

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 of IQAC held on 23.6.18 at 11.30 am in Principal's room:

Members present:

1. Dr. Ruma Bhattacharyya
2. Dr. Sharmila Mitra
3. Khushboo Banerjee
4. Niloy Ghosal
5. Dr. Sweta Guha
6. Dr. Papiya Ghosh
7. Soma Chandra
8. Ranjana Sarkar Ghosh
9. Ranen Bhattacharyya
10. Sarbani Guha Ghosal
11. Dr. Debjani Mitra
12. Dr. Bidyadhar Mondal
13. Dr. Sraboni Chatterjee
14. Tanusree Das
15. Radharani Rit
16. Kaushik Bandyopadhyay

- Minutes of the previous meeting is read and confirmed.
- Students' progression can be included in the achievement of the college. Baitali Pal of Department of Commerce stood first in M.Com Final in 2017.
- Principal has informed that the entire office has been computerized, The manual system of vouchering has been stopped and all vouchers have been computerized.
- Principal thanked the PMU, Bursar and office for the preparation of DPR of RUSA grant.
- IQAC Coordinator presented the activity sheet of 2017-18.
- Dr. Shampa Dutta Gupta and Dr. Sharmila Mitra praised the Principal for procuring fund from HIT for solar power scheme.

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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- Dr. Sharmila Mitra has urged to include the admission count along with the final C.U. result presentation to calculate the dropout rate.
- Principal has requested Dr. Sharmila Mitra and Dr. Shampa Dutta Gupta to suggest some names to conduct AAA in July/ August, 2018.
- Principal has informed that the talks regarding second campus within 2 km radius are on with HIT. It will be taken on lease. Negotiation is already on regarding 27Katha, i.e. 1.5 Bigha.
- Dr. Sharmila Mitra praises the presentation with following comments:
 - 1) Staff data is required
 - 2) Student support aid should be introduced
 - 3) Faculty exchange programme should be encouraged
 - 4) Library exchange programme can be introduced. For this purpose, a MOU has to be signed between the IQAC Coordinators of both colleges.
 - 5) Librarian Radharani Rit has mentioned that we have a huge collection of old books and the researchers of C.U. are using our library. She proposes to enhance this facility.
- Dr. Shampa Dutta Gupta and Dr. Sharmila Mitra emphasized on intra-departmental syllabus oriented exchange lecture. Dr. Shampa Dutta Gupta suggests mandatory attendance for students.
- Dr. Sharmila Mitra asks to include record of remedial and tutorial classes. The special support system for weak students should be introduced.
- Attendance record should be maintained carefully.
- NSS should be revamped.
- Separate vision and mission should be introduced besides those of the college.
- Sweta Guha presents the accounts statement of Rs 3 Lacs received from UGC. A proposed budget along with programmes is also presented and it has been approved by the Finance Committee of the college.
- Dr. Sharmila Mitra makes the query about the college's contribution in academic upliftment of the faculty. IQAC should monitor research activity of the faculty.
- Dr. Shampa Dutta Gupta says that direct teaching for Associate Prof is 14hrs per week and that of Assistant Professor is 16 hrs per week. G.O. dtd 07.12.18 explains this. She also approved that maximum 12 classes can be given to GAPTT. The Principal said that number of classes of GAPTT depends on the workload of the department and any department can allot less than 12 classes for them.
- IQAC must keep all the G.O. s. Regarding CAS and other promotion related activities, strict checking is to be done by IQAC.
- IQAC should regulate OP or RC for all faculties amicably. DL is to be granted only on presentation of paper in seminar or conference.
- Dr. Sharmila Mitra requests to solve the dispute related to the major and minor projects approved by the UGC or other funding agencies. She puts emphasis on solving the issue before the next meeting by non-stop communication.
- Income certificate of the parents should be submitted at the time of admission of students. This process has already been initiated.

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- Dr. Sharmila Mitra questions about virtual classroom and she suggests inter college virtual classroom should be introduced.
- Ms Khushboo Banerjee suggests to contact industrialists to promote learning and earning scheme immediately.
- Job Fair should be organized during April- May.
- The Principal delivers vote of thanks by praising Dr. Sharmila Mitra , Dr. Shampa Dutta Gupta, Ms Khushboo Banerjee ,Mr. Niloy Ghosal and the college staff for giving their precious time and suggestion. We sincerely believe that their suggestions will enrich us.

Susila Jaha

Co-Ordinator
IQAC
Bijoy Krishna Girls' College
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