



# Balurghat College

(Govt. Sponsored)

P.O. Balurghat, Dist. Dakshin Dinajpur, West Bengal, Pin-733101, India, Web : [balurghatcollege.ac.in](http://balurghatcollege.ac.in)

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Ref. no. IQAC/N1/2021-2022

Date : 31/01/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 2/2/2022, at 6:00 PM via to discuss the following agenda:

1. Data upload for AQAR, related issues discussion
2. Conduction of online career counselling by various departments

All the members of IQAC are requested to attend the meeting on the above mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

02/02/2022

Time: 5 PM

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Dr. Soumen Sarkar, Member, IQAC
4. Dr. Rupa Harsha, Member, IQAC
5. Pintu Biswas, Member, IQAC
6. Dr. Sharmistha Acharyya, Member, IQAC
7. Abhishek Maji, Member, IQAC
8. Dr. Asik Hossian, Member, IQAC

### *Agenda:*

1. Data upload for AQAR, related issues discussion

Resolution:

It has been resolved that the 53 matrices on which clarifications are sought by NAAC for 2020-2021 AQAR, to be addressed according to the following :

- Issues for metrics in criteria 1, 6,7 – by Dr. Subhashis Biswas
- Issues for metrics in criteria 2 – by Dr. Soumen Sarkar
- Issues for metrics in criteria 3 – by Abhishek Maji
- Issues for metrics in criteria 4- Dr. Rupa Harsha
- Issues for metrics in criteria 5 – Dr. Laxman Saha

It has also been resolved that for matrices which is not applicable for Balurghat College for the session 2020-2021, a word file with N.A. written on it, to be uploaded in the AQAR portal to meet the technical criteria.

2. Conduction of online career counselling by various departments

Resolution: IQAC to send a google form to all the HoDs , asking them to fill up their plan for conducting career counselling programme for final year students. Based on their response, IQAC to create a schedule and organize career counselling and career guidance programme in collaboration with various departments. Special emphasis to be given on NET, SET and other competitive examinations.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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Ref. no. IQAC/N2/2021-2022

Date : 08/02/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) with all the 32 incumbents eligible for CAS promotion due in various stages(Stage 1 to 2, Stage 2 to 3, Stage 3 to 4) will take place on 10/2/2022, at 2:00 PM at Teacher's Common room to discuss the following agenda:

1. Issues related to Career Advancement Scheme of Stage 1-2, 2-3, 3-4 incumbents
2. Miscellaneous

All the members of IQAC and CAS incumbents are requested to attend the meeting on the above mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

10/02/2022

Time: 2 PM

Venue: Teacher's Common Room

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Dr. Soumen Sarkar, Member, IQAC
4. Dr. Rupa Harsha, Member, IQAC
5. Pintu Biswas, Member, IQAC
6. Dr. Sharmistha Acharyya, Member, IQAC
7. Abhishek Maji, Member, IQAC
8. Dr. Asik Hossian, Member, IQAC
9. Dr. Debabrata Ghosh, Member from Local Society, IQAC

### *Agenda:*

1. Issues related to Career Advancement Scheme of Stage 1-2, 2-3, 3-4 incumbents

Resolution:

It has been resolved that the incumbents to prepare a soft copy of PBAS file and to submit to IQAC for initial verification. 32 Candidates has been divided among the following IQAC and expert faculty members (vide IQAC meeting on 11/8/2020) for verification and clarification that incumbents might have:

- Incumbents due for promotion Stage 1 to 2– Dr. Subhashis Biswas, Dr. Soumen Sarkar
- Incumbents due for promotion Stage 2 to 3 – Dr. Laxman Saha
- Incumbents due for promotion Stage 3 to 4 – Dr. Beauty Das, Bibek Das

It is also resolved that all incumbents to prepare an excel sheet listing all the duties performed in a particular academic session (both academic and co-curricular), and prepare for all academic sessions in assessment period of his/her CAS assessment. IQAC to verify the list along with supporting documents, and to get it approved by Principal chair.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
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Ref. no. IQAC/N3/2021-2022

Date : 12/02/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 15<sup>th</sup> February, 2022, at 3 P.M. in IQAC room, Balurghat College to discuss the following agenda:

1. Mentor-mentee programme
2. Student's Health Card
3. Miscellaneous

All the members of IQAC are requested to attend the meeting on the above mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

15/02/2022

Time: 3 PM

Venue: IQAC Room

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Prof. Debashis Ghosh, Member, IQAC
4. Dr. Soumen Sarkar, Member, IQAC
5. Dr. Rupa Harsha, Member, IQAC
6. Pintu Biswas, Member, IQAC
7. Dr. Sharmistha Acharyya, Member, IQAC
8. Abhishek Maji, Member, IQAC
9. Dr. Asik Hossian, Member, IQAC
10. Dr. Debabrata Ghosh, Member from Local Society, IQAC

### *Agenda:*

#### *1. Mentor-mentee programme*

Resolution:

Balurghat College has initiated a mentor-mentee programme, under which all the faculty members (94) are assigned a list of 25 mentees, through which various academic and administrative information and assistance to be delivered to students.

It has been resolved that IQAC to prepare a proforma for mentor faculty members, that is to be given to the mentee students in each group. Students to fill up that proforma, so that collective data regarding student socio-economical background, academic qualifications, co-curricular activities and other academic related issues can be assembled. This data to be analysed by the faculty members and action to be taken regarding addressing issues faced by the students regarding class routine, class allotments, registration during University fo GourBanga examinations, scholarship issues etc.

#### *2. Student Health Card*

It is resolved that IQAC to discuss with college authority about generation of student health cards so that they can receive basic treatments and health-check up for free in govt hoisitals and seva-kendras. IQAC to formulate of proposal, and design of the credit card, verification documents, and the way to distribute it among the students.

Dr. Subhashis Biswas  
IQAC Coordinator

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



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Ref. no. IQAC/N4/2021-2022

Date : 19/02/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 24<sup>th</sup> February, 2022, at 3:30 P.M. in IQAC room, Balurghat College to discuss the following agenda:

1. Preservation of Data of Old Website
2. Design of New website and access to various stakeholders
3. Mentoring programme guidelines
4. One-day seminar by Dept. of Chemistry

All the members of IQAC are requested to attend the meeting on the above mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

24/02/2022

Time: 3 PM

Venue: IQAC Room

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Dr. Soumen Sarkar, Member, IQAC
4. Dr. Rupa Harsha, Member, IQAC
5. Pintu Biswas, Member, IQAC
6. Dr. Sharmistha Acharyya, Member, IQAC
7. Abhishek Maji, Member, IQAC
8. Dr. Asik Hossian, Member, IQAC
9. Anwesha Sarkar, Student member, IQAC
10. Dr. Debabrata Ghosh, Member from Local Society, IQAC

### *Agenda:*

#### 1. Preservation of Data of Old Website

Resolution:

It has been resolved that IQAC to request old website developer to send all the data like notices, reports, pictures, administrative documents, in word files or pdf files to IQAC email. Large files that contain all the study materials uploaded by faculty members in old website e-learning portal, to be preserved in USB drive and handed over to IQAC Chairperson at the earliest.

#### 2. Design of New website and access to various stakeholders

It is resolved that IQAC to discuss with the new-website developers about the design of the new website. IQAC to propose a design set, content to be uploaded in website, and pictures of various events to be given in the website. IQAC to distribute the workload among its members for development of content for new website. IQAC discussed the issue of access of stake holders with the website developers already. It is resolved that IQAC to formulate a pathway for allowing access to various stakeholders like students, faculty members, college management, and how smoothly various official work can be done via college website.

#### 3. Mentoring programme guidelines

It is resolved that IQAC to form a proforma with a set of issues that are to be addressed in the mentoring programme. That proforma to include issues regarding classes at morning shift, online form fill-up, joining whatsapp group of relevant departments, following notices, and applying for scholarships.



#### 4. One-day seminar by Department of Chemistry on opportunities in Petroleum Industry

It is resolved that IQAC to organize a One-day seminar in collaboration with Dept. of Chemistry on opportunities in petroleum industry. Mr. Prabir Biswas, Deputy General Manager, Regional HQ, BPCL, an alumni of Balurghat College to be invited by IQAC Chairperson, for delivering the lecture. IQAC to ask Dept. of Chemistry to submit a proposal and budget for the above mentioned seminar.



Dr. Subhashis Biswas  
IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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Ref. no. IQAC/N5/2021-2022

Date : 16/03/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 29<sup>th</sup> March, 2022, at 3 P.M. in IQAC room, Balurghat College to discuss the following agenda:

1. Organising press conference and awareness programme seminar by Company Secretaries
2. Organising career guidance programme by RICE Enterprise, Malda
3. Organise seminar by Dept of English
4. Revive social media handle like FB, twitter

All the members of IQAC are requested to attend the meeting on the above mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

29/03/2022

Time: 3 PM

Venue: IQAC Room

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC
3. Dr. Soumen Sarkar, Member, IQAC
4. Dr. Rupa Harsha, Member, IQAC
5. Pintu Biswas, Member, IQAC
6. Dr. Sharmistha Acharyya, Member, IQAC
7. Abhishek Maji, Member, IQAC
8. Dr. Asik Hossian, Member, IQAC
9. Anwesha Sarkar, Student member, IQAC
10. Dr. Debabrata Ghosh, Member from Local Society, IQAC

### *Agenda:*

1. Organising press conference and awareness programme seminar by Company Secretaries

Resolution:

It has been resolved that IQAC to organize an awareness programme in collaboration with Placement cell regarding opportunities as a career of Company Secretaries. Placement cell officer to be asked to form a proposal, possible invitees, and other relevant documents regarding this programme. IQAC plans to organize a press conference along with placement cell and members of Institute of Company Secretariats of India, Kolkata, and to communicate with society regarding the opportunities that local students can have as a CS in future. Placement cell to be asked to also prepare a handout simplifying the fees and other procedures necessary to complete course for CS.

2. Organising career guidance programme by RICE Enterprise, Malda

It is resolved that IQAC in collaboration with placement cell, to organize a career guidance programme for students, by RICE Enterprise, Malda. The programme to be organised in KB-5, and a person from RICE to deliver a lecture regarding benefits of attending course from RICE, and possible ways to get a job after graduation.

3. Organise seminar by Dept of English

Dept. of English has desired to organize a national level seminar. It is resolved that IQAC to ask Dept. of English to submit a detailed proposal regarding the seminar including itinerary, budget, list of invited lectures, registration fees, etc. IQAC to discuss with college management regarding organization of the proposal after submission of the same by Dept. of English.

#### 4. Revive social media handle like FB, twitter

It is resolved that the facebook and twitter handle to be revived by IQAC. Old facebook account is to be replaced by new account, and to be handled by Dr. Soumen Sarkar, and twitter account to be operated by Dr. Subhashis Biswas.



Dr. Subhashis Biswas  
IQAC Coordinator

**IQAC Co-ordinator  
Bahurghat College**



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Ref. no. IQAC/N6/2021-2022

Date : 07/04/2022

## NOTICE

A meeting of the Internal quality assurance cell (IQAC) will take place on 19<sup>th</sup> April, 2022, at 2 P.M. in IQAC room, Balurghat College to discuss the following agenda:

1. MoUs to be signed by various universities by departments of Balurghat College
2. Students undertaking MOOC and SWAYAM
3. Interdepartmental collaborations

All the members of IQAC are requested to attend the meeting on the above-mentioned time and date.

Dr. Subhashis Biswas

IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**



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

Date:

19/04/2022

Time: 2 PM

Venue: IQAC Room

Members Present:

1. Dr. Subhashis Biswas, IQAC Coordinator
2. Dr. Laxman Saha, Member, IQAC,
3. Prof. Debashis Ghosh, Member, IQAC
4. Dr. Soumen Sarkar, Member, IQAC
5. Dr. Rupa Harsha, Member, IQAC
6. Pintu Biswas, Member, IQAC
7. Dr. Sharmistha Acharyya, Member, IQAC
8. Abhishek Maji, Member, IQAC
9. Dr. Asik Hossian, Member, IQAC
10. Anwesha Sarkar, Student member, IQAC

### *Agenda:*

1. MoUs to be signed by various universities by departments of Balurghat College

#### Resolution:

It has been resolved that IQAC to design a proforma and send it to all HoDs regarding signing of MoU by the departments with various universities. So far, Dept. of Mathematics and department of Sanskrit has expressed desire regarding this, and Dept. of Mathematics has established initial communication with Vidyasagar University. Departments to fill up the said proforma and submit to IQAC within 30<sup>th</sup> April, 2022 for verification.

#### 2. Students undertaking MOOC and SWAYAM

It is resolved that IQAC to organize an awareness programme regarding classes offered by online platform SWAYAM. IQAC to make students aware about processes regarding registration and utilization of resources in online courses, and how that can help students to excel in their regular academic courses, using the SWAYAM resources.

#### 3. Interdepartmental collaborations

IQAC to encourage all the departments to formulate a proposal regarding conducting interdepartmental classes. It is resolved that department HoDs to be asked to first identify possible courses from CBCS syllabus, on which classes can be taken by faculty members from other departments. After submission of these proposals from all the departments, it is resolved that IQAC to design a routine, and a programme under which interdepartmental classes and special lectures. These classes are to be conducted within regular class hours, and routine committee to coordinate with IQAC regarding the same.



Dr. Subhashis Biswas  
IQAC Coordinator

**IQAC Co-ordinator  
Balurghat College**