THK Jain College

NOTICE

Date: 02-08-2023

A meeting will be held with the undersigned on 4th of August, 2023 at 12 noon in the IQAC Room. All the members of the IQAC are requested to attend the meeting.

Agenda:

1. Preparation of Academic calendar and planning of various activities of session 2023-2024
2. Finalization of Perspective Plan of session 2023-2024
3. NAAC accreditation
4. Planning of Orientation of Fresher's and preparation of Teaching plans, PO-CO mapping PO-CO attainment
5. Miscellaneous

PRINCIPAL

THK Jain College

IQAC-MINUTES OF THE MEETING

Date: 4th August, 2023   **Time: 12 noon.**   **Venue: IQAC room**

Discussions:

1. The Academic Calendar and Perspective Plan of the session 2023-2024 was finalized by the members
2. Principal informed that the college will go for NAAC accreditation in the current session and responsibility will be distributed amongst teachers for SSR writing and documentations
3. Discussion was held in regard to the preparation of teaching-plans by the teacher, based on NEP syllabus. It was planned that department-wise 'Orientation Program' for fresher's are to be conducted, where PO-CO, college rules, code of conduct including anti-ragging policy must be shared with the students
4. Attainment report of PO-CO, to be generated after publication of final semester examination result by university
5. Members discussed that new MoUs to be signed with other Colleges, Institutions and Industries in the current session for student/teacher exchange/enrichment and Internship programs
6. IQAC coordinator informed that certificate/add-on courses and sessions on IPR/Innovations/IKS should be conducted

There being no other business, the meeting ended with vote of thanks to the Chair.

Members Present:

1. *(signature)*
2. *(signature)*
3. *(signature)*
4. *(signature)*
5. T. Saha
6. *(signature)*
7. *(signature)*
8. *(signature)*

Date: 21-11-2023

A meeting will be held with the undersigned on 23rd of November, 2023 at 2 pm in the IQAC Room. All the members of the IQAC are requested to attend the meeting.

Agenda:

1. Preparation of SSR and AQAR 2022-2023
2. Analysis of 2022-23 Feedback Report
3. Collaboration/MoU with other colleges/institutes/industries
4. Library upgradation
5. Miscellaneous

PRINCIPAL

Date: 23rd November, 2023   **Time: 2 pm**   **Venue: IQAC room**

Discussions:

1. IQAC coordinator updated the members on the progress made for the preparation of SSR and AQAR 2022-2023.
2. Principal informed that college will participate in NIRF from the current session. A team of few faculties were formed for data collection and preparation of NIRF report.
3. Discussions on canteen facilities, purchase of books, student-centric activities and planning of more field visits etc. were held based on the 'Feedback Analysis 2022-2023' and SSS.
4. Principal informed that Debjani Som from department of History has been awarded Ph.D in the current session. She further added that MoU has been signed with City College, Kolkata and will be signed soon with Institute of Cost Accountants of India (ICAI).
5. Discussion was made on Library digitization and upgradation. The latest version of automation software KOHA is version 22.05, purchased from Avior Technologies Private Ltd.
6. IQAC members discussed that departments must immediately submit their proposal and budget on planning of educational trip/excursions for the current session for getting approval.
7. Principal informed that student members of 'College Sports and Cultural Committee' will be organizing Annual Fest "Ripples 2023" and Annual Sports.

There being no other business, the meeting ended with vote of thanks to the Chair.

Members present:

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THK Jain College

NOTICE

Date: 22-02-2024

A meeting will be held with the undersigned on 27th of February, 2024 at 2 pm in Principal's chamber. All the members of the IQAC are requested to attend the meeting.

Agenda:

1. Preparation of data for AISHE and SSR
2. Teacher participation in FDP/orientation program
3. Planning of activities for even semester 2023-24
4. Miscellaneous

PRINCIPAL

IQAC-Minutes of the Meeting

Date: 27ᵗʰ Feb, 2024   **Time: 2.00 pm**   **Venue: Principal chamber**
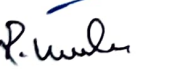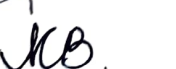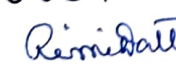
Discussions:

1. IQAC coordinator informed that college has submitted data for NIRF and is preparing for submission of data to AISHE.

2. Discussions were made on the progress of collection and preparation of documents for SSR. It was decided that IIQA may tentatively be submitted around mid-May, as a deadline of 30ᵗʰ May has been given by NAAC for old system of accreditation.

3. Discussions were made on participation of teachers in FDP/workshops/orientation and sensitization programs. Annu Pandey, Madhurima Banerjee and Sudeshna Ghosh attended 'NEP 2020 Orientation & Sensitization Program under Malaviya Mission Teacher Training Program (MM-TTP) of UGC organized by University of Calcutta'. Soumyatany Adhikary attended FDP On "Digital Marketing', conducted by Infosys BPM Ltd, at Hyderabad.

4. Principal asked the members on the progress made on preparation of teaching plans for the even semester. She informed that more student-centric activities should be planned which would encourage the students to come to the college.

5. Discussions were made on certificate/add-on courses to be organized in the even semester

There being no other business, the meeting ended with vote of thanks to the Chair.

Members present:

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THK Jain College

NOTICE

Date: 11-06-2024

A meeting will be held with the undersigned on 14th of June, 2024 at 2 pm in IQAC room. All the members of the IQAC are requested to attend the meeting.

Agenda:

1. Progress on SSR preparation
2. Academic and Administrative Audit (AAA) for session 2023-24
3. CIE of students in even semester and their performances
4. Admission 2024-24
5. Perspective Plan 2024-25

PRINCIPAL

Date: 14th June, 2024   Time: 2.00 pm   Venue: IQAC room

Discussions:

1. Discussions were made on the progress of document preparations of SSR. All the members updated the status and discussions were made on the problems they were facing. IQAC coordinator informed the members that uploading of data must be completed by 12th July as the deadline of SSR submission is 14th July, 2024.

2. It was discussed that committee must take initiative to conduct Academic and Administrative Audit (AAA) from 2023-24 session onwards.

3. Discussion was made on participation of teachers. Vinay Kumar Shaw attended FDP organized by Amity University. Annu Pandey and Madhurima Banerjee presented paper in International Conference on "Emerging Issues and Innovation in Business, Economy, Management, Social Science and Technology', organized by Kolkata Bidhannagar Society for Academic Advancement, West Bengal jointly with Department of Commerce, New Alipore College.

4. Principal discussed with the members on the syllabus completion status of the even semester as the university examinations were about to commence soon.

5. A discussion was held on student attendance record and performances of students in the class tests and other evaluations made by the teachers. It was observed that some students are still unwilling to come to the college and shows no interest. As there are many subjects other than the major course, under NEP; the departmental teachers are getting less chances to interact with their students. Principal instructed the members that teachers need to play important role to motivate the students and the students must be notified about their poor attendance.

6. Principal updated the members on the Admission procedure for the next session.

7. The Perspective plan for the session 2024-2025 was drafted by the IQAC members, to be placed in the next GB meeting.

There being no other business, the meeting ended with vote of thanks to the chair.

Members present:

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3. JKB.
4. T. Saha
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7. Rimisatta
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