


Date: 27.07.2017

NOTICE

This is to inform all concerned that a meeting of the IQAC with the Teacher's council of Balurghat College will be held on 31/07/2017 at 1:00 p.m. in the Teacher's Common room. The agenda of the meeting will be the following:

1. To read and confirm the resolutions of previous meeting
2. To hand-over charge to new IQAC coordinator
3. To discuss about student mentoring programme




Prasanta Dhair
Teacher-in-Charge
Balurghat College
Teacher-in-charge
Balurghat College

**Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) with Teacher's Council,
Balurghat College**

Date: 31-07-2017

Time: 1:00 pm

Venue: Teacher's Common Room

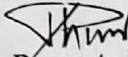
Agenda of the meeting:

1. To read and confirm the resolutions of previous meeting
2. To hand-over charge to new IQAC coordinator
3. To discuss about student mentoring programme

The following points were discussed in the meeting:

1. Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 11-04-2017
2. Incumbent IQAC Coordinator Atisha Lama Yolmo handed over the charge to Dr. Laxman Saha and transferred all the necessary documents including the meeting register of IQAC.
3. The new IQAC coordinator addressed the teacher's council about her ideas of expediting the process of NAAC reaccreditation. IQAC discussed about the student mentoring programme with the faculty members. It is resolved that all the faculty members to conduct atleast 3 mentoring programme per academic year for each class. All the departmental HoDs to submit the list of faculty members that would be responsible for student mentoring programme in the department, to IQAC. It is also resolved that all the departments to keep the record of all the mentoring programmes and to submit a report to IQAC after conducting the programme.




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Under graduate & post graduate programme Constituent College of University of GOUR BANGA

*Accredited with "B" level (73.20%) by NAAC for the period 2004-2009

No. IQAC/2017/L01

Date: 04/08/2017

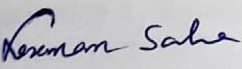
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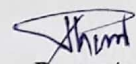
A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **9th August, 2017 at 2.00 pm**. It will be chaired by the Teacher-in-Charge of the College. The agenda of the meeting will be the following:

1. To read and confirm the resolution of last meeting
2. To discuss about organization of orientation programme of all 1st year students
3. To discuss the issue of digitalization of Library
4. To discuss the matter related to Website Development
5. To discuss the quality enhancement of teaching technique and increase the use of ICT
6. To discuss about matter related to meeting with Teacher's Council regarding conducting Career Counseling.

Venue: Principal's chamber

All the members of IQAC are requested to attend the meeting.


Dr. Laxman Saha
IQAC Coordinator


Prasanta Dhair
Teacher-in-Charge, Balurghat College
Teacher-in-charge
Balurghat College

Copy to :
All the IQAC members



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 9th August, 2017

Time: 2.00 pm

Venue: Principal's chamber

Members Presents:

- a. Prasanta Dhair, TIC, Chairman
- b. Dr. Laxman Saha, Coordinator
- c. Bhabendu Bhattacharya
- d. Prof. Debashis Ghosh
- e. Dr. Bhaswati Mukhopadhyay
- f. Dr. Bibek Das
- g. Dr. Subhashis Biswas
- h. Dr. Madhumita Dhar
- i. Dr. Rupa Harsha
- j. Dr. Apu Manna
- k. Pintu Biswas
- l. Subhendu Mahato, Member from Management
- m. Spandan Ghosh, Student Member
- n. Dr Debabrata Ghosh, Member representative from Local society

Agenda 1: To read and confirm the resolution of last meeting.

Resolution 1: Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 31.07.2017.

Agenda 2: To discuss about organization of orientation programme of all 1st year students.

Resolution 2: It is resolved that an orientation programme be organized by Balurghat College during the month of August or September for all 1st year students of all streams (Hons and General)

Agenda 3: To discuss the issue of digitalization of Library.

Resolution 3: Sri Nikhil Sarkar, Librarian informed the house that software and desktops are required for automation of Library. He has also informed the house that the Wi-Fi facility and furniture are needed to give proper facility of Library to the students and teachers. Chairman suggested to prepare a proposal of budgets and to place in front of the Governing Body.

Agenda 4: To discuss the matter related to Website Development

Resolution 4: It was resolved that a dynamic website be made for the college.

Agenda 5: To discuss the quality enhancement of teaching technique and increase the use of ICT.

Resolution 5: It was suggested by the members that sufficient number of projectors should be available so that teachers can conduct lectures using PPT. Chairman also suggested to use smart class room for their lectures.

Agenda 6: To discuss about matter related to meeting with Teacher's Council regarding conducting Career Counseling.

Resolution 6: It is resolved that IQAC to meet with Teacher's Council to encourage them to continue the career counseling programme for increasing employability of their students. It is also resolved that IQAC to request all the HODs to submit report about career counseling programme conducted during previous academic session.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator



Prasanta Dhair

Prasanta Dhair
Teacher-in-Charge
Balurghat College
Teacher-in-charge
Balurghat College



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No. IQAC/2017/L02

Date: 30/10/2017

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **1st November, 2017 at 2.30 pm**. It will be chaired by the Teacher-in-Charge of the College. The agenda of the meeting will be the following:

1. To read and confirm the resolution of last meeting
2. To encourage teachers for research and development
3. To address the needs of academically weaker students
4. Discussion on providing Awards and Medals to students and provide incentives to topper students
5. Book bank facility for the student living in the hostels
6. To increase students placements through competitive examination
7. Modification in class routine for the academic session 2018-2019
8. Coaching-Cum-Remedial (CCR) classes in the Department of Mathematics

Venue: Principal's chamber

All the members of IQAC are requested to attend the meeting.

Dr. Laxman Saha
Coordinator, IQAC

Prasanta Dhair
Chairman, IQAC
Teacher-in-charge
Balurghat College

Copy to :
All the IQAC members



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 1st November, 2017 (Wednesday)

Time: 2.30 pm

Venue: Principal's chamber

Members Presents:

- a. Prasanta Dhair, TIC, Chairman
- b. Dr. Laxman Saha, Coordinator,
- c. Dr. Ripan Sarkar, Secretary, Teacher's Council
- d. Bhabendu Bhattacharya
- e. Prof. Debashis Ghosh,
- f. Dr. Bhaswati Mukhopadhyay,
- g. Dr. Bibek Das,
- h. Dr. Subhashis Biswas,
- i. Dr. Madhumita Dhar,
- j. Dr. Rupa Harsha,
- k. Dr. Apu Manna,
- l. Pintu Biswas
- m. Subhendu Mahato, Member from Management
- n. Spandan Ghosh, Student Member

Agenda 1: To read and confirm the resolution of last meeting.

Resolution 1: Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 12.06.2017.

Agenda 2: To encourage teachers for research and development.

Resolution 2: Following points be discussed to the next T.C. meeting

1. Reformation of Research Committee
2. Organization of National/International conferences by the departments.
3. Participation of faculty members in conferences and seminars.

Agenda 3: To address the needs of academically weaker students

Resolution 3: According to the suggestion of Chair Person, Prasanta Dhair, it is resolved that the Remedial classes be conducted for academically weaker students. It is resolved that the matter be discussed in Teacher's Council meeting for logistics about conducting the remedial classes.

Agenda 4: Discussion on providing Awards and Medals to students and provide incentives to topper students.

Resolution 4: To appreciate and encourage the students, it is resolved that the medals and award should be presented for final year topper students. It is also resolved that the more books facility should be given to the topper students of 1st and 2nd year.

Agenda 5: Book bank facility for the student living in the hostels.

Resolution 5: According to the suggestion by Sri Prasanta Dhair (Chairman) and Dr. Ripan Sarkar (Secretary of Teachers Council), It is resolved that mini libraries be opened in the hostels.

Agenda 6: To increase student's placements through competitive examination

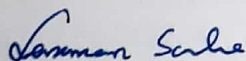
Resolution 6: According to the suggestions by the members, it is resolved that special coaching classes be organized by the departments for competitive examinations.

Agenda 7: Modification in class routine for the academic session 2018-2019

Resolution 7: It is resolved that Dr. Ripan Sarkar and Dr. Laxman Saha be incharge of modification of Class routine for academic year 2018-2019, with help of Bhabendu Bhattacharya.

Agenda 8: Coaching-Cum-Remedial (CCR) classes in the Department of Mathematics

Resolution 8: It is resolved that IQAC to forward a letter to Principal for placing it in front of Governing Body, for the purpose of starting Coaching-cum-remedial classes at Department of Mathematics, to cater the needs of the students from both advanced learner section (for appearing in competitive exams such as IIT-JAM, TIFR etc.) and slow learners (who are lagging behind in the progress of regular curriculum of University of Gourbanga)



Dr. Laxman Saha
IQAC Coordinator



Prasanta Dhair
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No. IQAC/2017/L03

Date: 04/12/2017

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **8th December, 2017 at 2.00 pm**. It will be chaired by the Teacher-in-Charge of the College. The agenda of the meeting will be the following:

1. To read and confirm the resolution of last meeting
2. To discuss about inauguration of smart class room and enhancement of ICT enabled teaching-learning
3. To discuss about a special lecture to be organized by Dept. of Bengali
4. To discuss about forthcoming Student's Exhibition and Cultural Competitions

Venue: Principal's chamber

All the members of IQAC are requested to attend the meeting.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator

P.K.G.

Dr. Pankaj Kundu
Principal, Balurghat College
Principal
Balurghat College

Copy to :
All the IQAC members



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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 8th December, 2017

Time: 2.00 pm

Venue: Principal's chamber

Members Presents:

- a. Dr. Pankaj Kundu, Chairman
- b. Dr. Laxman Saha, Coordinator,
- c. Bhabendu Bhattacharya
- d. Prof. Debashis Ghosh
- e. Dr. Bhaswati Mukhopadhyay
- f. Dr. Bibek Das
- g. Dr. Subhashis Biswas
- h. Dr. Madhumita Dhar
- i. Dr. Rupa Harsha
- j. Dr. Apu Manna
- k. Pintu Biswas
- l. Subhendu Mahato, Member from Management
- m. Spandan Ghosh, Student Member
- n. Dr Debabrata Ghosh, Member representative from Local society

Agenda 1: To read and confirm the resolution of last meeting.

Resolution 1: Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 01.11.2017.

Agenda 2: To discuss about inauguration of smart class room and enhancement of ICT enabled teaching-learning.

Resolution 2: It is resolved that the smart class room of the college be inaugurated in the 1st week of January. It is resolved that IQAC to encourage all the faculty members to take atleast one class per week in the smart class room, using ICT enabled teaching learning methods. A separate logbook be maintained at the smart class room, where details of the class be recorded.

Agenda 3: To discuss about a special lecture to be organized by Dept. of Bengali

Resolution 3: It is resolved that Department of Bengali to organize a special lecture as inaugural lecture in the smart class room.

Agenda 4: To discuss about forthcoming Student's Exhibition and Cultural Competitions

Resolution 4: It is resolved that the student's exhibition and cultural programmes to be organized in the college premises from 11th January to 13th January, 2018. It is resolved that the cultural competitions on various items for students to be held on from 11th January to 12th January 2018. It is resolved that a committee comprising of faculty members to be formed for the organization purpose of these events.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator



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No. IQAC/2017/L04

Date: 15/01/2018

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **19th January, 2018** at **12:30 p.m.** The agenda of the meeting will be the following:

1. To read and confirm the resolution of last meeting
2. To discuss about submission of results of CIE (class and laboratories)
3. To discuss about submission of student mentoring report
4. To discuss about encouraging faculty members for completion of PhD in a timely manner
5. To discuss about organization of seminar by Women Development Cell
6. To discuss about training programme to faculty members about API proforma

Venue: Principal's chamber

All the members of IQAC are requested to attend the meeting.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator

P.K.J

Dr. Pankaj Kundu
Principal, Balurghat College



Principal
Balurghat College

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 19th January, 2018

Time: 12:30 pm

Venue: Principal's chamber

Members Presents:

- a. *Dr. Pankaj Kundu*, Chairman
- b. Dr. Laxman Saha, Coordinator
- c. Bhabendu Bhattacharya
- d. Prof. Debashis Ghosh
- e. Dr. Bhaswati Mukhopadhyay
- f. Dr. Bibek Das
- g. Dr. Subhashis Biswas
- h. Dr. Madhumita Dhar
- i. Dr. Rupa Harsha
- j. Dr. Apu Manna
- k. Pintu Biswas
- l. Subhendu Mahato, Member from Management
- m. Spandan Ghosh, Student Member

Agenda 1: To read and confirm the resolution of last meeting.

Resolution 1: Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 08.12.2017.

Agenda 2: To discuss about submission of results of CIE (class and laboratories)

Resolution 2: It is resolved that HoDs of all the departments to submit data regarding all the class tests (both theoretical and practical, wherever applicable) conducted during the academic year 2017-18, in a tabular manner. IQAC to encourage the faculty members to also organize doubt-clearing classes, and submit an report of action-taken based on CIE results.

Agenda 3: To discuss about submission of student mentoring report

Resolution 3: It is resolved that IQAC to seek a one-page report from each department about the student mentoring programmes conducted by the department in academic year 2017-2018.

Agenda 4: To discuss about encouraging faculty members for completion of PhD in a timely manner

Resolution 4: It is learned by IQAC that several faculty members of the college are pursuing PhD, and a few are on the verge of completion. It is resolved that IQAC to specifically discuss issues regarding completion of PhD with respective faculty members, and to help the faculty members for clearing any obstacles they might be facing for completion of PhD. It is resolved that IQAC to elucidate the importance of finishing PhD in a timely manner to all the respective faculty members.

Agenda 5: To discuss about organization of seminar by Women Development Cell

Resolution 5: It is resolved that IQAC to discuss with Women Development Cell about organization of a seminar on International Women's day on 8th March, 2018.

Agenda 6: To discuss about training programme to faculty members about API proforma

Resolution: It is resolved that IQAC to organize a one-day training programme for teachers to create awareness among the faculty members about recent changes made in the API proforma by UGC, effective from 7.12.2017.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator



P. K. J.

Dr. Pankaj Kundu
Principal, Balurghat College

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No. IQAC/2017/L05

Date: 04/04/2018

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on **10th April, 2018 at 2:30 p.m.** The agenda of the meeting will be the following:

1. To read and confirm the resolution of last meeting
2. To discuss the proposal of organization of Maths Camp by Department of Mathematics
3. To discuss about a special lecture to be organized by Dept. of Physics
4. To discuss about attending NAAC related seminar/workshops by faculty members

Venue: Principal's chamber

All the members of IQAC are requested to attend the meeting.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator



P. Kundu

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Principal, Balurghat College

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Minutes of the Meeting of Internal Quality Assurance Cell (IQAC)

Date: 10th April, 2018

Time: 2:00 pm

Venue: Principal's chamber

Members Presents:

- a. **Dr. Pankaj Kundu**, Chairman
- b. Dr. Laxman Saha, Coordinator
- c. Bhabendu Bhattacharya
- d. Prof. Debashis Ghosh
- e. Dr. Bhaswati Mukhopadhyay
- f. Dr. Bibek Das
- g. Dr. Subhashis Biswas
- h. Dr. Madhumita Dhar
- i. Dr. Apu Manna
- j. Pintu Biswas
- k. Subhendu Mahato, Member from Management
- l. Spandan Ghosh, Student Member

Agenda 1: To read and confirm the resolution of last meeting.

Resolution 1: Resolved that the IQAC unanimously approved the minutes of the previous meeting held on 19.01.2018.

Agenda 2: To discuss the proposal of organization of Maths Camp by Department of Mathematics

Resolution 2: It is resolved that Department of Mathematics be requested to submit a proposal for organizing a Maths Camp of 3 weeks duration. It is also resolved that HoD of Dept. of Mathematics be requested to submit a proposal for funding assistance to competent authority.

Agenda 3: To discuss about a special lecture to be organized by Dept. of Physics

Resolution 3: It is resolved that Dept. of Physics be requested to organize a special lecture during the month of June, on Solid State Lighting and its impact on technology and Environment. It is also resolved that participation from students and faculty members from various neighborhood colleges to be encouraged.

Agenda 4: To discuss about attending NAAC related seminar/workshops by faculty members

Resolution 4: It is resolved that IQAC to encourage various faculty members including IQAC members to attend various workshops and seminar related to NAAC accreditation process.

Laxman Saha

Dr. Laxman Saha
IQAC Coordinator



P.KJ

Dr. Pankaj Kundu
Principal, Balurghat College

Principal
Balurghat College