



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

5 Lala Lajpat Rai Sarani, Kolkata - 700 020
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INTERNAL QUALITY ASSURANCE CELL MEETING (MINUTES OF THE MEETING)

Meeting Date: 12th June 2023

Venue: Room No. 124

Chairperson: Teacher-in-Charge, Dr. Subhabrata Ganguly

1. The minutes of the last meeting dated 19.12.2022, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. In view of a mail received by the IQAC on 10 June 2023, from College Whole Time Teachers (CWTT) teachers of the Department of English, the issue regarding the designation 'CWTT' was once again taken up for discussion. In this context, Mr Tathagata Sen pointed out that the ISO auditor had enquired regarding the designation, while Ms Annanya Banerjee stated that even the Inspector of Colleges, Mr Debashish Biswas, had mentioned the matter when he had visited the college in connection with NAAC, It was resolved that in view of the GB resolution (dated 19.12.2022) on the designations CWTT/ CPTT (reference to the ATR on Serial No. 13 in the minutes of the IQAC meeting dated 19.12.2022), the matter was now beyond the scope of the IQAC.
3. In view of the recent NAAC guidelines, the NAAC Coordinator, Ms Paramita Chakravarty, proposed that the college form an Electoral Literacy Club. The objective of the club would be to sensitize all stakeholders of the college and the local community about the modalities of the electoral process in India through workshops, seminars, discussions, etc. The TIC consented to create the club before the next IQAC meeting.

ATR: Permission to constitute an Electoral Literacy Club not received from the Management.

4. It was resolved that a new Teacher's Diary (in the hardcopy format) would soon be provided to the faculty. Dr Pinki Saha Sardar noted that the hardcopy design has already been approved by the competent authorities and she would mail the same to TIC and IQAC.

ATR: The hardcopy of the Teacher's Diary is currently in the press.

5. Templates for reporting different types of events being organized in the college was shown by Dr Anupa Ghosh for discussion, modification and approval by the IQAC. It was proposed that the templates - all of which were finalised by the IQAC, be mailed to the different sectional and committee heads/coordinators so that a uniform system of reporting of events can be undertaken in the college. It was further noted that the IQAC would update the templates on the basis of feedbacks received from the users of the templates.



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ATR: All templates have been mailed to the different sectional heads, committee coordinators and to the office of the Dean of Students Affairs. No feedback has yet been received by the IQAC.

6. Ms Paramita Chakravarty requested the TIC that in view of the second cycle of NAAC accreditation process that is currently being undertaken by the college, all MoUs that have been signed by the college during the tenure of the second cycle be uploaded on the college website at the earliest.

ATR: The uploading of MoUs on the college website has been completed.

7. It was further proposed by the IQAC that the Academic Calendar for the upcoming 2023-24 session be completed by July 2023. The TIC will look into the matter at the earliest.

ATR: The Academic Calendar 2023-24 has been completed and is to be uploaded on the college website.

8. NAAC coordinator, Ms Paramita Chakravarty, reiterated that the LMS system of data management was urgently needed. In this regard, several members proposed that a meeting with departmental heads and IQAC office bearers be convened by the TIC to develop a blueprint of the exact expectations of the college from such a system. It was resolved that the TIC would convene a meeting on this proposal after the successful uploading of the SSR.

ATR: To be undertaken.

9. It was resolved that the IQAC would conduct a Result Analysis meeting with the all departments of the college in August 2023 after the CBCS Odd Semester Examination 2022 results are published.

ATR: To be undertaken.

10. In response to Mr Tathagata Sen's query on Service Book updating, the TIC noted that updating work was being carried out and updating of the Service Book of a very few faculty was yet pending. In this context, Dr Sandip Dan noted that more staff were required to learn the job of updating Service Book. In this context the names of Dr Joyeta Bhadury (Commerce Section), Dr Soumya Bhattacharya (Arts Section) and Dr Nirabhra Basu (Science Section) were proposed.

ATR: Service Book updating of most Faculty till 30 June 2022 has been completed. The proposal for forming a group for service book updation is yet to be considered.



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11. Dr Pinki Saha Sardar noted that as requested by the College Management, henceforth, all events, if seeking IQAC approval, will have to be notified as 'in association' or 'in collaboration' with the IQAC.

12. Dr Pinki Saha Sardar further notified the IQAC that a 5-year duration MoU has been signed between the BES College and Uluberia College, Howrah in May 2023. She noted that Uluberia College was eager to collaborate on various academic events (as notified in the MoU) with the different departments of the BES College.

Read and confirmed.

[Signature]

[Signature]



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INTERNAL QUALITY ASSURANCE CELL MEETING (MINUTES OF THE MEETING)

Meeting Date: 25th September 2023

Venue: Placement Hall

Chairperson: Teacher-in-Charge, Dr. Subhabrata Ganguly

1. The minutes of the last meeting dated 12.06.2023, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. Ms Paramita Chakravarty, NAAC Coordinator, informed the IQAC that the AQAR for 2021-22 is being in the last stage of review and will be uploaded on the NAAC portal shortly.

ATR: The AQAR for 2021-22 was submitted on 30th September 2023.

3. In view of the proposed NAAC visit, SSR Criterion coordinators informed the IQAC about their individual criterion and exactly what has been uploaded in the SSR. It was decided that a one-day workshop will be conducted on 7th October 2023, to disseminate the SSR criterion wise amongst faculty from all departments in the college.

ATR: A one-day workshop on SSR briefing to faculty from all departments was conducted on 7th October 2023 at the Society Hall. After the workshop, feedbacks were collected and the NAAC team has already addressed many of the suggestions that were given by the participants.

4. As a waste management measure, the IQAC proposed that the enormous amount of waste paper that was being generated daily by different departments and sections of the college be systematically collected and sold to authorised agents who can then recycle the paper. Dr Pinki Saha Sardar, further proposed that she is already in discussion with WEBEL to undertake a similar procedure for the disposal of e-waste generated in the college.

ATR: To be undertaken

5. It was proposed that the IQAC process the papers of faculty whose promotion under the Career Advancement Scheme (CAS) for Teachers were due.

ATR: The IQAC has already started discussing with faculty (Dr. Gargi Talapatra, Dr. Ivy Das Gupta and Dr. Nirabhra Basu) who have approached the IQAC regarding the CAS papers that they propose to submit.

Read & confirmed

Jee

A Ghosh



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INTERNAL QUALITY ASSURANCE CELL MEETING (MINUTES OF THE MEETING)

Meeting Date: 22nd January 2024

Venue: Placement Hall

Chairperson: Teacher-in-Charge, Dr. Subhabrata Ganguly

1. The minutes of the last meeting dated 25.09.2023, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. The IQAC took note of the rank of A secured by the BESC at the completion of the 2nd NAAC Cycle.
3. It was resolved that the different departments and College Committees would share with the IQAC their annual event plans at the start of every academic session and the final event reports at the end of the session.
ATR: The IQAC, Coordinator will share the template for uploading the event plans and reports in the forthcoming meeting for approval of the IQAC
4. The IQAC took note of the fact that the committee needs to include new Student representative and parent representative as the present incumbents have passed out of the college this year. The TIC, Dr Subhabrata Ganguly, was requested to look into the matter.
ATR: The TIC is looking into the matter.
5. The NAAC Coordinator, Ms Paramita Chakravarty noted that the Internal Complaints Committee needs to be fully reconstituted as its term is over. In this context it was also resolved that some of the college committees that have been functioning for some years will also be reconstituted.
ATR: The proposal for the committees to be reconstituted and the probable coordinators of these committees have been drawn up after discussion with the different sectional heads and the list has been mailed to the TIC for necessary action.
6. It was resolved that once the committees are reconstituted, every committee would be requested to frame an SOP that would be uploaded on the college website.
ATR: To be undertaken after the committees are formed.
7. It was resolved that a department(s) would be requested to collaborate with respective college committees if the said department(s) plans to organize any event that falls under the ambit of a committee's operations.
8. It was resolved that the academic audit 2022-23 will be undertaken as soon as possible.
ATR: The procedure for the academic audit 2022-23 will be discussed with the members in the next meeting.

Read & confirmed
Jca *A. Ghosh*



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INTERNAL QUALITY ASSURANCE CELL MEETING (MINUTES OF THE MEETING)

Meeting Date: 13th May 2024

Venue: First Floor Staff Room (Room No 118)

Chairperson: Teacher-in-Charge, Dr. Subhabrata Ganguly

1. The minutes of the last meeting dated 22.01.2024, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. In continuation of the matter discussed in the last IQAC meeting, the IQAC once again requested the TIC, Dr Subhabrata Ganguly, to finalise the names of new student representative and parent representative as the present incumbent and their ward have already passed out of the college.
ATR: The matter has been resolved and the following names have been proposed by the TIC – (i) Chandrajit Saraswat, proposed student representative from the Department of Physics and (ii) Alpana Bhattacharjee, proposed parent representative
3. The NAAC Coordinator, Ms Paramita Chakravarty and the IQAC reiterated that the Internal Complaints Committee needs to be fully reconstituted as soon as possible.
ATR: Already reconstituted w.e.f. 1 January 2024
4. Ms. Chakravarty also noted that there was also an imminent need to constitute the Anti-Ragging Committee. The TIC was requested to look into the matter. In this context, it was further resolved that the TIC would also look into the matter of reconstituting many of the other college committees that have been operating for a long time. The tentative list of these committee coordinators has already been finalised in consultation with the TIC, NAAC and other Departmental heads and been mailed to the TIC by the IQAC for his consideration.
ATR: The TIC has proposed that by December 2024, the composition of all committees will be reviewed and reconstituted if necessary.
5. The VP Admin, Dr. Pinki Saha Sardar, stated that the reconstituted Research and Publication Cell will be finalised and soon be updated on the website.
ATR: The TIC has proposed that by December 2024, the composition the Research and Publication Cell will be reviewed and reconstituted if necessary.



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6. The TIC, Dr Subhabrata Ganguly, was requested to make arrangements for conducting the academic audit 2022-23 as soon as possible. He confirmed that he was discussing the matter with the Mr Debashis Biswas, Inspector of Colleges, University of Calcutta.
ATR: the TIC has proposed that discussions with relevant quarters are going on for fixing the dates of the Academic Audit and the same will be completed by November 2024.
7. In continuation of the matter discussed in the last IQAC meeting, it was resolved that the different departments and College Committees would share with the IQAC their annual event plans at the start of every academic session and the final event reports at the end of the session.
ATR: The IQAC has already shared the template for uploading the event plans and reports with the different Departmental Coordinators and Vice Principals. Some of the departments have already shared their event plans.
8. It was also resolved that the department(s) would share with the IQAC the PTV comments and suggestions made during the NAAC visit. They would also share the steps taken by them, if any, on the basis of the PTV recommendations.
ATR: The IQAC has already shared the template for uploading the PTV comments and suggestions with the different Departmental Coordinators and Vice Principals.
9. It was noted that Department of Computer Science would conduct a 30-Hour Computer Literacy Program - A Welfare Program for the College Non-Teaching Staff (Group-D) of the BES College.
ATR: The first part of the programme has been conducted in June 2024 and the final part will be conducted soon.
10. The IQAC noted that the Bureau of Indian Standards had sent a mail to the TIC and IQAC regarding the conduct of ISO audit by the college. The IQAC has requested the TIC to look into the matter.

Read and confirmed
