

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

Email: [igacbkccollege@gmail.com](mailto:igacbkccollege@gmail.com)

Ref No.

Date 11.08.2022

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 16.08.2022, Tuesday at 12:00 p.m at the committee room of the college.

Agendum:

1. Organize a One day Workshop of Staff Development Program
2. MoU with other Higher Education Institution
3. Academic development program
4. 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**



## Member Present

1. ~~Pr~~ 16.08.2022
2. Sheikh Ahmed Hossain
3. Debjani Pal 16.08.2022
4. Sumitkane Chakraborty 16.08.2022
5. Swarnup Manna . 16.08.2022
6. Soumalha Sarkar 16.08.2022
7. Saganika Paul 16.08.2022
8. Kalpataru Halder 16.08.2022
9. Subhendu Bikash Patra 16.8.22
10. Suchismita Chakraborty 16-8-22
11. ~~Subhendu~~ 16 Aug 2022
- 12.

Agenda 1: Conformed previous agenda of last meeting dt 29/7/2022

Agenda 2: <sup>workshop of</sup> One day staff development programme

Date: 23.8.2022 Time: 1:30 to 4:30 P.M.

Organising committee: Chairperson: Principal.  
Organising Secretary: IQAC coordinator  
Treasurer: Debjani Pal  
Member: Swarnup Manna  
Manas Kr. Roy  
Arunava Ganguly  
Partha Mukhopadhyay  
Soumalha Sarkar.

online registration, offline participation signature.

Agenda 3: MOU with REM Mahavidyalaya will be arranged on 24/8/2022.  
MOU with Bhairab Ganguly College.



will be approached by IQAC coordinator.

Agenda 4: College Profile video is under progress.

Agenda 5: AQAR 2020-21: 70% work is done.  
~~A meeting~~ To prepare policy for NEP  
Principal will take initiative.

Miscellaneous: a) New Members for IQAC are required.  
Nomination from T.C. meeting will  
be come out soon.

(b) Academic development: Programmes will  
be taken are

- i) Induction programme
- ii) Extension lecture
- iii) Series lectures
- iv) Mentoring class
- v) Result analysis
- vi) Parent-teachers meeting & feedback  
(Online / offline).

~~Monday~~ ~~mentor~~ Concept draft for mentor-mentee  
programme will be made by Suchismita  
Chakraborty & Swarnapanna & will be  
placed on Monday 22.8.2022



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

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

Date- 18.08.2022

Sub: Decisions taken at the IQAC meeting held on 16.08.2022

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in its meeting held on 16.08.2022 made following recommendations which are being referred to the Governing Body for further action:

- 1) An One day workshop for staff development program would be organized on 23.08.2022 from 1:30 p.m. An organizing committee was formed with the following composition
  - a. Chairperson- Principal
  - b. Organizing Secretary- IQAC, Coordinator
  - c. Treasurer- Dr. Debjani Pal
  - d. Members-
    - i. Dr. Swarup Manna
    - ii. Dr. manas K. Roy
    - iii. Mr. Partha Mukhopadhyay
    - iv. Mr. Arunava Ganguly
    - v. Mr. Soumava Sarkar
- 2) It was resolved that collaborative programs like faculty exchange, students exchange could be done with other higher education institute like Prasanta Chandra Chandra Mahalanobis Mahavidyalay, Bhairab Ganguly College.
- 3) It was resolved that the programs like- Induction program, Extension lecture, Series lecture, Result analysis, Parent-Teacher meeting would be conducted to develop our academic excellence.

Thanking you,  
Yours sincerely

  
(Dr. Sheikh Ahmed Hossain)  
IQAC Coordinator

**Co-Ordinator**  
**IQAC**  
**Brahmananda Keshab Chandra College**  
**111/2, B. T. Road, Kolkata - 700108**