

**Minutes of the meeting of I.Q.A.C., Bangabasi Morning College held on 04.09.2018 at
10.30 a.m. in the Principal's Office**

Members Present

Professor Shipra Halder, Chairperson
Dr. Milan Paul, External Expert
Dr. Amitava Dutta, Secretary, Teachers' Council
Sri Jahar Lal Das, Member of G.B.
Sri Biswajit Das, Alumnous Member
Dr. Papiya Saha, Teacher Member
Dr. Bandiram Mandi, Teacher Member
Sk Mustak Ahmed, Teacher Member
Dr. Radharaman Bar, Teacher Member
Sri Swapan Bhaduri, Head Clerck
Sri Suvojit Muhuri, G.S., Students' Union
Dr. Sreejata Biswas, Coordinator

Apology/ Absent

Dr. Mahammadi Tarannum, External Expert
Dr. Asutosh Kumar, Bursar
Sri Dhiman Sen, Industrialist

Business Arising

- The Chairperson, Professor Shipra Halder welcomed all members of the newly reconstructed committee of I.Q.A.C. She also informed that as per G.B. resolution Dr. Sreejata Biswas will act as the Coordinator of I.Q.A.C. She asked the coordinator to discuss on the agenda.
- Dr. Papiya Saha was selected as the Recording Secretary to record the proceedings of the meeting..
- Submission of AQAR for the period from July, 2017- June, 2018 is due before 31.12.2018. The committee proposed to start the work with immediate effect. The workload for data collection was distributed among the members as follows:

Teacher related data	Dr. Amitava Dutta and Dr. Papiya Saha
Accounts related data	Dr. Asutosh Kumar, Sk. Mustak Ahmed
NCC, NSS related data and Results	Dr. Bandiram Mandi, Sri Swapan Bhaduri
Admission data	Dr. Sreejata Biswas, Sri Swapan Bhaduri
Alumni activities	Dr. Biswajit Das
Sports and Students' activities	Sri Suvojit Muhuri

- A follow-up meeting with internal members will be held on 14.09.2018 at 10.45 a.m. for preparation of AQAR 17-18.
- Dr.Milan Paul suggested that regular up-dating and up-gradation of College Website are required. The committee decided that it will be done by Dr. Radharaman Bar. For this purpose all data to be submitted to IQAC Coordinator.
- The newly introduced CBCS system needs a lot of input data, specially in terms of Students' Attendance and Internal Assessment. The Coordinator pointed out that Students' Attendance Register has not been provided by the office to the respective departments, for which teachers are facing lots difficulty to maintain records. The Committee asked Sri Swapan Bhaduri, Head Clerk to prepare Students'List on the basis of already registered students at the earliest and provide the same to the departments.
- A seminar on inter-disciplinary theme, preferably related to health issue, may be arranged during the first week of October. Alumni member Sri Biswajit Das proposed that a seminar on Orthopaedic Problems might be organised. The committee asked him to proceed in this regard.
- Since no fund has been received from the UGC after the newly constituted committee took charge, any expenses for conducting IQAC programme will be met up from College Fund.
- Promotion related works of five teachers are under process. Dr. Pal informed that in case the date of promotion falls during a period that includes both the new and the old regulations, an incumbent must fill up the PBAS forms for both the regulations.
- It was reported with appreciation that NSS wing and Students' Union of the college had already collected donation for Kerala Flood Relief. Dr. M. Paul suggested that some contribution may also be arranged for the same from college fund.
- Dr. Sreejata Biswas reported that she was intimated by the Teacher-in-Charge, who is also the Chairperson of IQAC, by a letter on 20.04.2018 that she had been selected by the Governing Body to act as IQAC Coordinator. On 11.08.2018 the charge was handed over to her from the previous Coordinator. She took the files, one laptop, one printer, one digital camera and photocopy of Audit Report. The files contain some loose minutes, but no Minutes Book was there within those files. The Utilization Certificate of the UGC Fund received during the tenure of the previous IQAC Coordinator was also not handed over to the new committee.
- It was also stated by the Coordinator that an almirah is urgently required for keeping the files and other assets of IQAC received by her. She had already requested the Teacher-in-Charge through a letter hoping that the same will be arranged soon. To place the said new almirah the committee requested Sri Jahar Lal Das to arrange a space preferably in the 3rd floor.

- There being no other business to discuss the meeting ended with vote of thanks to the chair.

Prof Shipra Halder
Teacher-in-Charge
Bangabasi Morning College

Dr. Sreejata Biswas
Coordinator, IQAC
Bangabasi Morning College

Minutes of the Meeting of the Internal Members of I.Q.A.C. along with Member from the Management held on 11.10.2018 at 10.00 a.m. in the Principal's Office

Members Present

Sri Jahar Lal Das, Member of G.B
Dr. Asutosh Kumar, Bursar
Dr. Amitava Dutta, Secretary, Teachers' Council
Dr. Papiya Saha, Teacher Member
Dr. Bandiram Mandi, Teacher Member
Sk Mustak Ahmed, Teacher Member
Sri Swapan Bhaduri, Head Clerck
Dr. Sreejata Biswas, Coordinator

Apology/ Absent:

Professor Shipra Halder, Teacher-in-Charge
Sri Suvojit Muhuri, G.S., Students' Union

Business Arising

- In absence of the Teacher-in-Charge, Professor Shipra Halder, the meeting was chaired by Dr. Asutosh Kumar.
- The minutes of the previous meeting were read and discussed. Confirmation of the same to be done in the Full Committee Meeting.
- AQAR data was still pending from two departments, Hindi and History. The heads of the respective departments had assured to submit the same shortly.
- It was discussed that due to the pressure of semesterized CBCS curriculum, departments may conduct classes in the Puja Vacation. Classes during vacation may be held from 29 October to 2 November, 2018 for syllabus completion.
- It was proposed to reform/ restore the activities of the SC/ST CELL, MINORITY CELL, GRIEVANCE REDRESSAL CELL and also PLACEMENT CELL.
- Due to non-availability of dates during December, 2018 for holding the CBCS Semester 1 Examination of C.U., the seminar on health issues would be postponed till the last week of January, 2019 or first week of February, 2019.

There being no other business to discuss the meeting ended with vote of thanks to the chair.

Prof Shipra Halder
Teacher-in-Charge
Bangabasi Morning College

Dr. Sreejata Biswas
Coordinator, IQAC
Bangabasi Morning College

Minutes of the meeting of I.Q.A.C., Bangabasi Morning College held on 15.01.2019 at 10.00 a.m. in the Principal's Office

Members Present

Professor Shipra Halder, Chairperson
Dr. Milan Paul, External Expert
Dr. Mahammadi Tarannum
Sri Jahar Lal Das, Member of G.B.
Dr. Asutosh Kumar, Bursar
Dr. Amitava Dutta, Secretary, Teachers' Council
Sri Biswajit Das, Alumnous Member
Sk Mustak Ahmed, Teacher Member
Dr. Papiya Saha, Teacher Member
Prof. Bandiram Mandi, Teacher Member
Prof. Moumita Sarkar Samanta, Teacher Member
Sri Swapan Bhaduri, Head Clerck
Sri Suvojit Muhuri, G.S., Students' Union
Dr. Sreejata Biswas, Coordinator

Apology/ Absent

Sri Dhiman Sen, Industrialist

Business Arising

- The Chairperson, Professor Shipra Halder welcomed new member Prof. Moumita Sarkar Samanta.
- Dr. Papiya Saha was selected as the Recording Secretary to record the proceedings of the meeting..
- A letter from the UGC (No. F. IQAC-W-087/13-14 (ERO) dated 7.12.2018) had been received for Resubmission of AQAR for the session 2014-15 and 2015-16 in their specified format and not as per NAAC format. The coordinator, IQAC will do the necessary work and send it to UGC after approval in the next meeting of IQAC.
- Entry of data for Students' Attendance and Internal Assessment under CBCS system necessitates having a dedicated phone and SIM. Wifi should be available in the Seminar Room so that data entry be possible from there without hampering the official work at the office of the Teacher-in-Charge. IQAC requested the Teacher-in-Charge to do the needful.
- Reconstitution of Cells to be done as early as possible and to be approved in G.B.
- College website redesigning is already in progress. The Coordinator requested college authority to reintroduce the Teaching-aid software for uploading lectures, notes and other teaching materials for the benefit of students.

- Considering the need for available teaching days it was decided to conduct Part III Selection Test during January 16-22, 2019, in respective departments without hampering other classes. No classes will be suspended during the exam.
- Considering the huge workload to conduct classes and field work in AECC2 (Environmental studies) in Semester 2 of B.A./ B.Sc. and B.Com Dr. P. Saha proposed that a new Guest Teacher may be appointed. Sri J.L. Das proposed that instead of appointing a new teacher for AECC2 the workload may be distributed among existing teachers of the departments of Botany, Zoology, Chemistry and Geography as per the C.U. rules. IQAC requested the coordinator to do accordingly following the proposal of Sri Das.
- The seminar on “**Diabetes and Stress Management**” will be held in Prasanta Kumar Bose Memorial Auditorium on 1st February, 2019. There will be three speakers:

Dr. Mary D’Cruz , Diabetologist, Healthy Lifestyle Clinic

Dr. Somnath Saha, Head, E.N.T. National Medical College and

Smt. Saheli Mukherjee, Special Educator and Rehabilitation Psychologist, Apeejay School.

A workshop for Health Parametre Check up will be conducted by Dr. D’Cruz and her team after the lectures.

- There being no other business to discuss the meeting ended with vote of thanks to the chair.

Prof Shipra Halder
Teacher-in-Charge
Bangabasi Morning College

Dr. Sreejata Biswas
Coordinator, IQAC
Bangabasi Morning College