

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

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

Ref No.

Date 20.07.2022

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 29.07.2022, Wednesday at 1:00 p.m at the committee room of the college.

Agendum:

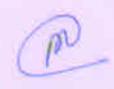
1. Formation of NAAC steering committee
2. Formation of Institutions' Innovation Council
3. Celebration of 22<sup>nd</sup> Shrabon
4. Formation of Code of Conduct Committee
5. Misc.

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 - 700103

Members present

1. 10 29.07.2022
2. Sheikh Ahmed Hossain 29.7.2022
3. Heljani Pal 29/7/2022
4. Dipanrita Saha 29/7/22
5. Priyanka Das 29/7/22
6. Santanu Debbarma 29/7/22
7. Bataba 29/7/22
8. A D G Kumar Chatterjee 29.7.22
9. Ganguli. 29/07/22
10. Rima Chakraborty 29.07.22
11. Anurita Kana Chatterjee 29.07.22
12. Sampa Mitra 29.7.22.
13. Susmita Haldar 29/7/22
14. Sampa Chakraborty Majumdar. 29.7.22
15. Sampa Ghosh 29.7.22.
16. Anirban Barman 29.7.22
17. Indrani Chatterjee 29.07.22
18. Sandipani Gupta 29/7/2022
19. Soumya Sidera 29/07/22
20. Md. Nasiruddin Ahmed 29.07.2022
21. Jnan Hossain - 29.07.22.
22. Biswarupa Ghosh. 29/07/22
23. Neelakshi Sarkar 29/7/22
24. Soumya Mukherjee 29.7.22
25. P. Pal 29/07/22
26. Shub sharma 29/07/2022
27. Anish Haldar 29.7.22
28. Saraswati Chowdhury 29.7.22
29. Sampa Biswas 29.7.22.
30. Kaushik Bhakta 29.07.22
31. Sangita Sengupta 29.07.22.
32. Partha Mukherjee 29.07.22
33. Manu Biswas 29.07.22
34. Arinanda Chaudhuri 29.07.22.
35. Aparijita Nf 29/7/22.

36. Sayan Koj 29/7/22
37. Moon Khanna 29/7/22
38. Rishi Chaturvedi 29.07.2022
39. Soumabha Sarkar 29.07.2022.
40. Md. Mainul Islam 29.07.22
41. Kamakshya Prasad Modak 29/07/2022
42. Dipanku Ku Bism 29-7-22
43. Sangita Gangopadhyay 29.07.22.
44. Suchira Sarkar 29.7.22
45. Anubika Barua 29/7/22
46. Asdana Mandal 29/7/2022
47. Arunava Ganguly, 29/7/22
48. Om Prakash Singh 29/7/2022
49. Alok K. Das 29/7/22
50. Parithivij Myn 29/7/22
51. Kartik Kumar Banti - 29-7-22
52. Swapna Manna. 29/07/22
53. Anshubhaya Ghosh 29/07/22
54. Putul Chakrabarti 29/7/22

MINUTES: ~~28~~ 29/7/22

17 Dr. Ahmed Hassain<sup>has</sup> proposed for a separate co-ordinator for NAAC apart from the IQAC coordinator who will steer the NAAC committee. The house Dr. Sampa Ghosh proposed that both the coordinators remain same and Dr. Aparajita Nag supported the proposition.

- 18 All ~~ED~~ Members of NAAC steering Committee
- (1) All members of IQAC
  - (2) All Conveners of NAAC steering Committee
  - (3) Accountant
  - (4) Library - Sujit
  - (5) 1 from students union -

Institute

3) FIC - Innovation Council to be formed as per rules

- Members are: <sup>HOD</sup>  
decided are: -  
- President  
- Vice President  
- NIRF co-ordinator  
- Social Media co-ordinator  
- Convener

4) ~~MOA~~ The coordinator of NIRF cell has been decided to be Kartik Nandi - proposed by Dr. Aparajita Nag & seconded by Dr. Debjani Pal.

Members of NIRF cells are:-

1. Aparajita Nag  
2. Dr. Manasi Basu  
3. Dr. Pinaki Patra  
4. Dr. Nayna Guha Mazumder  
5. Dr. Sangita Chandopadhyay  
6. Dr. Kalpataru Halder

8. Debjani Roy  
9. Partha Mukhopadhyay

Student - 7.

5) The coordinator of the Social Media Cell is ~~Dr. Nishu~~ ~~Dr. Kamati~~ Dr. Ambika Barua

Members are: Dr. Kamakhya P. Modak.

2. Munmun Biswas  
3. Nishi Pulugothu  
4. Anshupriya  
5. Kaushik Bhakta

Student - 4.

5) Mosharraf Hussain

6) The coordinator of the Innovation cell is Dr. Sandipan Ganguly Gupta.

- Members: 1. Anshuman Barman  
2. Soumalaya Mukherjee  
3. Dipankar Mondal  
4. Souvik Sikdar  
5. Priyanka Dhar  
6. Arabinio Mahato

6.

Student:

7. The coordinator of internship cell is Dr. Santanu Debnath

Members :- 1. Saswati Chowdhury  
2. Dipanku Kr. Biswas  
3. Sampa Biswas  
4. Debajyoti Mondal

8. ARIIA cell: The coordinator of ARIIA is Neelakshi Sarkar.

1. Biswajyoti Ghosh  
2. All members of the Innovation cell.

9. IPR Activity cell :- Coordinator - <sup>Dr.</sup> Suchismita Chakrabarti.

1. ~~Priyanka Dhar~~  
2. Gangabrata Mukhopadhyay  
3. Swatilekha Podder  
4. Archana Mondal  
5. Priyanka Dhar  
6. Arunabha Ganguly  
Student

10. Startup cell -> Coordinator - Swajay Manna  
Members :- Sibsankar Singha  
-> Dinesh Halder  
-> Dipanku Saha  
-> Sima Das

11. The president of IIC is Dr. Ahmed Hossain

12. ~~Bursar~~ The two Vice Presidents are Bursar & TCS by post

As for Now, Dr. Debjani Pal and ~~Dr.~~ Dr. Subhendu Bikash Patra respectively.

13. The convenor is Dr. Aparajita Nag.

14. Members:

1. Jayanta Dwivedi

2. Saral Datta

3. Mishra

4. Om Prakash Singh

15. A video of the total College will be generated made. This will be done ~~by~~ with the help of professional help. Two days will be provided to all students and teachers when the videography will be done. Cultural programs will also be videographed.

16. The student union has proposed for a large scale program for 22<sup>nd</sup> ~~of~~ and Independence day. This will be done with the help of Cultural Committee and NSS.

~~The~~ For Independence day, flag hoisting will take place at 10 pm. All teaching, ~~non~~ and Non-teaching staff along with students to reach by 9:30 am. Cultural program for this day will be executed in Room No. 117.

Since 15<sup>th</sup> Aug is not a holiday, the Principal has proposed for a holiday on 16<sup>th</sup> Aug (Tuesday) ~~Members dealing with~~

17. "Criteria 3, 6, and 7 has failed to submit their details in the previous deadline. A new deadline has been generated for them, i.e., 02.08.2022

18. Whenever exams are ~~also~~ conducted by the college, a deadline will be provided to the teachers for submission of marks.

19. A committee to be entitled "Code of Conduct to be formed."

19. A committee for Code of Conduct to be formed. The president of the Committee is the Principal. Convener of the Committee will be Dr. Manasi Basu. Members are - Co-ordinator - IQAC (By post) - " - ICC - TCS - Head Clerk  
→ G.S. of Student Representative  
→ All internal G/B/ members.

20. The NAAC Steering Committee will remain same. Some members will be added.

1. Swapan Mondal - Criteria 4
2. Naseer Ahmed - Criteria 7
3. Sampa Biswas - Criteria 5
4. Ratih Mullick - Criteria 5
5. Archana Mondal - Criteria 5
6. SibSankar Singha - Criteria - 3

21. Two student members to be added in Anti-Ragging Committee.

22. The Code of Conduct to be decided/ formulated in the Teachers' Council Meeting and then confirmed by

22. The code of conduct committee is being formed in this ITC meeting. Following are the members who have been selected.

1. By IQAC co-ordinator (By post)
2. TCS (By Post)
3. IQAC Convener (By Post)
4. Dr. Alok Kumar Chatterjee
5. Dr. Kartik Kumar Nandi
6. Dr. Ambika Barua
7. Dr. Swarup Manna
8. Dr. Madhumita Ray
9. Dr. Sampa Ghosh

The joint Convener of the following committee is Dr. Ambika Barua & Dr. Kartik Kumar Nandi.

23. The <sup>Welfare</sup> Divyangjan Committee is ~~to~~ being formed. The Convener of this Committee is Dr. Swati Chowdhury. The team ~~com~~ comprises of Dr. Santanu Debnath, Swatilekha Poddar.

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

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

Date- 01.08.2022

Sub: Decisions taken at the IQAC meeting held on 29.07.2022

Dear Madam,

The IQAC of Brahmananda Keshab Chandra College in it's meeting held on 29.07.2022 made following recommendations which are being referred to the Governing Body for further action:

- 1) IQAC proposed to form a NAAC steering committee with following members for the preparedness of NAAC accreditation
  - a. Coordinator- IQAC Coordinator
  - b. Members
    - i. All the IQAC members
    - ii. Dr. Swapan Mondal
    - iii. Nasiruddin Ahemed
    - iv. Sampa Biswas
    - v. Rathindranath Mallick
    - vi. Archana Mondal
    - vii. Shibshankar Singha
    - viii. Accountant
    - ix. Library representative- Sujit Ghosh
    - x. Students representative
- 2) The IQAC proposed to form Institutions' Innovation Council as per the rules of
  - a. President- IQAC coordinator
  - b. Vice-President- TCS & Bursar
  - c. NIRF Coordinator- Dr. Kartik Kumar Nandi
  - d. Social Media Coordinator- Ambika Barua
  - e. Convenor- Dr. Aparajita Nag
- 3) The IQAC proposed to form NIRF Cell with the following composition
  - a. Coordinator- Dr. Kartik Kumar Nandi
  - b. Members
    - i. Dr. Aparajita Nag
    - ii. Dr. Manasi Basu
    - iii. Dr. Pinaki Patra
    - iv. Nayna Guha Majumdar
    - v. Dr. Sangita Bandopadhyay
    - vi. Dr. Kalpataru Halder
    - vii. Dr. Debjani Roy
    - viii. Partha Mukhopadhyay
    - ix. Students' Representative
- 4) The IQAC proposed to form Social Media Cell with the following composition
  - a. Coordinator- Ambika Barua
  - b. Members
    - i. Dr. Kamakhya Prasad Modak
    - ii. Dr. Nishi Pulugurtha
    - iii. Dr. Munmun Biswas

- iv. Dr. Anshupriya Shome
  - v. Kaushik Bhakta
  - vi. Mosaraff Hossain
  - vii. Students' Representative
- 5) The IQAC proposed to form Innovation Cell with the following composition
- a. Coordinator- Dr. Sandipan Gupta
  - b. Members
    - i. Anirban Barman
    - ii. Dr. Soumalya Mukherjee
    - iii. Dr. Dipankar Mondal
    - iv. Dr. Sourav Sikdar
    - v. Dr. Priyanka Dhar
    - vi. Arobinda Mahato
    - vii. Students Representative
- 6) The IQAC proposed to form Code of Conduct committee with the following composition
- a. Coordinator- Dr. Manasi Basu
  - b. Members
    - i. IQAC Coordinator
    - ii. IIC Coordinator
    - iii. TCS
    - iv. Head Clerk
    - v. Internal GB Members
    - vi. Students' Representative

Thanking you,  
Yours sincerely



(Sheikh Ahmed Hossain)  
IQAC Coordinator

**Co-Ordinator**  
**IQAC**

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