

INTERNAL QUALITY ASSURANCE CELL  
BIDHANNAGAR COLLEGE

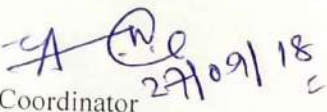
No.


Date: 27.09.2018

Meeting of the IQAC

A meeting of the IQAC (Internal Quality Assurance Cell) of Bidhannagar College will be held on 04.10.2018 at 1:30 pm in the IQAC Room of the College.

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

  
Coordinator  
IQAC, Bidhannagar College

  
Principal  
Bidhannagar College

Agenda:

1. Preparation of AQAR for the session 2017-18
2. Formation of different Sub-Committee
3. Matters arising

### Minutes of the IQAC meeting held on 4<sup>th</sup> October, 2018

The following points have been discussed in the meeting:

1. The IQAC appointment letter should be sent to both Internal and external members of IQAC committee.
2. Submission of AQAR of 2017-18.
3. Analysis of student feedback has to be completed for preparing AQAR 2017-18.
4. The following IQAC sub-committees have been proposed:
  - i. Seminar Committee: The proposed members are:
    - a) Prof. Achintya Kumar Sarkar (Convener), Professor
    - b) Dr. Ratan Biswas, Associate Professor
    - c) Dr. Abul Kalam, Assistant Professor
    - d) Five Members to be selected from Teachers Council's Seminar Committee.
  - ii. Committee for preparing Academic Calendar: The proposed members are
    - a) Smt. Sewli Das Karmakar (Convener), Associate Professor
    - b) Dr. Bimal Kumar Mandal, Associate Professor,
    - c) Smt. Tina Barma, Assistant Professor
    - d) Dr. Mousumi Mukherjee, Assistant Professor
  - iii. Committee for conducting Parent-Teachers Meeting: The proposed members are
    - a) Sri. Arup Kumar Adak, Associate Professor (Convener)
    - b) Head of the Departments (all).
    - c) Smt. Moumita Basu, Assistant Professor,
    - d) Ankita Sorkhel, Student of the Second year Economics Honours.
  - iv. Committee for College Data Collection for preparing AQAR 2017-18: The proposed members are
    - a) Dr. Subhadipa Sengupta, Assistant Professor
    - b) Five members to be included.
    - c) Sri Mrinal Kanti Das, Head Clark, Bidhannagar College
    - d) Sri Shyamal Mitra, Student Section, Bidhannagar College
  - v. Committee for AQAR Preparation: The proposed members are
    - a) Sri Tapomoy Das, Associate Professor
    - b) Dr. Tirtha Pada Majhi, Assistant Professor
    - c) Dr. Subhadipa Sengupta, Assistant Professor
    - d) Dr. Anisur Rahaman Molla, Assistant Professor
  - vi. Committee for preparing Student Feedback Analysis: The proposed members are
    - a) Sri Tapomoy Das, Associate Professor,
    - b) Dr. Sourav Chakraborty, Associate Professor
    - c) Smt. Moumita Basu, Assistant Professor
    - d) Dr. Kiranmoy Chatterjee, Assistant Professor
    - e) Two external members to be included.
5. Sri Tapomoy Das has suggested that the E-Blues software can be used to categorize the collected data.
6. The meeting has highlighted CAS related matters. The following proposals are given:
  - i. The proposal for forming a sub-committee of IQAC to generate CAS format.
  - ii. The proposal for generating software programming to deal with Career related data.
  - iii. The proposal for giving responsibility to Barababu, Office of Bidhannagar College, for maintaining documentation of Career related data.
  - iv. The proposal for formation of CAS related committee.

Members Present in the IDAC meeting held on 04/10/18

- ① M. Kaur  
4/10
- ② Anshu Kr. Adak.
- ③ Binod Kumar Mandal 4/10/18
- ④ Nisha Prasad Singh
5. Sewli Das. 4.10.18
6. Phelan  
4.10.18
7. R.K. Biswa 4.10.18
8. Himalkanti Sr. 4/10/2018
9. Abhi Kataria 4.10.18
10. Moumita Basu 4.10.18
11. J.D. 4/10/18
12. Ankita Sonkhel. 4.10.18.
13. Achintya Kumar Saha 4.10.18