

INTERNAL QUALITY ASSURANCE CELL  
BIDHANNAGAR COLLEGE

No. 166/1/22-23

NOTICE

Date: 14.09.2022

A meeting of the Internal Quality Assurance Cell (IQAC) of Bidhannagar College is hereby scheduled on 22.09.2022, Thursday at 1.00 pm in the Principal's Room of the College.

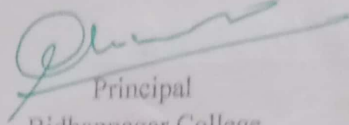
All internal members of the IQAC are requested to be present in the meeting positively.

Dr. Bharati Mukhopadhyay (former IQAC coordinator) and Dr. Subhadipa Sengupta (Convenor, NIRF) are invited to be present in the meeting.

Agenda:

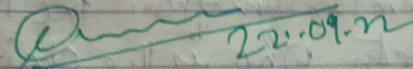
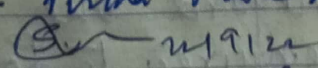
1. Preparation of AQAR for the year 2021-22
2. Plan of action for the academic year 2022-23
3. Matters arising

Anandal  
14/09/2022  
Coordinator, IQAC  
Bidhannagar College

  
Principal  
Bidhannagar College

Meeting of IQAC held on 22.09.2022.

Members present:

1.  22.09.22
2. Anvesh Tandal 22/09/2022
- 3.
4. Bharati Mukhopadhyay 22/9/22 (invited member)
- 5.
6. Houri Mitra 22.9.22
7. Suman Mukherjee 22/9/22
8. Jina Das 22/9/22
9. Rini Roy 22/09/22
10. Anup Kr. Sait 22/09/2022
11. Subhadipa Sengupta 22/9/22
12. Sulaj Biswas 22/9/22
13. Partha Saha 22/9/22
14.  22/9/22
15. Kiranmoy Chatterjee 22/9/22

16. Upul Das ghosr. 22/9/22
17. Atreyee Banerjee 22/9/22
18. ~~Arshant~~ 22/09/22

## Meeting of the IQAC Held on 22/09/2022

### MINUTES:

- A meeting of the IQAC was called on 22/09/2022, Thursday at 1pm in the Principal's Room of the college. The meeting started with the new coordinator of the IQAC, Dr. Anuresh Mandal taking permission from the Principal Dr. Sourabh Chakraborty, who is the chairperson of this cell. Dr. Mandal gave a short introduction regarding the works of all members of the cell. He pointed out that the pending AQAR-2021-2022 should be prepared and submitted to NAAC Portal at the earliest.
- Dr. Sourabh Chakraborty addressed the entire house saying that NIRF, AISHE, AQAR and Banglar Uchchoshiksha Portal (BUSP) - related DATA collection work is necessary and in this regard one planning committee is required to be formed.

- As per principal's suggestions the following Data Integration committee has been formed:

1. Prof. Dr. Debesh Roy (Lawrence)
2. Dr. Anaresh Mandal
3. Dr. Tirthapada Majhi
4. Dr. Subhadipa Sengupta
5. Dr. Arup Kr. Hait
6. Dr. Kiranmay Chatterjee.

- It is decided that DATA for AQAR: 2021-22 to be collected from all departments and college office by 30th November, 2022.

- All the points noted in the last IQAC-meeting have been revisited.

- CAS- Files of the following teachers have been thoroughly checked and passed for the next proceedings regarding their promotion:

1. Dr. Suman Mukherjee (Zoology): Promotion from Stage-3 to 4.
2. Dr. Rajarshi Chatterjee (Chem): Stage-3 to 4.
3. Dr. Sandip Bandhopadhyay (Microbiology) Stage-3 to 4.
4. Dr. Rini Roy (Microbio) Stage-3 to 4.
5. Dr. Sudeshna Chanda (Anthro) Stage-3 to 4.
6. Dr. Rituparna Biswas (Chem) Stage-1 to 2.

- As a part of future plan of action for the academic year 2022-23, it is decided that a number of Add-on / Value added courses will be started in the different departments of the college.

The meeting ended at 2.30 P.m.

BIDHANNAGAR COLLEGE

NOTICE / IQAC

No. 183/3/22-23.

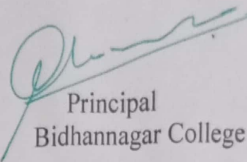
Date: 12.11.2022

A meeting of IQAC of the college will be held on 21.11.2022, Monday at 2 pm in Principal's room. All internal members of the cell are earnestly requested to attend the meeting.

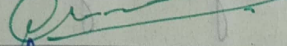
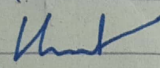
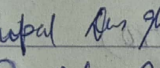
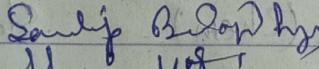
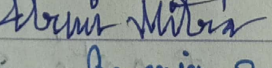
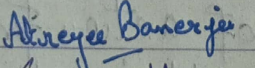
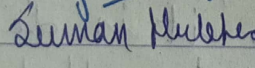
Agenda:

1. Preparation of AQAR: 2021-22
2. Plan regarding NAAC
3. Add-on/Value added course
4. Matters arising

Anandar  
Coordinator, IQAC  
Bidhannagar College  
12/11/2022

  
Principal  
Bidhannagar College

Members present in the IQAC Meeting  
held on 21.11.2022.

1. 
2. Anuresh Mandal 21/11/2022
3.  21/11/2022
4. Rini Roy 21.11.22
5. Intha Pade Majhi 21.11.2022
6.  21/11/22
7.  21/11/22
8.  21.11.22
9.  21/11/22
10.  21/11/22

## IQAC INTERNAL MEETING

Held on 21.11.2022

### **MINUTES:**

1. All the data required for preparation of the AQAR should be collected within 30th November, 2022.

All the Departments should submit their data within 25th November, 2022.

2. External Members of IQAC recommended analysis of feedback and adoption of necessary measures by the Principal for concerned teachers.

3. Feedback should also be taken from Semester-II and Semester-IV of UG and PG.

4. Format of feedback analysis should be upgraded through regular exercise including suggestions from students' representative.

5. Head of the Departments should be intimated to alert the students with poor attendance.

6. For ensuing NAAC Assessment all the Departments should maintain 30 attributes in each Department.

7. NAAC Committee should be constituted within December, 2022 as the NAAC visit has been anticipated within 2023.

8. Head of each Department should prepare mentor-mentee list of 2021-22 and 2022-23.

9. 30 or more hours should be assigned for Value added Course.

10. 30 or more hours should be assigned for value-added course. Number of students should be high. The course should be offered number of times during an academic year.

11. The value-added course should be implemented from December, 2022 with 2 classes of 1 hour duration earmarked per week.

12. Karigari Shiksha Bhavan affiliated NGO will augment a Personality Development Course in the college campus.

13. Collaborative activity with other UG colleges, Universities and institutions should be organized.



BIDHANNAGAR COLLEGE

NOTICE / IQAC

No. **186** Value added course  
1. Preparation for NAAC  
2. Matters arising

Date: 22.11.2022

A meeting of the IQAC with all HoDs of the college will be held on 05.12.2022, Monday at 2 pm in the Board Room of the college. All internal members of the IQAC and respected HoDs are earnestly requested to attend the meeting. Respected secretary, Teachers' Council is invited to be present in the meeting.

Coordinator, IQAC  
Bidhannagar College

Agenda:

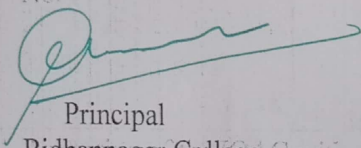
1. Add-on / Value added course
2. Preparation for NAAC
3. Matters arising

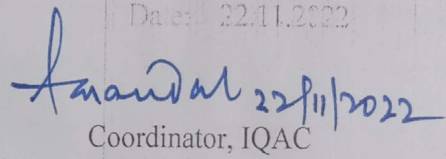
BIDHANNAGAR COLLEGE

NOTICE / IQAC

No.

Date: 22.11.2022

  
Principal

  
Coordinator, IQAC

Bidhannagar College with all HoDs of the college will be held on Bidhannagar College at 2 pm in the Board Room of the college. All internal members of the IQAC and respected HoDs are earnestly requested to attend the meeting. Respected secretary, Teachers' Council is invited to be present in the meeting.

Attendance of the IQAC meeting held on 05/12/2022:

1. ~~Abhishek~~
2. Animesh Panda 05/12/2022
3. Anika Das Ray
4. Saip Biswas 05/12/22
5. Apal Das Ghosh. 5/12/22
6. Suman Chakraborty 5/12/22
7. Anoregje Banerjee 5/12/22
8. Soumita Biswas 05/12/2022
9. Saugata Ghosh. 05 Dec. 2022.
10. Saip w. Ghosh 05.12.2022
11. Rini Roy. 5.12.2022
12. Abul Kalam 5/12/22
13. Nihil Ranjan Pramanik (Chemistry) 5/12/22
14. ~~Sanjib Kumar~~ (Geog.) 05.12.2022
15. S. Bhadra (Maths) 5/12/2022
16. J. Sen (Education) 5/12/2022
17. Arunkumar JANA (Physics) 5/12/2022
18. Soumali Mandal (zoology) 05/12/2022
19. Bhaskar Roy (History) 05/12/2022.
20. ~~Sanjay~~ 5/12/2022
21. Shahid Jamil Siddiqi 5/12/2022
22. Swaly Mishra 5/12/2022.
23. Arup K. Sait 05/12/2022
24. Bharati Mukhopadhyay 5/12/22
25. Mausumi Mukhopadhyay 5.12.22
26. Srimanta Das 5.12.2022
27. Kiranmay Chatterjee 5/12/22

## IQAC INTERNAL MEETING

Held on 05.12.2022

### MINUTES:

1. AQAR from different Departments should be submitted within 12.12.22.
2. NAAC team proposed improvement of job oriented and skill based courses at UG and PG level in the year 2017. Therefore necessitates the introduction of value-added courses in UG and PG level.
3. Faculty related documents and student related documents should be submitted in Excel format for AQAR preparation.
4. Each Department should maintain mentor-mentee ratio. Meeting of the mentee with their respective mentor should be organized at regular intervals and records should be maintained.
5. Resolution of the Committee and Sub-committee meeting of Teachers' Council should be properly maintained.
6. 30 hours is the time allotted for Add-on Course. The courses should be repeated number of times. Number of enrolled students should be increased. 2 classes per week for 15 consecutive weeks should be allotted for the Add-on Course. The last period of the routine should be dedicated for the Add-on Course. At least 4 Departments should initiate the course in two Semesters (July to December and January to June). After publication of Semester-V routine the courses should start.
7. Value-added Course should be taken in 30 hours. Registration must be done in Google Form. Basic proposal would be uploaded in the website.



# BIDHANNAGAR COLLEGE

Govt. of West Bengal  
EB-2, Sector-I, Salt Lake  
Kolkata- 700064  
Phone: (033) 2337-4761, 2337-4782  
E-mail:principal.bnckol@gmail.com



# বিধাননগর কলেজ

পশ্চিমবঙ্গ সরকার  
ইবি-২, সেক্টর-১, সল্ট লেক  
কলকাতা- ৭০০০৬৪  
দূরভাষ- (০৩৩) ২৩৩৭-৪৭৬১,  
(০৩৩) ২৩৩৭-৪৭৮২

Memo No. 30/23

Date: 10.01.2023

To  
All External and Internal Members,  
Internal Quality Assurance Cell,  
Bidhannagar College,  
Kolkata – 700 064.

*All Internal Members & External Members  
IQAC, Bidhannagar  
College.*

Sub. : Invitation to attend the meeting of IQAC, Bidhannagar College, Kolkata.

Sir/Madam,

In pursuance of the Action Plan for performance evaluation, assessment and quality up- gradation of our Institution, I cordially invite you to attend the upcoming Internal Quality Assurance Cell (IQAC) meeting scheduled to be held on 20 January, 2023 at 3.30 P.M. in the Board Room (New Building) of our College to discuss the following agenda:

1. Scrutiny and approval of the AQAR (for the Academic Year 2021 – 2022) prior submission to NAAC Portal.
2. Future work plan of IQAC, Bidhannagar College.
3. Matters arising.

I look forward hearing from you.

Thanking you,

Sincerely yours

Principal  
Bidhannagar College  
Principal  
Bidhannagar College  
Salt Lake, Kol-64



Attendance of the IQAC meeting held on 20.01.2023

1. ~~Pr...~~ 20.1.23
2. Priga Mahan Basu
3. Anika Prisa M...
4. Subir Dambupta
5. Mouli Sanyal.
6. Anitabha Kundu
7. Dipankar Biswas, A.E. P.W.Dte.
8. Jit Dey, JE, P.W.Dte.
9. Kiranmay Chatterjee,
10. Suman Chatterjee
11. Ujal Dasgupta.
12. Subir Dambupta
13. Anni Mitra 20.01.23
14. Kunt 20.01.2023

Internal members present in the IQAC -  
meeting held on 03/03/2023.

1. ~~Pr~~ 3.3.23
2. Anvesh Kandal 3/3/2023.
3. Rini Roy, 3.3.23.
4. Sumans Bhattacharya 3/3/2023
5. ~~U~~ 03/03/2023
6. upal An ghorr. 03/3/2023
7. Mitha An Majum 03/03/2023
7. Sanjay B. Dey 03/3/23.

#### Minutes of the meeting of IQAC held on 3.03.2023


1. Academic calendar to be updated and uploaded on the website.
2. The full IQAC body will meet students batchwise after publication of results in two days span.
3. HODs should aware their students to participate in courses offered in SWAYAM, NPTEL.
4. Various club formation to be done.
5. Code of conduct committee should be formed immediately including faculty members from English Department.
6. Friday will be marked as Vehicle free day in the college campus.
7. Anti-ragging committee should be updated within the college premises.
8. To meet the secretary of Alumni Association to make aware of their activities. Online link to be displayed in website for taking membership in Alumni Association.
9. For feedback analysis from Employers, Career Council Committee should be involved.
10. For different types of audits to carry out a separate committee should be formed.
11. Workshop on Gender Equity should be organized by Alumni Association of the College.
12. Alumni feedback format should be prepared.

NOTICE

No. 62/23

Date: 29.04.2023

This is for information to all concerned that **Internal Academic Audit** for the academic year 2022-23 will be conducted on 8<sup>th</sup> and 9<sup>th</sup> June 2023. A soft copy of the audit-format is attached herewith. An audit team will visit the departments on the above mentioned days. All HODs are requested to prepare / maintain all the required documents for physical verification by the Audit Team and a fill in the relevant portions of the audit format within the stipulated time.

  
Principal  
Bidhannagar College  
Salt Lake, Kol-64

**Bidhannagar College, Kolkata**

**NOTICE**

No: 85/23

Dated: 07.06.23

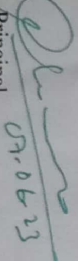
Internal Academic Audit, 2023

In partial modification of the notice of even number dated 5<sup>th</sup> June 2023 it is hereby notified that the Internal Academic Audit for the year 2021-22 and 2022-23 will be held on 08.06.2023 & 09.06.2023 (Time: 12.30 P.M. onwards).

The lists of Academic Auditors for the respective departments are given below:

Serial No.	Department	Auditor 1	Auditor 2	Date
1.	Anthropology	Santanu Saha	Arun Kumar Jana	08.06.2023
2.	Bengali	Ratan Kumar Biswas	Bandana Chakraborty	08.06.2023
3.	Botany	Debabrya Bhattacharya	Rajarshi Chatterjee	09.06.2023
4.	Chemistry	Arup Hati	Kajari Lahiri	08.06.2023
5.	Education	Somdatta Das	Sankha Priya Guha	09.06.2023
6.	English	Sanat Kumar Saha	Sudip Ghosh	08.06.2023
7.	Economics	Harekrishna Dutta	Kausik Majumder	08.06.2023
8.	Geography	Tina Barma	Shounyasree Sen	08.06.2023
9.	History	Nikhil Ranjan Pramanik	Tapas Kumar Pal	09.06.2023
10.	Mathematics	Ranajit Karmakar	Dipankar Sen	09.06.2023
11.	Microbiology	Subhas Chandra Maity	Suman Mukherjee	09.06.2023
12.	Physics	Amarash Mandal	Tirtha Pada Majhi	09.06.2023
13.	Pol. Science	Mrinal Kanti Sarkar	Swati Sen	09.06.2023
14.	Statistics	Benuhar Mandal	Sankalita Ghosh	09.06.2023
15.	Philosophy	Shahid Jamal Siddiqui	Uday Sankar Barma	09.06.2023
16.	Zoology	Mousumi Mukhopadhyay	Dipankar Bhattacharyya	09.06.2023

After completion of academic audit, respected auditors are requested to submit the reports to the IQAC.

  
Principal  
Bidhannagar College  
Salt Lake, Kol-64