

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

Email: igacbkccollege@gmail.com

Ref No.

Date 16.05.2022

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 20.05.2022, Friday at 3:00 p.m at the committee room of the college.

Agendum:

1. Confirmation of previous meeting (dated 15.03.2022)
2. Document collection for AQAR preparation
3. Criteria wise analysis of 1st cycle NAAC 2016
4. Preparation of AQAR for 2020-21
5. Green Audit for College campus
6. Affiliation of vocational training
7. Initiation of Yoga etc. as capacity building and skill enhancement initiatives
8. Requirement of IQAC
9. 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

Resolution of IQAC Meeting held on 20/05/2022

Members Present

1. Dr. Papia Chakraborti, Principal and Chairperson, IQAC, BKC College
2. Dr. Sheikh Ahmed Hossain, Co-ordinator, IQAC
3. Dr. Subhendu Bikas Patra, Teachers Council Secretary, Member
4. Dr. Debjani Pal, Bursar, Administrative Representative, Member
5. Dr. Swarup Manna, Teachers' Representative, Member
6. Dr. Madhumita Roy, Teachers' Representative, Member
7. Md. Mainul Islam, Administrative Representative, Member
8. Sri Soumabha Sarkar, Students representative, Member

Meeting started at 3 PM on 20/05/2022 at the Committee Room of the College and Dr. Papia Chakraborti, Principal, presided over the meeting. At the beginning, Dr. Ahmed Hossain mentioned that he received appointment from the Principal for the post of Coordinator, IQAC on 19/04/2022 and he joined the same post w.e.f. 19/04/2022.

Resolutions

1. Confirmation of resolution of last IQAC Meeting

The resolution of meeting of IQAC held on 15/03/2022 is read and confirmed with following supplement

- 1.1 It is observed no action have been taken to apply for DBT Star College proposal, last date of application is on 01/06/2022
- 1.2 IQAC proposed a committee to initiate the application process of DBT Star College Project proposal with following members
 - (i) Dr. Sheikh Ahmed Hossain, Convenor
 - (ii) Dept. of Botany : HOD, Dr. Dipangsu Viswas, Dr. Priyanka Dhar
 - (iii) Dept. of Chemistry : HOD, Dr. Swarup Manna, Dr. Dipankar Mondal
 - (iv) Dept. of Computer Science : HOD
 - (v) Dept. of Industrial Fish & Fisheries : HOD
 - (vi) Dept. of Mathematics : HOD, Dr. Neeta Pandey, Dr. Saral Dutta
 - (vii) Dept. of Molecular Biology : HOD
 - (viii) Dept. of Physics : HOD, Dr. Debjani Pal, Dr. Kamakhshya Prasad Modak
 - (ix) Dept. of Statistics : HOD
 - (x) Dept. of Zoology : Dr. Sourav Sikder, Dr. Soumalya Mukherjee
- 1.3 The process of application to be initiated from 21/05/2022 and a draft proposal from each department to be prepared by 25/05/2022.
- 1.4 Application for DBT Star college to be made through their website
- 1.5 Instead of PAC, IQAC Coordinator recommends for NAAC. Accordingly, we have to prepare for NAAC.

2. Report on document collection initiation

- 2.1 All research publications between 01/07/2016 and 30/06/2022 by teacher to be compiled together and kept at Library. Those who have yet not submitted their publication details with full paper are requested to submit at soon as possible.
- 2.2 Document related to paper setting, evaluation etc. (AQAR 2020-21, Sec 1.1.3) have to submit to the IQAC mail in soft copy form. The department yet not submitted said documents are requested to submit at soon as possible.

2.3 IQAC coordinator reports on the data received on stock on computers in different departments/sections/cells. IQAC did not received such data from all depts./secs. As soon as all data received IQAC Coordinator will prepare a report on stock of computers and submit to the Principal.

3. Criterion wise Analysis of Recommendations of 1st Cycle NAAC 2016

- 3.1 The section "Section IV: Recommendations for Quality Enhancement of the Institution" of the report given by NAAC Peer Team for 1st Cycle 2016 is read and discussed.
- 3.2 IQAC recommends to convert one of the class room in Gallery (may be G07) into auditorium equipped sound system and others related accessories.
- 3.3 Dr. S. B. Patra proposed to rename of class rooms, laboratories, buildings in the name of Eminent Personalities.
- 3.4 Intercollege competitions (Debate, quiz, dance) should be arranged.
- 3.5 Add on courses especially vocational and communicative English, computer education, etc. to be introduced.
- 3.6 NSOU & Vidyasagar University correspondence courses to be introduced. In this regard Dr. Madhumita Roy will take necessary initiatives.
- 3.7 Empowering non-teaching staff in academics through staff development programme.
- 3.8 Reunion to be encouraged with alumni of college & respective departments. Funds to be raised.
- 3.9 PG convocation to be done.

4. Preparation of AQAR 2020-21

IQAC Coordinator reports that all academic departments sent their AQAR 2020-21 have submitted in soft copy form. The process of scrutiny of files is on the process. Meetings with different Criterion committee will begin soon for final preparation of the report.

5. Green Audit of Campus

IQAC Coordinator reported that he contacted to SONAR BHARAT ENVIRONMENT & ECOLOGY PRIVATE LIMITED, 35, C. R. Avenue, 3rd Floor, Kolkata – 700 012, (O) 033 2211-3034/ 033 40031179, e-mail : sonar_bharat2010@gmail.com, sonarbharat2017@gmail.com for Green Audit off the Campus. The official of the said organization will be requested to meet with the college preferably on 03/06/2022.

6. Affiliation of Vocational Training

Vocation training course may be introduced in the college with a affiliation of external agency. Dr. Madhumita Roy is requested to take necessary initiatives.

7. Initiation of Yoga etc. as Capacity building and skills enhancement initiatives (5.1.3)

Yoga instructor & psychological counselor to be appointed after planning and discussion.

8. Requirements of IQAC

IQAC coordinator mention some requirements for the purpose of data management (i) Renovation of office of IQAC (ii) Laptop, (iii) Scanner, (v) SLR camera.

9. Miscellaneous

- 9.1 The Principal proposed a new cell in the name "Innovation and Incubation Cell" to be introduced for manifesting innovative ideas of teachers, non-teaching staff and students. The composition of said cell shall be as follows:

Coordinator: Dr. Sourav Sikder
Members: TCS
IQAC Coordinator
SAP Committee Coordinator
Prof. Nayna Guha Majumder
Dr. Jayanta Dewedi
Dr. Dipanshu Viswas
Prof. Saswati Chowdhury
Dr. Avinanda Chaudhuri
Dr. Sandipan Gupta
Prof. Koushik Bhakta
Sri Sayan Naha, Student Representative
Sri Soumabha Sarkar, Student Representative
Sri Pritam Ghosh, Student Representative

- 9.2 Dr. Neeta Pandey to be included in the committee “Criterion–V: Student Support and Progression” for preparation of AQAR 2020-21.
- 9.3 Dr. Sangita Gangopadhyay is included in Criterion II instead of Criterion III for preparation of AQAR 2020-21

The meeting ends 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- 23.05.2022

Sub: Decisions taken at the IQAC meeting held on 20.05.2022

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in it's meeting held on 20.05.2022 made following recommendations which are being referred to the Governing Body for further action:

- 1) IQAC proposed a committee to initiate the application process of DBT Star College Project proposal with following members
 - a. Dr. Sheikh Ahmed Hossain, Convenor
 - b. Dept. of Botany : HOD, Dr. Dipansu Viswas, Dr. Priyanka Dhar
 - c. Dept. of Chemistry : HOD, Dr. Swarup Manna, Dr. Dipankar Mondal
 - d. Dept. of Computer Science : HOD
 - e. Dept. of Industrial Fish & Fisheries : HOD
 - f. Dept. of Mathematics : HOD, Dr. Neeta Pandey, Dr. Saral Dutta
 - g. Dept. of Molecular Biology : HOD
 - h. Dept. of Physics : HOD, Dr. Debjani Pal, Dr. Kamakhshya Prasad Modak
 - i. Dept. of Statistics : HOD
 - j. Dept. of Zoology : Dr. Sourav Sikder, Dr. Soumalya Mukherjee
- 2) Communication was made with the SONAR BHARAT ENVIRONMENT & ECOLOGY PRIVATE LIMITED, 35, C. R. Avenue, 3rd Floor, Kolkata – 700 012, for Green Audit of the Campus.
- 3) AQAR 2020-21 report was prepared for upload.
- 4) IQAC proposed to form "Innovation and Incubation Cell" with the following composition
 - a. Coordinator: Dr. Sourav Sikder
 - b. Members:
 - i. Teachers' Council Secretary
 - ii. IQAC Coordinator
 - iii. SAP Committee Coordinator
 - iv. Prof. Nayna Guha Majumder
 - v. Dr. Jayanta Dewedi
 - vi. Dr. Dipanshu Viswas
 - vii. Prof. Saswati Chowdhury
 - viii. Dr. Avinanda Chaudhuri
 - ix. Dr. Sandipan Gupta
 - x. Prof. Koushik Bhakta
 - xi. Sri Sayan Naha, Student Representative
 - xii. Sri Soumabha Sarkar, Student Representative
 - xiii. Sri Pritam Ghosh, Student Representative

Thanking you,
Yours sincerely



(Dr. Sheikh Ahmed Hossain)

Co-Ordinator
IQAC

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