

# BHAIRAB GANGULY COLLEGE

(Government Aided)

'A' Accredited Institute by NAAC

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Ref. No. ....

Date .....

**Minutes of the meeting of IQAC held on 06-09-2020 along with Action Taken Report.**

### Minutes of the meeting:

Distribution of workload had been done in meeting dated 30.08.2020 among the committee members and others. An invitee member Dr. SK. Abul Salam, Librarian, Shibpur Dinobundhoo Institute (College) (SDBIC) elaborately discussed about all the criterion of AQAR.

Dr. S. K. Das, Vice – Principal conveyed the procedure regarding online Part- III examination, 2020 and also discussed the evaluation procedure of answer scripts.

Dr. S. K. Das requested all the departmental in-charges to contact their students for awareness related to online examination.

### Action Taken

1. All the departmental In-charges will take responsibility as head examiners regarding for Part – III examination 2020 to be held online
2. WhatsApp number and an e-mail id from respective UG and P.G. departments were collected so that these can be displayed to examinees.
3. It was decided that Mr. Mintu Halder, Librarian (Bursar) will provide students data of Part-III examinees, 2020 (both regular and casual) to departmental Incharges.
4. All departments will contact students and inform them about rules and mode of examination
5. Format of first page of answer scripts (soft copy) was prepared and approved. This format will be provided to the examinees.

As there was no other item for discussion, the meeting ended with vote of thanks to the chair.

Members present:

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

Dr. D. Halder (Coordinator, IQAC)

Dr. S. Dewan

Dr. P. Karar

Dr. T. S. Maity

Dr. D. Bhadra

Dr. R. K. Grewal

Smt. J. Singh

Sri. M. Halder

All Departmental Incharges

*S.K. Das*  
Dr. S. K. Das  
(Chairperson and Vice-Principal)  
Vice-Principal  
BHAIRAB GANGULY COLLEGE  
Belgharia, Kol-56



*D. Halder 06/09/20*  
Dr. D. Halder  
(Coordinator, IQAC)  
Co-ordinator  
IQAC  
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