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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.. 31.5.23

NOTIC

A meeting of IQAC will be held on 8.6.23 at 1pm. All members are requested to be present.

Agenda:

1. Preparation of upcoming Workshop
2. Preparation of AQAR
3. Misc

Santa Jaha
.....
Coordinator IQAC

[Signature]
.....
Principal/ Secretary

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Date: 08/06/2023

Meeting No. **MINUTE BOOK** Meeting Time

Meeting Date Meeting Place

Members Present:

1. ~~Sb. 8/6/23~~
2. Shweta Ghosh
3. Rayjama Sarkar Ghosh 8/6/23
4. Somes Jee 8/6/23
5. Ananta Halder 8.6.23
6. Rupama Kulkarni 8.6.23
7. Papiya Samanta (Bag) 8.6.23
8. Sraboni Chatterjee 8.6.23
9. Debjani Mitra 8/6/23
10. ~~Gitanjali 06/05/23~~
11. Kaveri Bhattacharya
12. Papiya Ghosh (Chatterjee)
13. Subhankar Das
14. ~~20/6/23~~

Minutes :->

1. Registration Desk -> Sraboni Chatterjee, Debloana Kumar, Radharani Rii, Dyuti Nayak
2. Treasurers : Sarajit Anand & Ananta Halder
3. Refreshment : Papiya Samanta Bag, B R G, Chaitali Nandy, Sharmista Paul
4. Breakfast/Tiffin : Mongini's Pastry -> Musti Sukh, Cheese stick, Butter slice cake & Tea -> Akash (without coating) 9-30 AM
5. Lunch : Fried Rice, Chilly Chicken/Paneer, Water & Musti Pastry -> Twinkle -> Bini/Prilaxi
6. Tea & Top Biscuit -> Akash -> 4 pm Pastry
7. Program Schedule
~~Satya~~ Vaidik Chanting -> T.N.D
 Gaan -> RS Di
 Lighting of Lamp ->
 Felicitation -> Mahasay
 Inchar Ghosa

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8. Gift :

i) 75 years Memento

ii) 4 Plants → Pratap

iii) 4 Uthariya → Shyamal

iv) Mithi Packet → 4

v) Flower → 4 & 2 Bijoy Barber Garland

9. Participant → clear Bag, Pen, Pad.

10. Banners, Podium Posts, ^{Lunch} Coupon, Bill book (150)

11. Technical Assistance → Amit, Rupak, Sureshdeep.

12. AQAR → google form will be created for all criteria as per requirement.

13. Workshop Certificate → Mahanaj, Principal, Both IQAC co-ordinator

~~08/06/23~~

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Date ...08.06.2023

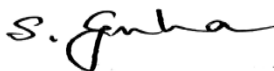
Minutes of Meeting of IQAC held on 08.06.2023

Members present:

1. Dr. Ruma Bhattacharyya
2. Dr. Sweta Guha
3. Ranen Bhattacharyya
4. Rupkatha Mukherjee
5. Ranjana Sarkar Ghosh
6. Dr. Amit Majumdar
7. Dr. Somen De
8. Dr. Papiya Ghosh
9. Dr. Debjani Mitra
10. Dr. Rupak Bhattacharyya
11. Dr. Sraboni Chatterjee
12. Papiya Bag Samanta
13. Sarajit Ankura
14. Ananta Halder
15. Subhradip Das

Minutes of the meeting:

- Minutes of the previous meeting is read and confirmed
- It has been decided that Google Form for AQAR will be formed as per requirement
- Preparation of Workshop:
 - Programme Schedule of upcoming workshop has been formed
 - Sarajit Ankura and Ananta will be treasurer
 - Dr. Sraboni Chatterjee will be in charge of Registration Desk.
 - Papiya Bag Samanta will be in charge of Refreshment
 - Technical Assistance will be provided by Dr. Amit Majumder, Dr. Rupak Bhattacharyya and Subhradip Das
 - Certificate will be signed by Principals and IQAC Coordinators of both the colleges
- Meeting ended with vote of thanks



(DR. SWETA GUHA)
IQAC COORDINATOR



(DR. RUMA BHATTACHARYYA)
PRINCIPAL