BRAHMANANDA KESHAB CHANDRA COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Email: iqacbkccollege@gmail.com

Ref No.

Date **03.06.2023**

To
The Hon'ble Members
IQAC, BKC College

Sub: Invitation for IQAC meeting

Dear Sir/Madam,

We cordially invite you to a meeting of the Internal Quality Assurance Cell (IQAC) of Brahmananda Keshab Chandra College that will be held on 05.06.2023, Monday at 2:00 p.m at room no. 111 of the college.

Agendum:

1. Finalization of AQAR 2020-21
2. Misc.

All the members are earnestly requested to attend the meeting

(Dr. Sheikh Ahmed Hossain)
Coordinator, IQAC
Co-Ordinator
IQAC
Brahmananda Keshab Chandra College
111/2, B. T. Road, Kolkata - 700108

(Dr. Papia Chakraborti)
Principal & Chairperson, IQAC

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108

IQAC meeting.

A meeting of the IQAC will be held on 5th June, 2023 for the final submission of AQAR 2020-21 & initiation of AQAR 21-22 from 2 PM onwards in Room No. III.

N.Be:

- The final version of AQAR 2020-21 will have to be placed in the GB meeting

Principal.

Members Present in the meeting dated 5/6/23.

1. CP   05/06/2023
2. Sheikh Ahmed Hossain   05/5/23   3/6/23.
3. Anshuperiya Shome   5/6/23
4. Sangita Gangopadhyay 5/6/23.
5. Manan Bam   5/6/23
6. Madhumita Roy,   5/6/23
7. A. ... 5/6/23
8. Amit Mondal
9. Soumalya Mukherjee
10. Sourav Sikdar.
11. Kaushik Bhakta 5/6/23
12. Gautam Debnath 5/6/23
13. Sandipan Gupta 5/6/23
14. Dipankar Mondal 5-6-2023
15. Santwan Poddar 5/6/23
16) Neelakshi Sarkar 5/8/23
17) Sangsar Biswas 5/08/23
18) Swarup Manna 5/06/23

Observation and Planned action for AQAR - 2020-21.
Meeting dated 5.6.23.

Criteria I →

1) 1.1.1. → link to be created.
2) 1.1.2 → link to be ~~created~~ pasted.
1.1.3 → complete ✓
1.2.1 → complete ✓
1.2.2. → complete ✓   1.2.2.1 → data template to be uploaded → ⊠ as NIL.
1.2.3. → complete ✓
1.3.1. → complete ✓
1.3.2. → ⊠ ~~Letter from Institute~~
    Additional Information upload of project work first page upload
1.4 → Feedback upload by Swarup Manna

Criteria II →

2.1.1.2 → Upload of Additional Information
2.2.1 → ⊘ To be uploaded + link to be created.
2.2.2 → complete
2.3.1 → link to be created.
2.3.2 → complete
2.3.3.1 → upload circular
2.4.1 → Additional Information to be uploaded (Appointment letter)
2.4.2 → Complete
2.4.3 → complete ✓
2.5.1 → Google classroom data to be uploaded
2.5.2 → to be uploaded (not required + only writing sufficient.
2.6.1 → complete (only upload COs.)
2.6.2. → link to be created
2.6.3.2 → Annual report to be prepared by Sangitadi + Dipanshu
    Sangitadi + Kowshik + office (only Vh)
2.7. → complete

Criteria - III →

3.1. → Data template to be uploaded as NIL
3.1.2.1 → complete
3.1.3.1 → Data template to be uploaded as NIL

3.2.1 → Complete

3.2.2.1 → Report of the event to be uploaded
whether the list given in this catagory is correct
+ modify.

3.3.1.2 → complete

3.3.2.1 → complete

3.3.3.1 → link to be created and uploaded in Additional Information

3.4.1 → link to created in Additional Information.

3.4.2 → complete

3.4.3 → complete.

3.4.4 → complete

3.5.1.1 → complete

3.5.2.1 → Data template to be uploaded

Criteria - VII →

7.1.1 → ready to be uploaded

7.1.2 → Geotag photos to be uploaded. (signed photos)

7.1.3 → Complete

7.1.4 → Si. Sighed picture to be uploaded

7.1.5.1 → Policy decision circular → created and uploaded ??*
G.B. Policy documents before SAP → provided by Principal Main.

7.1.6 #1 → Recognition Award certificate to be uploaded

7.1.7 → policy document and information brochures to on
support to be uploaded.

7.1.8 → complete

7.1.9 → link to be uploaded (document to be uploaded in
drive → link created → uploaded)

7.1.10 → complete

7.1.11 → Annual report of celebrations → uploaded in drive
+ Di prepared.

7.2.1 → link to be pasted

7.3.1 → Appropriate web → link to be uploaded pasted.

7.3.2 → Plan of action

Criteria → VI →

6.1.1 → complete
6.1.2 → complete
6.2.1 → link to pasted for additional Information
6.2.2 → complete
6.2.3 → complete + upload additional information → Renewal process
6.3.1 → writing + pic → make a file → upload
6.3.2 → complete
6.3.3 → Complete
6.3.4.1 → IQAC Report summary (application received + completed) on FDP
6.3.5 → Heading in each page (Appraisal form from teaching + non teaching)

6.4.1 → link to be created
6.4.2 → complete
6.4.3 → link to be created
6.5.1 → upload Excel (mention mentor- mentee in writing)
6.5.2 → complete
6.5.3 → complete

Criteria V →

5.1.1.1 → list prepared + Representative forms in additional information
5.1.2 → complete
5.1.3 → Criteria heading to be sent to Dipankar + link to be created
5.1.4 → complete.
5.1.5 → complete
5.2.1 → complete
5.2.2 → complete
5.2.3 → complete
5.3.1 → complete
5.3.2 → link to be created
        Heading should be in large font.
5.3.3.1 → complete Addition information → picture upload
5.4.1 → problem in link
5.4.2 → complete

Criteria -IV

4.1.4.1 → upload complete

4.3.2 → 59 to be changed to 52 & W done
ⓒ   list of computers.
        ↳ with signature of Principal
        in A College pad to be uploaded.

4.3.3 → W

4.4.2 →

To
The Secretary,
Governing Body,
Brahmananda Keshab Chandra College.

Date- 06.02.2023

Sub: Decisions taken at the IQAC meeting held on 03.02.2023

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in it's meeting held on 03.02.2023 made following recommendations which are being referred to the Governing Body for further action:

1) National Science Day will be celebrated on 28.02.2023 on commemorate the birthday of Nobel laureate Dr. C.V. Raman. In this occasion nearby school students will be invited to impart the scientific knowledge. There will be a seminar, laboratory visit & demonstration and quiz competition among the school students. NSS volunteers will guide the school students to visit the laboratories. An organizing committee formed with the following compositions

    a. Chairperson- Principal
    b. Jt. Organizing Secretary
       i. Susmita Haldar- TCS
       ii. Dr. Sourav Sikdar- Asst. Prof. Dept. of Zoology
    c. Treasurer- Dr. Smritikana Chakraborty- Asso. Prof. Dept. of Bengali
    d. Members-
       i. Debjani Paul
       ii. Nishi Pulugurtha
       iii. Swarup Manna
       iv. Anirban Barman
       v. Soumalya Mukherjee
       vi. Amit Mondal
       vii. Shibshankar Singha
       viii. Dinesh Haldar
       ix. Kalpataru Halder
       x. Subhrojyoti Debnath
       xi. Ahmed Hossain
       xii. Sandipan Gupta
       xiii. Suchismita Chakraborty

2) Feedback forms were collected from the outgoing 6th semester students, Gurdians, Alumni and teachers. Feedback from all the stakeholders were analysed by the IQAC team members and a report was prepared.

Thanking you,
Yours sincerely

(Dr. Sheikh Ahmed Hossain)
IQAC Coordinator
    Co-Ordinator
      IQAC
Brahmananda Keshab Chandra College
111/2, B. T. Road, Kolkata - 700108