

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 MEETING HELD ON 07.12.2017

Members present:

1. Dr. Ruma Bhattacharyya
2. Dr. Sharmila Mitra, Principal, Behala College
3. Khushboo Banerjee
4. Nioy Ghosal
5. Sweta Guha
6. Dr. Sraboni Chatterjee
7. Dr. Papiya Ghosh
8. Soma Chandra
9. Ranjana Sarkar
10. Dr. Debjani Mitra
11. Dr. Rituparna Basu
12. Dr. Rupak Bhattacharyya
13. Dr. Amit Majumder
14. Ranen Bhattacharyya
15. Radharani Rit
16. Tanusree Das
17. Sarbani Guha Ghosal
18. Kaushik Bandyopadhyay

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

[Signature]
Principal / Secretary
Bijoy Krishna Girls' College
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Minutes of the meeting of IQAC held on 07.12.17 at 3pm in Principal's Room :

- Minutes of the previous meeting is read and confirmed.
- The Principal introduced all the members of IQAC present with the invited guest, Dr Sharmila Mitra of Behala College and Ms Khusboo Banerjee, industrialist.
- Sweta Guha Presented a PPT on the progress of the college.
- Dr. Rupak Bhattacharyya informed that the Dept of Computer Science and Dept Of Mathematics have started Google sheet based attendance system for the students. Slowly it will be introduced to other departments.
- Micro teaching has been introduced in different departments
- Dr. Sharmila Mitra suggested that in our forthcoming Seminars/ Workshops some sessions can be organized in the Smart Classroom so that participants of other colleges can have a look at it.
- Dr. Papiya Ghosh suggested that we can buy some portions of the cloud to store our lectures so that it can be utilised by accessing our website.
- Principal has informed that our electricity bill has reduced to a considerable extent due to solar panel. Kaushik Bandyopadhyay proposed to install a solar panel on the hostel roof.
- Principal also informed that by overcoming the prevalent technical problems associated in duct AC of library, we are trying to renovate the system with false ceiling. Khushboo Banerjee questioned about the process of AC installation. Principal elaborated the process of advertisement of tender.
- Specimen of appraisal form of teachers has been shown by the Principal. Khushboo Banerjee applauds the technical usage in the college and congratulates the Principal for her initiatives.
- Dr. Sharmila Mitra suggested to categorise short term plan and long term plan separately. In her college, planning is made on departmental and collective basis. She also suggested that IQAC should regularly conduct academic and other(e.g. purchase etc.) internal audit of each and every department. Before 31st March of every year, internal audit of all departments should be done by IQAC and reports will be placed subsequently. She also suggested that IQAC should monitor the activities of the office staff and other support staff. Our Principal elaborated the measures already taken at the office. Dr. Sharmila Mitra informed that in her college separate uniforms are provided for different category of staff.
- Dr. Sharmila Mitra suggested to procure registration for NSS immediately. Ranjana Sarkar Ghosh is in charge of NSS of our college and she is doing the necessary follow up with the university.
- The registration of the Alumni Association in the Societies of Registration Act Is of utmost importance. Unless the association is registered, the legal stake will not be there and college is not supposed to provide any assistance to the unregistered association.
- Regarding the sports ground, discussion is already on with the Howrah Municipal Corporation regarding the use of Dalmiya sports ground at Howrah maidan. Sri Niloy Ghosal informed that By mid 201, MOU will be signed.
- All members agreed that IQAC should motivate non -stop research activity of the faculty, as the third cycle of NAAC focuses on the research activities of the institute. Motivation should be made to promote MRPs and Major Projects. The college should immediately submit the UCs of all MRPs and Major Projects. Dr. Sharmila Mitra suggested academic and financial

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audit of Add On Courses should be done regularly. She also suggested the if the college can offer any subsidy to the students. Convenor of Add On Courses, soma Chandra said that student's response is very poor and it prevents viability of these courses. Our Principal said that we are already offering thirty free/ half free scholarships to our students. So it is quite difficult to provide more scholarships to the students.

- Dr. Sharmila Mitra suggested that income certificate of the parents should be taken at the time of admission. This can be a measure to control false statements regarding income of the parents. She also suggested to include Adhar card of the parents with application form to regulate false statement.
- IQAC has to revise the objective of the college. Now it is from learning to earning. Ranen Bhattacharyya Suggested to promote entrepreneurship development programme for the students.
- Every meeting of IQAC should be followed by a recommendation list. In every meeting of Governing Body , the recommendation of IQAC should be put forward as an agenda.
- Budget of IQAC should be fixed and application should be made in this regard. Rs 3 Lac for recurring and non- recurring funds should be applied for. Dr. Sharmila Mitra asked to check the e-bantan list of 2014-15 financial year, which has already been allocated.

Sweta Guha
Co-Ordinator
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Principal / Secretary
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