

# Balurghat College

(Govt. Sponsored)

(A constituent College under the University of Gour Banga offering both UG & PG Courses)



**Dr. Pankaj Kundu**  
Principal

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## Minutes OF the Meeting of Internal Quality Assurance Cell (IQAC) and IQAC Assistance Committee

Date: 02/08/2020

Time: 3:00 P.M.

Venue: Google Meet

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Dr. Madhumita Dhar, Member, IQAC
4. Dr. Soumen Sarkar, Member, IQAC
5. Dr. Rupa Harsha, Member, IQAC
6. Pintu Biswas, Member, IQAC
7. Pratima Chamling Rai, Member, IQAC
8. Dr. Sharmistha Acharyya, Member, IQAC Assistance Committee
9. Abhishek Maji, Member, IQAC Assistance Committee
10. Dr. Asik Hossian, Member, IQAC Assistance Committee
11. Rupen Lama, Member, IQAC Assistance Committee

1. It is resolved that IQAC would seek the **proper documentation from all the departments** regarding teaching learning and evaluation process that had been followed in last 4 months while the college was closed due to Covid Pandemic. **Each department to submit detailed account of their uploaded material in the E-portal of Balurghat College website.**
2. It is resolved that as a preparatory step for forthcoming NAAC visit on 15-16 Sept., 2020, IQAC to prepare slides in **powerpoint presentation summarizing the e-content developed by faculty members during last 4 months**, and also to summarize the various modes of lectures and classes taken by faculty members during last 4 months.
3. It is resolved that IQAC would propose preparation of a **class-routine and conduction of online classes for the academic year 2020-2021, and all faculty members to be requested to submit documents in-support of conducting online classes** after completion of classes each week. Minimum number of classes that has to be conducted to be decided by College authority. It is also resolved that faculty members to conduct **online class tests, mock tests, home assignments, and projects** during the academic session for continuous internal evaluation purpose.
4. It is resolved that all faculty members would be requested to upload e-content material in college e-portal, those who have not already done so.

5. It is resolved that IQAC to propose **organization of workshop and seminar series that would benefit the students** regarding their curriculum and career advancement. It is also resolved that the following modalities to be proposed by IQAC for conduction of seminar series/workshops for students:
- Parallel conduction of online workshop by 3 departments at a time to minimize the days*
  - Basic UG curriculum to be covered alongside some advanced material*
  - Each department to invite faculty members from outside of Balurghat College as requirement by UGC for conducting these workshops, though major emphasis to be given to faculty members of Balurghat College to conduct most of the sessions in the workshop.*
  - Minimum 30 hours workshop to be conducted by each department*
  - Feedback form with MCQ questionnaires to be provided to participants at the end of each session, which is to be counted as attendance of participants as well.*
6. It is resolved that IQAC to propose organization of research oriented webinars separately by each department, which is not to be done simultaneously with the workshops for students. Participation and presentation of papers from faculty members and research scholars to be encouraged in research oriented webinars.
7. It is resolved that IQAC to approach college authority regarding registration in paid membership in google meet, which would allow large number of participants (2500) in various webinars and workshops. Free version of google meet allows only 100 participants which would put constraints in organizing webinar and workshops.
8. It is also resolved that IQAC to propose organizing departmental orientation programmes for incoming students of 2020-2021 academic sessions
9. It is resolved that IQAC to propose development of Student Learning e-corner in college website, where links and updates of various educational resources and news related to career advancement to be uploaded in regular intervals.



Dr. Subhashis Biswas  
IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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## **Minutes of the Meeting of IQAC and IQAC Assistance Committee**

Date: 11/08/2020

Time: 3:30 P.M.

Platform: Google Meet

Members Present:

- a) Dr. Pankaj Kundu, Chairman, IQAC
- b) Dr. Subhashis Biswas, IQAC Coordinator
- c) Dr. Laxman Saha, Member, IQAC
- d) Dr. Madhumita Dhar, Member, IQAC
- e) Dr. Soumen Sarkar, Member, IQAC
- f) Dr. Rupa Harsha, Member, IQAC
- g) Pintu Biswas, Member, IQAC
- h) Pratima Chamling Rai, Member, IQAC
- i) Dr. Sharmistha Acharyya, Member, IQAC Assistance Committee
- j) Abhishek Maji, Member, IQAC Assistance Committee
- k) Rupen Lama, Member, IQAC Assistance Committee

Resolutions:

1. Dr. Subhashis Biswas presented various proposals adopted by IQAC that is to be implemented from forthcoming academic session 2020-2021. It is resolved that google meet and Microsoft teams to be used mainly as online platforms for taking classes as they are cost effective.
2. It is resolved that the Orientation Programme for faculty members regarding conduction of online classes, to take place on Friday, 14<sup>th</sup> August, 2020, 11 A.M. onwards.
3. It is resolved that routine committee to complete the basic framework of the routine within this week (16<sup>th</sup> Aug, 2020), and online classes for 3<sup>rd</sup> semester and 3<sup>rd</sup> Year students to commence from earliest possible date of the week beginning on 17/8/2020.
4. Dr. Pankaj Kundu, Principal of Balurghat College and Chairman of IQAC, suggested that the workload of various academic, administrative and co-curricular criteria to be divided among IQAC members, who would coordinate with respective departments and committees regarding collection of data regarding these criteria (mentioned below) at regular intervals

during the academic session. The proposed criteria and members of IQAC and Assistance Committee to coordinate these criteria are as follows:

- a. **Admission** (Collection of list of admitted candidates from admission committee): Dr. Beauty Das, Rupen Lama
  - b. **Result** (Collection of result of Hons and General students from respective HoDs): Dr. Laxman Saha, Dr. Soumen Sarkar
  - c. **Routine** (Proof of class delivered, and submission of e-content material by HoDs): Abhishek Maji, Dr. Sharmistha Acharyya
  - d. **Webinar & Orientation Programmes:** (Dept. Orientation programmes, mentoring programmes, Career path related programmes, to be organised by departments and IQAC): Dr. Subhashis Biswas, Dr. Rupa Harsha, Dr. Soumen Sarkar
  - e. **Research Programme of Faculty Members:** (Collection of data regarding publication in UGC Care list journals, Book chapters, attendance in conferences etc): Dr. Bhaswati Mukhopadhyay, Dr. Subhashis Biswas, Dr. Asik Hossian, Pintu Biswas
  - f. **Co-Curricular Activities:** (Keeping record of reports and photographs of all co-curricular activities in the college including activities of NCC and NSS): Dr. Bhaswati Mukhopadhyay, Pratima Chamling Rai
  - g. **Maintenance of Attendance Register and Student Profile:** (Coordination with HoDs for proper maintenance of attendance register and student profile at regular intervals): All members of IQAC and IQAC Assistance Committee
  - h. **Career Advancement Scheme** (Keeping record & checking of all documents of prospective faculty members under CAS, Guidance to faculty members regarding preparation of documents necessary for CAS, and communication with Dept. of HE, Govt. of WB, regarding CAS): Dr. Beauty Das, Bibek Das, Dr. Laxman Saha, Dr. Ripan Sarkar
5. It is resolved that all the departments to be encouraged to conduct an orientation programme for 3<sup>rd</sup> year UG students of 2019-2020 (outgoing batch) to enlighten them regarding various career prospects.
6. It is resolved that IQAC to do research regarding development of college website and also to open a youtube channel of Balurghat College where various educational videos can be shared and uploaded



Dr. Subhashis Biswas  
IQAC Coordinator  
**IQAC Co-ordinator**  
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## **Minutes of the Meeting of IQAC and IQAC Assistance Committee**

Date: 21/08/2020

Time: 7:00 P.M.

Platform: Google Meet

Members Present:

- a) Dr. Subhashis Biswas, IQAC Coordinator
- b) Shri Bhabendu Bhattacharya, Member, IQAC
- c) Dr. Bhaswati Mukhopadhyaya, Member, IQAC
- d) Dr. Laxman Saha, Member, IQAC
- e) Dr. Madhumita Dhar, Member, IQAC
- f) Dr. Soumen Sarkar, Member, IQAC
- g) Dr. Rupa Harsha, Member, IQAC
- h) Pintu Biswas, Member, IQAC
- i) Pratima Chamling Rai, Member, IQAC
- j) Dr. Sharmistha Acharyya, Member, IQAC Assistance Committee
- k) Abhishek Maji, Member, IQAC Assistance Committee
- l) Rupen Lama, Member, IQAC Assistance Committee
- m) Dr. Asik Hossian, Member, IQAC Assistance Committee

Resolutions:

1. Dr Laxman Saha , Dept. of Mathematics had submitted a proposal for organisation of student workshop ,to be held from 20<sup>th</sup> September. The workshop to be held for 112 days. It is resolved that IQAC to forward the proposal for approval to college authority. Sri Bhabendu Bhattacharya to discuss various issues regarding logistics with college authority regarding the workshop.
2. It is resolved that IQAC to issue a notice to all the departments for submitting proposal for organisation of workshops (for students) and also for organisation of research based webinars , within 20<sup>th</sup> September. It is learned that 2 professors of Maths department were not willing to take part in the organisation process of student workshop , proposal of which has been submitted to IQAC. In this regard, it is resolved that IQAC to promote the necessity of organising of such workshop among faculty members for academic-quality enhancement.
3. It is resolved that IQAC to stress importance of organising Orientation programme for students about online classes to all the departments, and to make sure that all the departments complete the

orientation programme for students within 27<sup>th</sup> August, 2020. IQAC to publish summary of the orientation programmes by various departments after 27<sup>th</sup> August , 2020.

4. Names of various sub-committee members of IQAC is read out to all the members, and it is resolved that these sub-committees to start functioning with immediate effect.
5. It is resolved that no new IQAC members to be inducted at the moment in IQAC.



Dr. Subhashis Biswas  
IQAC Coordinator

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## **Minutes of the Meeting of IQAC and IQAC Assistance Committee**

Date: 23/03/2021

Time: 4:00 P.M.

Platform: KB-4

### Members Present:

- a) Dr. Pankaj Kundu, Chairman, IQAC
- b) Dr. Subhashis Biswas, IQAC Coordinator
- c) Dr. Laxman Saha, Member, IQAC
- d) Dr. Soumen Sarkar, Member, IQAC
- e) Dr. Rupa Harsha, Member, IQAC
- f) Pintu Biswas, Member, IQAC
- g) Pratima Chamling Rai, Member, IQAC
- h) Dr. Sharmistha Acharyya, Member, IQAC Assistance Committee
- i) Abhishek Maji, Member, IQAC Assistance Committee
- j) Rupen Lama, Member, IQAC Assistance Committee

### Resolutions:

1. Dr. Subhashis Biswas presented a detailed analysis of the NAAC peer team report that has been available on the portal after NAAC Accreditation process. Balurghat College has obtained B grade in the recently concluded NAAC peer team visit on 19-20<sup>th</sup> February.
2. A detailed analysis revealed that College did very poor on Extension activities, and student support & progression. It is resolved that several steps to be taken to improve the score in these two areas.
3. It is resolved that MoUs to be signed with other institutions and local industries to promote practical approach of teaching and learning among the students.
4. It is resolved that IQAC would encourage various departments to start organising various programmes keeping student's progression to higher education in mind. Some of these programmes to be combined with Placement Cell's activity as this would directly impact placement of students after pass out. It is resolved that departments to organise programmes such as NET work shop, Awareness programmes about various competitive exams etc. for students.
5. It is resolved that IQAC to form an AQAR working committee comprising of 20-25 faculty members and start working for submission of 2019-2020 AQAR as early as possible.

*Subhashis Biswas*

Dr. Subhashis Biswas  
IQAC Coordinator

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## **Minutes of the Meeting of IQAC , IQAC Assistance Committee & AQAR Working committee**

Date: 5/04/2021

Time: 2:00 P.M.

Platform: Google Meet

Members Present:

- a) Dr. Subhashis Biswas, IQAC Coordinator
- b) Dr. Laxman Saha, Member, IQAC
- c) Dr. Soumen Sarkar, Member, IQAC
- d) Dr. Rupa Harsha, Member, IQAC
- e) Pintu Biswas, Member, IQAC
- f) Pratima Chamling Rai, Member, IQAC
- g) Dr. Sharmistha Acharyya, Member, IQAC Assistance Committee
- h) Abhishek Maji, Member, IQAC Assistance Committee
- i) Rupen Lama, Member, IQAC Assistance Committee

Resolutions:

1. Dr. Subhashis Biswas presented a powerpoint presentation explaining details for filling up AQAR for 7 criterias.
2. 25 members of AQAR working committee is been divided in 7 criterias, with a few non teaching staffs also included in criterias 5,6,7 where involvement of administrative office is needed.
3. All the AQAR working committee members been instructed to collect data in the prescribed format available in NAAC portal of Balurghat College
4. Each sub-committee of AQAR working committee to have a member of IQAC, who would collect the data from AQAR sub-committee members and compile the data in prescribed format, and fill up the AQAR at NAAC portal.

Dr. Subhashis Biswas

IQAC Coordinator

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