

Date: 25.07.2014

**NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) with the Teachers Council of Balurghat College will be held on **29<sup>th</sup> July, 2014 at 3.30 pm.** at the Teacher's Common room. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting
2. To select new IQAC coordinator, and reformation of IQAC .



*Tara Sankar Bandyopadhyay*

Tara Sankar Bandyopadhyay  
Teacher-in-charge  
Teacher-in-charge  
Balurghat College

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) with Teachers Council,  
Balurghat College**

Date: 29<sup>th</sup> July, 2014

Time: 3.30 pm

Venue: Teachers Common Room

**Agenda of the meeting:**

1. To read and confirm the resolutions of previous meeting
2. To select new IQAC coordinator, and reformation of IQAC according to NAAC guidelines

**The following points were discussed in the meeting:**

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 17.02.2014
2. Dr. S. K. Jana has been unanimously selected as new IQAC coordinator. Following members are also selected as IQAC members according to NAAC Guideline:
  - a) Dr. S.K. Jana, Coordinator, IQAC
  - b) Dr. Bhaswati Mukhopadhyay
  - c) Dr. Laxman Saha
  - d) Dr. S. C. Barma
  - e) Dr. Gouri Das
  - f) Dr. Ashis Das
  - g) Sri Subhendu Mahato
  - h) Sri Sanjoy Das
  - i) Dr. Sourav Kundu
  - j) Dr. Biman Bhattacharya



*Tara Sankar Bandyopadhyay*

Tara Sankar Bandyo  
Teacher-in-charge,  
Balurghat College  
Teacher-in-charge  
Balurghat College

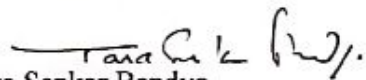
Date: 07.08.2014

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **11<sup>th</sup> August, 2014 at 2.30 pm**. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting
2. To discuss about introduction of class tests as a part of Continuous Internal Evaluation (CIE)
3. To discuss matter relating to CAS proposal of the following faculty members:
  - i. Dr. P. Kamilya, Asstt Prof of Botany,
  - ii. Dr. Indrajit Chattopadhyay, Asstt Prof of English
  - iii. Ms. Atisha Lama Yolmo, Asstt. Prof. of Geography
4. To discuss about organization of Orientation programme for Undergraduate students
5. To discuss about providing incentive/awards to successful students in University Examinations
6. Creating awareness among faculty members about ICT-enabled teaching-learning
7. To welcome new IQAC coordinator and complete the process of charge handover



  
Tara Sankar Bandyopadhyay  
Chair Person, IQAC, Balurghat College  
**Teacher-in-charge**  
**Balurghat College**

## Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 11<sup>th</sup> August, 2014

Time: 2.30 pm

Venue: Principal's chamber

### **Agenda of the meeting:**

1. To read and confirm the resolutions of previous meeting
2. To discuss about introduction of class tests as a part of Continuous Internal Evaluation (CIE)
3. To discuss matter relating to CAS proposal of the following faculty members:
  - i. Dr. P. Kamilya, Asstt Prof of Botany,
  - ii. Dr. Indrajit Chattopadhyay, Asstt Prof of English
  - iii. Ms. Atisha Lama Yolmo, Asstt. Prof. of Geography
4. To discuss about organization of Orientation programme for Undergraduate students
5. To discuss about providing incentive/awards to successful students in University Examinations
6. Creating awareness among faculty members about ICT-enabled teaching-learning.
7. To welcome new IQAC coordinator and complete the process of charge handover

### **The following points were discussed in the meeting:**

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 17.02.2014
2. It is resolved that all the departments to be encouraged to take class tests during regular class hours , preferably one test per module, as a part of CIE.
3. IQAC has verified the documents that has been submitted to IQAC by Dr. Kamilya, Dr. Chattopadhyay and Ms. Yolmo, and after careful consideration and some suggestion, it is resolved that the CAS proposals of the above mentioned faculty members be forwarded to competent authority for favorable consideration.
4. It is resolved that an Orientation programme for UG students to be held in college premises on 21<sup>th</sup> August, 2014.
5. It is resolved that the students from each department who has secured highest marks in honours subject in Part –III examination , be given incentive /award during the foundation day programme on 8<sup>th</sup> September, 2013. The details of the incentive will be decided on discussion with Teachers Council.
6. It is resolved that HoDs of all departments will be provided a laptop/each , for the purpose of enhancement of use of ICT enabled teaching and learning process.
7. IQAC members welcomed Dr. S. K .Jana as the new IQAC coordinator. Dr. Partha Dutta, the incumbent IQAC Coordinator, handed over the charges to Dr Jana, and transferred all the necessary documents and IQAC meeting register to him, in front of all IQAC . members. Dr. Jana's appointment as IQAC coordinator began as of 01.08.2014, but due to UGB Examinations at Balurghat College , the meeting could not be held at the earlier date.



**Members present:**

1. Dr. S. K. Jana, Coordinator, IQAC
2. Dr. Bhaswati Mukhopadhyay
3. Dr. Laxman Saha
4. Dr. S. C. Barma
5. Dr. Gouri Das
6. Dr. Ashis Das
7. Sri Subhendu Mahato
8. Sri Sanjoy Das

*S. K. Jana*

Dr. S. K. Jana  
IQAC Coordinator



*Tara Sankar Bandyopadhyay*

Tara Sankar Bandyopadhyay  
Chair Person, IQAC  
Teacher-in-charge  
Balurghat College

Date: 28.11.2014

### NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) with the Teachers Council of Balurghat College will be held on **3<sup>rd</sup> December, 2014 at 12.30 pm.** at the Teacher's Common room. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting.
2. To select new IQAC coordinator and charge hand-over by the incumbent IQAC Coordinator.
3. Addition of new IQAC members

*S.K. Jana*

Dr. S.K. Jana,  
IQAC Coordinator



*Binoy Rabidas*

Binoy Rabidas  
Teacher-in-charge  
Teacher-in-charge  
Balurghat College.

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) with Teacher's Council,**  
**Balurghat College**

Date: 3<sup>rd</sup> December, 2014

Time: 12.30 pm

Venue: Teacher's Common Room

**Agenda of the meeting:**

1. To read and confirm the resolutions of previous meeting
2. To select new IQAC coordinator
3. Addition of new IQAC member

**The following points were discussed in the meeting:**

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 11.08.2014
2. Dr. Yang Lama Bhutia has been unanimously selected as new IQAC coordinator. Incumbent IQAC Coordinator Dr. S.K. Jana handed over the charge to Dr. Bhutia and transferred all the necessary documents including the meeting register of IQAC.
3. Sri Ajay Kumar Saha (President of The Governing Body, Balurghat College) to be inducted as a new member of IQAC , with effect from 3.12.2014.



Binoy Rabidas,  
Chair person, IQAC  
Balurghat College  
**Teacher-in-charge**  
**Balurghat College**

Date: 05.12.2014

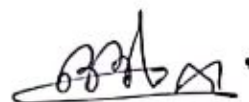
### **NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) with the Teachers Council of Balurghat College will be held on **12<sup>th</sup> December, 2014 at 1:00 pm.** at the Teacher's Common room. All the members of the Teacher's Council are also requested to be present in the said meeting positively. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting
2. Matters related to NAAC
3. Overall Teaching-Learning process discussion
4. To discuss matters related to introduction of new courses



Dr. Yang Lama Bhutia,  
IQAC Cordinator



Binoy Rabidas  
Teacher in charge  
Balurghat College



**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) with Teacher's Council,  
Balurghat College**

Date: 12<sup>th</sup> December, 2014

Time: 1.00 pm

Venue: Teacher's Common Room

**Agenda of the meeting:**

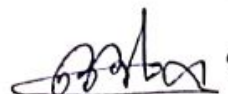
1. To read and confirm the resolutions of previous meeting
2. Matters related to NAAC
3. Overall Teaching-Learning process discussion
4. To discuss matters related to introduction of new courses

**The following points were discussed in the meeting:**

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 3.12.2014
2. The initiative required from institutional level to expedite the NAAC reaccreditation process has been discussed, and it is resolved that the matter be given prime importance in forthcoming Governing Body meeting.
3. Class test for CIE has been started by few departments, but not by all the departments. IQAC encouraged all the departments to start taking class-tests, at least once in month of January 2015, and regularly from next academic session. IQAC to monitor the progress of this CIE process on institutional level.
4. It is resolved that proposal to be sent to University of Gourbanga for introduction of new courses from Academic year 2016-17. The proposed new course to be introduced as General subjects in Journalism & Mass Communication, Sociology, Food & Nutrition, Geography.



Dr. Yang Lama Bhutia  
IQAC Coordinator




Binoy Rabidas,  
Teacher-in-Charge  
Balurghat College  
**Teacher-in-charge  
Balurghat College**

Date: 10.01.2015

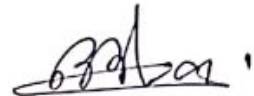
### NOTICE

This is to inform all concerned that a meeting of the IQAC will be held on 16/01/2015 at 1:30 pm. in the Principal's Chamber. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting
2. To discuss about overall research activities at the institutional level
3. To discuss about forthcoming seminar/workshop to be organized by Dept. of English and Dept. of Mathematics
4. To discuss matters related to formation of yearly academic calendar
5. To discuss matter related to general course combination for Geography Honours
6. To discuss about upgradation of library regarding books and safety
7. To discuss about appointment of faculty members for new courses



Dr. Yang Lhamu Bhutia,  
IQAC Cordinator



Binoy Rabidas  
TIC, Balurghat College  
Teacher-in-charge  
Balurghat College

### **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)**

Date: 16<sup>th</sup> January, 2015

Time: 1.30 pm

Venue: Principal's Chamber

#### **Agenda of the meeting:**

1. To read and confirm the resolutions of previous meeting
2. To discuss about overall research activities at the institutional level
3. To discuss about forthcoming seminar/workshop to be organized by Dept. of English and Dept. of Mathematics
4. To discuss matters related to formation of yearly academic calendar
5. To discuss matter related to general course combination for Geography Honours
6. To discuss about upgradation of library regarding books and safety
7. To discuss about appointment of faculty members for new courses

#### **The following points were discussed in the meeting:**

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 12.12.2014
2. It has come to notice of IQAC that though a number of major and minor research projects were continued by various faculty members of the college in last 5-6 years, currently there is no active project other than Dr. Gouri Das. There for it is resolved that IQAC to encourage various faculty members, who are currently engaged in active research, to submit research proposal to funding agencies. One member of IQAC, Dr. Laxman Saha is already in the process of submitting a major research project proposal.
3.
  - i. Dept. of Mathematics to organize a workshop entitled 'Recent development in Mathematics and its Application' on 14-15<sup>th</sup> February, 2015. It is resolved that IQAC to coordinate with Dept. of Mathematics for organizing the workshop, and to encourage the faculty members to participate in the workshop across relevant departments
  - ii. Dept of English to organize a seminar entitled Literature and Marginality Issues and Perspectives on 2/3/2015. IQAC to help the department in forming various sub committees and regarding other logistic issues for organizing the seminar.



4. It is resolved that IQAC to prepare academic calendar before the start of each academic session now onwards.
5. It is resolved that IQAC to recommend for Economics to be a mandatory general subject for students opting for Geography Honours. The recommendation to be submitted to College authority and academic subcommittee for favorable consideration.
6. It is resolved that IQAC to propose to Principal about purchase of books for the library. IQAC also to propose to Principal about installation of CCTV in the library to maintain safety and security within library premises.
7. It is resolved that IQAC to propose to Principal for hiring guest faculty members for the new courses namely, Sociology, Physical Education, Food & Nutrition, Journalism and Mass Communication. It was already resolved earlier that the application for introduction of above mentioned new courses from academic session 2016-17, to be forwarded to UGB for favorable consideration. IQAC resolved that guest faculty members are required for successful conduction of the course curriculum, until permanent faculty members can be hired for these courses via recommendation from WB College Service Commission.

**Members Present:**

1. Sri Ajay Kumar Saha, President, Governing Body
2. Dr. Yang Lhamu Bhutia, Coordinator, IQAC
3. Dr. Asish Kumar Das
4. Dr. Gouri Das
5. Dr. Bhaswati Mukhopadhyay
6. Dr. Laxman Saha
7. Dr. Shyam Charan Barma
8. Sri Sanjoy Das



Dr. Yang Lhamu Bhutia  
IQAC Coordinator



Binoy Rabidas  
Teacher-in-Charge  
Balurghat College  
**Teacher-in-charge**  
**Balurghat College**