



# Balurghat College

(Govt. Sponsored)

P.O. Balurghat, Dist. Dakshin Dinajpur, West Bengal, Pin-733101, India, Web : balurghatcollege.ac.in

Ref. no. IQAC/2019-20/L01

Date : 20/08/2019

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 22th August, 2019 at 1:00 PM to discuss the following agenda:

1. To discuss about awareness programme for students regarding students satisfaction survey during forthcoming NAAC accreditation
2. To discuss distribution of workload regarding SSR writing
3. Miscellaneous

All the members of IQAC are requested to attend the meeting on the above mentioned time and date at Teacher's Common Room.

Dr. Laxman Saha  
IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

**Date:** 22<sup>th</sup> August, 2019

**Time:** 1:00 pm

**Venue:** Teacher's Common Room

### **Members Presents:**

- a. Dr. Pankaj Kundu, Chair person, IQAC
- b. Subhendu Mahato, Member representative from College Administration
- c. Dr. Laxman Saha, Coordinator
- d. Bhabendu Bhattacharya, Internal member
- e. Dr. Bhaswati Mukhopadhyay, Internal member
- f. Dr. Subhashis Biswas, Internal member
- g. Dr. Madhumita Dhar, Internal member
- h. Dr. Apu Manna, Internal member,
- i. Pintu Biswas, Internal Member
- j. Dr. Rupa Harsha, Internal Member
- k. Debapriya Sanyal, Student Member

**Agenda 1:** To discuss about awareness programme for students regarding students satisfaction survey during forthcoming NAAC accreditation.

**Resolution 1:** It is resolved that multiple awareness programme to be organized by College for all students of all streams (Hons and General) during the month of September, 2019 to discuss about process and necessities about students satisfaction survey as a part of forthcoming NAAC accreditation. IQAC members to conduct these awareness programmes by meeting the students face-to-face at their classrooms, and making them aware about the survey procedures, with help of chalkboard and audio-visual aids.

**Agenda 2:** To discuss about distribution of workload regarding SSR writing.

**Resolution 2:** It is resolved that IQAC would prepare a set of 7 committees comprising 03-05 members in each committee, according to the 7 point Criteria for preparation SSR. All committees to have at least two joint convenors who would prepare the documents required for that particular criteria according to the new NAAC guideline for filling –up SSR.

Dr. Laxman Saha

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



Ref. no. IQAC/2019-20/L02

Date : 05/12/2019

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on **10<sup>th</sup> December, 2019** at 3:00 PM to discuss the following agenda:

1. To discuss about final submission of SSR for forthcoming NAAC accreditation
2. To discuss about collection of supporting documents for placement of outgoing students in last 5 years
3. To discuss about supporting documents regarding progression of students to higher education
4. To discuss about designing effective mechanism to answer queries regarding possible DATA VALIDATION AND VERIFICATION (DVV) after submission of SSR
5. Miscellaneous

All the members of IQAC are requested to attend the meeting on the above mentioned time and date at **Teacher's Common Room**.

Dr. Laxman Saha  
IQAC Coordinator

**IQAC Co-ordinator**  
**Balurghat College**



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

**Date:** 10<sup>th</sup> December, 2019

**Time:** 3:00 pm

**Venue:** Teacher's Common Room

### **Members Presents:**

- a. Dr. Pankaj Kundu, Chair person, IQAC
- b. Subhendu Mahato, Member representative from College Administration
- c. Dr. Laxman Saha, Coordinator
- d. Bhabendu Bhattacharya, Internal member
- e. Dr. Bhaswati Mukhopadhyay, Internal member
- f. Dr. Subhashis Biswas, Internal member
- g. Dr. Madhumita Dhar, Internal member
- h. Pintu Biswas, Internal Member
- i. Dr. Rupa Harsha, Internal Member
- j. Dr. Soumen Sarkar, Internal Member
- k. Dr. Pratima Chamling Rai, Internal Member

**Agenda 1:** To read and confirm the resolution of last meeting.

**Resolution 1:** Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 22.08.2019.

**Agenda 2:** To discuss about final submission of SSR for forthcoming NAAC accreditation.

**Resolution 2:** It is resolved that, after careful rectification, final SSR for the forthcoming NAAC accreditation to be uploaded in the portal by end of December. IQAC successfully submitted the IIQA on 18<sup>th</sup> November, and has 45 days from that date for SSR Submission. IQAC has also successfully submitted the payments regarding SSR Submission in NAAC portal.

**Agenda 3:** To discuss about collection of supporting documents for placement of outgoing students in last 5 years.

**Resolution 3:** It is resolved that placement data of outgoing students from our college for the time period 2014-2019 to be collected from individual department. Placement cell would review and summarize the data for future uses. All HoDs to be requested to submit documented proof of placement to IQAC, such as copy of appointment letter, salary slips, Employee ID cards, etc.

**Agenda 4:** To discuss about supporting documents regarding progression of students to higher education.

**Resolution 4:** It is resolved that each department would collect and assemble the data regarding progression of students to higher education in different universities and institutions. HoD's of each department have to submit the data to IQAC within December 16<sup>th</sup>, 2019. HoDs to submit proof of progression to higher education to IQAC, such as admission slip, library card, etc. of the candidates new institution for pursuing higher education (Masters degree etc. )

**Agenda 5:** To discuss about designing effective mechanism to answer queries regarding possible DATA VALIDATION AND VERIFICATION (DVV) after submission of SSR

**Resolution 5:** It is resolved that IQAC members to gather all required data from each department as presented in the last five years AQAR and final SSR. After submission of the SSR, if DVV queries are sent by NAAC, the joint convenors of each of the 7 criteria to sit together with the data, and to answer the DVV questions as the case may be. To facilitate the DVV process, all IQAC members and HoDs of all the departments to be requested to be present at the institution during the whole DVV answering process.



Dr. Laxman Saha

IQAC Coordinator

**IQAC Co-ordinator  
Bahurghat College**



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P.O. Balurghat, Dist. Dakshin Dinajpur, West Bengal, Pin-733101, India, Web : balurghatcollege.ac.in

Ref. no. IQAC/2019-20/L03

Date : 07/02/2020

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on **13<sup>th</sup> February, 2020** at 1:30 PM to discuss the following agenda:

1. To discuss about training programme about faculty members regarding us of newly upgraded smart class room
2. To discuss about PowerPoint presentations by HoDs regarding their departments during forthcoming NAAC peer team visit
3. To discuss about MOCK visit by IQAC to all the departments as preparatory measure for forthcoming NAAC peer team visit
4. To discuss about formation and functioning of various committees on the days of forthcoming NAAC peer team visit.
5. Miscellaneous

All the members of IQAC are requested to attend the meeting on the above mentioned time and date at **Teacher's Common Room**.

Dr. Laxman Saha  
IQAC Coordinator

**IQAC Co-ordinator**  
**Balurghat College**



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

**Date:** 13<sup>th</sup> February, 2020

**Time:** 1:30 pm

**Venue:** Teacher's Common Room

### **Members Presents:**

- a. Dr. Pankaj Kundu, Chair person, IQAC
- b. Subhendu Mahato, Member representative from College Administration
- c. Bhabendu Bhattacharya, Internal member
- d. Dr. Bhaswati Mukhopadhyay, Internal member
- e. Dr. Laxman Saha, Coordinator
- f. Dr. Subhashis Biswas, Internal member
- g. Dr. Madhumita Dhar, Internal member
- h. Pintu Biswas, Internal Member
- i. Dr. Rupa Harsha, Internal Member
- j. Dr. Pratima Chamling Rai, Internal Member
- k. Dr. Soumen Sarkar, Internal Member

**Agenda 1:** To read and confirm the resolution of last meeting.

**Resolution 1:** Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 10.12.2019.

**Agenda 2:** To discuss about training programme about faculty members regarding us of newly upgraded smart class room.

**Resolution 2:** It is resolved that a training programme of the faculty members to be held within last week of February 2020 regarding the appropriate use of newly upgraded smart class room. The programme to be alienated in two parts; one for all the Arts faculty members and other for the rest Science & Commerce faculty members. It is also resolved that Prof Mrinmay Dutta to be asked by IQAC to assist IQAC members regarding the training programme. All HoDs to be asked to download LiveViewer6 software in their respective laptops for attending the above mentioned training programme.

**Agenda 3:** To discuss about PowerPoint presentations by HoDs regarding their departments during forthcoming NAAC peer team visit.

**Resolution 3:** It is resolved that each department to prepare a PowerPoint presentation about departmental activities. HoDs of each department to demonstrate that presentation before IQAC as a part of our preparation for the forthcoming NAAC peer team visit.

**Agenda 4:** To discuss about MOCK visit by IQAC to all the departments as preparatory measure for forthcoming NAAC peer team visit.

**Resolution 4:** It is resolved that members of IQAC to visit all the departments to verify the preparatory measure for forthcoming NAAC peer team visit. During this MOCK visit, IQAC members to also discuss about departmental quality improvement and data presentation during forthcoming NAAC peer team visit.

**Agenda 5:** To discuss about formation and functioning of various committees on the days of forthcoming NAAC peer team visit.

**Resolution 5:** It is resolved that a meeting will be held within next 15 days with all the teaching and non-teaching members to form various sub-committees that would be functional during the forthcoming NAAC peer team visit. Each sub-committee to have a coordinator, 5-6 teaching members and 2 non-teaching members. Student volunteers to be asked for help if and when required, which are to be decided during the meeting with faculty and non teaching staff members.



Dr. Laxman Saha

IQAC Coordinator

**IQAC Co-ordinator  
Bahurghat College**