



SRIKRISHNA COLLEGE

Bagula ○ Nadia ○ W. B. ○ India
ESTD. : 1950 ○ Govt Sponsored



Affiliated to the University of Kalyani

Re-accredited by NAAC, Grade-B+ (Cycle-III)

MINUTES OF IQAC MEETINGS & ACTION TAKEN REPORT (ATR) ACADEMIC YEAR 2024-25

SL. No.	MEETINGS	DATE	AGENDA	ATR
1	IQAC Core Committee Meeting	25.09.2024	1. Role and function of IQAC	1. Admissions should be conducted at the end of the second semester to avoid discrepancies in student-enrolment data. 2. The 10 NAAC criteria will be discussed further in subsequent meetings; low performance areas such as publications, MoUs and Best Practices require attention. 3. Departments will prioritise FDP, STC and SEC programmes. 4. One person will be appointed for academic assessment. 5. Funds will be arranged for workshops, seminars and short-term courses; an application has been submitted to the Ministry of Education for a 6-day Indian Knowledge Systems training programme. 6. Academic flexibility courses will be strengthened, including Publication & Printing, Journalism, Yoga, IKS, Financial Literacy/GST, Entrepreneurship, Organic & Sustainable Farming, and Indian Heritage Landscapes; workshops may cover Creative Writing, Poetry and Painting.
2	IQAC Core Committee Meeting	05.11.2024	1. Uploading of AQAR 2023-24 2. Discussion of first 3 criterion of AQAR 2024-25	1. The seven AQAR criteria were distributed among faculty members for coordination and follow-up. 2. The Feedback System will be further discussed and initiated. 3. Criteria 1 & 2 will be coordinated with the College Office for student-admission details. 4. An Action Plan for AQAR 2024–25 will be prepared. 5. The Mentor–Mentee Programme will be incorporated into the college routine.



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3	IQAC Core Committee Meeting	12.11.2024	1. Review the progress of work of the different criteria for the upcoming upload of AQA 2023-24. 2. Significant contributions made by IQAC (for AQAR 2023-24 and 2024-25). 3. Plan of action of AQAR (for AQAR 2023-24 and 2024-25)	1. For AQAR 2023–24, the existing feedback report will serve as the Students’ Satisfaction Survey; from 2024–25, the survey will be conducted separately. 2. Mentor–Mentee allotment will follow the existing pattern for AQAR 2023–24; from 2024–25, students and teachers will be distributed equally irrespective of departments. 3. Principal will provide the Financial Audit Report 2023–24; ISO certification application has been submitted. 4. IQAC’s significant contributions include the ISO application, Platinum Jubilee sustainable-programme plan, institutional MoUs, mental-health initiatives, and progress towards a modern video-conference room. 5. The next academic-year plan includes virtual smart classrooms, video-conference room, Computer and Spoken English courses, industrial visits, Research Methodology/IPR workshop, screen-reading software, energy-saving lights, inclusive education and arsenic-awareness programmes. 6. Additional initiatives include Librarian Exchange, MOOC/OER activities, outreach programmes, Yoga certificate course, facilities for specially-abled students, seminars/workshops/symposia, e-Library promotion and centralised Wi-Fi.
4	IQAC Core Committee Meeting	22.11.2024	1. Review and discussion on the AQAR related documents submitted by different departments. 2. Review progress of work of the various criteria of AQAR -2023-24. 3. Library affairs	1. The proposed books and journals list will be published on the college website; Library Committee meeting to be convened. 2. Recommendation for EPW subscription (₹24,810) will be forwarded to the Purchase Committee. 3. Academic Calendar will be signed by the Principal and IQAC Coordinator and handed over for uploading; Dr Rajib Sinha will complete the College Prospectus. 4. Action Taken Plan on student and parent feedback will be prepared/discussed. 5. Teachers will submit supporting documents for published books/journals; departments will submit detailed field-trip and excursion reports.



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SL. No.	MEETINGS	DATE	AGENDA	ATR
5	IQAC Core Committee Meeting	28.11.2024	1. Assess and review the progress of work of the different criteria for the upcoming uploading of AQAR 2023-24. 2. Finalize incorporation of the significant contributions made by IQAC (for AQAR 2023-24 and 2024-25). 3. Finalize the plan of action of AQAR 2023-24 and 2024-25 To confirm the proceedings of the previous meeting	1. AQAR Progress: Criteria 1 and 6 are almost complete; Criteria 4 and 7 are in progress. Criteria 2 has pending student-admission data; Criteria 3 has pending teacher publication details. 2. 2024–25 Infrastructure Plan: Establish virtual smart classrooms in the specified Main Building rooms; convert the Meeting Room into a fully equipped videoconference room; introduce centralised Wi-Fi. 3. 2024–25 Academic/Student Development: Green and Energy Audits; Computer Training and Spoken English courses; more Value-Added and Skill Enhancement Courses; Research Methodology/IPR workshops; expanded national/international academic collaborations. 4. 2024–25 Inclusion, Sustainability & Outreach: Screen-reading software and improved facilities for specially-abled students; sensor-based lighting; environmental, gender, ethics, health and sustainability awareness programmes; adoption of another neighbouring village and application for Unnat Bharat Abhiyan. 5. 2024–25 Collaboration & Employability: Initiate industrial collaborations and student visits, increase academic collaborations, introduce a Librarians' exchange programme, and diversify Skill Enhancement Courses to improve employability.



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6	IQAC Core Committee Meeting	07.01.2025	1. Plan of action for preparing AQAR 2024-25	AQAR Review: The IQAC reviewed all criteria with focus on identified gap areas and finalized activities for inclusion in AQAR 2024–25. - Criteria 1–3: Collect student, parent and alumni feedback; conduct the Student Satisfaction Survey; introduce at least two Value-Added/Certificate Courses; improve records of higher education and employment; organize quality-enhancement programmes; strengthen Mentor–Mentee records and routine integration; encourage faculty publications. - Criteria 4: Enhance classrooms, ICT facilities, library resources, computers/printers/laptops, and facilities in Rooms 42 and 32, including Physics and Computer Science seminar rooms. - Criteria 5: Strengthen Alumni activities and seek financial contributions from Alumni. - Criteria 6: Provide FDP registration support, conference/seminar/workshop travel support, research support for Science faculty, administrative training, and quality-orientation programmes for teachers, non-teaching staff and students. - Criteria 7: Strengthen e-waste/waste management, conduct Green/Gender/Energy Audits, install sensor-based lights, provide software for visually challenged students, and conduct Code of Conduct awareness programmes. - Further Initiatives: Renovate the pond, establish an active medical unit with relevant documentation, and organize seminars/workshops on ethics, gender and environment.



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7	IQAC Core Committee Meeting	18.01.2025	1. Discussion on the implementation of 'Plan of Action' as stated in AQAR 2023-24 for AQAR 2024-25 2. Discussion on the various activities required in the various categories	1. AQAR Implementation: The Principal advised the IQAC Coordinator and members to consult the Computer Committee for departmental inspection and collection of computer/laptop requirements and maintenance needs. 2. Certificate Course: Dr. Imran Hossain was requested to consult departmental teachers and prepare the structure and syllabus for a Certificate Yoga Course. 3. Library Extension: The proposal to take students to the Kolkata International Book Fair was approved; Ms. Oindrila Roy will take further steps to implement it. 4. Code of Conduct: Shri Somnath Chakraborty and Dr. Debatra Dey will organize an awareness programme on the Code of Conduct. 5. Student Development: Advanced Spoken English classes will commence after completion of the ongoing certificate course. 6. Faculty Development: Dr. Sujay Pal will organize a MOOC and SWAYAM faculty training programme. 7. MSME Field Study: A committee was formed to explore the textile industry of Shantipur district for the MSME project, with Mr. Tushar Biswas and Dr. Sajjilul Islam as convenors and Dr. Nabadyuti Barman, Dr. Sharmishtha Chatterjee, Dr. Ankita Indra, Jahangir Ali, Amik Kr Mandal, Ujjwal Ghosh and Barun Kumar Pal as members. 8. Student Satisfaction Survey and Feedback Forms are to be prepared.
8	IQAC Core Committee Meeting	19.02.2025	1. Review progress of work for the ongoing academic session (AQAR 2024-25) 2. Discussion on the proposed new action plan for HEIs for NAAC accreditation.	1. The progress of work under Criteria I–VII for AQAR 2024–25 was reviewed. 2. The feedback reports were analyzed and taken into consideration for further quality-improvement measures. 3. The progress of the AQAR 2024–25 work and the proposed action plan for NAAC accreditation will be taken forward in accordance with the requirements discussed during the meeting. 4. Members concerned shall continue the necessary work relating to the respective criteria and quality-assurance activities.



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9	IQAC Core Committee Meeting	11.03.2025	1.To discuss about the ongoing certificate courses as well as the ones in the pipeline 2.FDPs and Orientation programs to be organised by the college.	1. Existing Art & Craft and Spoken English Certificate Courses will be continued and strengthened. 2. Computer Training and Yoga Certificate Courses were discussed; suitable new skill-oriented courses will be introduced based on relevance, feasibility and employability. 3. The Skill Enhancement Committee will facilitate planning and implementation of suitable certificate courses — in coordination with IQAC and concerned departments. 4. IQAC will organise FDPs and Orientation Programmes for teaching and non-teaching staff.An online FDP on Research Methodology will be organised in May/June, with resource persons from reputed academic institutions.
10	IQAC Core Committee Meeting	16.04.2025	1.Chalk out action plan as advised by Dr. Subir Maitra 2.Students satisfaction survey	1. IQAC will monitor teachers' publications and seminar-paper presentations quarterly, with documentation; published articles/papers will be uploaded to the college website. 2. Four seminar rooms will be upgraded; departmental laptops/desktops and required projectors will be procured. 3. Green and Energy Audits, Computer Science and Yoga Certificate Courses from May 2025, and an internal FDP on Research Methodology will be undertaken. 4. Screen-reading software will be installed in library computers — Responsible: Ronit; handrails in FV-IV and FB-V. 5. Sensor-based lights will be installed first in the Meeting Room, followed by the library stack room and seminar rooms. 6. A Librarian Exchange Programme will be planned and implemented — Responsible: Ms Oindrila Roy. 7. Students' Satisfaction Survey questionnaire will be prepared by the following week by Dr Sharmishtha Chatterjee. Feedback forms from students, parents and alumni were shared for IQAC review.