



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

INTERNAL QUALITY ASSURANCE CELL MEETING (MINUTES OF THE MEETING)

Meeting Date: 19th December 2022

Venue: Room No. 118

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

1. The minutes of the last meeting dated 26.09.2022, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. Ms Paramita Chakravarty reported that the IIQA for the second cycle of NAAC is proposed to be uploaded by 20th December 2022, following which the AQAR 2021-22 will be uploaded.
ATR: The IIQA has been uploaded and approval received from NAAC on 18 January 2023. The SSR is being uploaded.
3. It was resolved that a new hardcopy Teacher's Diary needs to be designed. Dr Pinki Saha Sardar, VP Admin noted that a new hard copy format for the same has been drafted but is pending finalisation.
ATR: The final approval for a new physical copy of the Teacher's Diary is still pending. It was noted that teachers maintain a personal class conducting log and other activity schedule as per the requirement of ISO.
4. It was resolved that the Alumni Database of the college has to be updated. It was noted that while the college does have an alumni website the response from the alumni is less than satisfactory. VP Science, Dr Pinki Saha Sardar, reported that the science section has constituted an Alumni Committee which has already compiled an alumni database of the Science section. However, more alumni specific projects are required to upgrade and expand the database. She further requested if similar committees could be set up in the Arts, Commerce and BBA sections of the college to help streamline the alumni database.
ATR: The Alumni Database is still inadequate.
5. In reference to the discussion on Academic Calendar, Dr Pinki Saha Sardar, VP (Admin & Science), noted that though the coordinator of the Academic Calendar Committee has reported that the calendar for 2021-22 has been drafted it is yet to be tabled in a formal meeting of the committee that has been attended by the chairpersons of the committee.
6. In the context of the Academic Calendar, Mr Sanjib Halder requested the TIC to share the Holiday List with the Committee to help design the Academic Calendar effectively. Mr Ashish Maitra reported that on a formal request from the TIC, he would share the Holiday List with the Committee.
ATR: The Holiday list for 2023 has been circulated in the BESC Faculty WhatsApp group vide Notice No.: BESC/A/131/022223 dated 06.02.2023



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

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

7. It was reported by VP Admin that plans were underway regarding the assignment of an office space and appointment of an office assistant for the IQAC.
8. Ms Ananyya Banerjee, Coordinator, MA(English), reported that some work on the updating of Service Book is still left. She proposed the name of Mr Soumya Bhattacharya, Department of Bengali, to collaborate with Mr. Sanjib Halder to finish the work. The proposal was seconded by Mr. Tathagata Sen.
ATR: As per notice nos. BESC/A/115/012223 dated 7th January 2023 and BESC/A/0128/022223 dated 01.02.2023, the service book updating work has been entrusted to Mr Sanjib Halder, Dr Arnab Gangopadhyay, Mr Subhendu Banerjee and Dr Soumya Bhattacharya.
9. Ms Paramita Chakravarty proposed that a MOU be entered upon with an international institute for faculty and student exchange programmes.
ATR: Action is yet pending.
10. Dr Saha Sardar reported that a Green Audit and an Energy Audit would soon be conducted in the college by an external agency.
ATR: The Green Audit has been conducted by Consultrain Management Services (CMS) on 17th and 18th January, 2023
11. Ms Paramita Chakravarty requested the TIC that an LMS be introduced in the college as soon as possible. Mr Vivek Patwari reiterated that a uniform data collection was urgently required for efficiently conducting both the NAAC and NIRF works.
ATR: Action is still pending.
12. It was resolved that for the purpose of IQAC records the HR department of the college would mail the IQAC regarding any new recruitment in the college. Mr Ashish Moitra noted that the HR department would undertake the procedure on receipt of an official confirmation from the TIC.
13. Mr Tathagata Sen noted that the designation of CWTT and CPTT was proving to be an impediment to teachers as these were not recognised by other institutes. He further reported that some teachers of various departments were still not getting preparatory days.
ATR: According to GB resolution dated 19.12.2022, CWTT/ CPTT can use the designation of Assistant Professor for limited purpose.
Eligibility for getting Preparatory Day has been approved for all Arts and Science faculty.
Eligibility for getting Preparatory Day for all Commerce is still pending.

Coordinator, IQAC

Joint-Coordinator, IQAC