



UÉ¹ïrÉ qÉÔsrÉÉÇMülÉ LuÉÇ mÉëirÉÉrÉlÉ mÉËUwÉS

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072

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### Notice

**Sub: Mandatory Submission of Annual Quality Assurance Report (AQAR) by Internal Quality Assurance Cell (IQAC) of HEIs**

NAAC advocates that every accredited institution need to establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. NAAC intends IQACs to be more developmental oriented focusing on continuous improvement. NAAC has prepared Guidelines for Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) for Accredited Institutions.

So far submission of AQARs was not a mandatory requirement for institutions applying to NAAC 2<sup>nd</sup> and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2<sup>nd</sup> and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2<sup>nd</sup> and subsequent cycles of A&A **with effect from 16<sup>th</sup> September 2016:**

- Having a functional IQAC.
- The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- Upload the AQAR's on institutional website for access to all stakeholders.

Place: Bengaluru

Date: 14<sup>th</sup> June 2016

Prof. D. P. Singh

Director

No. IQAC/2013/1

September 20, 2013.

### NOTICE

A meeting of IQAC will be convened on the 1<sup>st</sup> of October, 2013, Tuesday, at 3 p.m. at the 1st floor IQAC Room.

Kindly make it convenient to attend.

### AGENDA:

1. To discuss the basic features and purpose of IQAC with reference to the vision and mission of our college.
2. To discuss the proposals of various Departments and other sub-committees and to forward them to the Governing Body for final approval.
3. Any other matter(s) with permission of the Chair.

CO-ORDINATOR  
IQAC  
S. Chakravarty  
Dr. Suchandra Chakravarty

Co-ordinator



1 Oct - 2013

## INTERNAL QUALITY ASSURANCE CELL

Sl.No.	Members	Signature
1	Prof. Debjani Ganguly	D. Ganguly
2	Mr. Miraj D Shah	M. D. Shah
3	Mr. Pradip Sheth	P. Sheth
4	Dr. Sandip Kumar Dan	S. K. Dan
5	Mr. Rohit Shukla	R. Shukla
6	Mr. Minesh Maniar	M. Maniar
7	Mr. Prasanta Chowdhury	P. Chowdhury
8	Mr. Jay Shankar	J. Shankar
9	Mr. Ashish Jhunjhunwala	A. Jhunjhunwala
10	Mr. Amar Seth	A. Seth
11	Ms. Mou Banerjee	M. Banerjee
12	Prof. Subhabrata Ganguly	S. Ganguly
13	Prof. Saspo Chakraborty	S. Chakraborty
14	Prof. Paramita Chakravarty	P. Chakravarty
15	Prof. Soumendra Laha	S. Laha
16	Prof. Amala Dhandhanian	A. Dhandhanian
17	Prof. Tridib Sengupta	T. Sengupta
18	Prof. Suchandra Chakravarty	S. Chakravarty

## MINUTES

Meeting of IQAC on the 1<sup>st</sup> of October, 2013 was attended by

1. Prof. Suchandra Chakravarty, ex officio, Vice Principal Administration,  
Co-ordinator
2. Prof. Debjani Ganguly, Teacher in Charge
3. Mr. Amar Seth
4. Mr. Jai Shankar
5. Prof. Subhabrata Ganguly, Dept. of Mathematics
6. Prof. Saspo Chakraborty, Head of the Department of Commerce, Afternoon & Evening.
7. Prof. Paramita Chakravarty, Dept. of Commerce
8. Prof. Soumendra Laha, Dept. of Commerce
9. Prof. Tridib Sengupta, Co ordinator BBA.
10. CA Rohit Shukla, Nominee from local society
11. Mr. Minesh Maniar, Senior Manager, IT Systems
12. Mr. Prasanta Chowdhury, Senior Manager, Maintenance
13. Mr. Ashish Jhunjunwala

The meeting was chaired by Dr. Suchandra Chakravarty.

1. Dr. Suchandra Chakravarty discussed the basic features of IQAC as outlined in the Guidelines for the Creation of the IQAC and Submission of AQAR in



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Accredited Institutions issued by National Assessment and Accreditation Council.

2. Inputs were invited from all members regarding the activities reflecting the goals and objectives of the College. All members unanimously decided to include the college's focus towards women empowerment to be highlighted as the primary mission statement. That our college is emphasizing on women education and promoting education among women from conservative families by running an Arts Dept. for only Girls and an Afternoon Section in Commerce for Girls only were proposed to be highlighted in the mission statement of the college.
3. Proposed that career opportunities be provided through Career Opportunity Cell and Certificate courses be made available to students to develop their soft skills.
4. Proposed that an excellent research environment be created for both teachers and students by
  - Entrusting the Library Committee with work of up gradation of library resources and move towards digitization of the library.
  - Research Cell will identify new fields for research and encourage students to participate.
  - Inviting experts in various fields to deliver lectures on various subjects.

IQAC/2014/2.

January 21, 2014.

### NOTICE

A meeting of IQAC will be convened on the 27<sup>th</sup> of January, 2014, Monday, at 3 p.m. at the 1st floor IQAC Room.

Kindly make it convenient to attend.

### AGENDA:

1. To discuss the feasibility of introducing LLB and B.Ed.
2. To discuss the proposal for introduction of Mass Communication, Sociology and Film Studies as General Papers.
3. Any other matter(s) with permission of the chair.

CO-ORDINATOR  
IQAC  
The English Education  
Society College  
*S. Chakravarty*  
Dr. Suchandra Chakravarty

Co-ordinator



27/1/14

# **INTERNAL QUALITY ASSURANCE CELL**

Sl.No.	Members	Signature
1	Prof. Debjani Ganguly	Debjani Ganguly
2	Mr. Miraj D Shah	Miraj D Shah
3	Mr. Pradip Sheth	Pradip Sheth
4	Dr. Sandip Kumar Dan	Sandip Dan
5	Mr. Rohit Shukla	Rohit Shukla
6	Mr. Minesh Maniar	Minesh Maniar
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jay Shankar	Jay Shankar
9	Mr. Ashish Jhunjunwala	Ashish Jhunjunwala
10	Mr. Amar Seth	Amar Seth
11	Ms. Mou Banerjee	Mou Banerjee
12	Prof. Subhabrata Ganguly	S. Ganguly
13	Prof. Saspo Chakraborty	Saspo Chakraborty
14	Prof. Paramita Chakravarty	Chakravarty
15	Prof. Soumendra Laha	Laha
16	Prof. Amala Dhandhanian	A. Dhandhanian
17	Prof. Tridib Sengupta	
18	Prof. Suchandra Chakravarty	S. Chakravarty

## MINUTES

3

Meeting of IQAC on the 27<sup>th</sup> of January, 2014 was attended by

1. Prof. Suchandra Chakravarty, ex officio, Vice Principal Administration,  
Co-ordinator
2. Prof. Debjani Ganguly, Teacher in Charge
3. Mr. Amar Seth
4. Mr. Jai Shankar
5. Prof. Subhabrata Ganguly, Dept. of Mathematics
6. Prof. Saspo Chakraborty, Head of the Department of Commerce, Afternoon &  
Evening.
7. Prof. Paramita Chakravarty, Dept. of Commerce
8. Prof. Soumendra Laha, Dept. of Commerce
9. Prof. Tridib Sengupta, Co ordinator BBA.
10. CA Rohit Shukla, Nominee from local society
11. Mr. Minesh Maniar, Senior Manager, IT Systems
12. Mr. Prasanta Chowdhury, Senior Manager, Maintenance
13. Mr. Ashish Jhunhunwala

The meeting was chaired by Dr. Suchandra Chakravarty.

1. The members discussed the rising demand among students for Hons in various subjects other than the ones offered by our college. There was also a rising trend among the English Hons students towards higher studies. In this backdrop it was proposed that permission of Governing Body be



obtained for offering in Mass Communication, Sociology and Film Studies, LLb, B Ed and also for Post Graduation in English.

2. It was proposed to apply to the University of Calcutta for extension of the intake for Commerce students to meet the increasing demand.
3. It was proposed to request the Governing Body to fill up the vacant non-teaching posts.
4. Proposed that Prof. Paramita Chakravarty will follow up with Mr. Miraj D. Shah, Senior Vice President, Governing Body regarding online registration of Alumni Association.

IQAC/2014/3 .

May 21, 2014.

### NOTICE

A meeting of IQAC will be convened on the 26<sup>th</sup> of May, 2014, Monday, at 3 p.m. at the 1st floor IQAC Room.

Kindly make it convenient to attend.

### AGENDA:

1. To discuss about the proposal of Grants under XII Plan Guidelines (2012-2017)
2. To discuss about student mentoring.
3. To discuss about promotion documents of Faculty.
4. To discuss about the Students' Feedback Form.
5. Any other matter(s) with permission of the chair.

  
Dr. Suchandra Chakravarty

Co-ordinator



26th May 2014.

## INTERNAL QUALITY ASSURANCE CELL

Sl.No.	Members	Signature
1	Prof. Debjani Ganguly	D. Ganguly
2	Mr. Miraj D Shah	M. D. Shah
3	Mr. Pradip Sheth	Pradip Sheth
4	Dr. Sandip Kumar Dan	S. Dan
5	Mr. Rohit Shukla	R. Shukla
6	Mr. Minesh Maniar	M. Maniar
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jay Shankar	J. Shankar
9	Mr. Ashish Jhunjunwala	A. Jhunjunwala
10	Mr. Amar Seth	A. Seth
11	Ms. Mou Banerjee	Mou Banerjee
12	Prof. Subhabrata Ganguly	S. Ganguly
13	Prof. Saspo Chakraborty	Saspo Chakraborty
14	Prof. Paramita Chakravarty	P. Chakravarty
15	Prof. Soumendra Laha	S. Laha
16	Prof. Amala Dhandhanania	A. Dhandhanania
17	Prof. Tridib Sengupta	T. Sengupta
18	Prof. Suchandra Chakravarty	S. Chakravarty
19	Dr. Suparna Basak	S. Basak
20	Dr. Mili Samaddar	M. Samaddar
21	Dr. Samir Kumar Siddhanta	S. Siddhanta

## **MINUTES**

Meeting of IQAC on the 26<sup>th</sup> of May, 2014 was attended by

1. Prof. Suchandra Chakravarty, ex officio, Vice Principal Administration,  
Co-ordinator
2. Prof. Debjani Ganguly, Teacher in Charge
3. Prof. Mili Samaddar, Dept. of Arts
4. Prof. Samir Siddhanta, Dept of Chemistry
5. Prof. Subhabrata Ganguly, Dept. of Mathematics
6. Prof. Saspo Chakraborty, Head of the Department of Commerce, Afternoon & Evening.
7. Prof. Paramita Chakravarty, Dept. of Commerce
8. Prof. Soumendra Laha, Dept. of Commerce
9. Prof. Tridib Sengupta, Co ordinator BBA.
10. CA Rohit Shukla, Nominee from local society
11. Mr. Minesh Maniar, Senior Manager, IT Systems
12. Mr. Prasanta Chowdhury, Senior Manager, Maintenance
13. Mr. Ashish Jhunhunwala
14. Mr. Jay Shankar
15. Mr. Amar Seth

The meeting was chaired by Dr. Suchandra Chakravarty.

1. Prof. Subhabrata Ganguly and Prof. Saspo Chakraborty were entrusted with the task of preparing the proposal of Grants under XII Plan Guidelines (2012-2017).
2. It was proposed that pending work on promotion documents be updated.
3. It was proposed that a detailed plan of work be prepared to guide the faculty of all Departments for students counselling and mentoring.
4. Proposed that the Feedback Form be amended.
5. It was proposed that the work details of the Career Counselling Cell & Library Committee be collected and circulated among all members of IQAC. Proposals were also invited from all members towards effective functioning of these two committees.
6. It was proposed that an ISBN be acquired and it was pointed out that Arts Dept has already applied for ISSN.





# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

5 Lala Lajpatrai Sarani, Kolkata - 700 020  
Phone : 4019-5555 • Fax : 91 33 2281 4275  
Website : [www.thebges.edu.in](http://www.thebges.edu.in)

27.08.2014

## NOTICE

No: IQAC/2014/4

A meeting of the IQAC of The Bhawanipur Education Society College will be convened on 06.09.2014, Monday at 3 pmat the 1<sup>st</sup> Floor IQAC Room. Kindly make it convenient to attend.

### **AGENDA:**

- Confirmation of the minutes of the last meeting.
- To discuss the proposals of various committees.
- Discuss the salient feature of NAAC SSR which has been submitted.
- Consider suggestion of the major initiatives that should be taken in the course of the academic year 2014-15.
- Any other matter with the permission of the chair.

Regards,

*S. Chakravarty* CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College

Dr. Suchandra Chakravarty  
Coordinator, IQAC

## INTERNAL QUALITY ASSURANCE CELL

6th Sept 2014

Sl.No.	Members	Signature
1	Prof. Debjani Ganguly	Debjani Ganguly
2	Mr. Miraj D Shah	Miraj D Shah
3	Mr. Pradip Sheth	Pradip Sheth
4	Dr. Sandip Kumar Dan	Sandip Kumar Dan
5	Mr. Rohit Shukla	Rohit Shukla
6	Mr. Minesh Maniar	Minesh Maniar
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jay Shankar	Jay Shankar
9	Mr. Ashish Jhunjhunwala	Ashish Jhunjhunwala
10	Mr. Amar Seth	Amar Seth
11	Ms. Mou Banerjee	Mou Banerjee
12	Prof. Subhabrata Ganguly	S. Gangopadhyay
13	Prof. Saspo Chakraborty	Saspo Chakraborty
14	Prof. Paramita Chakravarty	Chakravarty
15	Prof. Soumendra Laha	Laha.
16	Prof. Amala Dhandhan	A. Dhandhan
17	Prof. Tridib Sengupta	
18	Prof. Suchandra Chakravarty	S. Chakravarty
19	Dr. Suparna Basak	Basak
20	Dr. Mili Samaddar	Mili Samaddar
21	Dr. Samir Kumar Siddhanta	Samir Siddhanta





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## **Minutes of meeting held on 6<sup>th</sup> September 2014**

The fourth meeting of the IQAC of The Bhawanipur Education Society College was held on 6<sup>th</sup> September 2014. The meeting was attended by nineteen of the 21 members.

### **Members Present:**

1. Prof. Debjani Ganguly
2. Mr. Miraj D Shah
3. Mr. Pradip Sheth
4. Dr. Sandip Kumar Dan
5. Mr. Rohit Shukla
6. Mr. Minesh Maniar
7. Mr. Prasanta Choudhury
8. Mr. Jay Shankar
9. Mr. Ashish Jhunjhunwala
10. Mr. Amar Seth
11. Prof. Subhabrata Ganguly
12. Prof. Saspo Chakraborty
13. Prof. Paramita Chakravarty
14. Prof. Soumendra Laha
15. Prof. Amala Dhandhan
16. Prof. Suchandra Chakravarty
17. Dr. Suparna Basak
18. Dr. Mili Samaddar
19. Dr. Samir Kumar Siddhanta

### **The following members could not attend the meeting**

1. Ms. Mou Banerjee
2. Prof. Tridib Sengupta





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The meeting was chaired by Prof. Debjani Ganguly.

## **Item 1: -**

The minutes of the last meeting were read out and confirmed.

## **Item 2: -**

The IQAC coordinator, Dr. Suchandra Chakravarty discussed about the proposals received from various departments, cells and committees to hold seminars/ workshops/ Special Lectures/ Celebrations during the Academic Session 2014-15.

**Action Taken:** It was decided to forward the following proposals to the Governing Body for approval:

- Department of Mathematics proposed an invited talk on "Check Digit in identification number" by Prof. M. K. Sen on 10<sup>th</sup> January 2015.
- Environmental Development Committee proposed an invited talk by Dr. Sugata Hazra on "Impact of climate change on the Sundarbans" on 19<sup>th</sup> January 2015.
- The Environmental Development Committee wants to organize a workshop on "Environmental Awareness" on 26<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> March 2015.

Few seminars/ workshops/ invited or special talks organised since the last meeting held

- Departments of Economics and Political Science jointly organised a special lecture on "Political-Economic alliance: Myth or Reality" on 17<sup>th</sup> September 2014.
- A special lecture on "Green Chemistry" by Dr. Sanjay Bhar, Jadavpur University was organised by Department of Chemistry on 20<sup>th</sup> September 2014.
- A three days orientation programme on "Quality Development Education: Modern Day Education" was organised by the Faculty Development Committee from 14<sup>th</sup> to 16<sup>th</sup> November 2014.
- A special lecture on "Remote sensing and its application" by Dr. Barun Raychaudhuri, Presidency University was organised by Department of Physics on 13<sup>th</sup> December 2014.
- An International Conference on "Revisiting the World Wars: Historical and Cultural representations" was organised by Department of English and History on 16<sup>th</sup> December 2014.
- The Women's Cell wants to stage a theater for awareness on Women's Issues named "Hum Mukhtara" on 3<sup>rd</sup> January 2015.
- Department of Commerce organised an International Conference on "Emerging Issues in Global Economy, Commerce and Management: Opportunities and Challenges" on 5<sup>th</sup> January 2015.





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## Item 3: -

The members were informed by the IQAC Coordinator, Dr. Suchandra Chakravarty that the SSR has been submitted on 22<sup>nd</sup> August 2014. A peer team visit is expected within March 2015 where certain key parameters like teaching and learning, student progression, infrastructure and best practices within the institution will be assessed.

## Item 4:

Followings on the heels of the discussion on NAAC IQAC decided to initiate more Research activities by urging publication of articles, chapters and books by faculty. It was also proposed to request the Governing Body to make all the classrooms ICT enabled. Measures were also proposed to be taken to improve the student industry interface through value added courses and certificate courses.

**Action Taken:** Overhead projectors were installed in classrooms, auditorium and seminar hall. Research committee decided to motivate the faculty who published in International, National and Regional Journals by awarding them cash incentives. The acceptance of Governing Body is awaited. Publication of student Journal and Edited Volume on Contemporary Issue in Global Economy Commerce and Management by the Department of Commerce with ISBN number were in the pipeline.

## Item 5:

Proposal was submitted by Student Welfare Committee regarding arrangement of Playground and Gym, availability of Reprography facility and appointment of an Instructor for Indoor and Outdoor Games. The Environmental Development Committee proposed to form a Nature Club and purchase of necessary equipment's, ecologically valuable plants.

**Action Taken:** A Nature Club was formed with student members and plants and pots were purchased as a move towards Green Campus. An initiative was also taken to make the college a plastic free zone and reduce wastage of water within the campus.

*S. Chakravarty*

*S. Chakravarty*  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



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23.12.2014

## NOTICE

No: IQAC/2014/5

A meeting of the IQAC of The Bhawanipur Education Society College will be convened on 07.01.2015, Monday at 3 pm at the 1<sup>st</sup> Floor IQAC Room. Kindly make it convenient to attend.

### **AGENDA:**

- Confirmation of the minutes of the last meeting.
- Discussion on the ensuing NAAC visit in the last week of January 2015

Regards,

*S. Chakravarty*

Dr. Suchandra Chakravarty  
Coordinator, IQAC

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



7/1/2015

## INTERNAL QUALITY ASSURANCE CELL

Sl.No.	Members	Signature
1	Prof. Debjani Ganguly	Debganguly
2	Mr. Miraj D Shah	Miraj D Shah
3	Mr. Pradip Sheth	Pradip Sheth
4	Dr. Sandip Kumar Dan	Sandip Dan
5	Mr. Rohit Shukla	Rohit Shukla
6	Mr. Minesh Maniar	Minesh Maniar
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jay Shankar	Jay Shankar
9	Mr. Ashish Jhunjhunwala	Ashish Jhunjhunwala
10	Mr. Amar Seth	Amar Seth
11	Ms. Mou Banerjee	Mou Banerjee
12	Prof. Subhabrata Ganguly	S. Ganguly
13	Prof. Saspo Chakraborty	Saspo Chakraborty
14	Prof. Paramita Chakravarty	Paramita Chakravarty
15	Prof. Soumendra Laha	Laha
16	Prof. Amala Dhandhan	A. Dhandhan
17	Prof. Tridib Sengupta	
18	Prof. Suchandra Chakravarty	S. Chakravarty
19	Dr. Suparna Basak	Suparna Basak
20	Dr. Mili Samaddar	Mili Samaddar
21	Dr. Samir Kumar Siddhanta	Samir Siddhanta



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## **Minutes of meeting held on 7<sup>th</sup> January 2015**

The fourth meeting of the IQAC of The Bhawanipur Education Society College was held on 7<sup>th</sup> January 2015. The meeting was attended by twenty of the 21 members.

### **Members Present:**

1. Prof. Debjani Ganguly
2. Mr. Miraj D Shah
3. Mr. Pradip Sheth
4. Dr. Sandip Kumar Dan
5. Mr. Rohit Shukla
6. Mr. Minesh Maniar
7. Mr. Prasanta Choudhury
8. Mr. Jay Shankar
9. Mr. Ashish Jhunjunwala
10. Mr. Amar Seth
11. Ms. Mou Banerjee
12. Prof. Subhabrata Ganguly
13. Prof. Saspo Chakraborty
14. Prof. Paramita Chakravarty
15. Prof. Soumendra Laha
16. Prof. AmalaDhandhanian
17. Prof. Suchandra Chakravarty
18. Dr. Suparna Basak
19. Dr. Mili Samaddar
20. Dr. Samir Kumar Siddhanta

### **The following members could not attend the meeting**

1. Prof. Tridib Sengupta





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The meeting was chaired by Prof. Debjani Ganguly.

**Item 1: -**

The minutes of the last meeting were read out and confirmed.

**Item 2: -**

The details regarding the NAAC Peer Team visit was discussed. It was proposed to form a committee responsible for various logistics related to the visit. All faculty were to be informed by the respective Vice Principals and Heads to be present with relevant documents on all three days of the visit.

**Action Taken:** A three-day Peer Team visit was successfully conducted, and an exit meeting was held at the end of the third day where the team shared their observations and put forward the scope of improvement.

*S. Ganguly*

*S. Chakravarty*  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



## Internal Quality Assurance Cell (IQAC)

Date: 21.02.2015

Sl	Name	Signature
1	Prof. Debjani Ganguly	DGanguly 21/2/15
2	Mr. Miraj D Shah	Miraj D Shah
3	Mr. Pradip Sheth	
4	Dr. Sandip Kumar Dan	Sandip
5	Mr. Rohit Sukhla	
6	Mr. Minesh Maniar	Minesh
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jay Shankar	Jai Shankar
9	Mr. Ashish Jhunjhunwala	
10	Mr. Amar Seth	Amar Seth
11	Ms. Mou Banerjee	
12	Prof. Subhabrata Ganguly	S. Gangopadhyay
13	Prof. Saspo Chakraborty	Saspo Chakraborty
14	Prof. Paromita Chakraborty	Paromita Chakraborty
15	Prof. Soumendra Laha	Laha 21/2/15
16	Prof. Amala Dhandhanian	A. Dhandhanian 21/2/15
17	Prof. Tridib Sengupta	Tridib Sengupta 21/2/15
18	Prof. Suchandra Chakravarty	S. Chakravarty 21.2.15
19	Dr. Suparna Basak	Suparna Basak 21/2/15
20	Dr. Mili Samaddar	Mili Samaddar
21	Dr. Samir Kumar Siddhanta	Samir Siddhanta 21/2/15



## THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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No. IQAC/2015/6.

### **Notice**

3<sup>rd</sup> February 2015

*An extraordinary meeting of the IQAC will be held on 21<sup>st</sup> February, 2015 at 1:00 p.m. at the IQAC room (1<sup>st</sup> Floor). All members are requested to attend the meeting.*

#### **Agenda**

1. Confirmation of the minutes of the last meeting.
2. Discussion of points raised in the exit meeting of the NAAC Peer Team, and, during interaction with the Teacher-in-Charge.
3. Matter relating to the use of ICT in the classrooms.
4. Approval of the list of candidates eligible for incentives, which has been submitted by the Research Committee.
5. Utilisation of the UGC Development Grant.
6. Matter related to vacancies in PPS posts.
7. Any other matter with the permission of the Chair.

*S. Chakravarty*  
Suchandra Chakravarty  
The Bhawanipur Education Society  
Co-ordinator, IQAC





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Teacher-in-Charge, Prof. Debjani Ganguly, shared some of the key features of the recommendations of the NAAC peer team. The following recommendations were discussed and decisions taken for action thereupon:

- a) **Appointment of Principal** The strongest recommendation of the NAAC peer team was the "dire need" of a permanent Principal. The IQAC unanimously resolved that Dr. Sandip Dan, Secretary, Governing Body should immediately draft an advertisement in keeping with the special powers of a minority run institution. He was also entrusted with the task of ensuring the appointment of a duly constituted Selection Committee.
- b) **SWOC** The IQAC resolved to appoint a committee to hold regular SWOC analysis of the college, based on feedback from stakeholders. This was in accordance with another recommendation of the peer team to introduce a mechanism for regular feedback based SWOC analysis. Mr. Jai Shankar and Professor Soumendra Laha were designated as the Chairman, and coordinator respectively, of the said committee. Professor Debjani Ganguly and Dr. Suchandra Chakravarty were requested to finalise the names of the remaining members with representation from each department, by 28<sup>th</sup> February 2015.
- c) **IQAC** The NAAC peer team has also recommended the strengthening of the IQAC and the functioning of the various committees of the college. The members agreed that the IQAC is now sufficiently active and will monitor the quality improvement processes of the college meticulously. It was proposed that all minutes of the IQAC should be circulated to the members over email within three days of the holding of the meeting. This should be followed by an action taken report also to be circulated electronically. The members further agreed that at least one IQAC member should be present at the quarterly meetings of the various committees. It is expected that this will make communication between the IQAC and the committees more prompt and enable better monitoring of all the activities and initiatives undertaken in the college.
- d) **Green Audit** The NAAC peer team has recommended a Green Audit for the college. Mr. Miraj Shah pointed out that this is already under process through epaathsala and should be concluded by 31<sup>st</sup> March.
- e) **Innovative Teaching-Learning** According to the NAAC peer team the teaching-learning process needs to be more innovative. Mr. Miraj Shah pointed out that almost all classrooms in the college are ICT enabled and this should be utilised to the fullest extent by the teachers. In this connection Dr. Suchandra Chakravarty pointed out that at present only two cables are available per section to connect the computers to the LCD projectors in the classroom. This restricts the optimal usage of ICT in the classroom. After clarification from Mr. Minesh Maniar and following discussion among all the members it was decided that Mr. Prasanta Chowdhury and Mr. Minesh Maniar would take follow-up action to ensure that each classroom is provided with a box storing the necessary accessories. Additionally, it was also decided that the entire First year syllabus should be supported by power-point





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### Minutes of the Extraordinary IQAC meeting held on 21.02.2015

The sixth meeting of the IQAC was held at 1:00P.M. in the college. The meeting was attended by 17 members of the committee.

#### **Members Present**

1. Prof. Debjani Ganguly, Chairperson
2. Mr. Miraj D. Shah, Member
3. Dr. Sandip Kumar Dan, Member
4. Mr. Minesh Maniar, Member
5. Mr. Prasanta Chowdhury, Member
6. Mr. Jai Shankar, Member
7. Mr. Amar Seth, Member
8. Dr. Subhabrata Ganguly, Member
9. Prof. Saspo Chakraborty, Member
10. Prof. Paramita Chakravarty, Member
11. Prof. Soumendra Laha, Member
12. Prof. Amala Dhandhanania, Member
13. Prof. Tridib Sengupta, Member
14. Dr. Suparna Basak, Member
15. Dr. Mili Samaddar, Member
16. Dr. Samir Kr. Siddhanta, Member
17. Dr. Suchandra Chakravarty, Coordinator

The following members were unable to attend the meeting:

1. Mr. Pradip Seth, Member
2. Mr. Rohit Shukla, Member
3. Mr. Ashish Jhunjunwala, Member
4. Mrs. Mou Banerjee, Member

The meeting was chaired by Prof. Debjani Ganguly.

Item 1.

The quorum having been reached, the meeting commenced with the confirmation of the minutes of the last meeting.





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of UGC Major and Minor Projects and apply for project funding. Secondly, Non PPS teachers may apply to the college for research funding through the Research Committee. The target should be to have at least 50 -55 research projects each year. Thirdly, in order to proceed systematically, all the departments as well as the library should submit their proposals for seminars, addition of books and journals and departmental publications by 31<sup>st</sup> March 2015, so that budgetary allocation may be made before the commencement of the new academic session. However, since the Annual General Meeting of the Central Committee is held in February, from the next year, all proposals should be made by 31<sup>st</sup> January.

Dr. Suchandra Chakravarty also mentioned that her experience of preparing the CAS related papers of 8 faculty members due for promotion has alerted her to the necessity for maintaining a list of peer reviewed journal in each subject with credible impact factor. This task should be undertaken by the Research Committee in order to ensure that the teachers are aware of publications which offer the maximum benefit in terms of credibility.

It was also decided that the publications undertaken by the college should also move towards a peer review system by forming proper advisory boards.

### Item no. 3.

Optimum use of ICT resources for classroom teaching was recommended. Refer to **2e** for details.

### Item No. 4

In addition to the points listed in **(2 I)**, the list of candidates eligible to receive incentives for publishing during the academic session 2013-2014, was presented before the members. The approved list will be duly attested and presented to the Governing Body before its next meeting.

### Item no. 5

The members were informed of the Development Grant received by the college. The UGC development grant with a sanction of Rs. 8 lakhs for buying books and journals will be fully utilised for the purpose of buying books and equipment according to the stipulations laid down by the UGC.

### Item No. 6

See **2k** for steps suggested. In addition to the point already discussed, Dr. Samir Siddhanta and Dr. Suparna Basak both pointed out that the posts of four Graduate Laboratory Assistants in the Departments of Physics and Chemistry are lying vacant at present, the previous incumbents having retired. Dr. Sandip Dan informed that as these posts have been abolished by the State Government, no new appointment will be sanctioned. Both Dr. Siddhanta and Dr. Basak pointed out that in the





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presentations. The teachers are to be provided with necessary assistance in developing the presentations. Vendors may be appointed by the college to assist teachers in converting material provided by them to the Power-point format. Each department should have a nodal officer to monitor the progress of the project and provide regular updates to an MIS dedicated to this purpose. The names of the nodal officers should be finalised in consultation with the respective VP/HOD/Co-ordinator by 28<sup>th</sup> February 2015, by the Teacher-in-Charge. The project is to start from 1<sup>st</sup> March 2015 and end by June 15<sup>th</sup> 2015. (see agenda 3) It was also decided that Q-Breaker which has been in talks with the college regarding connected learning, should be informed that the college will take up the matter after three months, by which time the presentations would be ready.

f) Dr. Mili Samaddar suggested that every department should arrange for invited lectures related to the syllabus, by stalwarts in the field. The proposal was gladly accepted by all the members present.

g) **Vocational and Job oriented programmes** This has also been one of the recommendations of the NAAC peer team. Mr. Miraj Shah informed the members that grants are now available under the UGC Deendayal Koshalya scheme for B.Voc. courses stretching over 900 hours. According to him, this and the community college model, were the options which could be explored in connection with the introduction of vocational courses. Dr. Sandip Dan volunteered to look into the matter and initiate necessary action by 31<sup>st</sup> March 2015.

h) **Placement Cell** Strengthening of the placement was also among the recommendations of the NAAC peer team. The members were informed by Mr. Miraj Shah that Mr. Jai Shankar and Mr. Vijay Kothari are already working in this regard. It was further discussed that the existing Career opportunities Cell of the college which comprises several teachers should concentrate on organising at least 3-4 career related seminars every academic session, while placement will be handled by the Placement Cell.

i) **NCC** The NAAC peer team has recommended immediate measures to set up an NCC unit in the college. Prof. Soumendra Laha was asked to look into the matter.

j) **Library** The enrichment of the library with more books and journals is also among the recommendations of the NAAC peer team. This is in keeping with the stated objective of the college as well. Mr. Miraj Shah also informed that a Google form is being designed which the students can fill up to name the books they want in the library.

k) **PPS Posts** Filling up of PPS posts has also been emphasised by the NAAC peer team. Dr. Sandip Dan was asked to make a list of the vacant posts in both teaching and non-teaching categories and forward it to the Governing Body before its next meeting. (see agenda 6)

l) **Research** Strengthening of research culture in the college is one of the strongest recommendations of the NAAC peer team. The IQAC deliberated at length on this subject and agreed upon some measures which may be instituted. Firstly, Vice Principals should issue circulars to their respective sections that PPS teachers should actively pursue the possibilities





## THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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i) Dr. Sandip Dan voiced the need for more hands in the library to help them serve better in the newly expanded space on the 6<sup>th</sup> floor. No decision was taken on this matter.

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j) Discussion was also held regarding the proposed Dr. Nalinbhai Patel Research Foundation. It was decided that now that the Governing Body resolution is in place efforts should be made to consult experts who have experience in setting up such a research foundation in order to follow the proper procedure in the setting up and functioning process of the same.

*S. Chakravarty*

*S. Chakravarty*

COORDINATOR  
IQAC  
The Bhawanipur Education  
Society College





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absence of properly qualified laboratory assistants, it is difficult to run experiments and set up equipment. Members appreciated the problem and Mr. Miraj Shah suggested that when vacancies in non- PPS posts are filled up, the college will look into the matter of deploying adequate trained manpower to the two departments.

7. Several other matters were taken up during the meeting, with the permission of the Chairperson.

a) Proposal for introduction of Geography as a subject which has been made by Dr. Mahua Das was placed before the committee by Dr. Suchandra Chakravarty and approved for placing before the Governing Body, accompanied by a list of required infrastructure and demand and availability ratio in nearby colleges.

b) Dr. Samir Siddhanta informed the committee that the UGC has sanctioned grants for two seminars:

- National Level seminar on *Recent Trends in Applicable Mathematics* (Rs. 150, 000/-) in collaboration with Indian Association of Productivity, Quality & Reliability.
- State Level seminar on Environmental Pollution: Causes, Impacts & Controls (Rs. 80,000/-) in collaboration with IAPQR.

c) The committee decided to ask the Environmental Development Committee to re-work their proposal for a three-days' workshop on Environmental issues (24<sup>th</sup> -26<sup>th</sup> March 2015) as it will coincide with the B.Com. Viva- Voce examinations. It was felt that a shorter one day seminar would be more practical at this juncture. Dr. Mahua Das, co-ordinator of the committee would be asked to do the needful.

d) A proposal for a week-long Faculty Development Programme during the Puja Vacation 2015, which was made by Faculty Development Cell was placed and approved for forwarding to the Governing Body.

e) Dr. Samir Siddhanta reminded the members that there has been repeated requests from the students for Xerox facilities in the college. However, as such a facility may be used to contravene copyright laws it was not considered feasible to entertain this request.

f) Dr. Suparna Basak also mentioned that students have repeatedly asked for a recess. It was decided that from the next session a 15 mins. break may be considered

g) Dr. Sandip Dan pointed out the dire necessity of a pantry-cum-refreshment room for the non-teaching staff. Mr. Miraj Shah responded that the college is looking to acquire more land adjoining our current building which should enable the institution to offer such amenities.

h) Dr. Suchandra Chakravarty stated the need for an MIS to track a wide range of HR related data as these are often required by various government bodies. She has been asked to prepare a proposal for a full-fledged HR office before the next Governing Body Meeting.





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## Action Taken Report on the proposals of the IQAC Meeting of 21.2.2015

To,  
**Members of the IQAC**  
**Tha Bhawanipur Education Society College**

1. The following proposals adopted by the IQAC have been forwarded to the Secretary Governing Body for consideration and follow-up action:

- Advertisement for appointment of a permanent Principal.
  - Filling up of Vacant PPS posts (Teaching and Non-Teaching)
  - Approval of incentives for publication by teachers.
  - Introduction of Geography as a subject.
  - Setting up of a HR office with a HR officer for data-keeping .
  - Appointment of Graduate Lab Assistants by the college, as the said post no longer exists under PPS, but there is a dire need of such qualified hands in the laboratory.
2. SWOT (SWOC) analysis has been concluded on the 29<sup>th</sup> of March.
  3. Minutes and ATR being circulated electronically.
  4. Green Audit: Decision on hold . More Discussion required.
  5. Development of PPT content underway.
  6. NCC: Mr. Soumendra Laha has explored the feasibility, he will be sharing his views with the IQAC.
  7. Library has utilised the grant of Rs. 800,000/- received from the University, fully.
  8. The Research Committee has drawn up a guideline regarding eligibility, application process , fund allocation and approval of proposals. The said guidelines will be discussed in the next meeting.
  9. The FDP planned during Puja Vacation 2015, has been rescheduled to Mar 2016 as many teachers at the Teacher's Council Meeting pointed out that it may not be possible to have good attendance during a long vacation when many faculty members go out of town.
  10. Dr. Suchandra Chakravarty has consulted Dr. Kanika Chatterjee, IQAC Coordinator, University of Calcutta, regarding the proposed Research Foundation. Prof. Dhrubajyoti Bhattacharya, Pro-VC Academic, University of Calcutta has also verbally agreed to advise the college in this matter. The process of consulting other leading academics is also underway.

Report submitted on 27.4.2015

*S. Chakravarty*  
Suchandra Chakravarty  
Coordinator IQAC

COORDINATOR  
IQAC  
The Bhawanipur Education  
Society College





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## Notice

No. IQAC/2015/7

A meeting of the IQAC of The Bhawanipur Education Society College, will be convened on 2<sup>nd</sup> May, 2015, at 1p.m., in the Board room. Kindly make it convenient to attend.

### Agenda

1. Confirmation of the minutes of the last meeting.
2. Discussion of the Action Taken Report.
3. Alumni Association's activities and suggestions for the betterment of the institution.
4. New Infrastructure required for the session 2015-16.
5. College Magazine : format and working committee
6. Uploading of AQAR and AISHE forms.
7. Action to be taken on result of SWOT analysis and other feedback systems.
8. Discussion of the various proposals for the coming session, submitted by the various sections and committees of the college.
9. Consideration of the draft format for Guidelines and Application Form for college sponsored minor research projects.
10. Suggestion for Faculty Development Initiative to be Undertaken by the IQAC in collaboration with the Faculty Development Cell of the college.
11. Discussion of a few suggestions from the Teacher's Council.
12. Any other matter with the permission of the chair.

S. Chakravarty  
Suchandra Chakravarty

CO-ORDINATOR  
IQAC  
The Bhawanipur Education Society College  
Coordinator, IQAC

25.4.2015

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## Internal Quality Assurance Cell (IQAC)

Date: 02.05.2015

### ATTENDANCE

Sl	Name	Signature
1	Prof. Debjani Ganguly	Debjani Ganguly 2.5.15
2	Mr. Miraj D Shah	Miraj Shah
3	Mr. Pradip Sheth	
4	Dr. Sandip Kumar Dan	Sandip Dan 2.5.15
5	Mr. Rohit Sukhla	
6	Mr. Minesh Maniar	Minesh Maniar 2/5/15
7	Mr. Prasanta Chowdhury	Prasanta Chowdhury
8	Mr. Jai Shankar	Jai Shankar
9	Mr. Ashish Jhunjhunwala	
10	Mr. Amar Seth	
11	Ms. Mou Banerjee	Mou Banerjee
12	Prof. Subhabrata Ganguly	S. Gangopadhyay
13	Prof. Saspo Chakraborty	
14	Prof. Paromita Chakraborty	Paromita Chakraborty
15	Prof. Soumendra Laha	Laha 2/5/15
16	Prof. Amala Dhandhanai	A. Dhandhanai
17	Prof. Tridib Sengupta	Tridib Sengupta
18	Prof. Suchandra Chakravarty	S. Chakravarty 2.5.15
19	Dr. Suparna Basak	Suparna Basak 2/5/15
20	Dr. Mili Samaddar	Mili Samaddar
21	Dr. Samir Kumar Siddhanta	



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## Minutes of the Meeting Held On 2<sup>nd</sup> May ~~2<sup>nd</sup> May~~ 2015

The seventh meeting of the IQAC of The Bhawanipur Education Society College was held on 2<sup>nd</sup> May 2015. The Meeting was attended by sixteen of the 21 members.

### Members Present

1. Prof. Debjani Ganguly, Chairperson
2. Mr. Miraj D. Shah, Member
3. Dr. Sandip Kumar Dan, Member
4. Mr. Minesh Maniar, Member
5. Mr. Prasanta Chowdhury, Member
6. Mr. Jai Shankar, Member
7. Mr. Amar Seth, Member
8. Dr. Subhabrata Ganguly, Member
9. Prof. Paramita Chakravarty, Member
10. Prof. Soumendra Laha, Member
11. Prof. Amala Dhandhanian, Member
12. Prof. Tridib Sengupta, Member
13. Dr. Suparna Basak, Member
14. Dr. Mili Samaddar, Member
15. Mrs. Mou Banerjee, Member
16. Dr. Suchandra Chakravarty, Coordinator

### The following members could not attend the meeting

1. Mr. Pradip Seth, Member
2. Mr. Rohit Shukla, Member
3. Mr. Ashish Jhunjunwals, Member





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The meeting was chaired by Prof. Debjani Ganguly.

## Item 1

The minutes of the last meeting were confirmed.

## Item 2

The Action Taken Report was taken up and discussed in detail.

- In the interests of the college, the members requested the Governing Body to draft an advertisement for filling up the post of the Principal, which has been lying vacant for a long time.
- The members also reflected upon the list of 15 vacant PPS Teaching posts, which was circulated. Mr. Miraj Shah, who is also the Senior Vice-President of the Governing Body, assured that the Governing Body is particularly serious about this as adequate faculty members is the most important requirement for maintaining the quality of academics. He felt that the posts in the Science Section should be filled up immediately as there is a sharp increase in the number of students. The vacant post in History should also be filled up. Prof. Debjani Ganguly, Dr. Mili Samaddar and Dr. Suchandra Chakravarty, pointed out that two posts in the Department of Bengali were already vacant, and one more will become vacant after September 2015. However, in view of the small number of students in the department, Mr. Miraj Shah said that the situation was not that urgent and college whole time teachers may be appointed to meet the immediate requirement. Since there is no student in the Department of Urdu, the possibility of converting that post to Political Science or English was discussed. The final decision in such matters can however be taken only by the Governing Body.
- The paucity of office staff is also a serious issue with regard to ensuring the quality of supporting services. Dr. Sandip Dan, Secretary Governing Body, explained that in case of Non-Teaching PPS staff, a staff pattern will have to be submitted to Bikash Bhavan, citing 3 shifts. Recruitment can only be initiated after a new Staff Pattern is approved.
- Dr. Suparna Basak raised the issue of appointing Graduate Laboratory Assistants in Physics and Chemistry Departments. It was suggested that the concerned department should immediately start searching for candidates with proven expertise, provided the Governing Body agreed.
- Prof. Debjani Ganguly raised the question of appointing an Accountant in the place of Mr. Ashim Acharya, who is on extension. Dr. Sandip Dan responded that at present there is no one who can be promoted to the position, so the vacancy will have to be advertised after necessary Governing Body Resolution is adopted.
- Payment of incentives to teachers for publishing research based articles, has been received by the Governing Body. The file containing the Xerox copies of these papers





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has been requisitioned for audit purposes. Dr. Suparna Basak informed that the file is ready and may be handed over immediately.

- It was noted that so far nothing has been done regarding the setting up of an HR office.
- Mr. Soumendra Laha informed the members regarding the process of starting a NCC unit in the college. Although he expressed his reservations regarding the number of students who may be interested, it was decided that the application should be made. Mr. Amar Seth pointed out that as it was one of the recommendations of NAAC, it should be followed up. Prof. Laha was entrusted with the task.

### Action Taken

**The following measures have been initiated at the behest of the Governing Body:**

- Principal's post to be advertised very soon.
- 18 Whole Time/Part Time teachers have been appointed by the college in various departments. They have been given appointment on a probationary basis, as advised by the Governing Body.
- Process has been initiated for filling up vacancies in non-teaching posts.
- Upon enquiry with other colleges, Dr. Sandip Kumar Dan, Secretary Governing Body, has clarified that Laboratory Assistants are no longer appointed in Undergraduate colleges. Hence, the request made by Dr. Suparna Basak, to appoint Laboratory Assistants cannot be entertained at the moment.
- Proposal for a full fledged HR office has been sent to the Governing Body (letter dt. 6<sup>th</sup> May, 2015).
- The process of initiating a NCC unit in the college has been stalled following the resignation of Prof. Soumendra Laha.

### Item 3

Mr. Amar Seth informed that some necessary amendments to the charter of the Alumni Association are being made by the solicitors Fox & Mondal.

### Item 4

- Requirements for Journalism and Mass Communication – Approved.
- Requirements for Physics and Chemistry – further clarification wanted from Dr. Samir K. Datta.
- Computer for Environmental Science Department – This will not be necessary as soon every classroom will have its own computer.





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- The issue of cords and other computer accessories has been solved by providing more sets to the respective VPs.

### Action Taken

- Quotation for equipment required by the Dept. of Journalism and Mass Communication has been approved.
- Dr. Samir Datta has been requested verbally by Suchandra Chakravarty to provide clarification on the instruments for Science.

### Item 5

Prof. Laha presented the plan for the magazine. He was asked to draw up a budget for the same. Mrs. Mou Banerjee said that the magazine brought out by the ISC section of BGES costs around Rs. 45 per copy. It is circulated to all students. The members decided that the VPs and coordinators of different departments should nominate teachers who would act as facilitators in collecting information. Mr. Miraj Shah wanted Prof. Soumendra Laha to provide regular updates regarding the whole process. Mr. Amar Seth suggested that a fee on this account may be charged to the students.

### Action Taken

Stalled following the resignation of Prof. Soumendra Laha.

### Item 6

Suchandra Chakravarty pointed out that now that the NAAC grade has come, it is desired that we upload the AQAR as soon as possible. Dr. Mili Samaddar and Prof. Paramita Chakraborty should take up the matter immediately and complete the process for the years '13-'14 & '14-'15 as soon as possible.

It was also decided that Prof. Saspo Chakraborty, Nodal Officer for AISHE should start filling up this year's form.

### Action Taken

- AQAR for 2013-14 has been prepared, and the same for 2014-15 will be ready soon. The documents will be circulated to the members before being uploaded.
- Prof. Saspo Chakraborty has started the process for uploading the AISHE report.

### Item 7





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Mr. Jai Shankar informed the members that a SWOC analysis for the college has been completed with representatives from all stakeholders. He requested that the result should be circulated to the members through e-mail, so that measures may be discussed in the next meeting. The redesigning of the feedback form was also discussed and Mr. Jai Shankar was requested to provide advice in this matter. SMS should be sent to all students to fill it up electronically. The feedback mechanism should be linked to the college IRP.

### Action Taken

SWOC analysis has been circulated electronically. Among the weaknesses, the following have been addressed:

Student-Teacher ratio- Appointment of 18 new teachers.

Counselling on the courses in B.A. has been there for a number of years.

A games area has been created in the central courtyard

Arts section has become Co-educational from this session. Number of admissions have gone up in both Science and Arts.

Deserving students are readily granted scholarships.

### Item 8

Proposals submitted by the various departments and committees were submitted. Some of the proposals were discussed.

- It was decided that the Environmental Development Committee should organise an event involving students and teachers, after classes for Ist, IInd, and IIIrd years commence. Student participation in such events is essential. Since no students will be available on 5<sup>th</sup> June, any observance of the World Environment Day would be meaningless.
- The suggestion for a robotics workshop which was forwarded by the department of Physics was also discussed. Mr. Miraj Shah provided the name of an agency which has also approached the college in this regard. Dr. Suparna Basak was asked to look into their proposal in addition to the agency already contacted by the Department of Physics. She promised to forward the information to Dr. Subarnarekha Bhattacharya, who is handling this matter.
- A proposal for a distinguished lecture by scientists from ISRO was discussed and approved.
- The proposals from the Arts Section for a Translation Workshop in October, International Shakespeare Festival in November and a seminar on India and the Indian Ocean in December were also approved.





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- Mr. Miraj Shah said that from now on tickets for resource persons, when required, should be bought through a specified travel agent, who may be contacted through Mr. Prasanta Chowdhury.
- The rest of the proposals could not be discussed in detail, but were submitted for consideration by Mr. Shah in consultation with the Teacher-in-charge, the coordinator, IQAC and the departments/committees concerned.

### Action Taken

- Negotiations for the Robotics workshop is going on.
- The Resource person from ISRO has been transferred, so this programme cannot be held in the near future.
- Application for UGC grant has been made for the Translation Workshop. Response is awaited. It may take some time. But, other arrangements are being made.
- Prof. Robert Gordon and Prof. Amitava Roy have consented to conduct the theatre workshop for Shakespeare's plays. IBSA has consented to collaborate with the college. The Bhawanipur Design Academy has also agreed to collaborate.
- Proposals for a research methodology workshop organised by the M.Com. Department has been approved and arrangements are underway.
- Proposal for a seminar on **India and the Indian Ocean** has been approved and arrangements are underway.

### Item 9

The salient features of the guidelines and application form for college sponsored research projects, drafted by the Research Committee, along the lines of UGC guidelines, was explained to the members and a copy circulated. Since no objection was made, it is deemed approved. The following points were made during discussions:

- Mr. Jai Shankar advised that the expert panel for screening of research proposals, which will have external experts, should also have members of the IQAC as members, so that IQAC approval will be integrated into the process, thus avoiding delay.
- Mr. Miraj Shah also said that all teachers, both PPS and Non-PPS should apply for UGC sponsored projects as a first preference.

### Action Taken

The suggestions will be discussed in the next meeting of the Research Committee.

### Item 10

The members were informed that the proposal to hold a FDP during Puja Vacation has to be reconsidered because many faculty members may not be in town at the time.





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The Teachers' Council has therefore suggested May 2016, as a possible time slot. Mr. Tridib Sengupta enquired whether it was mandatory to have 7-10 days duration, as this disrupts the teaching schedule. Dr. Mili Samaddar, who is also the coordinator of the Faculty Development Cell, said that it is indeed so, as otherwise they are not recognised for API scores. Suggestion was also made and accepted that such activities should be incorporated in the Academic Calendar, 2015-16.

A Staff Development Programme for Spoken English was also suggested and the proposal accepted by Dr. Sandip Kumar Dan.

### Item 11

Prof. Debjani Ganguly communicated to the members the suggestion of the Teachers' Council that the college should apply for a review of the NAAC grade. The members discussed the matter and felt that the score of 2.74 is quite good and does not debar the college from any grant. It was therefore considered that it will be wiser to accept this grade, and work towards a better one in the next cycle.

### Item 12

Miscellaneous matters which were discussed:

- Email ID for IQAC, and periodic updates from all sections of the college, sports, Co-curricular and committee reports to be sent to this mail address, made by Suchandra Chakravarty: Accepted.
- Emergency Drill for Fire and Earthquake evacuation: suggestion by Suchandra Chakravarty :Accepted. Mr. Prasanta Choudhury said that the Fire Brigade may be contacted.
- Permission to non-PPS teachers to attend Refresher Course/Orientation Programme : Mr. Tridib Sengupta said that it is allowed in St. Xaviers College. There was no objection from any of the members.
- Increase in the ceiling for employee's contribution to Voluntary Provident Fund: Dr. Sandip Dan proposed it, clarifying that the DPI has no objection, and the college contribution will remain the same. Mr. Amar Seth said that for ease of calculation, there should be specific slabs. It was agreed that the proposal should be forwarded to the Governig Body for final approval.
- Increase in number of Language Laboratory terminals: Since this is a requirement in the BBA section and a recommendation of the inspection report of the Higher Education Council, for M.A. in English, Mr. Minesh Maniar was asked to increase it to 51. Mr. Tridib Sengupta also asked for one more teacher from the Department of English, to conduct the class.





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- Mr. Samir Siddhanta's suggestion, communicated through Suchandra Chakravarty, for applying to the UGC for installing solar panels: Suchandra Chakravarty to look into the matter.

### Action Taken

- IQAC e-mail has been created: [iqac@thebges.edu.in](mailto:iqac@thebges.edu.in)
- Mr. Prasanta Choudhury has already organised a Basic Fire Fighting Training Programme, conducted by two representatives of the West Bengal Fire and Emergency Services, on 13<sup>th</sup> August, 2015. The training was imparted to the section of the support staff who would be in the first line of action in case of an emergency.
- Quotation has been taken for installing more Language Lab. Software.
- Mr. Prasanta Choudhury has informed Dr. Suchandra Chakravarty that the kind of open space which is necessary for the setting up of solar panels, is not available in the college.

*S. Chakravarty*

*S. Chakravarty*  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



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4<sup>th</sup> September 2015

## NOTICE

No: IQAC/2015/9

Members are hereby notified that the meeting of the IQAC of The Bhawanipur Education Society College, which was to be held on 8<sup>th</sup> August 2015, has been rescheduled to Saturday 12<sup>th</sup> September 2015 at 3 pm.

## **AGENDA:**

1. Confirmation of the minutes of the last meeting.
2. Deliberation on the ATR
3. Increase in intake of Journalism & Mass Communication and Sociology
4. Room requirements of Afternoon Commerce, BBA and Arts Section
5. Proposing a name for a new member in place of Soumendra Laha.
6. Consideration of proposals from the library
7. Any other matter with the permission of the chair.

*S. Chakraverty*  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



**THE BHAWANIPUR EDUCATION SOCIETY COLLEGE**

**IQAC METTING**

**Date: 12.09.2015**

**ATTENDANCE**

<b>SL. NO</b>	<b>NAME</b>	<b>SIGNATURE</b>
1	PROF. DEBJANI GANGULY	
2	MR. MIRAJ D SHAH	
3	MR. PRADIP SHETH	
4	DR. SANDIP KUMAR DAN	<i>Sin Dan</i>
5	CA ROHIT SUKHLA	
6	MR. MINESH MANIAR	<i>Minesh</i>
7	MR. PRASANTA CHOWDHURY	<i>Prasanta Chowdhury.</i>
8	MR. JAY SHANKAR	
9	MR. ASHISH JHUNJHUNWALA	
10	MR. AMAR SETH	<i>A-1</i>
11	MS. MOU BANERJEE	
12	DR. SUBHABRATA GANGULY	<i>S. Subhabrata</i>
13	PROF. SASPO CHAKRABORTY	<i>Saspo Chakraborty</i>
14	PROF. PAROMITA CHAKRABORTY	<i>Paromita Chakraborty.</i>
15	PROF. AMALA DHANDHANIA	<i>A. Dhandhania.</i>
16	PROF. TRIDIB SENGUPTA	<i>Tridib Sengupta</i>
17	DR. SUPARNA BASAK	<i>Suparna Basak</i>
18	DR. MILI SAMADDAR	<i>Miss - Samaddar.</i>
19	DR. SAMIR KR SIDDHANTA	<i>Samir Siddhanta</i>
20	DR. SUCHANDRA CHAKRVARTY	<i>S. Chakravarty.</i>





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## **Action Taken Report of the IQAC meeting held on 12<sup>th</sup> September 2015**

The meeting was chaired by Prof. Debjani Ganguly.

### **Item 1: -**

The minutes of the last meeting held on 2<sup>nd</sup> May 2015 were confirmed.

### **Item 2: -**

The Action Taken Report was discussed at length and the members express satisfaction that there has been some progress regarding filling up of vacancies has been made. The members express the hope that further action will be taken to settle pending issues.

### **Action Taken**

The processes are underway.

### **Item 3: -**

The members noted that both Journalism & Mass Communication and Sociology are proving to be very popular as elective options for the students of the Arts Stream. It was therefore agreed that a proposal may be sent to the Governing Body of the college to apply to Calcutta University for increase of intake in the general course. The members also expressed the opinion that the college should also look at the possibility of applying for affiliation to the Honours course in both these subjects.

### **Action Taken**

Proposal has been forwarded to the Governing Body and necessary action will be initiated in due course.

### **Item 4: -**

Mr. Saspo Chakraborty, Mr. Tridib Sengupta and Dr. Suchandra Chakravarty all discussed the problem faced by the Arts Section, BBA and B. Com (Afternoon Section) in getting suitable rooms for accommodating students of all three sections for about an hour from 2:45 pm. It was pointed out that the room sizes were not always suited to accommodate the classes. The members suggested that some reconfiguration and reconstruction of the rooms may be discussed with the infrastructure team to resolve the problem. It was also noted that more space will be required for newly introduced subjects in Arts and Science.

### **Action Taken**

The infrastructure team has been informed and plans for necessary action are being grown up.





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## Item 5: -

The members noted that since Mr. Soumendra Laha has resigned from his post in the college, there was a need to nominate another teacher in his place.

## **Action Taken:**

Dr. Suchandra Chakravarty who was the coordinator of the IQAC has taken charge as the Teacher-in-charge of the college following Prof. Debjani Ganguly's request to be relinquished from the post. Prof. Tathagata Sen who has been nominated into the IQAC in place of Mr. Soumendra Laha will also take charge as the new coordinator of the IQAC.

## Item 6: -

The proposal from the Library Committee for the creation of a Digital Archive of Manuscripts of books written by the teachers, both present and retired was discussed by the members and it was decided that the proposal would have to be taken up at a later date.

## Item 7: -

The coordinator requested the chairperson to consider the proposal from the Environmental Development Committee to set up a Nature Club with members from students of the various departments. The matter was discussed, and the proposal was approved for forwarding to the Governing Body.

## **Action Taken**

Proposal has been approved by the Governing Body.

The meeting ended with a vote of thanks to the chair & the members present.

*S. Ganguly*

*S. Chakravarty*  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
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## NOTICE

Date: - 09.01.2016

No: IQAC/2016/10

A meeting of the IQAC of The Bhawanipur Education Society College will be convened on 16<sup>th</sup> January, 2016 at 2 Pm in the Board room. Kindly make it convenient to attend.

### Agenda:

1. Confirmation of the minutes of the last meeting.
2. Proposals for the upcoming Golden Jubilee Celebrations.
3. Discussion of the proposal for Geography submitted by Mahua Das.
4. Consideration of possibility for Green Audit, Gender Audit, Academic Audit.
5. Consideration of request by Dept. Of Physics for a laboratory Assistant.
6. Alumni Association.
7. Any other matter with the permission of the Chair.

Tathagata Sen

Co-ordinator, IQAC

**CO-ORDINATOR**  
**IQAC**

**The Bhawanipur Education**  
**Society**



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE:- 16.01.2016

SL NO	NAME	SIGNATURE
1	DR. SANDIP DAN, SECRETARY GOVERNING BODY	Sandip Dan
2	MR. AMAR SETH, MEMBER	
3	MR. SUBHABRATA GANGULY, MEMBER	S. Gangopadhyay 16.1.16
4	MR. SASPO CHAKRABORTY, MEMBER	Saspo Chakraborty 16/1
5	MR. TRIDIB SENGUPTA, MEMBER	Tridib Sengupta 16/1
6	MRS. PARAMITA CHAKRABORTY, MEMBER	Paramita Chakraborty 16/1/16
7	MS. AMALA DHANDHANIA, MEMBER	Amala Dhandhania
8	DR. SUPARNA BASAK, MEMBER	Suparna Basak 16/1/16
9	DR. SAMIR SIDDHANTA, MEMBER	Samir Siddhanta 16/1/16
10	DR. MILI SAMADDAR, MEMBER	
11	MR. SAYAN ROY, MEMBER	Sayan Roy
12	MR. PRASANTA CHOWDHURY, MEMBER	Prasanta Chowdhury
13	MR. MINESH MANIAR, MEMBER	Minesh Maniar
14	MR. TATHAGATA SEN, CO-ORDINATOR	Tathagata Sen 16.1.16
15	PROF. SUCHANDRA CHAKRAVARTY, TEACHER-IN-CHARGE	S. Chakravarty 16.1.16
16	MR. MIRAJ SHAH, MEMBER	
17	MR. PRADIP SETH, MEMBER	
18	MR. JAI SANKAR, MEMBER	
19	MR. ASISH JHUNJHUNWALA, MEMBER	
20	MR. ROHIT SHUKLA	
21	MRS. MOU BANERJEE, PARENT'S REPRESENTATIVE	Mou Banerjee





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## **Action Taken Report of the IQAC meeting held on 16<sup>th</sup> January 2016**

The meeting was chaired by Dr. Suchandra Chakravarty, who introduced Prof. Tathagata Sen as the new Co-ordinator of IQAC, & Prof. Sayan Roy as a new member.

### **Item 1:-**

The minutes of the last meeting, held on 12<sup>th</sup> September, 2015 were confirmed.

### **Item 2:-**

Proposals were invited for the upcoming Golden Jubilee celebrations of the college to be held on 26, 28 & 29<sup>th</sup> May, 2016. The members were informed by Dr. S. K. Dan that two classical music concerts – a vocal and an instrumental music – are being contemplated – with Pandit Hariprasad Chaurasia, Pandit Shiv Kumar Sharma & Smt. Kaushiki Chakraborty as performers.

Dr. Suchandra Chakravarty suggested introduction of a Life time service award for both teaching & non-teaching staff, on completion of 25 years of service with a token memento.

It was also proposed that distinguished alumni of the college may be felicitated on the occasion of the Golden Jubilee. Dr. Amartya Sen's name was proposed for inaugurating the year – long celebration.

**Action Taken:** Approved by the G. B. and a programme is being held on 26<sup>th</sup> May 2016, for awarding tokens of appreciation to teaching & non-teaching staff, who have served over 25 years.

### **Item 3: -**

Dr. Mahua Das's proposal for introducing a degree course Geography was discussed & it was decided that owing to the present scarcity of space to accommodate class rooms / laboratory it would not be possible at present. It may be introduced as an optional General paper. Eventually, with more room being available an Honours Course, and even a Post Graduate course may be introduced.

**Action Taken:** Proposal forwarded to the Governing Body.

### **Item 4: -**

Prof. Tridib Sengupta clarified guidelines for constituting a committee to conduct an Academic Audit, following which it was suggested by the members of IQAC that the college may go in for an Academic Audit once in 3 years. Similarly, the viability of undertaking a Green Audit & a Gender Audit needs to be assessed.

**Action Taken:** The suggestion is being considered and is in the planning stage.

### **Item 5:-**

Regarding the appointment of laboratory Assistants, Dr. Samir Siddhanta pointed out the difficulty & hazards of working with Group D personnel, promoted to the post of Lab. Assistants. He categorically proposed recruitment of Graduates to serve as laboratory assistants henceforth as it was difficult to conduct laboratory classes simultaneously with Group – D





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staff. Resolved that a proposal be forwarded to the Governing Body for appointing graduates as Lab. Assistants henceforth along with a back up note specifying the reason thereof.

**Action Taken:** Proposal forwarded to the Governing Body for consideration and necessary action.

## Item 6: -

The Alumni Association – Bhawanipur Gujarati Shishya Pratisthan – would be relaunched as the constitution has been amended and would be duly registered next week. Distinguished alumni may then be involved in its activities.

**Action Taken:** On 26<sup>th</sup> May 2016, the website would be launched at the Golden Jubilee Celebration Programme.

## Miscellaneous: -

1. Dr. S. K. Dan informed the members that the promotion of several teachers was due. Dr. Rekha Nariwal & Dr. Subarnarekha Bhattacharya's promotion to the post of Associate Professor was due; Letters would be sent shortly to the University & to the D. P. I. for sending the names of nominees, following which the processing would start.

**Action Taken:** Papers have been scrutinized by subject expert and DPI nominees of all candidates.

2. Dr. Suchandra Chakravarty discussed the problems arising out of a lack of communication among departments regarding the various extracurricular activities & events being organized.

3. Mr. Amar Seth informed the members that he had spoken to the elder son of the Late Dr. Nalin Bhai Patel for acquiring his manuscripts, which are yet to be traced.

**Action Taken:** Some books have been received which have been kept in a separate section.

4. Certain problems faced by teachers with the Biometric Attendance recording system were discussed.

5. It was decided to submit a summary of all proposals to the Governing Body for its consideration to the Rector.

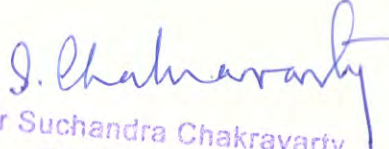
**Action Taken:** Proposals forwarded.

6. Dr. Suchandra Chakravarty informed the members that the college was applying afresh for grants from the UGC under the XI<sup>th</sup> Plan shortly.

**Action Taken:** Application submitted.

7. Dr. S. K. Dan announced the names of Ms. Sonal Kapur, Dr. Pinki Saha Sardar & Ms. Kalapi Banerjee whose appointment as Assistant Professor has recently been ratified by the government.

The meeting ended with a vote of thanks to the chair & the members present.

  
Dr Suchandra Chakravarty  
Teacher in Charge

  
CO-ORDINATOR  
IQAC

The Bhawanipur Education Society College  
Estd. & Admin. by : The Bhawanipur Gujarati Education Society  
Institution Run By The Minority : Affiliated to The University of Calcutta



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14<sup>th</sup> May 2016

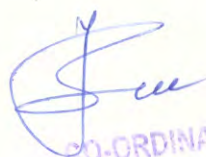
## NOTICE

No: IQAC/2016/11

A meeting of the IQAC of The Bhawanipur Education Society College will be held on 21<sup>st</sup> May 2016 at 2 pm in the Board Room. Kindly make it convenient to attend.

### **AGENDA:**

1. Confirmation of the minutes of the last meeting.
2. Consideration of the proposal to facilitate research activities.
3. Discussion of a programme to initiate a Lifetime Service acknowledgement as part of the golden jubilee celebration.
4. Discussion of the re-location of the sick-room facility.
5. Consideration/ finalisation of the calendar of the college activities.
6. Any other matter with the permission of the chair.

  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE:- 21.05.2016

SL NO	NAME	SIGNATURE
1	DR. SANDIP DAN, SECRETARY GOVERNING BODY	Sandip Dan
2	MR. AMAR SETH, MEMBER	Amar Seth
3	MR. SUBHABRATA GANGULY, MEMBER	S. Ganguly
4	MR. SASPO CHAKRABORTY, MEMBER	Saspo Chakraborty
5	MR. TRIDIB SENGUPTA, MEMBER	Tridib Sengupta
6	MRS. PARAMITA CHAKRABORTY, MEMBER	
7	MS. AMALA DHANDHANIA, MEMBER	
8	DR. SUPARNA BASAK, MEMBER	
9	DR. SAMIR SIDDHANTA, MEMBER	
10	DR. MILI SAMADDAR, MEMBER	
11	MR. SAYAN ROY, MEMBER	Sayan Roy 21/5/16
12	MR. PRASANTA CHOWDHURY, MEMBER	Prasanta Chowdhury
13	MR. MINESH MANIAR, MEMBER	Minesh Maniar 21/5/16
14	MR. TATHAGATA SEN, CO-ORDINATOR	Tathagata Sen
15	PROF. SUCHANDRA CHAKRAVARTY, TEACHER-IN-CHARGE	S. Chakravarty
16	MR. MIRAJ SHAH, MEMBER	Miraj Shah
17	MR. PRADIP SETH, MEMBER	
18	MR. JAI SANKAR, MEMBER	
19	MR. ASISH JHUNJHUNWALA, MEMBER	
20	MR. ROHIT SHUKLA	
21	MRS. MOU BANERJEE, PARENT'S REPRESENTATIVE	





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## **Action Taken Report of the IQAC meeting held on 21<sup>st</sup> May 2016**

The meeting was chaired by Dr. Suchandra Chakravarty.

### **Item 1: -**

The minutes of the last meeting held on 16<sup>th</sup> January 2016 were confirmed.

### **Item 2: -**

Prof. Tridib Sengupta suggested applying before the Pro VC of the University of Calcutta for permission to undertake research projects. Funds would be sanctioned by U. G. C. as well as by foreign sponsors.

### **Action Taken**

Dr. Suchandra Chakravarty has consulted the Pro VC, Academic Affairs of the University of Calcutta regarding the feasibility of applying for a research centre in the college. However, the requirements of setting up such a centre in a predominantly UG college may be difficult in the immediate future.

### **Item 3: -**

It was proposed that all teaching/ non-teaching staff completing 25 years of service in this college be felicitated as part of the Golden Jubilee Celebration Programme, along with the five founding faculty members. Sri Amar Seth suggested locating the first student admitted into the school, if possible.

### **Action Taken**

The proposal for felicitations has been duly carried out during the Golden Jubilee Celebrations.

### **Item 4: -**

It was proposed that since the sixth-floor location of the sick room is inconvenient, one room on the ground floor which could be G1 may be used as the Sick Room till the work on the new sick room is concluded.

### **Action Taken**

Provisional arrangements have been made.

### **Item 5: -**

The desirability of drawing up a calendar of activities for the ensuing academic session was discussed and it was decided that the departments should draw up an Annual Calendar where major academic activities including proposed seminars/ workshops may be listed.





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## Action Taken:

The departments have drawn up academic calendars.


## Item 6: -

- Dr. Suchandra Chakravarty informed the members that the Inspection Team of the University of Calcutta has approved the introduction of Journalism & Mass Communication Honours from the session 2016-17. She also informs the members that the necessary infrastructure would be in place by July 2016.
- Faculty Development Programme should be organised by the Faculty Development Cell.
- A proposal to hold an IQAC Seminar on Quality Measures with experts in the field of education such as those working with NAAC or UGC was discussed.
- Prof. Sayan Roy express the opinion that with the introduction of taxation as a specialisation in B. Com for the first time, it would be beneficial for the students if the college invited those having actual experience in the field be invited as Special/ Guest Lecturers.
- Dr. Suchandra Chakravarty informed the members that the programme to participate through Skype in the International celebration of Shakespeare's Birthday on 22<sup>nd</sup> April 2016 has been successfully accomplished. The programme was joined through Skype by participants from Denmark, South Africa, Russia. It was coordinated by Prof. Ronan Paterson from Elsinore Denmark. She also suggested that more such international events may be organised through skype.

## Action Taken

- The first batch of students of Journalism & Mass Communication Honours have started classes and the response has been very good.
- Faculty Development Programme has been organised and is currently underway having begun from 23<sup>rd</sup> September 2016.
- The proposal for organising a seminar on Quality Measures has not yet be executed.

The meeting ended with a vote of thanks to the chair & the members present.

  
Dr Suchandra Chakravarty  
Teacher in Charge  
The Bhawanipur Education Society College

  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



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17<sup>th</sup> September 2016

## NOTICE

No: IQAC/2016/12

A meeting of the IQAC of The Bhawanipur Education Society College will be held on 24<sup>th</sup> September 2016 at 2 pm in the Board Room. Kindly make it convenient to attend.

### **AGENDA:**

1. Confirmation of the minutes of the last meeting.
2. Consideration of proposals of the Golden Jubilee Celebration Committee.
3. Consideration of a sample teacher's diary for introduction from the next academic session.
4. Consideration of a proposal to introduce college ERP.
5. Any other matter with the permission of the chair.

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College



# INTERNAL QUALITY ASSURANCE CELL (IQAC)

DATE: 24/09/2016

Sl No	Name	Signature
1	DR. SANDIP DAN, SECRETARY GOVERNING BODY	S Sandan
2	MR. AMAR SETH, MEMBER	
3	MR. SUBHABRATA GANGULY, MEMBER	S. Gangopadhyay
4	MR. SASPO CHAKRABORTY, MEMBER	Saspo Chakraborty
5	MR. TRIDIB SENGUPTA, MEMBER	Tridib Sengupta
6	MRS. PARAMITA CHAKRABORTY, MEMBER	Paramita Chakraborty
7	MS. AMALA DHANDHANIA, MEMBER	
8	DR. SUPARNA BASAK, MEMBER	Suparna Basak
9	DR. SAMIR SIDDHANTA, MEMBER	Samir Siddhanta
10	DR. MILI SAMADDAR, MEMBER	Mili Samaddar
11	MR. SAYAN ROY, MEMBER	Sayan Roy 24/9/16
12	MR. PRASANTA CHOWDHURY, MEMBER	
13	MR. MINESH MANIAR, MEMBER	
14	MR. TATHAGATA SEN, CO-ORDINATOR	Tathagata Sen
15	PROF. SUCHANDRA CHAKRAVARTY, TEACHER-IN-CHARGE	S. Chakravarty
16	MR. MIRAJ SHAH, MEMBER	Miraj Shah
17	MR. PRADIP SETH, MEMBER	Pradip Seth
18	MR. JAI SANKAR, MEMBER	
19	MR. ASISH JHUNJHUNWALA, MEMBER	
20	MR. ROHIT SHUKLA	
21	MRS. MOU BANERJEE, PARENT'S REPRESENTATIVE	Mou Banerjee





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## Action taken report of meeting held on 24<sup>th</sup> September 2016

The meeting was chaired by Dr. Suchandra Chakravarty.

### Item 1:-

The minutes of the last meeting held on May 2016, were confirmed after due discussion.

### Item 2:-

The proposed calendar of events to mark the Golden Jubilee Celebrations to be held till May 2017 was read out by the Teacher-in-charge, Dr. Suchandra Chakravarty. The Coordinators were asked to meet in separate smaller groups before the vacation. Dr. Sandip Kumar Dan informed members about the proposed volume on the socio-economic & cultural contribution of Gujaratis in Bengal.

**Action Taken:** The Teachers are holding regular meetings, interviewing people and collecting data for compiling the volume as early as possible.

Dr. Tridib Sengupta suggested the name of Shri Manish Goenka, co-founder of the Emami Group of Companies to be invited to address students in the Success-story series.

**Action Taken:** Sri Goenka will be contacted shortly.

Dr. Suchandra Chakravarty that informed the members that a Shakespeare Play (selected scenes) would be staged as part of the Golden Jubilee Celebration. Students of Science & Arts sections may be involved in Cultural Events and exhibitions.

**Action Taken:** Rehearsals are being conducted by Sri Tirthankar Sen Gupta, of the Department of English and the performance will be held later this month in the college as part of the Golden Jubilee Celebrations as well as at the ICCR headquarters in Kolkata as part of an International Shakespeare Festival organized by the Shakespeare Society of Eastern India.

### Item 3:-

Discussion was held on the practicality of introducing an electronic teacher's dairy from the next academic session. However, Dr. Suparna Basak contended that hard copies are easier to fill up and may be more acceptable to all the teachers. It was decided that at least to begin with hard copies may be forwarded along with the electronic format. Eventually an electronic teachers' dairy which is user friendly will have to be devised and introduced.

**Action Taken:** A soft copy has been forwarded to the Vice Principals and print outs of the same may be taken by the teachers who wish to fill up the hard copy. The respective Academic Heads are responsible for implementing the process.





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## Item 4:

Discussion had to be postponed as Mr. Minesh Maniar who looks after the data management of the college could not attend the meeting.

## Item 5: -

Dr. Suparna Basak pointed out that Room No 516 is too small to serve as a laboratory for 64 students and an exclusive Physics Laboratory for B. Sc students is urgently required. In this connection, Dr. Tridib Sengupta also informed the members about the need for appropriately sized classrooms. The Teacher-in-charge assured him that the necessary additions and alterations will be made, and new rooms would be available after the Puja vacation.

**Action Taken:** Plans are being drawn up to provide additional space for laboratory. New rooms with larger capacities are ready and need based allocation will be made by Teacher-in-charge.

Dr. Suparna Basak also proposed that the weekly visit of the Pest Control personnel be resumed as before, and fumigation may be carried out every Saturday afternoon.

Shri Sayan Roy suggested initiation of Faculty Exchange Programme by signing M.O.U., by collaborating with other institutions. It would carry substantial weight during NAAC Assessment.

**Action Taken:** Many of the colleges were busy with upcoming NAAC visit, so this will have to be followed up from February 2017.

It was noted with satisfaction that the Environmental Development Committee of the college has successfully conducted a Two-day UGC sponsored National seminar on Environmental Awareness: Demand of the Day.

The meeting ended with a vote of thanks to the chair & the members present.

CO-ORDINATOR  
IOAC

The Bhawanipur Education  
Society College

Dr Suchandra Chakravarty  
Teacher in Charge  
The Bhawanipur Education Society College



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14.01.2017

## NOTICE

No: IQAC/2017/13

A meeting of the IQAC of The Bhawanipur Education Society College will be held on 21.01.2017, at 2 pm in the Board Room. Kindly make it convenient to attend.

### **AGENDA:**

- Confirmation of the minutes of the last meeting.
- Approval of AQAR prior to upload
- Consideration of the proposals of Teachers' Council.
- Consideration of proposals forwarded by the Library
- Infrastructural facilities
- Students feedback and feedback analysis.
- Any other matter with the permission of the chair.

Regards,

Tathagata Sen  
Coordinator, IQAC

COORDINATOR  
IQAC  
The Bhawanipur Education  
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## IQAC Meeting dated 21.01.2017

Sl No	Name	Signature
1	Mr. Miraj Shah, Senior Vice President, Governing Body	
2	Dr. Sandip Dan, Rector	
3	Dr. Suchandra Chakravarty, Chairperson	
4	Mr. Tathagata Sen, Coordinator	
5	Mr. Pradip Seth, Member	
6	Mr. Amar Seth, Member	
7	Mrs. Mou Banerjee, Member	
8	Mr. Jay Shankar, Member	
9	Mr. Rohit Shukla, Member	
10	Mr. Ashish Jhunjhunwala, Member	
11	Mr. Ashish Maitra, HR	
12	Mr. Subhendu Banerjee, Accounts	
13	Dr. Subhabrata Gangopadhyay, Vice Principal Administration & Bursar	
14	Ms. Debjani Ganguly, Vice Principal, Arts	
15	Mr. Saspo Chakraborty, HOD Commerce	
16	Ms. Paramita Chakravarty, Coordinator M. Com	
17	Ms. Ananyya Banerjee, Coordinator, MA English	
18	Dr. Tridib Sengupta, Coordinator BBA	
19	Mr. Divyesh Shah, Coordinator Morning Commerce	
20	Dr. Anupa Ghosh	
21	Mr. Sanjib Halder	
22	Mr. Sayan Roy	
23	Ms. Piu Chatterjee	
24	Mr. Chittojit Bhattacharya, Library	
25	Mr. Minesh Maniaie	
26	Mr. Prasanta Chowdhury	





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## Action Taken Report of IQAC meeting held on 21<sup>st</sup> January 2017

The meeting was chaired by Dr. Suchandra Chakravarty.

### Item 1: -

The minutes of the previous meeting were confirmed.

### Item 2: -

The coordinator of the IQAC was empowered to finalize and upload the AQAR for the session 2015-16 and the members express their concern regarding the delay in doing the same.

**Action Taken:** The AQAR has already been uploaded on 13<sup>th</sup> April 2017.

### Item 3: -

Several proposals of the Teachers' Council were next discussed.

a. There were complaints about the goods and services offered by the college canteen, almost from every department and about the non-cooperation faced during seminars / workshops. Prof. Tridib Sengupta alleged that there was an acute shortage of manpower in the canteen. It was decided that a formal complaint would be lodged before the Governing Body.

b. Dr. Subarnarekha Bhattacharya suggested that a doctor's cell be set up. Shri Joy Sarkar proposed a tie-up with a clinic / nearby hospital so that a doctor is available during college hours.

c. Teachers proposed that the key to the staff room First-aid box be easily available.

**Action Taken:** The Governing Body has been informed for taking necessary action to improve the standard. The possibility of a tie-up with Health Point Nursing Home is being contemplated.

### Item 4: -

Proposed from the college library committee were taken up next.

a. Dr. Divyesh Shah suggested the addition of works of front-ranking Gujarati authors to the library. The proposal was approved by all members.

b. Shri Chittojit Bhattacharya drew attention to the problem of retrieving books borrowed by Part-Time / Guest Faculty, once they resign without returning books issued in their favor. It was resolved that to ensure timely return, a library clearance may be made necessary prior to releasing the remuneration due. Dr. Suchandra Chakravarty, Teacher-in-charge suggested that the library may review the number and length of books to be issued to part time / Guest faculty members.

c. Shri Chittojit Bhattacharya also prayed for recruitment of at least two additional peons (who have passed class X / XII Boards) – One for the morning section and one for the afternoon / evening section, in addition to the five peons who are on shift basis at present.

d. Various members prayed for additional staff / space / facilities as mentioned below.

**Action Taken:** A list of front ranking authors of Gujarat has been prepared. Books would be procured once the list is approved. The policy of lending Part-Time / Guest Faculty only one book at a time for a





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period of two weeks only has been adopted. A record sheet is being maintained for all faculty members recruited.

## Item 5: -

- Shri Tathagata Sen pointed out that a sick room with a toilet is urgently required either on the ground / first floor.
- Dr. Divyesh Shah pressed the need for a good standing notice board, preferably on the first floor.
- Dr. Sandip Kumar Dan suggested one LED display board.
- Professor Debjani Ganguly proposed setting up of a central display board with courses offered along with their location. She also sought space for an additional zonal centre for Arts. Additional space for a zonal centre for Science subjects is also necessary, according to Dr. Anupa Ghosh.
- Prof. Debjani Ganguly said that separate laptop computers are required by the Department of Journalism and English (MA). The Teacher-in-charge advised her to send an email to Shri Miraj Shah. Shri Minesh Maniar informed the members that the fourth-floor Computer laboratory is ready, and machines would be installed around 24<sup>th</sup> January 2017.

**Action Taken:** LED notice boards would be installed all over the college campus at prominent locations, along with a standing notice board as soon as the construction work is over. Additional space to accommodate Zonal Centers for Arts and Science subjects would be available once new rooms are built with access from the first-floor staff room. The construction work is likely to begin after pujas. Space for constructing sick room would be shortly available as certain departments would be relocated in the additional space that would be available soon in nearby premises. Arrangements to keep a trained nurse in two shifts of 6 am to 2 pm and 1 pm to 9 pm would be made in the current forthcoming academic session. Laptops have been provided and the laboratory is in use.

## Item 6: -

The members discussed the requirement for a proper analysis of the feedback in order to undertake measures to satisfy the needs and expectations of the students. Various measures proposals were discussed including one for linking student's attendance with the feedback. Finally, it was decided that Mr. Jai Shanker Gopalan would help in analyzing the feedback being collected.

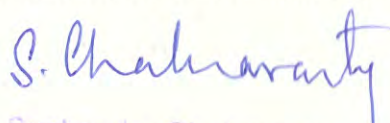
**Action Taken:** Feedback has been collected from the outgoing third year students and the analysis is being undertaken by Mr. Gopalan.

## Item 7: -

The members discussed the desirability of holding seminars organized by the IQAC in collaboration with other institutions on quality enhancement, Research Methodology, Academic Administration, Environmental Awareness etc.

**Action Taken:** The seminars to be organised by the IQAC have been delayed but various programmes on cross-cutting issues particularly related to the environment have been organised by different committees and collectives of the college.

The meeting ended with a vote of thanks to the chair & the members present.

  
Dr Suchandra Chakravarty  
Teacher in Charge

  
CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
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5<sup>th</sup> August, 2017

## NOTICE


No: IQAC/2017/14

Please take note that a meeting of the IQAC will be held on Saturday, 12<sup>th</sup> August, 2017 at 3 pm to discuss the following agenda. You are requested to be present.

### **AGENDA:**

- Confirmation of the minutes of the last meeting
- Introduction of attendance linked feedback form from first year students and Report of Parents feedback analysis
- IQAC Seminar
- Introduction of Tutorial System in all departments
- Introduction of English Course for Non – Teaching Staff
- Any other matter with the permission of the chair.

Regards,

  
CO-ORDINATOR  
IQAC  
Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College





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## IQAC Meeting dated 12.08.2017

Sl No	Name	Signature
1	Mr. Miraj Shah, Senior Vice President, Governing Body	
2	Dr. Sandip Dan, Rector	
3	Dr. Suchandra Chakravarty, Chair Person	
4	Mr. Tathagata Sen, Coordinator	
5	Mr. Pradip Seth, Member	
6	Mr. Amar Seth, Member	
7	Mrs. Mou Banerjee, Member	
8	Mr. Jay Shankar, Member	
9	Mr. Rohit Shukla, Member	
10	Mr. Ashish Maitra, HR	
11	Mr. Ashish Jhunhunwala, Member	
12	Mr. Subhendu Banerjee, Accounts	
13	Dr. Subhabrata Gangopadhyay, Vice Principal Administration & Bursar	
14	Ms. Debjani Ganguly, Vice Principal, Arts	
15	Mr. Saspo Chakraborty, HOD Commerce	
16	Ms. Paramita Chakravarty, Coordinator M. Com	
17	Ms. Ananyya Banerjee, Coordinator MA English	
18	Dr. Tridib Sengupta, Coordinator BBA	
19	Mr. Divyesh Shah, Coordinator Morning Commerce	
20	Dr. Anupa Ghosh	
21	Mr. Sanjib Halder	
22	Ms. Piu Chatterjee	
23	Mr. Sayan Roy	
24	Mr. Chittojit Bhattacharya, Library	
25	–Mr. Minesh Maniar	
26	Mr. Prasanta Chowdhury	





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## Action Taken Report of the IQAC meeting held on 12th August 2017

The meeting was chaired by Dr. Suchandra Chakravarty.

### Item 1: -

The minutes of the last meeting were read out and confirmed.

### Item 2: -

The attendance - linked students feedback form designed for First year students and approved at the Teachers' Council meeting was taken up for discussion. Considering the volume of students in the Commerce Section it was decided that the feedback forms would initially be distributed among the students of Arts and Science in September. Prof. Saspo Chakraborty suggested classifying students into 3 categories based on attendance: 75% & above, 50% & above and less than 50%. An online feedback system may be devised to cover Commerce students as well. A report on parents' feedback analysis is being prepared. Prof. Suchandra Chakraborty informed that the feedback obtained from last year's Parent Teacher meeting of the Arts Section was most useful, and the response of parents was very heartening.

**Resolution:** Resolved that the attendance-linked student feedback for first-year students, approved at the Teachers' Council meeting, be distributed among students of the Arts & Science in September.

**Action Taken:** Attendance-linked student feedback for the first-year students of 2017-18 introduced.

### Item 3: -

The members inquired about the organization of the planned IQAC seminar which had been stalled due to various reasons. It was decided that the matter should be taken up with renewed vigor.

**Resolution:** Resolved that a seminar on Academic Administration would be organized.

**Action Taken:** Seminar on Academic Administration was organised by IQAC - early in 2018.

### Item 4: -

Introduction of Tutorial classes was discussed. It was considered practical to start with the Science & Arts Sections.

**Resolution:** Resolved that Tutorial Classes would be introduced.

**Action Taken:** Tutorial classes have been introduced.

### Item 5: -

The need for enhancing the English Communication Skills of the Non-Teaching staff members both Group C and D who are deficient in this skill was pointed out and discussed.





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**Resolution:** Resolved that some members of the non-teaching staff would be sent to either to Ram Krishna Mission School of Languages of the Institute of English for a course in Business / Official communication / correspondence.

**Action Taken:** Proposal is being processed.

**Item 6:-**

- a. Prof. Piu Chatterjee, Coordinator, Library Committee, pointed out that round-the-clock dusting / cleaning services were urgently required in the Library, preferably by hiring services of an agency.
- b. A first-aid box needs to be installed as early as possible, in the BBA department.

**Action Taken:** It has been installed.

- c. Prof. Saspo Chakraborty, H. O. D. of the Commerce (Evening) Section, averred that new IT teachers are urgently required in view of the new components recently added to the B. Com. syllabus. Very few applications have been received in response to the last advertisement.

**Action Taken:** New Faculty members have been recruited.

- d. It was resolved that a meeting of all the Vice Principals / Head of Departments / Coordinator of Arts, Commerce (UG & PG) and BBA would be convened as early as possible to resolve the accommodation problem being faced by various departments, as class timings and room- allotments of various departments are over-lapping / clashing.

**Resolution:** Resolved that a meeting of all the Vice Principals/ Heads of Department/ Coordinators of Arts / Science/ Commerce/ BBA would be convened to resolve the accommodation problem faced by various departments to minimize overlapping of classes.

**Action Taken:** The meeting of the academic heads has successfully resolved the problem of overlapping allotment. BBA has shifted to another building which has been rented.

- e. Prof. Sanjib Halder also pressed the need for at least two additional rooms for Electronics (Hons) and Computer Science.

The meeting ended with a vote of thanks to the chair & the members present.

*S. Chakravarty*

Dr Suchandra Chakravarty  
Teacher in Charge  
The Bhawanipur Education Society College

*[Signature]*

CO-ORDINATOR  
IQAC

The Bhawanipur Education  
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20<sup>th</sup> January 2018

## NOTICE


No: IQAC/2018/15

Please take note that a meeting of the IQAC will be held on Saturday, 27<sup>th</sup> January 2018 at 2 pm in the Board Room. You are requested to attend.

### **AGENDA:**

- Confirmation of the minutes of the last meeting.
- Analysis/ discussion on latest NAAC manual.
- MOU with Behala College
- Mentorship
- Any other matter with the permission of the chair.

Regards,

  
Tathagata Sen  
Coordinator, IQAC





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## IQAC Meeting dated 27.01.2018

Sl No	Name	Signature
1	Mr. Miraj Shah, Senior Vice President, Governing Body	
2	Dr. Sandip Dan, Rector	
3	Dr. Suchandra Chakravarty, Chairperson	
4	Mr. Tathagata Sen, Coordinator	
5	Mr. Pradip Seth, Member	
6	Mr. Amar Seth, Member	
7	Mrs. Mou Banerjee, Member	
8	Mr. Jay Shankar, Member	
9	Mr. Rohit Shukla, Member	
10	Mr. Ashish Jhunjhunwala, Member	
11	Mr. Ashish Maitra, HR	
12	Mr. Subhendu Banerjee, Accounts	
13	Dr. Subhabrata Gangopadhyay, Vice Principal Administration & Bursar	
14	Ms. Debjani Ganguly, Vice Principal, Arts	
15	Mr. Saspo Chakraborty, HOD Commerce	
16	Ms. Paramita Chakravarty, Coordinator M. Com	
17	Ms. Ananyya Banerjee, Coordinator, MA English	
18	Dr. Tridib Sengupta, Coordinator BBA	
19	Mr. Divyesh Shah, Coordinator Morning Commerce	
20	Dr. Anupa Ghosh	
21	Mr. Sanjib Halder	
22	Mr. Sayan Roy	
23	Ms. Piu Chatterjee	
24	Mr. Chittojit Bhattacharya, Library	
25	Mr. Minesh Maniaie	
26	Mr. Prasanta Chowdhury	





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## Action Taken Report of the IQAC meeting held on 27<sup>th</sup> January 2018

The term of Ms. Mou Banerjee, who was member of the IQAC as parent-representative, came to an end as her daughter, Aishani Banerjee, completed her degree course and has enrolled elsewhere for higher studies. Ms. Banerjee was felicitated and thanked by the Teacher-in-charge, Dr. Suchandra Chakravarty for her help and co-operation during her term.

### Item 1: -

The minutes of the last meeting were read out, discussed and confirmed.

### Item 2: -

The Teacher-in-charge suggested distributing copies of the revised NAAC manual, which is now far more quantitative than before, among members of the IQAC or to groups of 2-3 teachers, who would be entrusted with the responsibility of collecting necessary data. She also suggested periodic assessments of progress so that scores may be calculated in advance, and a mock-NAAC visit may also be arranged with available experts, by preparing a dummy SSR. Dr. Tridib Sengupta proposed the name of Sri Ashish Samanta as an expert who may be invited from time to time for advice.

**Resolution:** Resolved that groups of two/ three teachers would be entrusted with the responsibility of collecting data for NAAC, making periodic assessments of progress.

**Action Taken:** Groups of teachers have been delegated to collect data for NAAC, to ensure timely compilation of data.

### Item 3: -

A Memorandum of Understanding (MOU) with Behala College is to be signed for faculty-sharing and collaboration for holding seminars and workshops, involving the Arts and Science sections only at the initial stage. The two departments selected are Chemistry and Computer Science; the names of other departments were also put forth, like Economics, Physics and Mathematics. Virtual classrooms have already been arranged (Room # 425, 129A & 129B) so that it benefits students at both colleges simultaneously. Other colleges may also be contacted for similar Memorandums to facilitate collaboration.

**Resolution:** Resolved that a MOU be signed with Behala College for faculty sharing & collaboration for holding seminars and workshops, involving only the Arts & Science sections only at the initial stage.

**Action Taken:** MOU signed with Behala College for faculty sharing & collaboration for holding seminars & workshops, particularly in the Arts & Science sections.

### Item 4: -

The need to introduce a robust mentorship system in all the departments was discussed and approved by all the members present. The system had been introduced in the BBA department, but modifications are required to the present practice. Dr. Tridib Sengupta suggested introduction of mentorship in the first year and continuing it, if required and converting the mentors into Project guides in the final year. It was decided to introduce mentorship system in the Arts and Science Sections as an initial step. It was also recognised that introduction of the system in commerce section may require some adjustments.

**Resolution:** Resolved that the system of mentorship be introduced forthwith.

**Action Taken:** System of mentorship was introduced.





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## Item 5: -

- A seminar organized by IQAC in the third week of February, was discussed, with Dr. Ved Prakash, former Chairman of the UGC, as the keynote speaker. There would be technical sessions addressed by Dr. B. S. Madhukar. The details of the programme were to finalize in course of the day due to the shortage of time. Local colleges would also be invited the entire programme was proposed to be recorded. It was also decided that a target date would be set for the completion of AQAR. Sri Jaishankar said that his report on feedback analysis would ready in a week's time. He proposed that the data oriented UGC format for feedback be introduced in future.
- Mr. Ashish Maitra informed the members that soft-skill training programmes have been arranged for Group C and Group D staff, with Mr. Bhandari as the expert guiding the institution. The tentative dates for the event are 4 and 5 February 2018.
- Dr. Suchandra Chakravarty raised the issue of the need for more substantive posts in view of the new subjects introduced and a formulation of policy of recruitment / promotion to retain good teachers.

The meeting ended with a vote of thanks to the chair & the members present.

  
CO-ORDINATOR  
IQAC

The Bhawanipur Education  
Society College



Dr Suchandra Chakravarty  
Teacher in Charge  
The Bhawanipur Education Society College



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23.02.2018

## NOTICE

No: IQAC/2018/16

A meeting of the IQAC of The Bhawanipur Education Society College will be held on 03.03.2018, at 2 pm in the Board Room. Kindly make it convenient to attend.

### **AGENDA:**

- Confirmation of the minutes of the last meeting.
- Incentives for presentations and publications.
- IQAC Seminar
- Green Audit
- Any other matter with the permission of the chair.

Regards,

Tathagata Sen  
Coordinator, IQAC

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College





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## IQAC Meeting dated 03.03.2018

Sl No	Name	Signature
1	Mr. Miraj Shah, Senior Vice President, Governing Body	✓
2	Dr. Sandip Dan, Rector	
3	Dr. Suchandra Chakravarty, Chairperson	S. Chakravarty
4	Mr. Tathagata Sen, Coordinator	✓ T. Sen
5	Mr. Pradip Seth, Member	✓
6	Mr. Amar Seth, Member	✓ A. Seth
7	Mrs. Mou Banerjee, Member	
8	Mr. Jay Shankar, Member	
9	Mr. Rohit Shukla, Member	✓
10	Mr. Ashish Jhunjhunwala, Member	
11	Mr. Ashish Maitra, HR	✓
12	Mr. Subhendu Banerjee, Accounts	✓ Subhendu Banerjee
13	Dr. Subhabrata Gangopadhyay, Vice Principal Administration & Bursar	✓ S. Gangopadhyay
14	Ms. Debjani Ganguly, Vice Principal, Arts	✓ Debjani Ganguly
15	Mr. Saspo Chakraborty, HOD Commerce	✓ Saspo Chakraborty
16	Ms. Paramita Chakravarty, Coordinator M.com	✓ Paramita Chakravarty
17	Ms. Ananyya Banerjee, Coordinator, MA English	✓ Ananyya Banerjee
18	Dr. Tridib Sengupta, Coordinator BBA	✓ Tridib Sengupta
19	Mr. Divyesh Shah, Coordinator Morning Commerce	✓ Divyesh Shah
20	Dr. Anupa Ghosh	✓ Anupa Ghosh
21	Mr. Sanjib Halder	✓ Sanjib Halder
22	Mr. Sayan Roy	✓ Sayan Roy
23	Ms. Piu Chatterjee	✓ P. Chatterjee
24	Mr. Chittojit Bhattacharya, Library	✓ Chittojit Bhattacharya
25	Mr. Minesh Maniar	
26	Mr. Prasanta Choudhury	✓ Prasanta Choudhury





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## **Action Taken Report of the IQAC meeting held on 3<sup>rd</sup> March 2018**

The meeting was chaired by Dr. Suchandra Chakravarty.

### **Item 1: -**

The minutes of the last meeting were read out, discussed and confirmed.

### **Item 2: -**

The IQAC members discussed the need to encourage faculty members to engage in research, presentations and publications as this would promote an overall research culture in the college.

**Resolution:** Resolved that an appeal would be made on behalf of IQAC before the Governing Body of the college to introduce cash awards for members of the faculty for the best paper published in journals/ seminars.

**Action Taken:** Cash incentives to faculty members winning best paper awards in academic seminars have been introduced.

### **Item 3: -**

The members pointed out that the IQAC should take the initiative to introduce teachers' and students' to the idea of Intellectual Property Rights and expose them to the relevant rules and regulations.

**Resolution:** Resolved that an expert from the W.B. State University of Law & Juridical Sciences would be invited by the IQAC to deliver a lecture on intellectual Property Rights (IPR) to generate awareness of the relevant legislation.

**Action Taken:** An expert from the West Bengal State University of Law & Juridical Sciences was invited to deliver a lecture on 10th March 2018.

### **Item 4: -**

The members of the IQAC noted that the college should undertake a Green Audit which would help it to identify the extent of its Carbon Footprint and also seek advice on how to reduce the same. The audit would also help in creating an awareness regarding eco-friendly practices at all levels of its operations.





# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

5 Lala Lajpatrai Sarani, Kolkata - 700 020

Phone : 4019-5555 • Fax : 91 33 2281 4275

Website : [www.thebges.edu.in](http://www.thebges.edu.in)

**Resolution:** Resolved that a Green Audit would be conducted in the college to assess the carbon footprint of the college with the aid of external experts and internal faculty members.

**Action Taken:** A Green Audit was conducted in the college to assess the environment - friendly measures adopted by the college by an external agency, and a report prepared.

**Item 5: -**

No matter to discuss.

The meeting ended with a vote of thanks to the chair & the members present.

CO-ORDINATOR  
IQAC

The Bhawanipur Education  
Society College

Dr Suchandra Chakravarty

Teacher in Charge

The Bhawanipur Education Society College



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3<sup>rd</sup> September 2018  
IQAC/2018/ 17

## NOTICE

A meeting of the IQAC would be held on Monday 10<sup>th</sup> September, 2018 at 4 pm at the 2<sup>nd</sup> Floor Auditorium. All members are requested to attend.

### AGENDA:

1. Confirmation of the last minutes
2. Academic Audits
3. Annual Self Appraisal
4. Vacancies
5. Technology based Attendance
6. Miscellaneous

Regards,

Tathagata Sen  
Coordinator, IQAC

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
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## IQAC meeting held on 10th September 2018

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	D. Ganguly
4	Dr. Joyeeta Bhadury	Teacher Member	J. Bhadury
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta
7	Mr. Sayan Roy	Teacher Member	S. Roy
8	Dr. Kalapi Banerjee	Teacher Member	K. Banerjee
9	Dr. Saugata Konar	Teacher Member	S. Konar
10	Dr. Sampa Sinha Basu	Teacher Member	S. Basu
11	Mr. Miraj Shah	Management Representative	M. Shah
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	S. Gangopadhyay
14	Mr. Saspo Chakraborty	Senior Administrative Officer	S. Chakraborty
15	Ms. Paramita Chakravarty	Senior Administrative Officer	P. Chakravarty
16	Mr. Ashish Maitra	Senior Administrative Officer	A. Maitra
17	Mr. Anirban Sarkar	Senior Administrative Officer	A. Sarkar
18	Mr. Minesh Maniar	Senior Administrative Officer	M. Maniar
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	P. Chowdhury
20	Mr. Rohit Shukla	Representative of Local Society	R. Shukla
21	Mr. Indraneel Bhattacharya	Alumni Member	I. Bhattacharya
22	Mr. Dinesh Thakker	Industrialist	D. Thakker
23	Mr. Jayshanker Gopalan	Employer	J. Gopalan
24	Ms. Sukti Maitra	Parent Representative	S. Maitra
25	Rittika Chakraborty	Student Member	R. Chakraborty
26	Dr. Divesh Shah	Special Invitee	D. Shah





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## The Bhawanipur Education Society College

### Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 10 September, 2018 at 3 pm in the Board Room.

#### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Joyeeta Bhadury	Teacher Member
5. Dr. Anupa Ghosh	Teacher Member
6. Dr. Ivy Dasgupta	Teacher Member
7. Mr. Sayan Roy	Teacher Member
8. Dr. Kalapi Benjee	Teacher Member
9. Dr. Saugata Konar	Teacher Member
10. Mr. Miraj Shah	Management Representative
11. Ms. Ananyya Banerjee	Senior Administrative Officer
12. Dr. Subhabrata Ganguly	Senior Administrative Officer
13. Mr. Saspo Chakraborty	Senior Administrative Officer
14. Ms. Paramita Chakravarty	Senior Administrative Officer
15. Mr. Ashish Maitra	Senior Administrative Officer
16. Mr. Minesh Maniar	Senior Administrative Officer
17. Mr. Prasanta Chowdhury	Senior Administrative Officer
18. Mr. Rohit Shukla	Representative of Local Society
19. Mr. Indraneel Bhattacharya	Alumni Member
20. Mr. Dinesh Thakker	Industrialist
21. Mr. Jayshanker Gopalan	Employer
22. Ms. Sukti Maitra	Parents Representative
23. Rittika Chakraborty	Student Member
24. Dr. Divyesh Shah	Special Invitee

#### Members Absent:

1. Dr. Sampa Sinha Basu	Teacher Representative
2. Mr. Anirban Sarkar	Senior Administrative Officer





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1. The minutes of the last meeting held on 3<sup>rd</sup> March 2018 were read out, discussed and confirmed.
2. The Teacher-in-charge suggested and the members agreed that the college should organize an Academic Audit for the session 2017-18 with senior academicians from various universities acting as experts. It was pointed out that such an Audit including External Experts have not been carried out so far.

**R: The members resolved that the proposal for an Academic Audit involving External Experts be approved.**

**ATR: The process of Academic Audit has begun with the circulation of the self appraisal forms.**

3. It was discussed and agreed that the Annual Self Appraisal forms should be filled in by the teachers of the college as the first step towards the Academic Audit.

**R: The members resolved that Dr. Anupa Ghosh, member of the IQAC should be entrusted with circulating self-appraisal forms to the teachers.**

**ATR: The self appraisal forms have been circulated by Dr. Anupa Ghosh via email.**

4. The members discussed that the efficient running of the college required that vacancies in all kinds of posts including key ones should be filled up and that the Governing Body should be requested to do the same.

**R: It was resolved that the IQAC will send the recommendations for filling up of posts to the Governing Body.**

**ATR: Proposal has been forwarded to the Governing Body.**

5. Several measures were proposed and discussed by the members for a general improvement of the academic standards. Some of these proposals were also based on consideration of student's feedback from previous sessions. In addition, the student representative Rittika Chakraborty also expressed the opinion that in big classes





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audibility becomes an issue. After due consideration, the following resolutions were adopted.

**R:** It was resolved that improvement of curriculum delivery to be done through unitization of syllabus under CBCS system.

Further resolved that each department should formulate clearly stated PSO, PO and CO.

Further resolved that the college should develop linkages with industry.

Further resolved that microphones should be provided to teachers for teaching in big classes.

**ATR:** Unitization of the syllabus under the CBCS / Annual Systems have been done by teachers in all the Departments for the next few semesters.

PSO, PO and CO have been developed by each Department.

Industrial visits are being organized by different Departments.

Microphones have been provided and are being used by many teachers.

6. A suggestion was put forward to consider introducing RFID based class attendance for students in order to save time and make attendance keeping more efficient.

**R:** The members resolved that the proposal for RIF based class attendance be considered.

**ATR:** The practicality of introducing the system is under consideration.

7. The senior Vice Chairman of the Governing Body proposed that parent teacher meetings should be a notified event for every month throughout the year. An email should be sent to all the students with a schedule for the whole year/ semester. There should be a standard format for undertakings regarding attendance.





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**R:** The members resolved that regular parent-teacher meeting in a planned manner should be a notified event in the Academic Year.

**ATR:** Parent teacher meetings have been held in the different departments but preparing a schedule for the whole year has not been done. Standard format for undertakings have been made available.

8. The members discussed that to encourage research and publications by the faculty members and also advanced learners, the college should have a Research and Publication Cell.

**R:** After due discussion it was resolved that the Governing Body should be requested to constitute a Research and Publication Cell which will monitor such activities as well as the screening and sanctioning of the college funded research projects.

Further resolved that the application for Research assistance made by Ms. Dyuti Chatterjee of the Department of Economics should be processed by the proposed Research and Publication Cell if the proposal for the same is accepted by the Governing Body.

**ATR:** The Research and Publication Cell has been formed with Dr. Gargi Talapatra as its coordinator and members drawn from different departments of the college.

9. The members discussed the need to involve more students as well as teachers in social service activities which would result in community involvement of the students and sensitize them to the various issues faced by society at large.

**R:** It was resolved that the NSS, individual departments and various committees should be instructed to conduct social service activities with more involvement of students and teachers.





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It was further resolved that steps should be taken to set up an NCC unit in the college.

ATR: Ms. Minakshi Chaturvedi and Mr. Dilip Shah has been entrusted by the Governing Body to coordinate the matter.

It was further resolved that steps should be taken to register the NSS unit of the college under NSS itself.

ATR: The Teacher-in-charge has communicated the need for more social service activities to the various departments, committees and the NSS and a number of such activities are being planned. Dr. Divyesh Shah will look into the matter of registration/ enrollment of the NSS unit under NSS itself.

10. The members discussed the need for interaction and cooperation between educational institutions for mutual benefit, enrichment and sharing of resources. In this connection the initiative of the Governing Body to pursue the possibility of an MOU with Loreto College was accepted and approved.

The members resolved that the initiative by the Governing Body to pursue the possibility of an MOU with Loreto College be approved.

ATR: The matter is being followed up by both the colleges.

11. Among the miscellaneous issues discussed, the members pointed out the likely benefits of setting up a Canteen Squad to take up issues related to the canteen.

R: Resolved that the proposal for setting up a canteen squad should be forwarded to the Governing Body.

ATR: The Canteen Squad has been formed.





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The members noted with satisfaction that certain courses are in great demand and seats may have to be increased in the future.

It was resolved that a proposal should be sent to the Governing Body that new courses and expansion of popular courses should be pursued by the Governing Body.

**ATR:** Proposal has been forwarded to the Governing Body.

The members discussed the possibility of holding Faculty Exchanges with Behala College as part of the existing MOU. The following resolution was passed as:

**R:** Resolved that Departments should be encouraged to have Faculty Exchange with corresponding departments of Behala College as part of the existing MOU.

**ATR:** Faculty Exchanges have taken place in the departments of English and Mathematics.

Mr. Tathagata Sen

Coordinator, IQAC

CO-ORDINATOR  
IQAC

The Bhawanipur Education  
Society College

Dr. Suchandra Chakravarty

TIC & Chairperson, IQAC

Dr. Suchandra Chakravarty  
Teacher in Charge  
The Bhawanipur Education Society College



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5<sup>th</sup> October 2018  
IQAC/2018/ 18

## NOTICE

A meeting of the IQAC would be held on Saturday 13<sup>th</sup> October 2018 at 2 pm at the Board Room. All members are requested to attend.

### AGENDA:

1. Confirmation of the last minutes
2. Consideration and approval of proposals from various committees.
3. Possibilities of introducing certificate courses and value added courses across all disciplines
4. AQAR
5. Any other matter with the permission of the chair

Regards,

Tathagata Sen  
Coordinator, IQAC





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## IQAC meeting held on 13th October 2018

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	D. Ganguly
4	Dr. Joyeeta Bhadury	Teacher Member	J. Bhadury
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta
7	Mr. Sayan Roy	Teacher Member	
8	Dr. Kalapi Banerjee	Teacher Member	K. Banerjee
9	Dr. Saugata Konar	Teacher Member	S. Konar
10	Dr. Sampa Sinha Basu	Teacher Member	S. Sinha Basu
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	S. Gangopadhyay
14	Mr. Saspo Chakraborty	Senior Administrative Officer	S. Chakraborty
15	Ms. Paramita Chakravarty	Senior Administrative Officer	P. Chakravarty
16	Mr. Ashish Maitra	Senior Administrative Officer	
17	Mr. Anirban Sarkar	Senior Administrative Officer	
18	Mr. Minesh Maniar	Senior Administrative Officer	
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Indraneel Bhattacharya	Alumni Member	
22	Mr. Dinesh Thakker	Industrialist	
23	Mr. Jayshanker Gopalan	Employer	
24	Ms. Sukti Maitra	Parent Representative	Sukti Maitra
25	Rittika Chakraborty	Student Member	Rittika Chakraborty





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## The Bhawanipur Education Society College

### Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 13 October, 2018 at 2 pm in the Board Room.

#### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Joyeeta Bhadury	Teacher Member
5. Dr. Anupa Ghosh	Teacher Member
6. Dr. Ivy Dasgupta	Teacher Member
7. Dr. Kalapi Benrjee	Teacher Member
8. Dr. Saugata Konar	Teacher Member
9. Dr. Sampa Sinha Basu	Teacher Representative
10. Ms. Ananyya Banerjee	Senior Administrative Officer
11. Dr. Subhabrata Ganguly	Senior Administrative Officer
12. Mr. Saspo Chakraborty	Senior Administrative Officer
13. Ms. Paramita Chakravarty	Senior Administrative Officer
14. Ms. Sukti Maitra	Parents Representative
15. Rittika Chakraborty	Student Member

#### Members Absent:

1. Mr. Sayan Roy	Teacher Member
2. Mr. Miraj Shah	Management Representative
3. Mr. Ashish Maitra	Senior Administrative Officer
4. Mr. Anirban Sarkar	Senior Administrative Officer
5. Mr. Minesh Maniar	Senior Administrative Officer
6. Mr. Prasanta Chowdhury	Senior Administrative Officer
7. Mr. Jayshanker Gopalan	Employer
8. Mr. Indraneel Bhattacharya	Alumni Member
9. Mr. Rohit Shukla	Representative of Local Society
10. Mr. Dinesh Thakker	Industrialist

1. The minutes of the last meeting held on 10 September 2018 were read out, discussed and confirmed.
2. The proposals of the Library Committee to form NDLI Club and also to institute an annual prize for the best Library usage was discussed by the members

**It was resolved that the proposal of the Library Committee to form a NDLI club be approved.**





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**ATR: The proposal of the Library Committee to form a NDLI club was approved.**

**Further resolved that the proposal for an annual prize for the Best Library Usage be introduced.**

**ATR: Data is being collected from the Library Database to select deserving candidates.**

A proposed form prepared by the Research & Publication Cell – for both PPS & Non-PPS teachers was read out and discussed.

**It was resolved that the form for college sponsored research projects prepared by the Research & Publication Cell be approved.**

**Further resolved that the members of the Research and Publication Cell be authorised to formulate rules and regulations related to college sponsored minor research projects.**

**Action Taken: The form has been circulated in the various departments for appropriate action.**

A proposal for a social service scheme of adopting villages was in collaboration with Nirman Foundation, was discussed.

**Resolved that the help of Nirman foundation which has experience in working in villages will be taken to adopt projects in villages near Patharghata.**

**Further resolved that the department of Sociology will be the nodal department for undertaking such activities.**

**Further resolved that Ms. Gargi Guha Neogi and Barnasree Chatterjee of the B. Com department will also assist in village projects.**

**Action Taken: Patharghata Village Pradhan was contacted and a meeting was held with him where the possibility of holding awareness camps on Vector Borne diseases as well as female health and hygiene in different schools was discussed. However, the project will have to be delayed till the end of the Secondary and Higher Secondary Examinations.**





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**The Teachers' Council has also expressed its eagerness to be a part of such social initiatives.**

3. The members discussed that in addition to ongoing certificate courses, Add on courses, other courses such as Vedic Mathematics, Pithon, Soft Skills etc may be considered as well as more Faculty Development courses.

**It was resolved that the various departments of the college as well as the office of the Dean of student affairs should be supported in their efforts to introduce certificate courses, Add-On courses and Faculty Development Programmes.**

**ATR: Several such courses have been conducted. Two FDPs, one on Linguistics and English Language Teaching (Department of English) and another on Research Methodology (M. Com Department) have been conducted successfully.**

4. The members discussed the unfortunate delay in preparing the AQAR 2016-17.

**It was resolved that the coordinator IQAC should expedite the submission of AQAR 2016-17.**

**ATR: AQAR 2016-17 has been submitted on 26<sup>th</sup> December, 2018.**

The meeting ended with vote of thanks from the Teacher-in -Charge, Dr. Suchandra Chakravarty, who presided over the meeting.

**Mr. Tathagata Sen**

**Coordinator, IQAC**

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College

**TIC & Chairperson, IQAC**

**Dr Suchandra Chakravarty**  
Teacher in Charge

The Bhawanipur Education Society College





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22<sup>nd</sup> February 2019  
IQAC/2019/ 19

## NOTICE

Please take note that a meeting of the IQAC has been convened on Thursday 28<sup>th</sup> February, 2019 at the Board room at 3.30 pm. All Members are requested to be present.

1. Confirmation of minutes of the last meeting.
2. Proposal for a meeting with stake holders.
3. Consideration of the proposals of the Library Committee.
4. New Laboratory space for a Chemistry Lab.
5. Discussion of Extension activity at the initiative of Teachers' Council.
6. Consideration of the Proposals of the Environment Committee.
7. Allocation of Alumni donation received by college.
8. Consideration of proposals for FDP/IPR etc.
9. Seminar proposals from various departments.
10. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen

Coordinator, IQAC

CO-ORDINATOR

IQAC

The Bhawanipur Education  
Society College





# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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## IQAC meeting held on 28th February 2019

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	Debjani Ganguly
4	Dr. Joyeeta Bhadury	Teacher Member	
5	Dr. Anupa Ghosh	Teacher Member	Anupa Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	Ivy Dasgupta
7	Mr. Sayan Roy	Teacher Member	
8	Dr. Kalapi Banerjee	Teacher Member	KB
9	Dr. Saugata Konar	Teacher Member	Saugata Konar
10	Dr. Sampa Sinha Basu	Teacher Member	Sampa Sinha Basu
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	Ananyya Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	
14	Mr. Saspo Chakraborty	Senior Administrative Officer	
15	Ms. Paramita Chakravarty	Senior Administrative Officer	
16	Mr. Ashish Maitra	Senior Administrative Officer	
17	Mr. Anirban Sarkar	Senior Administrative Officer	Anirban Sarkar
18	Mr. Minesh Maniar	Senior Administrative Officer	Minesh Maniar
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	Prasanta Chowdhury
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Indraneel Bhattacharya	Alumni Member	
22	Mr. Dinesh Thakker	Industrialist	
23	Mr. Jayshanker Gopalan	Employer	Jayshanker Gopalan
24	Ms. Sukti Maitra	Parent Representative	Sukti Maitra
25	Rittika Chakraborty	Student Member	Rittika Chakraborty
26	Ms. Piu Chatterjee	Special Invitee	P. Chatterjee





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## The Bhawanipur Education Society College

### Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 28 February, 2019 at 3:30 pm in the Board Room.

#### **Members Present:**

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Anupa Ghosh	Teacher Member
5. Dr. Ivy Dasgupta	Teacher Member
6. Dr. Kalapi Banerjee	Teacher Member
7. Dr. Saugata Konar	Teacher Member
8. Dr. Sampa Sinha Basu	Teacher Representative
9. Mr. Miraj Shah	Management Representative
10. Ms. Ananyya Banerjee	Senior Administrative Officer
11. Mr. Anirban Sarkar	Senior Administrative Officer
12. Mr. Minesh Maniar	Senior Administrative Officer
13. Mr. Prasanta Chowdhury	Senior Administrative Officer
14. Mr. Jayshanker Gopalan	Employer
15. Ms. Sukti Maitra	Parents Representative
16. Mr. Rohit Shukla	Representative of Local Society
17. Rittika Chakraborty	Student Member
18. Ms. Piu Chatterjee	Special Invitee

#### **Members Absent:**

1. Dr. Joyeeta Bhadury	Teacher Member
2. Mr. Sayan Roy	Teacher Member
3. Dr. Subhabrata Ganguly	Senior Administrative Officer
4. Mr. Saspo Chakraborty	Senior Administrative Officer
5. Ms. Paramita Chakravarty	Senior Administrative Officer
6. Mr. Ashish Maitra	Senior Administrative Officer
7. Mr. Indraneel Bhattacharya	Alumni Member
8. Mr. Dinesh Thakker	Industrialist



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1. The minutes of the last meeting held on 13 October 2018 were read out, discussed and confirmed.
2. The members discussed the necessity of arranging meetings with the various stake holders of the college.

**R:** It was resolved that a meeting with the Alumni Association should be convened before the end of the Academic Session.

**ATR:** The Alumni Association has been requested to provide a convenient date for a meeting with the IQAC.

Further resolved that given the large number of students in the college, parent-teacher meetings should be held at the departmental level as is the current practice.

**ATR:** Parent-Teacher meetings are being held by the departments.

3. Special invitee Mrs. Piu Chatterjee, coordinator of the Library Committee enquired about the progress of introduction of RFID in the Library to which Mr. Minesh Maniar responded that a vendor is being considered but a final decision will only be taken after a thorough appraisal of the system being offered. She also put forward the following proposals:

- a. The college website should incorporate a tab for Library Statistics.

**R:** The members resolved that Mr. Anirban Sarkar and Mr. Chittojit Bhattacharya should do the necessary follow up the development of the Library micro website.

**ATR:** The Library micro website is under construction.

- b. Internship in the Library for students.





# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

5 Lala Lajpatrai Sarani, Kolkata - 700 020

Phone : 4019-5555 • Fax : 91 33 2281 4275

Website : [www.thebges.edu.in](http://www.thebges.edu.in)

**R:** The members resolved that the proposal for Library Internship for students of 10 hours a week for the duration of two weeks before or after class hours on payment of Rs. 100 per hour be approved by the IQAC and forwarded to the Governing Body.

Further resolved that the Library Committee should undertake to formulate the norms of selection of interns and number of interns.

**ATR:** Notice for Internship opportunities have been put up on the website. Screening of applicants will be carried out.

- c. It was proposed that students be identified from BA, B. Sc., B. Com, BBA, MA, M. Com programmes for awarding Best Library Usage prize for use of both online and physical resources.

**R:** Resolved that the proposal to award students for Best Library Usage be approved and forwarded to Governing Body for approval.

**ATR:** Names have been forwarded to the Governing Body for approval.

- d. Proposal for holding a one day seminar on library orientated topic was put up for discussion along with the request of recording post-facto approval for the lecture session organized on 21<sup>st</sup> January, 2019.

**R:** Resolved that the proposal for holding a one day library oriented seminar be taken up by the IQAC for jointly organizing a national level seminar.

Further resolved that Behala College may be approached to be a collaborator for the planned National Level Seminar of the IQAC and the Library Committee.

**ATR:** The process is underway.





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**Further resolved that the post facto approval be given to the lecture arranged by the Library Committee on 21<sup>st</sup> January, 2019 by Mrs. Tilottama Dutta, Former Technology and Digital Services Manager, West port Library, USA.**

4. The following proposals were discussed by the members of the IQAC.
- A workshop on Economics CBCS Semester II to be held on 5<sup>th</sup> March, 2019.
  - Yearlong seminar series on Rethinking Romanticism commencing 19<sup>th</sup> March, 2019.
  - A seminar to be organized by the Department of Commerce in collaboration with ERIC – ICAI.
  - A seminar to be organized by the Departments of Commerce and Business Management in collaboration with IISWBM.
  - Departmental seminar on Commerce and Management proposed by Mr. Paramita Chakravarty for the M. Com section.
  - IQAC organized seminar on Intellectual Property Rights on 26<sup>th</sup> April, 2019 to mark the World Intellectual Property Day.
  - IQAC organized FDP on Gender Equity in collaboration with the Women Cell of the college.
  - Field Trips by the various departments of the college.

After due discussion of the proposals the following resolution was taken:

**R: Resolved that the IQAC approves the proposed workshop on Economics CBCS Semester II, the seminar series on Rethinking Romanticism, the seminar of the Department of Commerce with collaboration with VUCA, a seminar of the Department of Commerce and Business Management in collaboration with IISWBM, Departmental seminar on Commerce and Management of the M. Com Section, the proposed one day seminar on Intellectual Property Rights, the proposed FDP on Gender Equity and field trips by the various departments of the college.**

**ATR: The workshop on Economics CBCS Semester II was successfully organized. The State Level inaugural seminar on Rethinking Romanticism was organized successfully. A Departmental seminar on Commerce and Management of the M. Com Section has been organized successfully. The proposed one day seminar on**





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Intellectual Property Rights on 26<sup>th</sup> April, 2019 has been organized successfully. Field Trips have been organized by various departments.

The seminar organized by the Department of Commerce in collaboration with ERIC-ICAI is scheduled for 27<sup>th</sup> May, 2019.

The seminar organized by the Department of Commerce and Business Management with collaboration with IISWBM may have to be deferred to the next Academic Session.

The FDP on Gender Equity will be organized in the course of the next Academic Session.

5. Mr. Anirban Sarkar of the library raised the issue of the need for more space for stacking out of syllabus books which cannot be destroyed. During the discussion, Smt. Sukti Maitra, Parents representative proposed retaining the books discarded by the Library in respective departmental libraries.

**R:** It was resolved that Mr. Prasanta Chowdhury should be asked to make suitable arrangements for storing discarded / outdated books.

**ATR:** The feasibility of storing outdated books in the building on No 7 Heyshan Road is being considered.

A request was made for space for a Physical Chemistry Lab and also for Lab space to accommodate instruments related to Research.

**R:** It was resolved that a proposal should be sent to the Governing Body and the Teacher-in-charge as well as Mr. Prasanta Chowdhury will do the necessary follow-up.

Further resolved that all laboratories may be given space in the adjacent building which has been acquired by the management. The proposal is to be forwarded to the Governing Body for approval.



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**ATR:** The proposal has been approved by the Governing Body and steps will be taken to have the laboratory ready at the beginning of the upcoming Academic Session.

6. The members discussed the allocation of the fund of 11 lacs donated by the Alumni Association. While it was unanimously agreed that the fund should be used for improvement of infrastructure and educational resources, the exact heads were not finalized.

**R:** It was resolved that the financial requirements of various ongoing projects for improvement of infrastructural and educational resources should be considered before finalizing the allocation.

**ATR:** Audited report pending.

**Mr. Tathagata Sen**

**Coordinator, IQAC**

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College

**Dr. Suchandra Chakravarty**

**TIC & Chairperson, IQAC**

**Dr Suchandra Chakravarty**  
Teacher in Charge  
The Bhawanipur Education Society College





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19<sup>th</sup> April 2019  
IQAC/2019/ 20

## NOTICE

Please take note that a meeting of the IQAC has been convened on Saturday 27th April, 2019 at the Board room at 3.30 pm. All Members are requested to be present.

1. Confirmation of minutes of the last meeting.
2. Mentoring Register.
3. Discussion of Academic Audit Reports & follow up measures.
4. Next Academic Audit format.
5. SWOC of stake holders.
6. Student Satisfaction Survey.
7. Departmental Library.
8. Chemistry Research Lab.
9. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen  
Coordinator, IQAC

CO-ORDINATOR  
IQAC  
The Bhawanipur Education  
Society College





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IQAC meeting held on 27th April 2019			
Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	D. Ganguly
4	Dr. Joyeeta Bhadury	Teacher Member	J. Bhadury
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta
7	Mr. Sayan Roy	Teacher Member	S. Roy
8	Dr. Kalapi Banerjee	Teacher Member	K. Banerjee
9	Dr. Saugata Konar	Teacher Member	S. Konar
10	Dr. Sampa Sinha Basu	Teacher Member	S. Sinha Basu
11	Mr. Miraj Shah	Management Representative	M. Shah
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	S. Gangopadhyay
14	Mr. Saspo Chakraborty	Senior Administrative Officer	S. Chakraborty
15	Ms. Paramita Chakravarty	Senior Administrative Officer	P. Chakravarty
16	Mr. Ashish Maitra	Senior Administrative Officer	A. Maitra
17	Mr. Anirban Sarkar	Senior Administrative Officer	A. Sarkar
18	Mr. Minesh Maniar	Senior Administrative Officer	M. Maniar
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	P. Chowdhury
20	Mr. Rohit Shukla	Representative of Local Society	R. Shukla
21	Mr. Indraneel Bhattacharya	Alumni Member	I. Bhattacharya
22	Mr. Dinesh Thakker	Industrialist	D. Thakker
23	Mr. Jayshanker Gopalan	Employer	J. Gopalan
24	Ms. Sukti Maitra	Parent Representative	S. Maitra
25	Rittika Chakraborty	Student Member	R. Chakraborty





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## The Bhawanipur Education Society College

### Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 27 April, 2019 at 3:30 pm in the Board Room.

#### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Anupa Ghosh	Teacher Member
5. Dr. Ivy Dasgupta	Teacher Member
6. Mr. Sayan Roy	Teacher Member
7. Dr. Kalapi Banerjee	Teacher Member
8. Dr. Saugata Konar	Teacher Member
9. Dr. Sampa Sinha Basu	Teacher Representative
10. Mr. Miraj Shah	Management Representative
11. Ms. Ananyya Banerjee	Senior Administrative Officer
12. Mr. Saspo Chakraborty	Senior Administrative Officer
13. Ms. Paramita Chakravarty	Senior Administrative Officer
14. Mr. Prasanta Chowdhury	Senior Administrative Officer
15. Mr. Jayshanker Gopalan	Employer
16. Mr. Indraneel Bhattacharya	Alumni Member
17. Ms. Sukti Maitra	Parents Representative

#### Members Absent:

1. Dr. Joyeeta Bhadury	Teacher Member
2. Dr. Subhabrata Ganguly	Senior Administrative Officer
3. Mr. Ashish Maitra	Senior Administrative Officer
4. Mr. Anirban Sarkar	Senior Administrative Officer
5. Mr. Minesh Maniar	Senior Administrative Officer
6. Mr. Rohit Shukla	Representative of Local Society
7. Mr. Dinesh Thakker	Industrialist
8. Rittika Chakraborty	Student Member





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1. The minutes of the last meeting held on 28 February 2019 were read out, discussed and confirmed.

During the discussion, Smt. Sukti Maitra, Parents representatives proposed retaining the books, discarded by the Library, in respective departmental libraries.

2. It was proposed that students would be asked to give a SWOC analysis so that the mentor has a better idea of the self perception of the mentee. The likely format of a standardized Mentoring Register was discussed by the members and the following resolution was adopted.

**R: Resolved that a Mentorship Register would be prepared to contain all relevant data about students as well as a record of all mentoring sessions held, and distributed among faculty members from the forthcoming academic session.**

**ATR: A Mentorship Register has been designed and sent for printing. It will be circulated among the teachers at the earliest so that mentorship records are maintained in a systematic manner.**

3. The members discussed the recommendations of the Experts given in the Academic Audit for 2017-18. It was noted that as it was the first time that the college has undergone an External Academic Audit, care had to be taken to prepare for it and so it was finally concluded in the month of March, 2018. The members asserted that there will be no such delays for the next sessions and Experts should be contacted immediately to expedite the conduct of Academic Audit 2018-19. The following measures suggested by the Experts were discussed namely -

- a. Appointment of permanent principal
- b. Improvement of student-teacher ratio in Commerce section.
- c. Increase of support staff.
- d. Improvement of Feedback mechanism.
- e. Setting up of additional laboratories.
- f. Encouragement of student seminars/ projects to encourage greater Academic engagements in the classrooms.
- g. Reconstruction of classrooms to make them larger.

**R: The following resolutions were passed:**





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**Resolved that the Governing Body of the college be apprised of the experts' opinion.**

**ATR: Governing Body is apprised of the recommendation.**

**Further resolved that the TIC will advertise vacancies in teaching posts after the Lok Sabha elections are over.**

**ATR: Recruitment process has been completed.**

**Further resolved that the IQAC would recommend the appointment of additional support staff.**

**ATR: Process is ongoing.**

**Further resolved that the student feedback form should be redesigned and distributed shortly.**

**ATR: Feedback mechanism is under review and several softwares are being considered. In the meantime, the existing practice of seeking feedback is being followed.**

**Further resolved that the adjacent building acquired by the college will serve as an annex building mainly for laboratories.**

**ATR: Construction is underway.**

**Further resolved that existing classrooms be remodelled to accommodate more students.**

**ATR: Remodelling of classrooms situated in the 2<sup>nd</sup> Floor Peerless Block is almost completed.**

4. The members discussed the existing Academic Audit Format and decided that certain changes may be made to it which should be finalised at the earliest.

**R: Resolved that the Academic Audit format for the session 2018-19 be reviewed and finalised.**





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**ATR: Academic Audit has been concluded.**

5. The members discussed the need to conduct a SWOC of stake holders across the departments. It should include SWOC by the non-teaching staff in which Group – D staffs may be assisted by Group – C staffs. This should be completed by May 2019. A Student Satisfaction Survey was also discussed.

**R: It was resolved that SWOC by all the stake holders should be conducted by May, 2019 and analysis done.**

**ATR: SWOC for all stake holders has not been completed on time, but may be completed shortly.**

6. The members discussed the need to strengthen as well as extend the Departmental libraries for each department. It was further discussed that the Library Committee should be requested to arrange for Digitisation and Storage of rare books.

**R: It was resolved that the recommendation to extend Departmental libraries in the different departments be sent to the Library Committee.**

**Further resolved that the Library Committee should be requested to arrange for Digitisation and Storage of rare books.**

**ATR: The Library Committee is coordinating the efforts.**

7. The members discussed the request made by Dr. Pinki Saha Sardar and forwarded by the Vice-Principal Science; Dr. Samir Kanti Dutta for accommodating a Chemistry Research Space in room number 526. The members discussed the feasibility of this and agreed that in the interest of furthering research in the college, the proposal should be approved. The members also discussed and approved the proposal of the Research and Publication Cell that Research proposals of Non-PPS faculty members should also be considered.

**R: Resolved that the IQAC would forward the proposal for accommodating a Chemistry Research Space in Room No 526 to the Governing Body.**





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**Further resolved that Research proposals from Non-PPS faculty members in collaboration with PPS faculty members would be considered for sanctioning of Research Grants.**

**ATR: The facility has been approved and is under construction.**

**Proposal has been approved by the Governing Body.**

8. The proposals for a three month ADD-ON Course on Consumer Affairs (45 hrs duration) and another on Anchoring for the students of Journalism and Mass Communication were discussed by the members.

**R: Resolved that Dr. D. K. Banerjee and Mrs. Minakshi Chaturvedi may design a syllabus for a certificate course in Consumer Affairs along with External Experts.**

**Further resolved that the ADD-ON course in Anchoring will be designed by the faculty members of the Journalism Department in consultation with Mr. Biplob Dasgupta, who is an Expert in the field.**

**ATR: ADD-ON course on Consumer Affairs is still in the process.**

**The course on Anchoring is in the final stages of approval.**

9. Several matters were taken up with the permission of the Chair. This included:
  - a. The suggestion of Mr. Saspo Chakraborty, HOD Afternoon and Evening Commerce that students with low attendance should be debarred from writing the Continuous Internal Examinations. After discussion the members resolved:

**R: Resolved that Mr. Saspo Chakraborty and Dr. Divyesh Shah should take a decision on barring students with low attendance from appearing in the Continuous Internal Examinations.**

**ATR: Continuous Internal Examinations are yet to be started as this is the beginning of the session.**





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- b. The need for finding space to store the huge number of Commerce Project Files were discussed and the following decision was taken.

**R: Resolved that Commerce Project Files would henceforth be stored at Heysham Road, the keys of which would be available with the TIC.**

**ATR: Commerce Project Files have been shifted to No 7 Heysham Road.**

- c. The Teacher-in-charge apprised the members that in accordance with green Norms, the college should try to increase its green cover and also improve its solid waste management mechanisms. The members discussed the suggestion for setting up of vertical gardens in view of the paucity of open space and also the need for segregation of waste in the College.

**R: Resolved that Mr. Prasanta Chowdhury should look into the feasibility of setting up of vertical gardens and segregation of waste in the College.**

**ATR: Separate bins have been placed for segregated waste disposal. The feasibility of Vertical Gardens is being considered.**

- d. A proposal to hold a One Day Workshop to acquaint teachers with proposed LMS software was discussed and approved. The following resolution was passed:

**R: Resolved that an LMS Workshop may be organised at a suitable date to acquaint teachers with proposed LMS software.**

**ATR: The workshop was held on 31<sup>st</sup> May, 2019.**

**Mr. Tathagata Sen**

**Coordinator, IQAC**

**Dr. Suchandra Chakravarty**

**TIC & Chairperson, IQAC**





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25<sup>th</sup> July 2019  
IQAC/2019/21

## NOTICE

Please take note that a meeting of the IQAC has been convened on Wednesday 31st July 2019 at the Board room at 3.30 pm. All Members are requested to be present.

1. Confirmation of minutes of the last meeting.
2. Consideration and approval of the Academic Year Planners for the new academic session 2019-20 and any other proposal forwarded by any department / committee.
3. Initiation of Bridge Classes.
4. Proposal for faculty retention measures.
5. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen

Coordinator, IQAC





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## IQAC meeting held on 31st July, 2019

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	
4	Dr. Joyeeta Bhadury	Teacher Member	
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta 31/07/19
7	Mr. Sayan Roy	Teacher Member	S. Roy 31/07/19
8	Dr. Kalapi Banerjee	Teacher Member	K. Banerjee 31/07/19
9	Dr. Saugata Konar	Teacher Member	
10	Dr. Sampa Sinha Basu	Teacher Member	S. Sinha Basu 31/07/19
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	
14	Mr. Saspo Chakraborty	Senior Administrative Officer	S. Chakraborty 31/07/19
15	Ms. Paramita Chakravarty	Senior Administrative Officer	P. Chakravarty 31/07/19
16	Mr. Ashish Maitra	Senior Administrative Officer	A. Maitra 31/07/2019
17	Mr. Anirban Sarkar	Senior Administrative Officer	
18	Mr. Minesh Maniar	Senior Administrative Officer	M. Maniar
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	P. Chowdhury 31/07/19
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Dinesh Thakker	Industrialist	
22	Mr. Jayshanker Gopalan	Employer	
23	Ms. Sukti Maitra	Parents Representative	Sukti Maitra
24	Rittika Chakraborty	Student Member	





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## Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 31<sup>st</sup> July 2019 at 3:30 pm at the Board Room.

### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Dr. Anupa Ghosh	Teacher Member
4. Dr. Ivy Dasgupta	Teacher Member
5. Mr. Sayan Roy	Teacher Member
6. Dr. Kalapi Banerjee	Teacher Member
7. Dr. Sampa Sinha Basu	Teacher Representative
8. Mr. Saspo Chakraborty	Senior Administrative Officer
9. Ms. Paramita Chakravarty	Senior Administrative Officer
10. Mr. Ashish Maitra	Senior Administrative Officer
11. Mr. Minesh Maniar	Senior Administrative Officer
12. Mr. Prasanta Chowdhury	Senior Administrative Officer
13. Ms. Sukti Maitra	Parents Representative

### Members Absent:

1. Ms. Debjani Ganguly	Teacher Member
2. Dr. Joyeta Bhadury	Teacher Member
3. Dr. Saugata Konar	Teacher Member
4. Mr. Miraj Shah	Management Representative
5. Ms. Ananyya Banerjee	Senior Administrative Officer
6. Dr. Subhabrata Ganguly	Senior Administrative Officer
7. Mr. Anirban Sarkar	Senior Administrative Officer
8. Mr. Rohit Shukla	Representative of Local Society
9. Mr. Dinesh Thakker	Industrialist
10. Mr. Jayshanker Gopalan	Employer
11. Rittika Chakraborty	Student Member

1. The minutes of the last meeting held on 27<sup>th</sup> April 2019 were read out, discussed and confirmed.



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2. The members also approved of the Academic Year Planners prepared for the forthcoming academic session 2019-20, after due consideration and scrutiny.
3. Bridge Class: It was resolved that Classes would be introduced formally by allotting weekly classes earmarked specifically for students requiring additional help and guidance, in every section of the college.
4. The Teacher-in-charge proposed the formulation of a standard scale of pay for teachers so that the college manages to attract and retain qualified faculty, particularly in view of resignation of several teachers in the recent past. It was resolved that such a proposal will have to be forwarded to the Governing Body for approval and sanction.
5. The meeting ended with a vote of thanks to the chair.

Mr. Tathagata Sen

Coordinator, IQAC

Dr. Suchandra Chakravarty

TIC & Chairperson, IQAC





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11<sup>th</sup> September 2019  
IQAC/2019/22

## NOTICE

Please take note that a meeting of the IQAC has been convened on Tuesday 17 September 2019 at the 2nd Floor Auditorium at 4 pm. All Members are requested to be present.

1. Confirmation of minutes of the last meeting.
2. AQAR upload
3. SOPs & MIS implementation
4. Preparation of SSR.
5. Feedback from stakeholders, including parents.
6. ISO Certification
7. ADD-ON Courses
8. Bio metric attendance in classrooms.
9. Website design
10. Annual College magazine
11. Optimizing use of Virtual classrooms.
12. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen

Coordinator, IQAC





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## IQAC meeting held on 17th September, 2019

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty 17/9/19
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	Debjani Ganguly 17/9/19
4	Dr. Joyeeta Bhadury	Teacher Member	Joyeeta Bhadury
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta
7	Mr. Sayan Roy	Teacher Member	S. Roy 17/9/19
8	Dr. Kalapi Banerjee	Teacher Member	K. Banerjee
9	Dr. Saugata Konar	Teacher Member	
10	Dr. Sampa Sinha Basu	Teacher Member	S. Sinha Basu
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	S. Gangopadhyay
14	Mr. Saspo Chakraborty	Senior Administrative Officer	
15	Ms. Paramita Chakravarty	Senior Administrative Officer	
16	Mr. Ashish Maitra	Senior Administrative Officer (HR)	A. Maitra
17	Mr. Anirban Sarkar	Senior Administrative Officer	
18	Mr. Minesh Maniar	Senior Administrative Officer	M. Maniar
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	P. Chowdhury
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Dinesh Thakker	Industrialist	
22	Mr. Jayshanker Gopalan	Employer	
23	Ms. Sukti Maitra	Parent Representative	S. Maitra 17.9.19
24	Rittika Chakraborty	Student Member	R. Chakraborty





# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

5 Lala Lajpatrai Sarani, Kolkata - 700 020  
Phone : 4019-5555 • Fax : 91 33 2281 4275  
Website : www.thebges.edu.in

## Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 17<sup>th</sup> September 2019 at 4 pm at the 2<sup>nd</sup> Floor Auditorium.

### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Joyeta Bhadury	Teacher Member
5. Dr. Anupa Ghosh	Teacher Member
6. Dr. Ivy Dasgupta	Teacher Member
7. Mr. Sayan Roy	Teacher Member
8. Dr. Kalapi Banerjee	Teacher Member
9. Dr. Sampa Sinha Basu	Teacher Representative
10. Ms. Ananyya Banerjee	Senior Administrative Officer
11. Dr. Subhabrata Ganguly	Senior Administrative Officer
12. Mr. Ashish Maitra	Senior Administrative Officer
13. Mr. Minesh Maniar	Senior Administrative Officer
14. Mr. Prasanta Chowdhury	Senior Administrative Officer
15. Ms. Sukti Maitra	Parents Representative
16. Rittika Chakraborty	Student Member

### Members Absent:

1. Dr. Saugata Konar	Teacher Member
2. Mr. Miraj Shah	Management Representative
3. Mr. Saspo Chakraborty	Senior Administrative Officer
4. Ms. Paramita Chakravarty	Senior Administrative Officer
5. Mr. Anirban Sarkar	Senior Administrative Officer
6. Mr. Rohit Shukla	Representative of Local Society
7. Mr. Dinesh Thakker	Industrialist
8. Mr. Jayshanker Gopalan	Employer

1. The minutes of the last meeting held on 31 July 2019 were read out, discussed and confirmed.



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2. The members discussed the urgency of uploading the AQAR for 2018-19 on time. The AQAR for 2017-18 has been submitted finally after necessary rectification on 17.08.2019. In this connection it was noted that the Academic Calendar for the session 2018-19 had not been uploaded on the college website, although all the sections (Commerce, Arts, Science and BBA) had prepared the same at the beginning of the session and printed copies are there in every department.

**R: Resolved that scanned copies of the Academic Calendars should be uploaded as a link under the AQAR tab.**

**ATR: Scanned copies have been made available, but the links will be created once the material for all the other links required for AQAR 2018-19 are formatted and ready.**

**R: Further resolved that the AQAR 2018-19 should be uploaded by 27<sup>th</sup> September 2019.**

**ATR: The uploading of AQAR has been delayed and is still pending.**

3. The members were informed that in order to systematize the functioning of the various departments and aspects of the college, Standard Operating Procedures and corresponding reporting system have been formulated for recurring activities in the college such as Curriculum Delivery and Evaluation, organization of Seminar/ Workshop/ Conferences/ Field Trip/ Industry Visit/ Special Lectures, Faculty Research & Publication, Activities of Committees, Add On Courses/ Certificate Programme/ Value Added Courses, Introduction of New Courses, Faculty Recruitment, Student related data, Library Acquisition, Social Service activities and Mentoring etc. After due deliberation, the members passed the following resolutions:

**R: Resolved that the Standard Operating Procedures are hereby approved.**

**Further resolved that the reporting format needs to be improved and Mr. Minesh Maniar will look into the possibility of devising an online format.**





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**ATR:** The Standard Operating Procedures have been circulated to all concerned. However, the corresponding reporting format is yet to be ready and so monitoring of compliance has not been fully successful.

4. The members discussed the possible timeline for preparation of Self Study Report for the next cycle of NAAC Accreditation.

**R:** Resolved that the first draft of the SSR will be discussed on 18<sup>th</sup> October 2019.

**ATR:** The first draft of the SSR has been discussed and pertinent questions have been noted for further clarification. However, data for 2018 and 2019 can only be entered after finalization of the AQAR.

5. The members were informed that a software provided by Right Brain Technology has been chosen and Mr. Minesh Maniar is coordinating with them for the introduction of online feedback from Stake Holders as well as LMS.

**R:** It was resolved that online feedback from all Stake Holders and LMS is to be introduced in the new session upon satisfactory introduction of the software.

**ATR:** Mr. Minesh Maniar has informed that there have been several problems in synchronizing the software, but it should be resolved soon.

A SWOC study by the teachers should be conducted covering aspects such as Student Diversity, Industry Interface, Infrastructure and maintenance, Library and any other point deemed significant.

**R:** The members resolved that Dr. Ivy Das Gupta be entrusted with designing the format for SWOC study and subsequent analysis.

**ATR:** A SWOC analysis has been submitted by Dr. Ivy Das Gupta the afternoon of 23<sup>rd</sup> November 2019 and will be taken up for discussion later date.

6. A proposal was placed before the members that the college should prepare to undergo the process of ISO certification. The members discussed and it was agreed that this process would help in streamlining the quality initiatives and processes of the college.





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**R:** It was resolved that the IQAC will take up the initiative of the process of ISO Certification.

Further resolved that selected teachers and staff of the college would undergo a training on how to execute the process of ISO Certification. The first such session would be held on October 1, 2019. The Teacher-in-charge Dr. Suchandra Chakravarty was entrusted with selecting the teachers who would form the ISO Team.

Further resolved that a Quality Policy stating the Quality Objectives of the College and covering aspects such as Student-Teacher relationship, Campus Life, Academic and personal enrichment should be drafted by the Teacher-in-charge and the IQAC Coordinator and forwarded to the Governing Body for their approval.

**ATR:** Work has started on ISO Certification and a core team has been selected from among the larger team to help and monitor the departments in preparing the necessary documents. The Quality Policy has been approved on 1<sup>st</sup> October 2019.

7. The members were informed of the proposals from the department of Journalism & Mass Communication and English to start Add-On courses in Radio Anchoring and English Communication, respectively.

**R:** Resolved that in view of adding to the practical skills of the students, the proposals for Add-On courses in Radio Anchoring and English Communication forwarded by the departments of Journalism & Mass Communication and English respectively is hereby approved.

**ATR:** Add-On course on Radio Anchoring is ongoing with Mr. Biplab Dasgupta as the industry expert. The proposal by the English department has been discussed with the British Council but a final course design is pending.

8. The members were appraised of the need for a better designed college website. Teachers in particular pointed out that the absence of faculty profiles on the college website was a glaring omission.





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**R: Resolved that the college website will be redesigned with the help of Mr. Adhiraj Mukherjee.**

**ATR: Redesigning of the college website is underway. Faculty profiles and corresponding photos have been collected and will be uploaded very soon.**

9. A suggestion for optimizing the use of Virtual Classrooms and also the use of portable equipment to augment the use of Virtual classrooms was discussed.

**R: Resolved that in the Academic Session 2019-20, the use of Virtual Classrooms should be encouraged and at least 25 to 30% of the classes should be recorded.**

**ATR: The use of Virtual Classroom has not taken off in the opening semesters of the session, but it will be seriously followed up in the upcoming even semesters.**

10. The teachers present expressed certain reservations about the current online teachers' dairy which is being provided to the teachers. The members were informed that a second format is being filled in parallelly by a few teachers drawn from each department simultaneously and depending on the feedback provided by them, a revised online teachers' dairy will be provided.

**R: Resolved that the format for the online teachers' dairy will be revised based on teachers' feedback and made available thereafter to all the teachers.**

**ATR: The revised format will be finalized and circulated before the beginning of the next semester after feedback has been given based on the current one.**

11. Several proposals were discussed and approved by the members present.

- a. Proposal from the Education department for Cleanliness Awareness Week from 24.09.2019 to 01.10.2019.

**R: Resolved that the proposal for Cleanliness Awareness Week made by the department of education is hereby approved.**



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**ATR:** Cleanliness Drive at Mallik Ghat in collaboration with Earth Day organization carried out on 28<sup>th</sup> September 2019 and a Cleanliness Awareness Walk has been organized on 01.10.2019 in which a good number of college students participated.

- b. Proposal from the department of Chemistry for organizing an International Seminar on 'Itinerary of Classical to Modern Era of Chemistry' to be held on 4<sup>th</sup> November 2019.

**R:** Resolved that the proposal for an International seminar on 'Itinerary of Classical to Modern Era of Chemistry' made by the department of Chemistry is hereby approved.

**ATR:** The seminar has been successfully organized.

- c. Proposal from the department of English for collaboration with IBSA for the IQAC approved International Seminar on 'Rethinking Romanticism'.

**R:** Resolved that the proposal for collaborating with IBSA for the International seminar on 'Rethinking Romanticism' made by the department of English is hereby approved.

**ATR:** IBSA has consented to collaborate with the college and has committed Rs. 20,000/- towards the organizational cost of the seminar which is going to be held on 10<sup>th</sup> & 11<sup>th</sup> of January 2020.

- d. Proposal from the department of Bengali for an International seminar on Bibhutibhushan Bandopadhyay and another on the Partition.

**R:** Resolved that the proposal for an International seminar on Bibhutibhushan Bandopadhyay and another on the Partition made by the department of Bengali is hereby approved.

**ATR:** Kasturi Mukherjee from the department of Bengali who has been to Bangladesh in connection with a research project has contacted several renowned scholars from that country to deliver plenary lectures at the seminar. The dates and invited speakers are in the final stages of confirmation.





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- e. A proposal by the Heritage Society of the college to map the Heritage structures of Bhawanipur was placed before the members.

**R:** Resolved that the proposal made by the Heritage Society is approved by the IQAC and may be forwarded to the Research and Publication Cell of the college.

**ATR:** The project has been started and initial field surveys have been made.

Mr. Tathagata Sen

Coordinator, IQAC

Dr. Suchandra Chakravarty

TIC & Chairperson, IQAC



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18<sup>th</sup> November 2019  
IQAC/2019/23

## NOTICE

Please take note that a meeting of the IQAC has been convened on Saturday 23<sup>rd</sup> November 2019 at the 1st Floor President Room at 3:30 pm. All Members are requested to be present.

Agenda:

1. Confirmation of minutes of the last meeting.
2. To discuss AQAR 2018-19.
3. To discuss and approve proposal for ISO Certification.
4. To discuss feedback analysis.
5. Approval of all proposals for Workshops / Seminars in the forthcoming months.
6. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen

Coordinator, IQAC





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## IQAC meeting held on 23rd November, 2019

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	
4	Dr. Joyeeta Bhadury	Teacher Member	J. Bhadury
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta
7	Mr. Sayan Roy	Teacher Member	S. Roy 23/11/19
8	Dr. Kalapi Banerjee	Teacher Member	Kalapi Banerjee
9	Dr. Saugata Konar	Teacher Member	Saugata Konar
10	Dr. Sampa Sinha Basu	Teacher Member	Sampa Sinha Basu
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	
14	Mr. Saspo Chakraborty	Senior Administrative Officer	Saspo Chakraborty
15	Ms. Paramita Chakravarty	Senior Administrative Officer	Paramita Chakravarty
16	Mr. Ashish Maitra	Senior Administrative Officer	
17	Mr. Anirban Sarkar	Senior Administrative Officer	Anirban Sarkar
18	Mr. Minesh Maniar	Senior Administrative Officer	
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	Prasanta Chowdhury
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Dinesh Thakker	Industrialist	
22	Mr. Jayshanker Gopalan	Employer	
23	Ms. Sukti Maitra	Parent Representative	Sukti Maitra
24	Rittika Chakraborty	Student Member	





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## Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 23 November, 2019 at 3:30 pm in the President Room.

### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Dr. Joyeta Bhadury	Teacher Member
4. Dr. Anupa Ghosh	Teacher Member
5. Dr. Ivy Dasgupta	Teacher Member
6. Mr. Sayan Roy	Teacher Member
7. Dr. Kalapi Benrjee	Teacher Member
8. Dr. Saugata Konar	Teacher Member
9. Dr. Sampa Sinha Basu	Teacher Member
10. Ms. Ananyya Banerjee	Senior Administrative Officer
11. Mr. Saspo Chakraborty	Senior Administrative Officer
12. Ms. Paramita Chakravarty	Senior Administrative Officer
13. Mr. Anirban Sarkar	Senior Administrative Officer
14. Mr. Prasanta Chowdhury	Senior Administrative Officer
15. Ms. Sukti Maitra	Parents Representative

### Members Absent:

1. Ms. Debjani Ganguly	Teacher Member
2. Mr. Miraj Shah	Management Representative
3. Dr. Subhabrata Gangopadhyay	Senior Administrative Officer
4. Mr. Ashish Maitra	Senior Administrative Officer
5. Mr. Minesh Maniar	Senior Administrative Officer
6. Mr. Rohit Shukla	Representative of Local Society
7. Mr. Dinesh Thakker	Industrialist
8. Mr. Jayshanker Gopalan	Employer
9. Rittika Chakraborty	Student Member

1. The minutes of the last meeting held on 17 September 2019 were read out along with the Action Taken Report and confirmed by the members.
2. The members expressed the urgency for uploading AQAR 2018-19 and desired to know the current status of its preparation.





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**R:** The members resolved that AQAR would be uploaded shortly after a few data are assembled, latest by Friday 29<sup>th</sup> November 2019.

**ATR:** AQAR 2018-19 has been uploaded on 19.12.2019.

3. In order to prepare for the upcoming ISO Audit, departmental meetings have already been held. The members discussed that department-wise Quality Objectives have to be prepared forthwith in consonance with the Quality Policy adopted by the college as well as any other aspect relevant to an individual department.

**R:** The members resolved that a quality policy is to be sought from all academic departments as well as the Library, IT, Infrastructure and HR, which should be submitted to IQAC by 27 November 2019.

**ATR:** Quality Policies have been formulated by all the departments including the Library, IT, Infrastructure and HR.

The members discussed the need for focused training programmes based on Skill Mapping and Gap Analysis.

**R:** A Gap analysis questionnaire for skill mapping and subsequent training has been prepared for feedback and should be submitted by Tuesday 26 November 2019.

**ATR:** Responses to Skill Mapping questionnaire have been submitted but a further analysis will be undertaken by the HR Department.

4. The members discussed the need for Peer evaluation of teachers as well as modifying the current method of students' feedback. Dr. Joyeta Bhadury proposed that students' feedback forms may be collected directly by the teachers if the form is designed in such a way that strict anonymity of the students may be maintained. Similarly, a Peer feedback form should also be designed and introduced.

**R:** The IQAC will initiate the process of strengthening the feedback system and talk to the various stakeholders before introducing a new system.





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**ATR:** Feedback forms for peer and departmental feedback have been formulated and will be placed for discussion before a final decision is taken. In the meanwhile, the modified online students' feedback link which has been pending has become active on the college website.

5. The members discussed all the proposals for workshops / Seminars from the departments of English, Bengali, Library, M. Com, Computer Science, Electronics and Mathematics which were placed before them. After discussion, all the proposals were approved. A proposal from The Indian Association for Productivity, Quality and Reliability (affiliated to the International Statistical Institute) to organize a half day seminar on Quality in Journalism on Saturday 30 November 2019 to observe World Quality Day, was discussed and it was suggested that the IQAC should be a direct organizer in collaboration with the department of Journalism and Mass Communication.

**R:** Resolved that the proposals for workshops and Seminars by the departments of English, Bengali, Library, M. Com, Computer Science, Electronics and Mathematics are approved by the IQAC.

Further resolved that the IQAC in collaboration with the department of Journalism and Mass Communication and the Indian Association for Productivity, Quality and Reliability (affiliated to the International Statistical Institute) would organize the seminar on Quality in Journalism on Saturday 30 November 2019.

6. The representatives from the Library pointed out that there is a need to prepare a Standard Operating Procedure for discarding of unused/ damaged books.

**R:** Resolved that a proposal be forwarded to the Governing Body that Library books bought from Management Fund which have become outdated/ damaged may be discarded periodically.

Further resolved that books bought from RUSA/ UGC funds that have become outdated may be stored in the godown in 7 Heysham Road.

**ATR:** The proposal is under consideration by the Governing Body.

Discussions were also held regarding slight changes which may be introduced in the penalty rules for delayed return. Student defaulters are punished by having their pictures put-up in Black and White within the Library premises. It was also suggested that the





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SMS reminders should be also sent to teachers and students and the website could also display relevant details.

**R: Resolved that amendments suggested by the Library are approved.**

The teachers were of the opinion that the absence of a preparatory day facility to Non-PPS teachers should be rectified and a proposal for granting all Non-PPS teachers the benefit of a preparatory day should be forwarded to the Governing Body for implementation in the new semester.

**R: Resolved that the Governing Body be requested to grant the preparatory day facility to all Non-PPS teachers from the new semester starting January 2020.**

**ATR: The Governing Body has approved the sanctioning of preparatory day to Teachers in the Arts and Science Departments only on a trail basis till 30<sup>th</sup> June 2020. The efficacy of the measure will be reviewed before deciding on further continuation of the same. The same facility cannot be extended to the teachers of the BBA and B. Com departments at present.**

It was discussed that the college logo should henceforth be printed in blue in posters and stationery.

**R: Resolved that the Governing Body should be requested that only blue should be used as the color of the college logo.**

**ATR: Approval pending.**

Mr. Tathagata Sen

Coordinator, IQAC

Dr. Suchandra Chakravarty

TIC & Chairperson, IQAC



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27<sup>th</sup> January 2020  
IQAC/2020/24

## NOTICE

Please take note that a meeting of the IQAC has been convened on Saturday **1<sup>st</sup> February 2020** at the First Floor President's Room at 3:30 pm. All Members are requested to be present.

1. Confirmation of the minutes of the last meeting.
2. Briefing by Dr. Anup Sikdar (Special Invitee) regarding the latest NAAC SSR.
3. Implementation and monitoring of ISO standard Operating Procedures.
4. Assigning of responsibilities for preparing promotion papers.
5. Training needs identification and training.
6. IQAC Seminar Committee Selection.
7. Any other matter, with the permission of the chair.

Regards,

Tathagata Sen

Coordinator, IQAC





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Phone : 4019-5555 • Fax : 91 33 2281 4275  
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## IQAC meeting held on 1st February, 2020

Sl No	Name	Designation	Signature
1	Dr. Suchandra Chakravarty	Chairperson (Ex-officio)	S. Chakravarty
2	Mr. Tathagata Sen	Coordinator	T. Sen
3	Ms. Debjani Ganguly	Teacher Member	Debjani Ganguly 1/02/2020
4	Dr. Joyeeta Bhadury	Teacher Member	
5	Dr. Anupa Ghosh	Teacher Member	A. Ghosh
6	Dr. Ivy Dasgupta	Teacher Member	I. Dasgupta 01/02/2020
7	Mr. Sayan Roy	Teacher Member	S. Roy 1/2/20
8	Dr. Kalapi Banerjee	Teacher Member	Kalapi Banerjee 1/2/2020
9	Dr. Saugata Konar	Teacher Member	S. Konar 1/2/2020
10	Dr. Sampa Sinha Basu	Teacher Member	Sampa Sinha Basu 1/2/2020
11	Mr. Miraj Shah	Management Representative	
12	Ms. Ananyya Banerjee	Senior Administrative Officer	A. Banerjee 1.2.2020
13	Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	
14	Mr. Saspo Chakraborty	Senior Administrative Officer	
15	Ms. Paramita Chakravarty	Senior Administrative Officer	Paramita Chakravarty
16	Mr. Ashish Maitra	Senior Administrative Officer	Paramita Chakravarty
17	Mr. Anirban Sarkar	Senior Administrative Officer	A. Sarkar 01/02/2020
18	Mr. Minesh Maniar	Senior Administrative Officer	M. Maniar 1/2/2020
19	Mr. Prasanta Chowdhury	Senior Administrative Officer	Prasanta Chowdhury 01/02/2020
20	Mr. Rohit Shukla	Representative of Local Society	
21	Mr. Dinesh Thakker	Industrialist	
22	Mr. Jayshanker Gopalan	Employer	J. Gopalan
23	Ms. Sukti Maitra	Parent Representative	
24	Rittika Chakraborty	Student Member	
25	Dr. Anup Shikdar	Special Invitee	





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## Minutes of Internal Quality Assurance Cell

A meeting of the IQAC was held on 1st February 2020 at 3:30 pm at the First Floor President's Room.

### Members Present:

1. Dr. Suchandra Chakravarty
2. Mr. Tathagata Sen
3. Ms. Debjani Ganguly
4. Dr. Anupa Ghosh
5. Dr. Ivy Dasgupta
6. Mr. Sayan Roy
7. Dr. Kalapi Benjee
8. Dr. Saugata Konar
9. Dr. Sampa Sinha Basu
10. Ms. Ananyya Banerjee
11. Ms. Paramita Chakravarty
12. Mr. Anirban Sarkar
13. Mr. Minesh Maniar
14. Mr. Prasanta Chowdhury
15. Mr. Jayshanker Gopalan

Chairperson (ex-officio)

Coordinator

Teacher Member

Teacher Member

Teacher Member

Teacher Member

Teacher Member

Teacher Member

Teacher Member

Senior Administrative Officer

Senior Administrative Officer

Senior Administrative Officer

Senior Administrative Officer

Senior Administrative Officer

Employer

### Members Absent:

1. Mr. Miraj Shah
2. Dr. Joyeta Bhadury
3. Mr. Saspo Chakraborty
4. Dr. Subhabrata Gangopadhyay
5. Mr. Ashish Maitra
6. Mr. Rohit Shukla
7. Mr. Dinesh Thakker
8. Ms. Sukti Maitra
9. Rittika Chakraborty
10. Mr. Indraneel Bhattacharya

Management Representative

Teacher Member

Senior Administrative Officer

Senior Administrative Officer

Senior Administrative Officer

Representative of Local Society

Industrialist

Parents Representative

Student Member

Alumni Member





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1. The minutes of the last meeting were read out, discussed and confirmed by the members present.
2. The SSR draft was taken up for scrutiny and discussion. Dr Anup Sikdar pointed out the incomplete sections. The Teacher-in-Charge Dr. Suchandra Chakravarty mentioned the discrepancies in financial data. It was suggested by Doctor Sikdar that for compiling financial data for SSR, one should always take into account the financial year. Other uncertainties include the date of the foundation of the Alumni Association of the college. There seems to be a discrepancy in the date entered in Criteria 5. It was resolved that the actual date would be mentioned and if any error is detected subsequently then it will have to be explained later.

The inputs of criteria 7 require several weblinks and geo-tagging. An explanation will have to be provided if Geo tagging cannot be provided.

3. The college may apply for ISO certification for academic excellence. It was resolved that the teacher in charge will set up a team to monitor periodically and co-ordinate with the ISO team. Accordingly, it was resolved that Dr Anupa Ghosh and Dr Saugata Konar would check once in three months whether the SOP is being followed properly. All other coordinators would be available to assist them.
4. Dr. Ivy Dasgupta requested the IQAC to coordinate the preparation of promotion papers of teachers concerned.
5. Faculty Development Programmes/ Workshops & Training would be organised periodically.
6. IQAC Seminar Organising Committee was formed with
  - Dr Sampa Sinha Basu
  - Saspo Chakraborty
  - Dr. Joyeeta Bhaduri

to organise quality related seminars in the near future. Other colleges may be invited for co-hosting it.

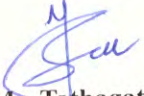
7. Miscellaneous:
  - a. ISO 4500 in some chosen departments may be implemented.
  - b. SWOC analysis report was submitted by Dr. Ivy Dasgupta but certain modifications are required.
  - c. A proposal is to be made to the Governing Body to set up the Film Studies laboratory with RUSA fund interest amount for approval.

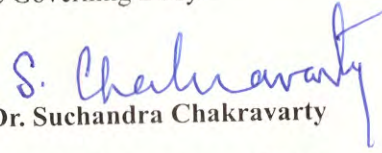


# THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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- d. A proposal may be submitted before the Governing Body for applying for University affiliation for Micro-biology and Statistics.
- e. The proposal for Film Club has been approved by the Governing Body.

  
Mr. Tathagata Sen  
Coordinator, IQAC

  
Dr. Suchandra Chakravarty  
TIC & Chairperson, IQAC





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29th July 2020

IQAC/2020/26

## NOTICE

Please take note that a meeting of the **IQAC** has been convened on the 4th of August 2020 to discuss the following agenda

1. Confirmation of the minutes of the previous meeting
2. Issues related to online curriculum delivery
3. NAAC related issues
4. Any other matter with permission of the chair.

**Venue:** The meeting will be held online in the google meet platform. Link will be shared on Whatsapp group.

Prof. Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College



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Attendance list of the IQAC meeting held on 4 <sup>th</sup> August 2020 at 4PM via Google Meet		
Name of the Member	Designation	Remarks
Dr. Suchandra Chakravarty	Chairperson (ex-officio)	Present
Mr. Tathagata Sen	Coordinator	Present
Mr. Miraj Shah	Management Representative	Present
Ms. Debjani Ganguly	Teacher Member	Present
Dr. Joyeta Bhadury	Teacher Member	Present
Dr. Anupa Ghosh	Teacher Member	Present
Dr. Ivy Dasgupta	Teacher Member	Present
Mr. Sayan Roy	Teacher Member	Present
Dr. Kalapi Benrjee	Teacher Member	Present
Dr. Saugata Konar	Teacher Member	Present
Dr. Sampa Sinha Basu	Teacher Member	Present
Rittika Chakraborty	Student Member	Absent
Ms. Ananyya Banerjee	Senior Administrative Officer	Present
Mr. Saspo Chakraborty	Senior Administrative Officer	Present
Ms. Paramita Chakravarty	Senior Administrative Officer	Present
Mr. Ashish Maitra	Senior Administrative Officer	Present
Mr. Minesh Maniar	Senior Administrative Officer	Present
Mr. Prasanta Chowdhury	Senior Administrative Officer	Present
Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	Absent
Mr. Anirban Sarkar	Senior Administrative Officer	Absent
Mr. Rohit Shukla	Representative of Local Society	Absent
Ms. Sukti Maitra	Parents Representative	Present
Mr. Dinesh Thakker	Industrialist	Absent
Mr. Jayshanker Gopalan	Employer	Present
Mr. Indraneel Bhattacharya	Alumni Member	Absent



# The Bhawanipur Education Society College

## Minutes of the meetings Internal Quality Assurance Cell

A meeting of the IQAC was held on 4th August at 4 pm via Google Meet.

### Members Present:

1. Dr. Suchandra Chakravarty	Chairperson (ex-officio)
2. Mr. Tathagata Sen	Coordinator
3. Mr. Miraj Shah	Management Representative
4. Ms. Debjani Ganguly	Teacher Member
5. Dr. Joyeta Bhadury	Teacher Member
6. Dr. Anupa Ghosh	Teacher Member
7. Dr. Ivy Dasgupta	Teacher Member
8. Mr. Sayan Roy	Teacher Member
9. Dr. Kalapi Benrjee	Teacher Member
10. Dr. Saugata Konar	Teacher Member
11. Dr. Sampa Sinha Basu	Teacher Member
12. Ms. Ananyya Banerjee	Senior Administrative Officer
13. Mr. Saspo Chakraborty	Senior Administrative Officer
14. Ms. Paramita Chakravarty	Senior Administrative Officer
15. Mr. Ashish Maitra	Senior Administrative Officer
16. Mr. Minesh Maniar	Senior Administrative Officer
17. Mr. Prasanta Chowdhury	Senior Administrative Officer
18. Mr. Jayshanker Gopalan	Employer
19. Ms. Sukti Maitra	Parents Representative

### Members Absent:

1. Dr. Subhabrata Gangopadhyay	Senior Administrative Officer
2. Mr. Anirban Sarkar	Senior Administrative Officer

## The Bhawanipur Education Society College

3. Mr. Rohit Shukla	Representative of Local Society
4. Mr. Dinesh Thakker	Industrialist
5. Rittika Chakraborty	Student Member
6. Mr. Indraneel Bhattacharya	Alumni Member

1. Minutes of the meeting held on 1<sup>st</sup> February, 2020 was read and confirmed.
2. Sri Saspo Chakraborty HOD, Commerce ( Afternoon and Evening sections) informed that the teachers prefer uploading notes but they are also ready with PPT with voice over, and video recordings. But a majority of the teachers prefer Google meet classes which may be recorded and uploaded for future use. The department of English which had a meeting earlier in the day, wants a combination of live online classes, video recording, notes and PPT. A Time table is being finalized with a maximum of three 1 hour classes per day. The science section, according to Prof. Sukti Maitra, will rely on a mixed bag, that is, uploading videos and study materials as well as online classes to explain the materials circulated. Dr Anupa Ghosh informed that the Economics department will rely on notes, PPT and Google classrooms but not video recordings. Prof Saspo Chakraborty intimated to the members that many of the commerce teachers are ready to come to college to record video lectures as they do not have the infrastructure required to record lectures at home. Sri Minesh Maniyar volunteered to help the teachers as the college has facilities to record video lectures of three teachers simultaneously and it may be increased, if required. It was decided that a department may share a drive where everybody can upload materials/ lectures/ PPT and then mail them. Professor Debjani Ganguly informed the members that teachers of the Arts section are preparing videos/ ppt/ and notes and are ready to take Google meet classes.

The Teacher in charge, Dr. Suchandra Chakraborty informed that classes for semester 3 and semester 5 have started in some colleges of the city. Hence we can unofficially give them a headstart with those teachers who volunteer to take classes from 10th August. Dr Anupa Ghosh reminded the members that the Vice Principal of the Science section should be informed so that a meeting can be arranged as soon as possible with all teachers of the science section to finalize a schedule.

Sri Miraj D. Shah pointed out that the decision of starting classes cannot be an individual or departmental decision and should be an institutional decision which all teachers have to abide by. Moreover it has to conform to the regulations of the Government of India. Accordingly, a



## **The Bhawanipur Education Society College**

roster should be prepared and followed. Video classes may be recorded by teachers who are comfortable. Google classes can also be recorded and uploaded for students to enable them to attend later, but the quality of internet has to be improved. The college is ready to distribute tripods and microphones among members of the faculty if required. Teachers of the Science & Arts sections will have to decide when they would start recording lectures.

Professor Ganguly affirmed that there would be no objection to commencement of classes from the teachers of the Arts section. The teacher in charge pointed out that the non PPS teachers may require some assistance for upgrading their connectivity, at which Shri Shah confirmed that the college is ready to help them. Professor Ganguly proposed that we start with honours classes initially and then resume other classes once the University of Calcutta gives the green signal. Sri Shah proposed a short training program for holding flip classes with 10 to 15 teachers in each batch from various departments.

### **3. NAAC related work:**

- a. Sri Sayan Ray pointed out that in a recent workshop attended by him it has been clarified that any errors or discrepancies in the information uploaded by the institution may be rectified till 31st October 2020.
- b. It was decided that the coordinators of the various criteria would discuss and cross check the inputs with the teacher in charge on Thursday 6th August 2020 from 11:30 am onwards. She suggested the names of Dr. Anupa Ghosh and Dr. Gargi Talapatra to review the data in Criteria 3.

### **4. Any other matter-**

Proposals from various departments:-

- a. An In-house peer webinar organised by the Research and Publication cell jointly with the Chemistry department on 6th August at 11:30 a.m.
- b. A webinar organised by the Commerce section on Covid 19 -- Rebooting the Indian Economy on 13th August, 2020.
- c. A national webinar organised by the Commerce section (UG and PG) on the Value of Conversation in ending Stigma attached to Mental Health on 20th August at 5 p.m.
- d. A session of freedom songs and poetry organised by the Department of English around Independence day.
- e. An online workshop on Digital Humanities lasting 30 hours (5 hours per day) from 17th to 22nd of August, organised by the Department of English.



## The Bhawanipur Education Society College

- f. A webinar on Environment issues to be jointly organised by the Environment Cell and the Department of Sociology on 24 August, 2020.
- g. A webinar in collaboration with Loreto College, discussed before the lockdown, with some modifications, to suit the current circumstances, focussing on mentorship as a thrust area.

All the aforementioned events were formally approved of by the members of the IQAC.

- h. Prof. Ganguly pointed out that three teachers have left, resulting in vacancies in the departments of History, Sociology and Political Science. She suggested upgrading the status of the existing guest lecturer in History. It was ratified by Sri Shah. For the other two vacancies candidates had been shortlisted. Mr. Miraj Shah suggested obtaining video recordings of demo lectures of the applicants for final approval.

Sri Saspo Chakraborty intimated that there is a shortage of a Mathematics teacher in the Commerce section, following the resignation of Sri Deb Kumar Bhattacharya. Sri Shah advised him to send an HR requisition to the TIC. The prospective candidate will have to send a video of a demonstration lecture and a letter of recommendation from the PG / M. Com Coordinator.

Paramita Chakravarty informed one teacher from the M. Com. section, Debdeep, has recently resigned, leading to a shortage of a Guest Faculty. Sri Shah advised bringing him as Guest Faculty to fill in the void.

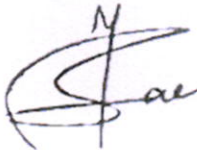
- i. Prof. Ananyya Banerjee, M.A. Coordinator, discussed the results of the Third Semester (English), published recently, which are considerably heartening, despite some failures. However the complete picture would emerge only after the marksheets arrive.
- j. Tathagata Sen placed before the members the case of Muhammad Faisaluddin, initially a student of BBA, who opted out of the course after a couple of years and took fresh admission in the English department. Meanwhile he informed us that he was on antidepressants which prevented him from attending classes regularly. He was debarred from the First Semester exams as he did not fulfill the university requirements. He was lackadaisical even in the second year but from last December there was another drastic change. He started attending classes with unfailing regularity, but very soon became a disturbing element. After every statement, he would stop the teachers with questions/ observations, sometimes relevant, sometimes out of context; but he continued disrupting the classes. Furthermore he started pestering teachers, his mentor and some others with incoherent messages, some of which were even alarming because they revealed how deeply disturbed he was! His parents were contacted but they did



## The Bhawanipur Education Society College

not seem to be aware of the gravity of the situation. This has been growing and he is still bombarding teachers with messages, even threatening us and holding us responsible for his miseries. We eventually found out that he has been accusing his classmates along similar lines. He has apparently been diagnosed with schizophrenia and suffers from the delusion that his phone is being hacked and the teachers and students are stalking him and revealing all kinds of things about his personal life to the world. Sri Jay Shankar suggested taking the help of the counselor of the college, getting him assessed by a nominated Medical Board and allowing him in class only if the Board certifies his mental fitness. The college should maintain a proper file of all the papers and documents relating to the case.

- k. In connection with this Mr Shah advised contacting Ms. Saloni Priya for her advice and exploring the possibility of her preparing hour long videos on how to tackle situations like this. The teacher in charge added that other aspects of mentorship, apart from psychiatric illnesses, need to be addressed too. Since Dr Gargi Talapatra has advised a very innovative and engaging mentorship procedure with her mentors Mr Miraj Shah proposed that Gargi could make short videos on her mentorship methods, to be shared with all departments. Additionally, we could have a Google meet of all faculty members for mentorship ideas.



Prof. Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College



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8<sup>th</sup> June 2020

IQAC/2020/25

## NOTICE

Please take note that a meeting of the IQAC has been convened on the 18th of June 2020 to discuss the following agenda

1. Confirmation of the minutes of the previous meeting
2. Online Examination system
3. NAAC related activities
4. Any other matter with permission of the chair

**Venue:** The meeting will be held online in the google meet platform. Link will be shared on Whatsapp group.

Prof. Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College





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Attendance list of the IQAC meeting held on 18<sup>th</sup> June 2020 at 4PM via  
Google Meet

Name of the Member	Designation	Remarks
Mr. Tathagata Sen	Coordinator	Present
Mr. Miraj Shah	Management Representative	Present
Ms. Debjani Ganguly	Teacher Member	Present
Dr. Ivy Dasgupta	Teacher Member	Present
Mr. Sayan Roy	Teacher Member	Present
Dr. Sampa Sinha Basu	Teacher Member	Present
Dr. Joyeta Bhadury	Teacher Member	Present
Dr. Kalapi Benrjee	Teacher Member	Present
Dr. Saugata Konar	Teacher Member	Present
Dr. Anupa Ghosh	Teacher Member	Absent
Rittika Chakraborty	Student Member	Absent
Ms. Paramita Chakravarty	Senior Administrative Officer	Present
Mr. Ashish Maitra	Senior Administrative Officer	Present
Mr. Minesh Maniar	Senior Administrative Officer	Present
Mr. Saspo Chakraborty	Senior Administrative Officer	Present
Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	Present
Mr. Anirban Sarkar	Senior Administrative Officer	Present
Mr. Prasanta Chowdhury	Senior Administrative Officer	Present
Ms. Ananyya Banerjee	Senior Administrative Officer	Absent
Mr. Rohit Shukla	Representative of Local Society	Absent
Ms. Sukti Maitra	Parents Representative	Present
Mr. Dinesh Thakker	Industrialist	Absent
Mr. Jayshanker Gopalan	Employer	Absent
Mr. Indraneel Bhattacharya	Alumni Member	Absent

# **The Bhawanipur Education Society College**

## **Minutes of the meetings of the Internal Quality Assurance Cell**

A meeting of the IQAC was held on 18<sup>th</sup> June at 4 pm via Google Meet.

### **Members Present:**

1. Mr. Tathagata Sen	Coordinator
2. Mr. Miraj Shah	Management Representative
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Ivy Dasgupta	Teacher Member
5. Mr. Sayan Roy	Teacher Member
6. Dr. Sampa Sinha Basu	Teacher Member
7. Ms. Paramita Chakravarty	Senior Administrative Officer
8. Mr. Ashish Maitra	Senior Administrative Officer
9. Mr. Minesh Maniar	Senior Administrative Officer
10. Mr. Saspo Chakraborty	Senior Administrative Officer
11. Ms. Sukti Maitra	Parents Representative
12. Dr. Subhabrata Gangopadhyay	Senior Administrative Officer
13. Mr. Anirban Sarkar	Senior Administrative Officer
14. Mr. Prasanta Chowdhury	Senior Administrative Officer
15. Dr. Joyeta Bhadury	Teacher Member
16. Dr. Kalapi Benrjee	Teacher Member
17. Dr. Saugata Konar	Teacher Member

### **Members Absent:**

1. Mr. Rohit Shukla	Representative of Local Society
2. Mr. Dinesh Thakker	Industrialist
3. Rittika Chakraborty	Student Member

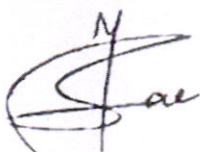


## The Bhawanipur Education Society College

4. Mr. Indraneel Bhattacharya	Alumni Member
5. Dr. Anupa Ghosh	Teacher Member
6. Ms. Ananyya Banerjee	Senior Administrative Officer
7. Mr. Jayshanker Gopalan	Employer

Minutes of the IQAC meeting held on 18th June 2020

1. The minutes of the last meeting was read and confirmed by the members present.
2. Resolved to redesign the examination procedure since with the onset of COVID-19, University has proposed to conduct online examination. The IQAC proposed to design a student friendly examination portal. Mr Minesh Maniar proposed creation of Institutional mail ids for each student. Question papers are to be uploaded in the college website and also mailed to the students. A team of teachers were to be selected by each Department to monitor the entire examination procedure and resolve any problem rising thereof.
3. Ms Paramita Chakravarty gave an outline of the work related to SSR. The IIQA was to be uploaded shortly for which the data was being assembled.
4. The meeting ended with a vote of thanks to the Chair



Prof. Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College



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5<sup>th</sup> November 2020

IQAC/2020/27

## NOTICE

Please take note that a meeting of the IQAC has been convened on the 19th of November 2020 to discuss the following agenda

1. Confirmation of the minutes of the previous meeting
2. Enhancement of library facilities
3. Counselling to help students to overcome challenges of Covid 19
4. Any other matter with permission of the chair

Venue: The meeting will be held online in the google meet platform. The link will be shared on the WhatsApp group.

Prof. Tathagata Sen  
Coordinator, IQAC  
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Attendance list of the IQAC meeting held on 19 <sup>th</sup> November 2020 at 4PM via Google Meet		
Name of the Member	Designation	Remarks
Mr. Tathagata Sen	Coordinator	Present
Mr. Miraj Shah	Management Representative	Present
Ms. Debjani Ganguly	Teacher Member	Present
Dr. Anupa Ghosh	Teacher Member	Present
Dr. Ivy Dasgupta	Teacher Member	Present
Mr. Sayan Roy	Teacher Member	Present
Dr. Sampa Sinha Basu	Teacher Member	Present
Dr. Joyeta Bhadury	Teacher Member	Absent
Dr. Kalapi Benrjee	Teacher Member	Absent
Dr. Saugata Konar	Teacher Member	Absent
Rittika Chakraborty	Student Member	Absent
Ms. Ananyya Banerjee	Senior Administrative Officer	Present
Ms. Paramita Chakravarty	Senior Administrative Officer	Present
Mr. Ashish Maitra	Senior Administrative Officer	Present
Mr. Minesh Maniar	Senior Administrative Officer	Present
Dr. Subhabrata Gangopadhyay	Senior Administrative Officer	Present
Mr. Anirban Sarkar	Senior Administrative Officer	Present
Mr. Prasanta Chowdhury	Senior Administrative Officer	Absent
Mr. Saspo Chakraborty	Senior Administrative Officer	Absent
Mr. Rohit Shukla	Representative of Local Society	Absent
Ms. Sukti Maitra	Parents Representative	Present
Mr. Dinesh Thakker	Industrialist	Absent
Mr. Jayshanker Gopalan	Employer	Present
Mr. Indraneel Bhattacharya	Alumni Member	Absent

# **The Bhawanipur Education Society College**

## **Minutes of the meetings Internal Quality Assurance Cell**

A meeting of the IQAC was held on 19<sup>th</sup> November at 4 pm via Google Meet.

### **Members Present:**

1. Mr. Tathagata Sen	Coordinator
2. Mr. Miraj Shah	Management Representative
3. Ms. Debjani Ganguly	Teacher Member
4. Dr. Anupa Ghosh	Teacher Member
5. Dr. Ivy Dasgupta	Teacher Member
6. Mr. Sayan Roy	Teacher Member
7. Dr. Sampa Sinha Basu	Teacher Member
8. Ms. Ananyya Banerjee	Senior Administrative Officer
9. Ms. Paramita Chakravarty	Senior Administrative Officer
10. Mr. Ashish Maitra	Senior Administrative Officer
11. Mr. Minesh Maniar	Senior Administrative Officer
12. Mr. Jayshanker Gopalan	Employer
13. Ms. Sukti Maitra	Parents Representative
14. Dr. Subhabrata Gangopadhyay	Senior Administrative Officer
15. Mr. Anirban Sarkar	Senior Administrative Officer

### **Members Absent:**

1. Mr. Rohit Shukla	Representative of Local Society
2. Mr. Dinesh Thakker	Industrialist
3. Rittika Chakraborty	Student Member
4. Mr. Indraneel Bhattacharya	Alumni Member
5. Mr. Prasanta Chowdhury	Senior Administrative Officer

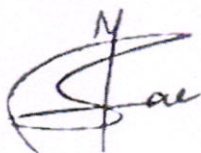


## The Bhawanipur Education Society College

6. Dr. Joyeta Bhadury	Teacher Member
7. Dr. Kalapi Benrjee	Teacher Member
8. Dr. Saugata Konar	Teacher Member
9. Mr. Saspo Chakraborty	Senior Administrative Officer

### Minutes of the IQAC meeting held on 19th November 2020

1. The minutes of the last meeting was read and confirmed by the members present.
2. Proposed to update and enhance the library facilities. An institutional repository of publications of the faculty may be created. The question papers of the past examinations may be stored for online reference by the students.
3. Proposed that regular online counselling by Ms Saloni Priya, Government certified psychologist, be continued to help students combat challenges of Covid 19
4. Resolved that a Graduation Felicitation be organized with the lifting of lockdown and implementation of vaccinations.
5. The meeting ended with a vote of thanks to the Chair



Prof. Tathagata Sen  
Coordinator, IQAC  
The Bhawanipur Education Society College