

# BHAIRAB GANGULY COLLEGE

Institution for Under Graduate and Post Graduate Studies  
(Government - Aided)

Reaccredited Grade 'A' by NAAC

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## Minutes of the meeting of IQAC held on 08.08.2022 and Action Taken Report

### Minutes of the meeting

1. Minutes of the meeting held on 6<sup>th</sup> May 2022 were read and confirmed.
2. Activity calendar for IQAC was discussed. It was decided that activities with MoU partners will be included in IQAC activity calendar.
3. Admission process for Semester I was discussed. It was decided that college will adhere to the dates and guidelines given by Department of Higher Education, Govt. of WB strictly.
4. It was also decided that a workshop will be held for Non-teaching staff to familiarize them with Admission software back end process.
5. Conveners of SSR Preparation Committee for Criterion I, II, V, and, IV reported their progress. Dr. S. Shome reported that Additional documents for Criterion I are large size files and cannot be uploaded with SSR directly. It was decided that such supporting files will be uploaded on college website and their url link will be uploaded in SSR.
6. Dr. T. Maiti informed that to accommodate all SSR related additional information on college website we may have to buy additional server memory space.
7. Dr. S. Dewan suggested that uniform format may be used to prepare additional information documents.

### Action Taken

1. Activity calendar for IQAC was finalized activities with MoU partners were included in IQAC activity calendar.
  2. Guidelines for Admission process for Semester I was finalized.
  3. A workshop for Non-teaching staff on Admission software back end process was approved.
  4. Expansion of College website to accommodate all SSR related additional information was approved.
  5. An uniform format for preparing additional information documents for SSR was finalized.
- As there was no other item for discussion, the meeting ended with vote of thanks to the chair.

### Members present:

Prof. (Dr.) S. Som (Chairperson and Principal) *ds*  
Dr. D. Halder (Coordinator, IQAC)  
Sri Sk. M. Rahaman *skm*  
Dr. S. Chakraborty *sc*  
Dr. S. Dewan *sd*  
Dr. T. Maiti *tm*  
Dr. P. Karar *pk*  
Sri M. Halder

Dr. G. Giri *giri*  
Dr. M. Sarkar *msarkar*  
Dr. D. Bhadra *db*  
Dr. S. Shome *sshome*  
Dr. R. K. Grewal *rg*  
Sri V. A. Sah *vs*  
Dr. A. Aich *aa*  
Sri K. Ghosh *kg*

*ds*  
Prof. (Dr.) S. Som  
(Chairperson and Principal)

Principal  
BHAIRAB GANGULY COLLEGE  
Belgharia, Kolkata-56



*dd*  
Dr. D. Halder  
(Coordinator, IQAC)

Co-ordinator  
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