

Notice

Date: 02.12.2021

No. 117

A meeting of the IQAC (internal members only) is hereby scheduled to be held on 10.12.2021, Friday at 2:00 P.M. in the Board Room of the College. Heads of all the Departments, Librarian, Secretary, Teachers' Council, Arup Kumar Hait, Probir Banerjee and Subhas Chandra Maity are also requested to attend the meeting.

Agenda:

1. Academic Audit.
2. Preparing AQAR
3. Matters arising.

Bhanati Mukhopadhyay

B. Mukhopadhyay
Coordinator, IQAC
Bidhannagar College

T. Das
Officer-in-Charge
Bidhannagar College

Members Present:

1. T. D.
2. Bhanati Mukhopadhyay 10/12/21
3. A. (Sri) 29/12/21
4. Abin Mitra 10.12.21
5. Deepika Sengupta Dasgupta 10.12.2021
6. Soumitra Biswas 10/12/2021
7. Suresha Chandra 10/12/2021
8. Arunkumar Jana 10/12/2021
9. Probir Banerjee 10/12/21

10. ~~Sanjiv Kumar~~ 10.12.21
11. Rijay 10.12.2021
12. Acharya Kumar Saha 10.12.2021
13. Sanjam Saha 10/12/21
14. Anup Kr. Sait 10/12/2021
15. Aniket Roy Chakr. 10/12/2021.
16. Anmol Kanti Sanyal 10/12/21
17. Utpal Mandal. 10/12/21
18. Aniruddha Pal 10/12/21
19. Debash Roy 10-12-21.
20. Ratan Kumar Roy 10.12.21
21. ~~Sanjay Kumar~~ 10.12.2021
22. Aniruddha Pal 10.12.2021
23. Itanayanaee Lu. 10.12.21
24. Soumalya Mandal 10.12.2021
25. Anika Bora Saha 10.12.2021
26. Abul Kalam 10/12/21
27. Sandip Bandyopadhyay 10/12/21
28. Ufal Das Ghosh. 10/12/2021
29. Subhadip Dasgupta 10/12/21
- 30.

**MEETING OF THE OF IQAC
HELD ON 10.12.2021
MINUTES**

1. Mr. Tapomay Das, Officer-in-Charge, Bidhannagar College, declared that Academic Audit of all the Departments of the College will be conducted ASAP. Two auditors would be appointed for each Department. The auditors will audit the results, regularity of class tests, attendance record, academic calendar etc.
2. Mr. Arup Hait, Associate Professor, Dept. of Statistics, requested to provide the proforma of the last completed Academic Audit.
3. Mr. Tapomay Das also announced that all the Departments should prepare the AQAR for the session 2020-2021. He had also mentioned that there is no requirement to prepare separate excel data sheet as UGC has already provided the data template in Excel format. He suggested:-
 - i. Feedback report should be collected from all stake holders and remedial measures against the feedback received should be recorded.
 - ii. Special programmes should be organized for advanced learners and slow learners. The concerned Department should identify the advanced and slow learners.
 - iii. Remedial classes should be conducted for the weak students and records should be kept by the Department.
 - iv. Separate routine should be prepared for the tutorial classes.
 - v. Ratio of mentor: students should be recorded in each Department.
 - vi. Programme outcome and course outcome should be fulfilled.
 - vii. Data of Central Library should be maintained properly.
 - viii. Waste management system should operate on a regular basis.
4. Mr. Arup Hait had been requested by Dr. Bharati Mukhopadhyay, Convenor, IQAC, to provide the routines of 2020 Even Semester, 2020 Odd Semester, 2021 Even Semester and 2021 Odd Semester.

RESOLUTION

1. All the Departments of the College should submit completed proforma of the Academic Audit within 15th January, 2022.
2. Deadline of submission of the AQAR of 2020-2021 by the respective Departments is 15th February, 2022.