

A meeting of all in-house members of the IQAC shall be held on 9/9/2019 at 2-30 p.m. in Principal's Chamber to discuss the following items of agenda:

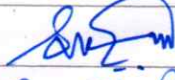
- ① To review and finalize the AQAR preparatory work for 2018-19
- ② To consider the drafting of a Code of Conduct handbook for students
- ③ To consider updating the college website.
- ④ To arrange invited lectures
- ⑤ To resend the proposal of a seminar to NAAC.
- ⑥ To prepare for NIRF process.
- ⑦ Miscellaneous.

All members are requested to attend the meeting.

Kchallapandya
2/9/19

Coordinator, IQAC
Narasinha Dutt College
Howrah

A meeting of the DRAC in-house members is being held to-day, i.e. 9/9/19 with the following members present:

1. Kchaltopadhyay
2. Rishi Kumar Gangopadhyay 9/9/19
3. Santanu Ray 09.09.2019
4. 
5. Jayjit Ray
6. Mahali Bhowm (Bhowm)
7. Subhendu Kumar
8. Pampa Chakraborty 9/9/19

The following resolutions were adopted in the meeting:

- ① All the seven working groups assigned with the work of the 7 criteria are requested to complete their work by November, 1st week with all data and suggestions.
- ② The job of drafting a Code of Conduct handbook for Students is entrusted to Prof. Santanu Ray, Prof. Rishu Kumar Ganguly & Prof. Subrata Kumar Bose.
- ③ A letter to be sent by the DRAC to the Principal for renovation and updation of the College Website.
- ④ Two invited lectures are proposed and accepted —
 - a) On Genomics (tentatively on 30/9/19) → Zoology
 - b) Galapagos Island → Botany
- ⑤ Dept. of Bengali proposes to arrange 2 lectures:
 - a) On Film and literature
 - b) On Vidyasagar (alongside an Exhibition)

- ⑥ Prof. Tajida Ghosh shall make necessary attentions in the Seminar Proposal and re-send the same to NAAC before the Pija holidays.
- ⑦ Prof. Subrata Kumar Basu & Prof. Tajida Ghosh shall attend the IQAC/NAAC Seminar at Arambh Girls' College on 19/9/19.
- ⑧ Prof. S.S. Mallick is requested to take care of the process relating to NIRF submission.

29/9/19.
President, IQAC

Lehatopadhyay
Co-ordinator, IQAC
Coordinator, IQAC
Narasinha Dutt College
Howrah



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: .29/11/2019....

IQAC Meeting Notice

An in-house meeting of the IQAC will be held on Thursday, 05/12/2019 at 2.30 P.M. Principal's chamber to consider the following. All members are requested to be present.

Agenda:

1. Preparation of AQAR.
2. Preparation of Teachers' Self Appraisal.
3. Students Feed Back.
4. Misc.

kchattopadhyay

Dr. Kuntal Chattopadhyay
Co-ordinator, IQAC

Soma
3/12

Dr. Soma Bandyopadhyay
Principal & Chairperson

PRINCIPAL
NARASINHA DUTT COLLEGE
HOWRAH - 1

Members of IQAC:

1. Prof. Rajkumar Gangopadhyay *R. G. 4/12/19*
2. Prof. Gautam Ray *G. R. 03.12.2019*
3. Prof. Subrata Kumar Basu
4. Dr. Kakali Biswas (Basak) *K. B. 3/12/19*
5. Dr. Pampa Chakraborty *P. C. 4/12/19*
6. Dr. Tandra Das *T. D. 07/12/19*
7. Dr. Shampa Sarkar *S. S. 3/12/19*
8. Dr. Pradip Kumar Tapaswi *P. K. T. 4-12-19*
9. Dr. Raka Biswas, TR, GB *R. B. 3/12/19*

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A meeting of the in-house members of the IQAC is being held to-day, i.e 5/12/19 with the following members present :

1. 5/12/19
2. Kanchanasri
3. P. K. G. -
4. Kanchanasri (Borah) 5/12/19
5. Pampa Chakraborty
6. Tandra Das 5/12/19
7. Shampa Sankar 5/12/19
8. Pradip Kumar Jaisankar 5-12-19
9. Prasanta Mandal 05.12.19
10. Sukhendu Kanungo
11. Samir Roy 05-12-2019

RESOLUTIONS OF THE MEETING:

1. Agendum relating to preparation and submission of AQAR for 2018-19:

- a) Online HEI registration be done as per current NAAC guidelines.
- b) The current AQAR format be provided in hard copy to IQAC so that preparatory work can be initiated at the earliest.
- c) Principal shall issue instruction to all HODs through e-mail to furnish relevant departmental data in soft copy only in the given format within 7 days.
- d) IQAC members shall consider within 7 days the already submitted AISHE & NIRF data with the help of the NIRF Co-ordinator & Prof. S.S.Mallick to check what and how much new data collection may be necessary for the AQAR (18-19).
- e) An informal meeting of the IQAC decided to be held on 16/12/19 at about 2 pm shall assess the progress and finalize the subsequent work-plan so that the AQAR can be submitted online by 30/12/19.
- f) IQAC may seek support from all Teaching & Non-teaching staff members to expedite the preparation and submission process of the AQAR.
- g) Immediate measures be taken with IQAC in the lead to update the data/features of the college website.

2. Agendum relating to new service record formats for teachers including the librarians

IQAC members consider and discuss the 2 formats submitted—the format for the teachers as submitted by the Convener, CAS sub-committee, and the format for the librarians as forwarded to the IQAC Co-ordinator. Following resolutions are adopted

- a) Principal, IQAC Co-ordinator & CAS sub-committee convener shall review the suggestions to finalize the format for teachers at an early date so that the new format may come into effect from January, 2020.
- b) The format for the librarians is unanimously accepted.

3. Agendum relating to Students' Feedback:

- a) Principal is authorized to proceed with the process of online feed-back of the outgoing 3rd year students immediately.
- b) Principal is authorized to arrange for the online feed-back of all outgoing semesters of UG & PG.
- c) Departmental as well as Individual analysis-reports of the last online students' feedback be mailed by the Principal at an early date.

4. Misc:

- a) New Proposal for Seminars be prepared and sent NAAC.
- b) JDPI be invited to deliver a talk on CAS related issues.

Behallopandey
5/12/19

**Coordinator, IQAC
Narasinha Dutt College
Howrah**

88
5/12/19



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Ref:

Date: .09/01/2020...

NOTICE

A meeting of the IQAC will be held on 16/01/2020 at 1.00 P.M. in Principal's chamber discuss and resolve the following items of agenda:

1. Finalisation of AQAR for 2018-19 for submission to NAAC.
2. Finalisation of the Mobile App for collection of Student's data.
3. Reporting by Principal regarding the work of Solar Energy Panel in progress.
4. Misc.

All members are requested to attend the meeting:

1. Prof. Gautam Ray *S. Ray 13-01-2020*
2. Prof. Rajkumar Gangopadhyay *Raj Kumar*
3. Prof. Subrata Kumar Basu *S. Basu 13/01/20*
4. Dr. Kakali Biswas (Basak) *K. Biswas 10/1/20*
5. Dr. Tandra Das *T. Das 10/1/2020*
6. Dr. Shampa Sarkar *S. Sarkar 10/1/20*
7. Dr. Pradip Kumar Tapaswi *P. Tapaswi 15-1-2020*
8. Dr. Raka Biswas, TR, GB *R. Biswas 13/1/2020*
9. Dr. Prasanta Mandal (Invitee) *P. Mandal 13.1.20*
10. Sri Shankar Sanyal (External Member)
11. Sri Tarak Chatterjee (External Member)
12. Prof. Amarnath Sanyal (External Member)
13. Dr. Sukhendu Kanrar (Alumni)
14. ~~Shri SK. ERSHAD ALAM -~~ *S. Kanrar 13/1/2020*

K. Chattopadhyay

Dr. Kuntal Chattopadhyay
Co-ordinator, IQAC

Howrah



S. Bandyopadhyay 9/1/2020
Dr. Soma Bandyopadhyay
Principal & President, IQAC

PRINCIPAL

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A meeting of the DRAC is being held to-day, i.e. 16/1/2020 in Principal's Chamber with the following members present:

1. Agl
2. Sankar Kumar Sanyal
3. Tarak Chatterjee
4. R. K. Kumar Gangopadhyay 16/1/2020.
5. Poojanta Mandal 16.1.2020
6. Saulam Roy 16-01-2020
7. Sukanta K. Basu
8. Kakati Binu (Basu) 16/1/20
9. Pradip Kumar Jaisani 16-01-2020
10. Raja Binu 16/01/2020.
12. Sukendu Kumar
13. Pampa Chatterjee 16/01/2020
14. Shampa Sankar 16/1/2020
15. S. K. Ershad Alam
16. Amar Nath Sanyal
17. Tandra Das 16/01/2020
18. Rehappa Dasgupta 16/01/2020

→ DRAC Co-ordinator welcomes the new nominee members.

Agendum:

- ① Details of the preparation of ARAR (2018-19) are reported by the DRAC Co-ordinator. Members actively participate in the discussion relating to the preparatory work which is underway and due to be completed shortly. The following issues/items are discussed and decided.
 - i) No of Smart Classrooms and ICT-enabled classrooms figured out for ARAR
 - ii) E-resources are being used by all departments
 - iii) Guidelines for mentoring system to be prepared by DRAC in consultation with the HoDs.
 - iv) For 'Best Practices' Thalassemia Screening and Counselling & Gradual Reduction in the Use of Papers in College Work
 - v) Registration of the College Alumni Association to be immediately renewed. Prof. Sukendu Kumar is entrusted with the responsibility

Chakraborty and Dr. Sudan Das in completing the data preparation for ARAR.

- * It is resolved that the ARAR for the session of 2019-20 be submitted to NAAC online by 12/2/2020.

It is also reported by the IQAC Co-ordinators that the process of HEI registration on NAAC Portal which is necessary for online ARAR submission has already been done.

- (2) IQAC Co-ordinator reports the details of the Mobile App to be introduced for collection of data from Students/teachers/Staff-members/Alumni for various institutional purposes.

The proposal is uniformly accepted.

- (3) Principal reports in details all about the installation of Solar Energy Panel in progress. Approval of WBREDA has been received and subsequent processing like the installation of NET-meter is in regular progress.

Misc.

- i) Prof. Amarnath Sanyal proposes to hold a seminar on non-conventional energy and also lectures by eminent persons. His proposal is accepted.

- ii) IQAC Co-ordinator proposes to hold meetings with different stakeholders. It is resolved that a meeting with the current students (Sem 2 & 4) shall be organized at the end of February, 2020.

16/2/2020

The meeting ends with thanks to the Principal in the Chair.

Kchatteropadhyay 16/2/20

Coordinator, IQAC
Narasinha Dutt College

NOTICE

All in-house members of IQAC are requested to attend an online meeting as convened by Principal on 18/5/2020. at 6-30 p.m. through Google Meet.

The information and the meeting link will be provided in the IQAC WhatsApp group of the College.

K. Chatterjee

17/5/2020

Coordinator, IQAC
Narasinha Dutt College
Howrah

Resolutions taken in online meeting with teachers in IQAC Narasinha Dutt College, Howrah held on 18.05.2020 from 18.30 to 19.30 Hrs.

Members present

1. Soma Bandyopadhyay
2. Kuntal Chattopadhyay
3. Krishna Banerjee
4. **Gautam Ray**
5. Kakali Biswas Basak
6. Raka Biswas
7. Prasanta Mandal
8. Tandra Das
9. Pampa Chakraborty
10. Shampa Sarkar
11. Pradip Tapaswi
12. Sukhendu Kanrar
13. Anshuman Sarkar (Invitee)
14. Sambo Saurav Mallik (Invitee)

1. Resolved that IQAC, Narasinha Dutt College, Howrah will organize Webinar series jointly with different departments .
2. Resolved that the departments will submit proposal for webinar along with topic, speaker and desired date and time slot. After receiving proposals IQAC will prepare a schedule.
3. Resolved that Sukhendu Kanrar, Anshuman Sarkar and Sambo Saurav Mallik will provide technical support to conduct Webinars.
4. Resolved that Anshuman Sarkar and Sambo Saurav Mallik will remain invitee to all meetings of IQAC in future as their support is extremely needed.
5. Resolved that certificate will be mailed to speaker and participants digitally signed by Principal and Coordinator.
6. Resolved that Webinars will be recorded for documentation and hon'ble speaker will be duly informed about recording.

The meeting ended with thanks to all the members.

K. Chattopadhyay
18/5/2020
Coordinator, IQAC
Narasinha Dutt College
Howrah