



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: 26th September 2022

Venue: Room No. 118

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

1. The minutes of the last meeting dated 20.12.2021, along with the action taken report was read out, discussed and was confirmed unanimously by members present at the meeting.
2. It was resolved that the College Academic Calendar for 2022-23 is to be prepared. The Vice Principal (Admin), Dr Pinki Saha Sardar, noted that the work on the proposed calendar will start as soon as the College Academic Calendar Committee (CACC) is constituted. She further noted that individual departments in the college will be asked to prepare monthly planners and/or semester-wise planners and submit the same to the CACC. The monthly planners would be published on the college website. Simultaneously, the CACC would also prepare the annual academic calendar. In this respect Ms Paramita Chakravarty recommended that the proposed activities of the IQAC for the academic year 2022-23 be also included in the planner. Mr Tathagata Sen, joint Coordinator IQAC recommended that a standard format for the Calendar may be prepared by the CACC, which may be then shared with all Section heads – this would facilitate in maintaining the uniformity and quality of the monthly and/or semester-wise plans of the departments.

ATR: The College Academic Calendar Committee has been constituted as per Notice No. BESC/A/085/102223 dated 17 October 2022. Dr Debanjana Chakraborty, Coordinator of the committee has reported that the draft Academic Calendar for 2022-23 has been prepared and is awaiting approval from the concerned authorities.

3. It was recommended by VP Admin. that a 30-hour FDP for the non-teaching staff of the college be organized by the FDP Committee after the Durga Puja 2022 Holidays. Another 30-hour FDP programme for the teaching faculty was also proposed by VP Admin. She recommended that the latter may be based on teaching the different apps/ packages that are available on the Google platform. Mr Sanjib Halder noted that given that the faculty are already well familiar with Google based teaching learning modules due to the online teaching methods practiced during the lockdown, such a course may only be effectively conducted for at most 10 hours.

Mr Vivek Patwari further proposed that given the paucity of time during regular college hours in a semester system, the FDP for faculty, may be conducted in an online mode, with a proctored evaluation system at the end of the course. He also proposed some topics like



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Digital Humanities, National Education Policy 2020, that may be considered for the proposed FDP.

In this connection, the VP Admin further noted that the Science section was planning to organize an FDP in the near future.

ATR: Both the FDP programmes are pending and will be conducted in the near future.

4. It was resolved that periodic and regular feedbacks from different stakeholders of the institution – students, faculty and other employees, may be conducted during every semester. In this context Ms Paramita Chakravarty proposed that a College Feedback Committee be formed who could conduct these feedbacks. She further reported that Student Satisfaction Survey as proposed by NAAC for the outgoing sixth semester students needs to be conducted promptly. For other semesters, small feedback surveys may be conducted by the college.

It was noted that responses from students with low attendance may not provide suitable feedback. In this context, Dr Joyeta Bhadury suggested that student surveys maybe administered using Google forms, and the responses may then be screened to eliminate students having low attendance percentage.

It was further noted that past statistics indicate that non-response was a major hindrance for conducting Student feedback surveys. In this context, Ms Nehal J. Mehta, student representative noted that the survey questionnaire was often too long and this acted as a disincentive for the student to take the survey.

ATR: The College Feedback Committee is yet to be constituted.

5. It was further resolved by the committee that there was an immediate need to create a Centralised Data Collection system so as to streamline the process of information gathering, analysis and dissemination of information in the institution. Ms Paramita Chakravarty proposed that the LMS being administered at Behala College may be used as a framework for the proposed Centralised Data Collection system. Dr Pinki Saha Sardar reported that the Science section already has a Data Management Committee that carries out a similar exercise within the Science Section. She further noted that she would discuss the proposal with the teacher-in-charge of the college at the earliest.

ATR: A Centralised Data Collection System is yet to be established.

6. It was resolved that henceforth, the IQAC has to be notified by the concerned authority regarding any new staff recruitment in the college.
7. It was resolved that a new office assistant for the IQAC was immediately required. Also, there was an imminent requirement for new staff room for the English Department and the M. Com. Department.



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ATR: Action pending as of yet.

8. It was reported by VP Admin, Dr Pinki Saha Sardar that the Computer Science department and the Chemistry department have each planned an educational tour in November 2022.

ATR: The Departments have conducted their educational tours. The Department of Chemistry went for an industrial visit to Chandrapura Thermal Power Station (DVC), Jharkhand in October 2022. The Department of Computer Science visited the Ramoji Film City, Hyderabad in November 2022.

9. It was resolved that Appointment Letters for all staff of the college needs to be provided. Dr Saha Sardar noted that she would discuss the matter with the teacher-in-charge immediately.

ATR: Action pending as of yet.

10. Mr Tathagata Sen proposed that the Service Books of all UGC teachers needs to be updated at the earliest as work on service books had been delayed due to the lockdown in the last two years.

ATR: Ms Ananyya Banerjee, who along with Mr Sanjib Halder looks into the updating of service books, reported that all service book has been updated till 2018-19 and some till 2019-20. Ms Ananyya Banerjee who is also the Co-ordinator of M.A. English has requested that given her workload, she be released from the duty of service book updating. A replacement for Ms Banerjee is being looked into by the TIC and VP Admin, so that work on service book may commence as soon as possible.

11. Mr Anirban Sarkar noted that there was an immediate requirement for an official e-mail id for the college Library Committee.

ATR: The Library Committee has been provided with an email id in December 2022.

12. Ms. Paramita Chakravarty, NAAC Coordinator BES College reported that according to the West Bengal Higher Education Department organized seminar on 21st September 2022, attended by her, the following were the most notable observations for the BES College:

- The SSR for the second cycle maybe uploaded before AQAR 2021-22
- It is necessary that coordinators for each NAAC criterion be appointed for the NAAC College Committee. The completion of AQARs and SSR is critically dependent upon a well-coordinated exercise of all inter related criteria
- Information regarding MoUs entered into and linkages entered upon by the college has to be uploaded on the college website. It has been recommended that MoUs with foreign institutions maybe encouraged. In this regard Mr Sayan Roy noted that



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the report on the implementation of a MoU has to be broken up year-wise as per the length of the MoUs tenure.

ATR: In our communication with NAAC on 4th October 2022, the latter has informed that the AQAR 2021-22 has to be uploaded before the SSR. Further, NAAC has published a circular F. No. 14-29/2022 dated 10th November 2022, that IIQA has to be uploaded by 31st December 2022.

Criterion Coordinators for AQAR 2021-22 have been appointed. Appointment of Criterion coordinators for SSR is still pending.

Uploading of MoUs on the college website is yet pending.

13. Dr. Pinki Saha Sardar, VP Admin, reported that a Placement Committee would soon be constituted.

ATR: The Placement Committee is yet to be reconstituted. It was however reported by the TIC that the Office of the Dean of Student Affair regularly conducts placement drives and till date many students have received job and placement offers in various companies in India.

14. Dr. Pinki Saha Sardar, VP Admin, noted that once the second cycle SSR is successfully uploaded, an SSR sensitization programme will be undertaken for all faculty.

15. Organization of a two-day NAAC seminar was proposed by Mr Sayan Roy.

ATR: A webinar on NAAC Accreditation and Assessment was conducted on 14th November 2022. The speaker was Dr Ruchi Tripathy, Assistant advisor, NAAC.

16. Dr Samir Kanti Dutta noted that NAAC currently requires that the Green Audit and the Energy Audit has to be conducted by authorized external agencies. He suggested that the college Environment Committee organize a seminar on Green Audit and Environmental Audit in collaboration with the IQAC.

ATR: The coordinators of the Environment Committee have been approached by the IQAC to conduct a seminar on Green Audit and Energy Audit in the first quarter of 2023. Discussions are continuing.

17. It was noted by few of the members that the designation of CWTT and CPTT given to college whole time and part time faculty is not recognized by most institutions. It was suggested that the designation be changed to Assistant professor.

ATR: TIC and VP Admin are looking into the matter.



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18. Mr Tathagata Sen reported that some CWTT faculty in some of the Departments were not being granted the weekly Preparatory Day.

ATR: TIC and VP Admin are looking into the matter.

Tathagata Sen
Sen

Read & confirmed



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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.



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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 Moitra, 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

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.



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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.

Ashish Moitra

Tathagata Sen



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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]