

24.7.19

A meeting of the Internal Quality Assurance Cell (IQAC) of BrahmanandaKeshab Chandra College will be held on 30.7.19 at 2.30 pm at the Committee Room to discuss the following agenda :

- 1) A report on the work done by the IQAC from January-July 2019
- 2) Future plans and programmes of IQAC
- 3) To start an e-journal of college
- 4) Status of computerization process in the library
- 5) Plans to Increase Student amenities
- 6) Miscellaneous

Please make it convenient to attend the meeting.

The Library clerk MrSujitGhosh will be invited to attend the meeting at the time of discussion of Agendum 4.

Sd/coordinator

Minutes of the meeting held on 30.7.2019

Members present in the meeting

- 1) Papia Chakraborti, Chairman
- 2) Aparajita Nag, Coordinator
- 3) Biswajit De, Member
- 4) Gopal Krishna Das, Member
- 5) Somnath Munshi, Member
- 6) Sangita Gangopadhyay, Member
- 7) Jayanta Dwibedi, Member
- 8) Manasi Basu, Member
- 9) Asishkumar Chakraborty, Member
- 10) Arjun Biswas, Member
- 11) Dipanjana Das, SU Representative
- 12) SujitGhosh, Invitee (Library Clerk)
- 13) Shyamal Sen, Member
- 14) Saral Datta, Member
- 15) Nishi Pulugurtha, Member
- 16) Debjani Pal, Member
- 17) Pankaj kumarMandal, Member

The meeting started at 2.30 pm

Agendum 1

The IQAC coordinator briefed about the various activities organized by the IQAC. It included

- a) Career Fair-2019 on 31.01.2019 along with career counselling and placement cell
- b) Outreach activities at the adopted slum in the first week of February,2019 along with the NSS unit of our college.
- c) A lecture on “Data Requirement of RAF and its analysis towards improvement for a better score in NAAC on 14.06.19 by DrT.k.Ghara, jt DPI, Government of West Bengal
- d) NAAC sponsored one-day National Seminar on “Quality Assurance in the Age of Information Explosion” on 5.7.19.
- e) A one week Workshop on Data Analytics from 9.7.19-15.7.19 jointly with the SQC and OR division, ISI Kolkata.
- f) A book fair at the college library by Parul Prakashanpvt. Ltd from 30.7.19 onwards
- g) Organised a meeting with the head/coordinator of the departments on 8.3.2019 to increase the number of classes of Semester II to meet up the eventual loss of working days.
- h) CAS proposal of Dr Dipanshu kumarViswas for promotion from stage 1 to stage 2 was scrutinized by the IQAC and forwarded to GB for further action.

As the invitee member, Mr Sujit Ghosh was present it was decided to discuss agendum 4.

Agendum 4

Librarian and library clerk reported that till now 10,700 books have been uploaded in the KOHA software. Total number of books to be uploaded is 25,000 and then the online process can be started. IQAC coordinator, MrPankajMondal and Dr Jayanta Dwibedi suggested of getting external help to complete the uploading process as it is essential. Mr Sujit Ghosh, library clerk remarked that he and the other library staff can upload 800 books per month and before the puja vacation starts about 3200 books will

be uploaded. Principal suggested to review the status on 1.10.19 at a Library Committee Meeting and if required we will seek external help to complete the remaining books before puja 2020.

Librarian reported that we previously had INFLIBNET subscription but it was not renewed for the present financial year. He strongly recommended for continuation of INFLIBNET.

Agendum 2

IQAC coordinator reported that after the meeting of DrT.K.Ghara on 14.6.19, the IQAC members met on 19.7.19 and chalked out a plan of action for the forthcoming NAAC accreditation. It was decided that a small team comprising of IQAC member and other senior professors for each of the seven criteria will be formed and they will sit with the whole IQAC team on the designated dates to discuss the specific criterion. The idea is that this will help to identify the points where we can score well and to work on other aspects where there is scope for improvement. Coordinator reported that the meeting of the team to deal criterion 1 with the IQAC was held on 26.7.19. and all the points according to the new NAAC format were discussed in details.

After much discussions the following plan of action were chalked out :

- a) Proposal to be sent to MSME to enquire whether customize courses for our students can be introduced with their collaboration. If some value added course imparting transferable and life skills as mentioned in criterion 1 of NAAC guidelines is introduced it will be helpful. The details will be worked out by IQAC coordinator and Jayanta Dwibedi.
- b) Application for introduction of Hindi, Urdu and Physical Education as general subjects will be sent to the Higher Education Department.
- c) In December a seminar can be planned on IPR and Industry Academic Innovative Practices.
- d) Several outreach activities will be taken up by IQAC at regular intervals in the coming months. Some awareness programmes can be conducted with the help of Bikashayan. Cerebral palsy and autism, learning disability, inclusive education, Alzheimer's etc may be some of the topics. NSS may also do outreach activities with the help of Bikashayan. It was decided that the Teachers' Council of our

- college can donate some equipment required by Bikashayan. The Secretary, Teachers' Council who was a member of the IQAC accepted the proposal.
- e) Nishi Pulugurtha reported that a physically challenged student has taken admitted in the English Honours course. The English department has many classes in the 2nd floor as per the master routine which will be inaccessible to this student. It was decided that all the classes of subjects opted by the student will be shifted to the galleries in the ground floor with immediate effect and the master routine will be changed accordingly.
 - f) Faculty exchange programme with other colleges is recommended and proper formalities should be done regarding dis. Already two teachers from the Physics department DrAparajita Nag and ShriShib Shankar Singha have agreed to take physics general classes at neighbouringPrasanta Chandra Mahalonobis college as per their requirement.
 - g) Coaching classes for NET for the PG students of both Botany and Mathematics department will be held on Saturdays. Paper 1 will be taught by college teachers and the subject papers will be taught by external experts. PG students from other colleges or Universities can also attend classes. SangitaGangopadhyay reported that Botany department had guided the students for the NET examination in the last session.
 - h) Shri Pankaj Mandal was asked to give suggestions for the Institutional best practices. Installation of Solar Cell, Rainwater harvesting etc were suggested by him. Principal suggested that Green Audit of the college campus can be done by proper agencies. It was decided to take a drive on Plantation with the help of our NSS team. Proper Waste Management should also be ensured. Students can be encouraged to do extra curricular activities by forming different clubs under the guidance of teachers.

Agendum 3

Preliminary discussion was done on starting an e-journal annually each for science and arts departments under the supervision of IQAC. It was decided that each department will be asked to submit one name to be included in the Journal Committee apart from representation from IQAC.

Agendum 6

Secretary of the Alumni Association expressed his desire of getting a space within the college premises for the Association. This will enhance the interaction with the present and the past students of the college.

IQAC members expressed that for proper functioning IQAC also needs a separate room. The Arts department also needs separate room or cubicles as suggested by NAAC.

The meeting ended at 5 pm

Sd/- coordinator

sd/- Principal

Letter submitted to the Secretary Governing Body as a followup procedure

To

The Secretary,

Governing Body, Brahmananda Keshab Chandra College.

31.7.2019

Sub: Decisions taken at the IQAC meeting held on 30.7.2019

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in its meeting held on 30.7.19 made several recommendations which are being referred to the Governing Body for further action:

- 1) The computerisation process through KOHA software in the library is progressing slowly. A goal of completing 3200 books upto 30th September 2019 is set for the two library staff of the college who are involved in this work. The library committee will meet on 1st October, 2019 to review the situation and if needed extra man power will be engaged to complete the remaining 14,000 books before the puja vacation of 2020.
- 2) The college in collaboration with MSME may introduce some value added courses imparting transferable and life skills as mentioned in Criterion I of NAAC guidelines. The details will be worked out by IQAC members with the MSME authority.
- 3) It has become essential to introduce Hindi and Urdu as general subjects to increase the number of BA general student. In previous IQAC meeting decision regarding introduction of Statistics (Honours) and Physical Education has already been taken but action is still pending
- 4) Several outreach activities will be taken by IQAC at regular intervals.
- 5) Faculty exchange programme with other colleges is recommended and proper formalities should be done regarding this. Already two teachers from Physics department, Dr Aparajita Nag and Shri Shibshankar Singha have agreed to take physics general classes at Prasanta Chandra Mahalonobis college as per their requirement.
- 6) Alumni Association Secretary, external member of IQAC expressed his expectation of getting a space with in the college premises for the Association. This will enhance the interaction with the present and the past students of the college
- 7) The IQAC also needs a proper room.
- 8) The Arts departments need separate cubicles as suggested by NAAC

- 9) Preliminary discussion on starting an e-journal annually each for science and arts under the supervision of IQAC was undertaken. Each department will be asked to submit one name to be included in the Journal Committee apart from representation from IQAC.
- 10) The members of the IQAC are satisfied with the promotion papers of Dr Dipanshu kumar Vishwas after thorough scrutiny and recommend GB to proceed further.

Thanking you,

Yours sincerely

Aparajita Nag, IQAC Coordinator