

# BHAIRAB GANGULY COLLEGE

(Government Aided)

'A' Accredited Institute by NAAC

Belgharia, Kolkata-700 056

Phone : (033) 2553 2280 / (033) 2564 3191

E-mail : principal.office@bhairabgangulycollege.ac.in

bhairab1968@gmail.com

Website : www.bhairabgangulycollege.ac.in



Ref. No. ....

Date . ....

IQAC Meeting held in Vice Principal's chamber on 17.01.20 at 2:00 pm.

## Minutes and Action Taken Report:

1. For NAAC Seminar scheduled on May 16-17, 2020, the names of invited speakers were suggested. A tentative list (subject to consent by the respective speakers) was prepared. Invitations by e-mail and in person are to be sent shortly. A Registration fee of Rs. 300/- was fixed for participants (teachers & IQAC Coordinator of participating colleges).  
**Action taken:** Dr. P. Karar and Dr. Santanu Chakraborty were requested to meet the prospective guest speakers to invite them in person.
2. Dr. Santanu Chakraborty suggested 'Call for Papers' for the said seminar. However after discussion, it was resolved that invited speakers may contribute submissions for the publication of seminar proceedings.
3. Dr. S. Dewan informed that data on 'Programme and Course Outcomes' is to be taken from the respective departmental In-charge(s).  
**Action taken:** Dr. S. Dhara was requested to make a sample format for course outcomes to be distributed to departmental in charge(s).
4. Dr. S. Dewan suggested 'Code of Conduct' should be prepared for the various stakeholders of the college.  
**Action taken:** A meeting was scheduled on 21.01.20 (Tuesday) to design and finalise 'Code of Conduct'.
5. Dr. S. Dewan suggested that a date should be ascertained shortly for Annual Students' Prize Distribution Ceremony.
6. Dr. P. Karar informed that the College Website has been updated to incorporate new features to display relevant information.  
**Action taken:** Members of IQAC were requested to give their feedback for the improvement of the website by 21.01.20.
7. Dr. S. Dewan suggested that a workshop on giving proper feedback is to be conducted for General and Honours students. It was resolved that an awareness workshop on SSS be conducted jointly during the above workshop. Notices are to be displayed on the campus.  
**Action taken:** Arrangements have been made for circulars and notices, to create awareness on students' feedback and SSS, to be displayed at prominent places on the campus and on the LCD public display screen.
8. A workshop/training session on Excel Datasheet for NTS to be conducted shortly. An external resource person is to be invited for the same.
10. Neighbourhood Community Service should be given importance. A programme on teaching students/adults in a nearby slum. Additionally, a charity visit to a hospital in the locality be conducted shortly.  
**Action taken:** Mohini Mills slum area was suggested as the site for the forthcoming neighbourhood community service event.

# BHAIRAB GANGULY COLLEGE

(Government Aided)

'A' Accredited Institute by NAAC

Belgharia, Kolkata-700 056

Phone : (033) 2553 2280 / (033) 2564 3191

E-mail : principal.office@bhairabgangulycollege.ac.in

bhairab1968@gmail.com

Website : www.bhairabgangulycollege.ac.in



Ref. No. ....

Date . ....

11. Dr. S. Dewan suggested that Internal Complaints Committee needs to be more active. Ms. J. Singh suggested that the mechanism for registering grievances by students be done on an online portal, through third party, to maintain anonymity. Dr. R. K. Grewal suggested that the same may be done through e-mail. A format for the same is to be made.

**Action taken:** A format for filing grievances from students is to be prepared in the IQAC meeting scheduled on 21.01.20 (Tuesday).

Dr. S. Dewan informed that scrutiny of two CAS files have been completed.

Members present:

Dr. S. K. Das (Chairperson and Vice-Principal)

Dr. S. Dewan (Coordinator, IQAC)

Dr. P. Karar *P. Karar*

Dr. T. S. Maity *T. S. Maity*

Dr. D. Bhadra *D. Bhadra*

Dr. S. Chakravorty *S. Chakravorty*

Dr. R. K. Grewal *R. K. Grewal*

Sri. K. Ghosh *K. Ghosh*

Smt. J. Singh *J. Singh*

Sri. M. Halder *M. Halder*

*S. K. Das*

Dr. S. K. Das  
(Chairperson and Vice-Principal)

Vice-Principal  
BHAIRAB GANGULY COLLEGE  
Belgharia, Kol-56



*S. Dewan*

Dr. S. Dewan  
(Coordinator, IQAC)

Co-ordinator  
IQAC  
Bhairab Ganguly College  
Belgharia, Kolkata-700056