

**BERHAMPORE COLLEGE**

**NOTICE**

The 1<sup>st</sup> meeting of IQAC, Berhampore College of the academic session 2014-2015 will be held on 09.07.2014 at 2.30 P.M. in the Chamber of Principal. All the members of IQAC are cordially requested to attend the meeting positively. Following agenda will be discussed:

- Evaluation of the academic year: 2013-14.
- Projection of plans and /or programmes and actions of the current academic session 2014-15.
- Miscellaneous.

Dr. Samaresh Mandal

Chairman, IQAC

## BERHAMPORE COLLEGE

Resolution passed in the IQAC meeting held on 9<sup>th</sup> July, 2014

The extended meeting of IQAC was chaired by the Principal Dr. Samaresh Mandal.

The Principal initiate the meeting and discuss the urgency of accreditation of the college by the NAAC and requests the teachers to be sincere in this regard.

With a view to above a threadbare discussion with the Co-ordinator, IQAC and other teachers present in the meeting it is resolved that:

1. Face-to-face interaction with the students by all the departments are necessary for overall quality assurance. For this purpose each department can arrange meeting with the students on every week. Cross verification of departmental issues may be done by IQAC through students' feedback reports.
2. Regarding Annual Maintenance Contract, the house is of the opinion that the performance of the agency in this work is not satisfactory. So the Principal be requested to look into the matter.
3. An informal discussion about distribution of responsibilities for preparation of AQAR may be done at the earliest.
4. An update of the College Website is necessary on urgent basis.
5. Result Consideration by each Department is very much necessary and the Departmental Heads are requested to submit the same to the IQAC after publication of University Result, etc.
6. It is reported that the Dept. of Pol. Sc. is going to organize a UGC Sponsored 2 Days National Seminar on 21<sup>st</sup> and 22<sup>nd</sup> August, 2014. All the teachers are requested to involve themselves to make it success.

7. ICT committee is to be formed at the earliest for the purpose of much more utilization of virtual classroom and smart classroom by the teachers. The College Authority be requested to take initiative for making arrangement of Virtual & Smart Classroom.
8. All non-teaching staff member may be assigned the task of collecting the abstracts of presentation and photographs etc. of the programs to be held in the college and to submit them to the IQAC.
9. Arrangement of awareness programme regarding contemporary socio economic and environmental issues and various extension and outreach activities be initiated with the help of NCC and the Students' Union.
10. A meeting may be convened for healthy introduction with the Students' Union to ensure suggestion for further academic development of the College.
11. All the HODs are requested to wall up magazine as early as possible as the departments are used to do so.

The meeting ended with thanks to the chair.

**BERHAMPORE COLLEGE**

**NOTICE**

The 2<sup>nd</sup> meeting of IQAC, Berhampore College of the academic session 2014-2015 will be held on 19.02.2015 at 2.30 P.M. in the Chamber of Principal. All the members of IQAC are cordially requested to attend the meeting positively. Following agenda will be discussed:

- To read and confirm the minutes of the previous meeting held on 09.07.2014.
- Evaluation of the 1<sup>st</sup> half of this academic session 2014-15.
- Projection of plans and actions of the remaining academic session 2014-15.
- Miscellaneous.

Dr. Samaresh Mandal

Chairman, IQAC

## BERHAMPORE COLLEGE

Resolution passed in the IQAC meeting held on 19<sup>th</sup> February, 2015

The extended meeting of IQAC was chaired by the Principal Dr. Samaresh Mandal.

At the beginning of the of the first meeting of the year 2015 the minutes of the previous meeting held on 9<sup>th</sup> July 2014 is read out and confirmed by the members present without any changes.

Then the status of implementation of resolutions of the last meeting held on 9<sup>th</sup> July, 2014 discussed thoroughly.

After threadbare discussion with the teachers present in the meeting it is resolved that :

1. The process of face-to-face interactions with the students by all the departments is necessary for overall quality assurance be continued.
2. IQAC Co-ordinator is asked to prepare the Academic Calender. According to it, important events, circular, co-curricular and extension activities are to be prepared.
3. The college should give more importance for tree plantation both in the college premises and in the campus of college hostel. The maintenance of tree planted is to be done.
4. An update of the College Website is necessary on urgent basis.
5. The Principal reported that the dept. of Pol. Sc. had successfully organized the two days' UGC Sponsored National Seminar with the help of all Teaching & Non-Teaching Staff.

6. The Convenor of the admission committee is requested to prepare the college prospectus and to present them to the IQAC members for finalization.
7. All the departmental heads are requested to convene departmental meeting at least twice in an academic session.
8. The IQAC Co-Ordinator reported that various data relating to college students, Faculties and college finance, as are required by AISHE duly uploaded.
9. All the HODs are requested to collect form duly filled by the students.
10. The IQAC Co-ordinator is requested to keep ready the papers related to promotion of teachers under CAS well in advance in order to avoid delay in conducting meeting of the screening/selection committee.
11. The issues related with online admission process were discussed in the meeting. It was then unanimously resolved to conduct online admissions for all classes.

The meeting ended with thanks to the chair.