

BRAHMANANDA KESHAB CHANDRA COLLEGE
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Email: iqacbkccollege@gmail.com

Ref No.

Date 09.12.2021

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 14.12.2021, Tuesday at 12:30 p.m at the committee room of the college.


Agendum:

1. Curriculum Aspect
2. Feedback System
3. Convocation Process for Pass-out PG students
4. Preparation of AQAR for 2020-21

All the members are earnestly requested to attend the meeting


Dr. Manas Kumar Roy
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

Resolution of the IQAC meeting - Date: 14/12/2021

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. Smritikona Chakraborty
6. Dr. Sheikh Ahmed Hossain
7. Dr. Aparajita Nag
8. Dr. Indralil Chattopadhyaya
9. Sri Md Mainul Islam
10. Dr. Suchismita Chakraborty
11. Dr. Kalpataru Halder
12. Dr. Swarup Manna
13. Dr. Madhumita Ray

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

1. Curriculum aspect

It is decided that Computer Literacy Course to be started again for 1st and 3rd Semester B.A students of the college. The duration the course is proposed as 30 Hours in an interval of 3 months January to March Every year. The courses will run in blended mode both in offline and online mode. Classes will be held preferably on Saturday and Sunday every week. Assessment will based on Assignments and Final examination at the end of the Course. A feedback will be collected at the end of the course. To modify the syllabus and organize the course a committee is proposed with following members

- (i) Dr. Manas Kumar Roy, Coordinator, IQAC
- (ii) Dr. Sheikh Ahmed Hossain
- (iii) Smt. Dipanwita Saha, Head, Dept. of Computer Science

2. Feedback System

Regarding Student Satisfaction System Dr. A Nag proposed to setup an independent feedback collection from outgoing students by the Principal alone. Based on the data Principal may prepare an confidential report regarding course and teachers.

3. Proposal for Convocation for Passed out PG Students

Principal proposed to organize a First Convocation Ceremony of the College to confer degree to the passed out students in M.Sc. in Botany and M.Sc. in Mathematics. The dates and other formalities for will be decided later on. IQAC will be in charge of the organization of the Convocation ceremony.

4. Preparation of AQAR 2020-21

Dr. Sawup Mannna presented the new data collection format (DCF) of NAAC to collect data from the department. Necessary parts of the DCF will be segregated by Dr. Manna and sent to the Criterion Heads and departments through the Principal and IQAC coordinator by 21/12/2021. The last date to submit the filled in data by the departments and office is 31.12.2021.

5. As proposed by the Principal all Criterion Heads have to maintain a meeting cum activities register. The IQAC coordinator will provide a register to all criterion heads.

6. Criterion IV will be led by Dr. A Nag. The other members of the criterion are

(i) Dr. Manas Kumar Roy

(ii) Dr. Saral Datta

(iii) Md. Mainul Islam

7. SAP Committee convener D. M Ray

8. Pending Dept. Visit

It is recorded that Dept. Visit remains pending for the Depts of Statistics, Botany, History, Political Science, Education, Physics. The visit is scheduled on 21.12.2021 at 12 to 4 PM. Necessary step will be taken by IQAC coordinator to organize the visit.

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- 16.12.2021

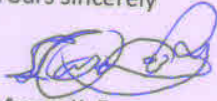
Sub: Decisions taken at the IQAC meeting held on 14.12.2021

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in it's meeting held on 14.12.2021 made following recommendations which are being referred to the Governing Body for further action:

- 1) Computer Literacy Course to be started again for 1st and 3rd Semester B.A students of the college. The duration the course is proposed as 30 Hours in an interval of 3 months January to March Every year. To modify the syllabus and organize the course a committee is proposed with following members
 - a. Dr. Manas Kumar Roy, Coordinator, IQAC
 - b. Dr. Sheikh Ahmed Hossain
 - c. Smt. Dipanwita Saha, Head, Dept. of Computer Science
- 2) Feedback will be collected from the outgoing 6th semester students
- 3) First Convocation Ceremony to confer degree to the passed out students of M. Sc. Botany & M. Sc. Mathematics.
- 4) AQAR 2020-21 report is being prepared for upload.

Thanking you,
Yours sincerely



Manas K. Roy,
IQAC Coordinator
Co-Ordinator
IQAC

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111/2, B. T. Road, Kolkata - 700108