

**BRAHMANANDA KESHAB CHANDRA COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Email: iqacbkccollege@gmail.com

Ref No.

Date 10.08.2021

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 12.08.2021, Thursday at 2:30 p.m at the committee room of the college.

Agendum:

1. College website
2. Career advancement of teaching staff
3. Preparation of AQAR 2019-20
4. Misc.

All the members are earnestly requested to attend the meeting



Dr. Manas Kumar Roy
Coordinator, IQAC
Co-Ordinator
IQAC

Brahmananda Keshab Chandra College
11/2, B. T. Road, Kolkata - 700108



Dr. Papia Chakraborti
Principal & Chairperson, IQAC

Principal
Brahmananda Keshab Chandra College
Kolkata - 700108

Resolution of the IQAC meeting Date: 12/08/2021

Venue: Brahmananda Keshab Chandra College

Members Present

1. Dr. Papia Chakraborti, Principal
2. Dr. Manas Kumar Roy, Coordinator IQAC
3. Dr. Subhendu Bikash Patra, TCS
4. Dr. Debjani Pal, Bursar
5. Dr. Sheikh Ahmed Hossain
6. Dr. Aparajita Nag
7. Dr. Jayanta Dewedi
8. Dr. Indralil Chattopadhyaya
9. Sri Md Mainul Islam
10. Dr. Suchismita Chakraborty
11. Dr. Kalpataru Halder
12. Dr. Swarup Manna
13. Sri Arunava Ganguli

The meeting started at 12.30 PM and Dr. Papia Chakraborti, Principal, presided over the meeting.

Agendum 1: College Website

The meeting was called with the Website Committee of the College.

The IQAC coordinator mentioned some observations on our college website (www.bkccollege.org)

The college website is not secured, not very fast, according to in respect of design there improvement required, design is not very user friendly. He observed some problems on admission and uploading on the site. He raised the issue of hosting and domain related issues and proposed for academic domain. He proposed to build a trial website for the college and two websites may run simultaneously.

The Bursar raised some issue related to admission like portal sometime became inaccessible for students to deposit fees. The Principal explained this phenomenon is happening due to real time operations of website.

Sri Islam pointed that the website is not very fast.

Dr. Nag mentioned Mr. Deep is maintaining the college website in respect of uploading any documents to the site of the site. She mentioned that newly appointed faculty information and change of departmental heads were not uploaded.

Dr. Diwedi mentioned that to upload and maintain the college website the website committee was formed in 2019. Mr. Deep had given admin password to the Principal and Head Clerk. A virus attack was recorded in the site and the site has been hacked.

The Principal mentioned that after recovery of the site she has not given admin password till date. She also requested Mr. Deep for dedicated server.

Dr. Hossain said that college website is very important part of an Institution, so the college website may be maintained by college. Dr. Nag cited example of a college which is maintaining by the Department of Computer Science of the college. In support to Dr. Hossain suggested that the

Department of Computer Science of our college may take responsibility of designing and maintaining the college website.

The IQAC decided to recommend the Principal that the Computer Science Department may take responsibility of designing and maintaining the college website. A committee is being recommended to help Department of Computer Science in this regard. The composition of the committee is

1. Convener – Head, Department of Computer Science, BKC College
2. IQAC Coordinator – Member
3. Bursar – Member
4. Dr. Swarup Manna – Member
5. Dr. Dipansu Kumar Viswas – Member
6. Dr. Kamakshya Prasad Modak – Member
7. Dr. Soumalya Mukherjee – Member
8. Dr. Dipankar Mondal – Member

Agendum 2: Promotional Matter

Scrutiny of CAS Promotional Proposals of

1. Dr. Subhrojyoti Debnath, Assistant Professor of Mathematics (Stage I)

CAS Due: Assistant Professor Stage II to Stage III (Academic Level 11 to 12) w.e.f. 07/04/2019

2. Md. Mainul Islam, Assistant Professor of History (Stage I)

CAS Due: Assistant Professor Stage I to Stage II (Academic Level 10 to 11) w.e.f. 09/07/2020

3. Dr. Sheikh Ahmed Hossain, Assistant Professor of Mathematics (Stage III)

CAS Due: Assistant Professor (Stage III) to Associate Professor (Academic Level 12 to 13A) w.e.f. 27/04/2021

The promotional papers of above three teachers were scrutinized by IQAC and subsequently some corrections were suggested and communicated to the incumbent. They have resubmitted their CAS proposals. After verifying each proposal for CAS promotion, the IQAC approved and recommended the said CAS proposals for promotion.

The Principal is requested to take subsequent necessary steps.

Agendum 3: Preparation & Submission of AQAR 2019-20

The IQAC coordinator reported that uploading of AQAR 2019-20 in NAAC site is in progress and almost done. The different links are to be uploaded in NAAC site. The Principal informed that pass percentage and rank list of students to be authenticated by the WBSU as per NAAC desire. The Principal also informed that academic audit to be done by WBSU.

Dr. Hossain informed that Internal Academic Audit Report – 2018 is given at the college website.

The Internal Academic Audit Report for the years 2019 and 2020 was not able to prepare due to COVID 19 pandemic. It is decided that the IQAC coordinator will prepare a schedule for various departments and the departments have to appear before the IQAC for Internal Academic Audit – 2019 and 2020.

Miscellaneous

A routine for the coming odd semester will be prepared. Dr. Diwedi is requested to take part in preparation of routine. He agreed to do so. The IQAC requested the Principal to co-opt Dr. Diwedi in the Routine Committee.

The meeting ends with thanks to the Chair.

Letter submitted to the Secretary Governing Body as a follow-up procedure

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

Date- 13.08.2021

Sub: Decisions taken at the IQAC meeting held on 12.08.2021

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in its meeting held on 12.08.2021 made following recommendations which are being referred to the Governing Body for further action:

- 1) Website Maintenance committee was formed with the following members
 - a. Convener
Head, Department of Computer Science, BKC College
 - b. Member
 - i. IQAC Coordinator
 - ii. Bursar
 - iii. Dr. Swarup Manna
 - iv. Dr. Dipansu Kumar Viswas
 - v. Dr. Kamakshya Prasad Modak
 - vi. Dr. Soumalya Mukherjee
 - vii. Dr. Dipankar Mondal
- 2) The career advancement proposal of
 - a. Dr. Subhrojyoti Debnath, Assistant Professor of Mathematics (Stage II) CAS Due: Assistant Professor Stage II to Stage III (Academic Level 11 to 12) w.e.f. 07/04/2019
 - b. Md. Mainul Islam, Assistant Professor of History (Stage I) CAS Due: Assistant Professor Stage I to Stage II (Academic Level 10 to 11) w.e.f. 09/07/2020
 - c. Dr. Sheikh Ahmed Hossain, Assistant Professor of Mathematics (Stage III) CAS Due: Assistant Professor (Stage III) to Associate Professor (Academic Level 12 to 13A) w.e.f. 27/04/2021were scrutinized by IQAC and the IQAC approved and recommended the said CAS proposals for promotion.
- 3) AQAR 2019-20 was ready for upload.

Thanking you,
Yours sincerely



Manas K. Roy,
IQAC Coordinator
Co-Ordinator
IQAC

Brahmananda Keshab Chandra College
111/2, B. T. Road, Kolkata - 700108