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BIJOY KRISHNA GIRLS' COLLEGE, HOWRAH

A NCTE and NAAC accredited (B⁺⁺) College
5/3, MAHATMA GANDHI ROAD, HOWRAH - 711 101.

Ref. No

Date

Notice

A meeting of IQAC will be held on 20.4.24 at 12 noon. All members are requested to be present.

Agenda:

3. Preparation of AAA
4. Misc


Principal

Principal / Secretary
Bijay Krishna Girls' College
5/3, M. G. Road, Howrah-1

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Date: 20/04/2024

Meeting No. **MINUTE BOOK** Meeting Time 12 noon
Meeting Date 20.4.24 Meeting Place

- Members present :-
1. ~~Dr. Pollock~~
 2. Shweta Ghosh 20.4.24
 3. ~~Pankaj~~ 20.4.24
 4. ~~Dr. Ghosh~~ 20/04/24
 5. Sonam De
 6. Rupel Bhattacharya 20/04/24
 7. Sraboni Chatterjee 20.4.24
 8. Debjani Ghosh 20/04/24
 9. Sanjit Anurag 20/4/24
 10. Ranjana Sarkar Ghosh 20/4/24
 11. ~~Dr. Ghosh~~ 20/08/28
 12. Rupakanta Mukherjee 20.4.24
 13. Sarbani Bala Ghosal 20.04.24

Minutes.

Agenda 1. Preparation of AAA.

~~The external team~~ Proposed ~~the~~ following plan for 27.4.24.

- (i) Presentation by Principal. - general representation of the college.
- (ii) Presentation by IQAC → max. 30 to 40 mins.
- (v) ~~(iii)~~ Presentation by departments → max. 10 to 12 slides according to criteria.

All documents as well as samples should be produced.

- (iii) External team divided into two groups which will go to office and library.
- Commerce + science presents in G1.
- All Arts subjects in Lounge.
- (iv) NSS in lounge at 1:00 pm.
- Lunch at 2:00 pm.

For departments → Best publications, minutes book, one attendance register, activity book should

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MINUTE BOOK

Meeting Date

Meeting Place

be produced at the time of presentation.

Gender audit, green audit reports, NIRF reports, IQAC annual report printout to be taken
Report of counselling centre to be produced

• Lunch for all. For external team Akash (caterer) will serve and for others → packet.

• For Felicitation → Newsletter, memento of college, file, flower, ^{stick} ~~colleg~~, writing pad, pen, Soap ^{present} by students
File to be brought by Sarbani Guha Ghoshal
Writing pad + pen → Britam.

Misc

Software to check plagiarism to be bought by college.

The meeting ended with vote of Thanks.

~~DO~~

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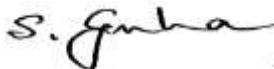
Minutes of IQAC meeting held on 20.04.2024

Members present:

1. Dr. Ruma Bhattacharyya
2. Dr. Sweta Guha
3. Ranen Bhattacharyya
4. Kaushik Bandyopadhyay
5. Rupkatha Mukherjee
6. Ranjana Sarkar Ghosh
7. Dr. Somen De
8. Dr. Debjani Mitra
9. Dr. Rupak Bhattacharyya
10. Dr. Sraboni Chatterjee
11. Sarajit Ankura
12. Dr. Debleena Kumar
13. Dr. Amit Majumdar

Minutes of the meeting:

- Minutes of previous meeting is read and confirmed.
- Preparation of AAA
 - Presentation by Principal
 - Presentation by IQAC Coordinator
 - Presentation by HoDs
 - Presentation by NSS Programme Officer
- All supportive documents will be prepared accordingly
- Software to check plagiarism to be bought by the college
- The meeting ended with vote of thanks



(DR. SWETA GUHA)
BHATTACHARYYA)
IQAC COORDINATOR



(DR. RUMA

PRINCIPAL