

# Bijoy Krishna Girls' College, Howrah

A NAAC B++ Accredited, NCTE Approved College with CPE Status

5/3, M.G. Road, Howrah-711101, WB  
MINUTES OF THE URGENT MEETING HELD ON 11.10.2017

## Members present:

1. Dr. Ruma Bhattacharyya
2. Sweta Guha
3. Dr. Sraboni Chatterjee
4. Dr. Papiya Ghosh
5. Soma Chandra
6. Ranjana Sarkar
7. Dr. Debjani Mitra
8. Dr. Rituparna Basu
9. Dr. Rupak Bhattacharyya
10. Amit Majumder
11. Ranen Bhattacharyya
12. Rupkatha Mukherjee

Minutes of the previous meeting is read and confirmed.

- (1) The present members congratulate Prof Sweta Guha for being nominated as the Coordinator of IQAC. Dr. Chaitali Mitra Chowdhury and Dr Kalyani Sarkar ( Earlier IQAC coordinators) are being conveyed sincere thanks by the members.
- (2) Progress of AQAR is the concern of this meeting. Preperation of 2016-17 AQAR is reviewed..
- (3) Clues should be taken from the AQAR 2015-16 which is already uploaded to the website.
- (4) The Coordinator has been requested to go through the AQAR of some major colleges.
- (5) The workshop of the AQAR should be organised as early as possible. Tentative dates are 8<sup>th</sup>, 15<sup>th</sup> and 22<sup>nd</sup> November, 2017. The finalised date will be done after the confirmation of the Guests.

*Sweta Guha*  
Co-Ordinator  
IQAC  
Bijoy Krishna Girls' College  
Howrah

*[Signature]*  
Principal / Secretary  
Bijoy Krishna Girls' College  
5/3, M. G. Road, Howrah-1.

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- (6) Principal has suggested to begin preparation for the next NAAC visit as the progress of our earlier visit was marked by deficiencies. Lessons taken from the earlier experience.
- (7) Rough minutes of every meeting should be preserved. All AQAR reports should be preserved properly. Henceforth all departmental activities should be preserved properly.
- (8) Prior planning for any kind of activity should be preferably done before three months. All kinds of departmental and other committee related activities should be routed through IQAC.
- (9) Departments of Sociology, Bengali, History, Philosophy, Microbiology, Journalism, Psychology have submitted the departmental reports .
- (10) Computer Science, Mathematics and Economics have already completed the micro-teaching for 2017-18 session. Other departments are requested to do it at the earliest.
- (11) Proposed programs for the coming months:
  - (a) IQAC workshop
  - (b) Career Fair
  - (c) Mid-term Examination
  - (d) College sports
  - (e) Students seminar
  - (f) Micro teaching
  - (g) Education tour of Zoology
- 12) Deadline for AQAR 2016-17 upload will be fix on 30<sup>th</sup> June 2017.
- 13) Online cloud drive for the college is proposed to purchase.
- 14) Principal has categorically stated that all information related to incumbents should be submitted in written form.
- 15) Information which are not included in the AQAR cannot be included in the final RAR as well
- 16) All the teaching members are requested to submit the records of their personal achievements to the IQAC coordinator with a copy forwarded to the Head. The HOD

*Smita Guha*  
Co-Ordinator  
IQAC  
Bijoy Krishna Girls' College  
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*[Signature]*  
Principal / Secretary  
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are also requested to maintain properly the departmental records which should be regularly transferred to the subsequent HOD.

- 17) In the workshop of IQAC the coordinator of CU, Prof Kanika Bandopadhyay and JDPI Dr. Shampa Dutta Gupta and another coordinator from other college should be invited.

*Smita Guha*  
Co-Ordinator  
IQAC  
Bijoy Krishna Girls' College  
Howrah

*Sp.*