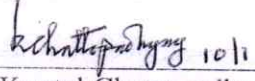
Date: .10/01/2019.....

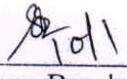
## IQAC Meeting Notice

A full house meeting of the IQAC will be held on Monday, 21/01/2019 at 1.30 P.M. in Principal's chamber to consider the following items of agenda. All members are requested to be present.

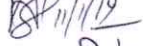
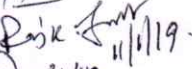

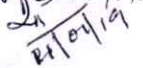
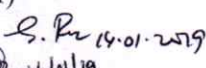
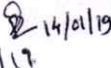
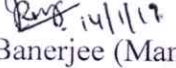
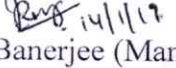
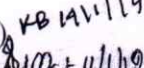
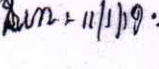
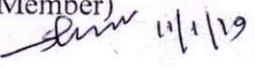

### Agenda:

1. Reporting and Ratification of IQAC activities during the current session of 2018-19 such as submission of AQAR (17-18), Feed back Analysis (17-18) and Online Students' Feed back (18-19).
2. Reporting and discussion on ongoing activities under RUSA 2.0 & other development initiatives.
3. To Review and Resend the Seminar Proposal to NAAC.
4. To discuss National and other Seminars to be organized in 2019.
5. Reporting and discussion on the College Journal, JOCAS.
6. To Review the newly introduced CBCS at the UG & PG levels.
7. Misc.

  
Dr. Kuntal Chattopadhyay  
Co-ordinator, IQAC

  
Dr. Soma Bandyopadhyay  
Principal & Chairperson  
Principal  
Narasinha Dutt College  
Howrah-711101

### Members of IQAC:

1. Prof. Kaberi Pal (Bursar)  11/1/19
2. Prof. Rajkumar Gangopadhyay  11/1/19
3. Prof. Subrata Kr. Basu  11/1/19
4. Dr. Indranil Bhattacharyya  11/01/19
5. Dr. Arpita Mandal (Nandi)  14.01.2019
6. Prof. Gautam Ray  14/1/19
7. Dr. Pampa Chakraborty  14/1/19
8. Dr. Jayita Roy  14/1/19
9. Prof. Krishna Banerjee (Management Representative)  14/1/19
10. Mr. Shekhar Kr. Sen (Management Representative)  11/1/19
11. Mr. Shankar Sanyal (External Member)
12. Dr. Swagata Mukherjee (External Member)
13. Dr. Sukhendu Kanrar (Alumni)  11/1/19
14. Mr. Subrata Sinha (Alumni)
15. Mr. Rohit Raut (Students' Representative)  14/1/19





Kuntal Chattopadhyay &lt;kc4u2013@gmail.com&gt;

**IQAC MEETING**

6 messages

**Kuntal Chattopadhyay** <kc4u2013@gmail.com>

Tue, Jun 18, 2019 at 10:06 PM

To: Krishna Banerjee <kbanerjee.ndc@gmail.com>, sukhendu kanrar <sukhen2003@gmail.com>, jayita roy <jayitagroy@gmail.com>, Pampa Chakraborty <pampa\_c@rediffmail.com>, Subrata NDC Basu <subratakr.basu2014@gmail.com>, Kakali Biswas <kakali70b@gmail.com>, apgauray@gmail.com, rajkumargangopadhyay@gmail.com, Indranil Bhattacharya <indranilneel31@gmail.com>, soma Banerjee <somabanerjee\_scc@yahoo.co.in>

Dear Colleagues,

A meeting of all in-house members of the IQAC shall be held on 24/06/19, Monday in Principal's chamber at 3 pm. You are requested to attend the same to transact the following agenda:

- a) To review the progress of work in connection with the 7 criteria allotted to seven working groups
- b) Miscellaneous

Regards,  
Dr. Kuntal Chattopadhyay  
Co-ordinator, IQAC

**Mail Delivery Subsystem** <mailer-daemon@googlemail.com>

Tue, Jun 18, 2019 at 10:07 PM

To: kc4u2013@gmail.com

**Address not found**

Your message wasn't delivered to **rajkumargangopadhyay@gmail.com** because the address couldn't be found, or is unable to receive mail.

[LEARN MORE](#)

The response was:

550 5.1.1 The email account that you tried to reach does not exist. Please try double-checking the recipient's email address for typos or unnecessary spaces. Learn more at <https://support.google.com/mail/?p=NoSuchUser> w9sor856139ybg.87 - gsmtip

Final-Recipient: rfc822; rajkumargangopadhyay@gmail.com

Action: failed

Status: 5.1.1

Diagnostic-Code: smtp; 550-5.1.1 The email account that you tried to reach does not exist. Please try 550-5.1.1 double-checking the recipient's email address for typos or



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Ref: .....

Date: 19/09/2018.

## IQAC MEETING NOTICE

A meeting of the IQAC shall be held on 28-09-18, Friday, at 2 p.m. in the IQAC room to discuss and resolve the following items of agenda:

### Agenda:

1. Submission of the AQAR for 2017-18 at an early date.
2. Finalization of the students' feedback analysis for the session 2017-18.
3. Finalization of the online students' feedback questionnaire for 2018-19.
4. Miscellaneous.

All in-house members of the IQAC are requested to attend the meeting.

*kc*  
19/9  
(Dr. Kuntal Chattopadhyay)  
Coordinator, IQAC



*S*  
19/9  
(Dr. Soma Bandyopadhyay)  
Principal & Chairperson, IQAC  
PRINCIPAL  
NARASINHA DUTT COLLEGE  
HOWRAH - 1

### Members of IQAC Committee

1. Dr. Soma Bandyopadhyay, Principal & Chairperson, IQAC
2. Dr. Kuntal Chattopadhyay, Co-ordinator *kc 20/9/18*
3. Prof. Kaberi Pal, Bursar
4. Prof. Rajkumar Gangopadhyay *R.K.G. 20/9/18*
5. Prof. Subrata Kr. Basu *S.K.B. 20/9/18*
6. Dr. Indranil Bhattacharyya *I.B. 20/9/18*
7. Dr. Kakali Biswas *K.B. 20/9/18*
8. Prof. Gautam Ray *G.R. 20.9.2018*
9. Dr. Pampa Chakraborty *P.C. 20/9/18*
10. Dr. Jayita Roy (Ghoshal) *J.R. 20/9/18*
11. Prof. Krishna Banerjee, Management Representative *KB 20/9*
12. Mr. Shekhar Sen, Management Representative *S.S. - 20/9*
13. Dr. Sukhendu Kanrar, Alumni *S.K. 20/9/18*



Minutes of the meeting dated 12/04/19

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Page : 1

Date :

The meeting of the DRAC in-house members is being held to-day, i.e. 12/4/19 with the following members present :

1. ~~Dr. 12/4/19.~~
2. Kchattopadhyay
- 3.
4. Sularata Kos. Basu
5. Sulekha Dikar
6. Chatterjee 12/4/19
7. Kakali Biswas (Basu) 12/4/19
8. Indrani Bhattacharya 12.04.19
9. Smriti Kaha Chatterjee (Bandyopadhyay) 12/4/19
10. Kaberi Pal 12/04/2019
11. Sankar Roy 12.04.2019

PPT presented by Prof. Jayita Roy to highlight things to be done. All members present discuss and deliberate over pertinent issues.

Relevant exercises to be initiated are discussed.

Working groups to be formed : —

1. Curricular Planning and Implementation
  1. Dr. Jayita Roy
  2. Dr. Anishka Saha
  3. Dr. Swapna Roychoudhury
  4. Prof. Meenakshi Pramanik
2. Teaching, Learning and Evaluation
  1. Dr. Kakali Biswas (Basak)
  2. Dr. Susmita Podder
  3. Prof. Bhim Rajak
  4. Dr. Smriti Kaha Chatterjee (Bandyopadhyay)
3. Research, Innovations and Extension
  1. Dr. Chandan Chattopadhyay
  2. Dr. Pampa Chakraborty
  3. Dr. Subhasish Chattopadhyay
  4. Dr. Shampa Sankar



4. Infrastructure and Learning Resources  
1. Prof Gautam Roy 2. Prof Shambhakar Mullick  
3. Sri Akhilesh Mandal 4. " Teeku garai

5. Student Support and Progression  
1) Dr. Sukhendu Karmakar 2) Prof Nimal Das  
3) Dr. Niladri Dey 4) ~~Dr~~ Prof Anshuman Sankar

6. Governance, Leadership and Management  
1. Dr. Indranil Bhattacharya 2. Prof Barali Ghosh Dastidar  
3. Prof Siddhartha Sen  
4. Dr. Raka Biswas

7. Institutional Values and Best Practices  
1. Prof Subrata Kumar Basu 2. Dr. Satish Sankar  
3. " Tanima Chakraborty 4. Dr. Mohua Guha

It is unanimously decided that three more teacher-members work in each committee (per vice versa) under above-mentioned convenor. ~~Rep~~ It is resolved that next IQAC meeting will be held at 12:00 in Principal's chamber to report to the works done to IQAC.

Misc → Seminar Proposal not granted by NAAC be re-discussed and sent afresh.

Khatun  
12/4/19  
Co-ordinator

12/4/19  
President



## Minutes of meeting dated 21/01/19

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Page: 1

Date:

A meeting of the IQAC is being held to-day i.e. 21/01/2019 with the following members present:

- ① Sankar Kumar Sanyal
- ② Dr. Swagata Mukhopadhyay.
- ③ Sukhendu Kumar
- ④ Anuragini Bhattacharyya 21.01.19
- ⑤ Jayita Ray
- ⑥ Gaurani Ray 21.01.2019
- ⑦ Raj Kumar Banerjee
- ⑧ Pampa Chakraborty
- ⑨ Kaberi Pal
- ⑩ Nakali Bhow (Bhow) 21/1/19
- ⑪ Rohit Raut 21/01/19
- ⑫ Subrata Kumar Basu 21/01/19
- ⑬ Kshatrapadhyay 21/1/19

### Agenda - 1.

A meeting to be held after the completion of feedback analysis of the students after IQAC meeting, tentatively in March.

Feedback analysis of at least one semester annually must be conducted, eg. 2, 4, 6 (at the end of each semester).

The departmental feedback should be discussed in each department and a feedback to be reported back to IQAC.

An option should be given whether the ~~students~~ teacher wants the actual feedback forms. The feedback forms should be returned from a stipulated time. Willing teachers can have an access to the original feedback forms.



Alumni Representative requested for online registration of alumni. The online registration is slow. A core committee to be formed for implementation of alumni association. A list to be prepared for the eminent alumni of ND college. Alumni has to contribute for the centenary celebration commencing from 2023-24.

### Agenda- 2

Total 2 cr sanctioned by RVSA 2.0. 1 cr has been received. PWD has taken the responsibility of construction and renovation of the college building.

Drainage and sewerage plan of the college has been taken up as a project with the advise of professors from Bengal Shikpur Engineering College.

### NIRF (National Institutional Ranking Framework)

- Teaching & Learning Activities.
- Research & other activities
- Perception

Weightage of each section varies.

- AISHE PORTAL
- WEB PORTAL
- STUDENT DETAILS



### AUDIT REPORTS

- PUBLICATIONS / WEB OF SCIENCE / WOBMED / SCOPUS
- GOVT ORDERS / MRP sanction letters

<sup>Draft</sup>  
 NTRF Sub Committee: Dr Indranil Bhattacharya (Convener)  
 Student Rep, Sekhar Sen, Subratakr Basu, Kahali Basak  
 Pampa Chakrobarty

A stakeholder meeting to be held. Govt. mandate to - all college to participate

e-mail to be ~~conducted~~ included in the admission form.

### Agenda-3.

The seminar proposal to be send to NAAC by reframing it.

### Agenda 4.

Seminar committee should meet the representatives of the department to organise national / state level seminar. Department should explore the possibilities of organising seminar from different funding agencies.

### Agenda-5

College Journal JOCAS is in the process of obtaining ISSN No.

### Agenda-6.

Student attendance should be made compulsory for second semester students. Examination system ~~is~~ is running smoothly.



Miscellaneous.

- An academic sub-committee meeting to be organised regarding 2<sup>nd</sup> semester
- ~~The~~ The copies to be installed in library with the initiative of college.
- Annual Convocation - 15<sup>th</sup> March in Sarat Sadan. 2.

→ Dr. Ajoy Roy

→ Prof. Basab Chaudhuri, ~~Registrar~~

→ ~~Prof. Basab Chaudhuri, Registrar~~

- Public Address System
- Electronic Board - for student facility information

Kchattopadhyay  
21/1/19

21/1/19



Minutes of the meeting dated 24/06/19

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Page: 01

Date:

The notified meeting of the DRAC is being held to-day, i.e. 24/6/19 with the following members present:

1. ~~Dr. 24/6/19~~
2. Khatapadhyay
3. Sulerata Kr. Basu
4. Kakali Primo (Bany) 24/6/19
5. Subhendu Kumar 24/6/19
6. Kaberi Pal
7. Pampa Chakraborty 24/6/19
- 8.
- 9.
- 10.

Primary progress reports as presented by the conveners/members of the seven working groups are discussed in a thorough manner to sort out the weaknesses/strengths in respect of each criterion.

The following resolutions are adopted in the meeting:

- ① Conveners shall submit (preferably e-mail) their reports with specific suggestions of improvements/works to be done to the DRAC Co-ordinators in 15 days which will be further discussed for immediate implementation as far as possible within a time-frame.
- ② Another DRAC meeting shall be convened on receipt of these reports.
- ③ Misc: A meeting of the specific sub-committee of DRAC shall discuss and finalize the issue of re-sending the Seminar Proposal to NAAE. The outcome of this meeting should be reported at the next DRAC meeting.

Khatapadhyay 24/6/19

24/6/19  
R. P. P. e.



# Minutes of meeting dated 28/9/18

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Page :

Date :

A meeting of the SRAC is being held to-day, i.e. 28/9/18 with the following members present :

1. ~~28/9/18~~
2. Kchallapadhyay
3. Raj Kumar Gangpadhyay 28/9/18
- 4.
5. Samant Raj 28.9.2018
6. Subrata Kr. Basu.
7. Sukhadu Kanwar
8. Kalati Bino (Bano) 28/9/18
9. Jayitabing
10. Krishna Bahuguna 28/9/18
11. Pampa Chakrabarty 28/9/18
12. Shukham Sen. 28/9/18.

## Agenda

- ① AAR to be submitted as soon as possible with necessary changes and alterations.  
(2017-18)
- ② Feedback to be modified with notes, regarding the suggestions placed by members.
- ③ Students feedback questionnaire 2018-19 need to be modified and the number of questions scaled down to 20 H.
- ④ Since Dr Arpita Vandi Mandal is on lien, a teacher representative can not be replaced inducted now.

Kchallapadhyay  
28/9/18

~~28/9/18~~