

**BERHAMPORE COLLEGE**

**NOTICE**

The 1<sup>st</sup> meeting of IQAC, Berhampore College of the academic session 2017-2018 will be held on 19.07.2017 at 3.30 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 21.02.2017.
- Evaluation of the previous academic year: 2016-17.
- Projection of plans and /or programmes and actions of the current academic session 2017-18.
- Miscellaneous.

Dr. Samaresh Mandal

Chairman, IQAC

## BERHAMPORE COLLEGE

Resolution passed in the IQAC meeting held on 19<sup>th</sup> July, 2017

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

At the beginning of the of the second meeting of the year 2017 the minutes of the previous meeting held on 24<sup>th</sup> February 2016 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 24<sup>th</sup> February 2016 discussed thoroughly.

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

1. For new academic session of 2017-18, academic and non-academic activities have been distributed among the staff. The process of face-to-face interactions with the students by all the departments is necessary for overall quality assurance be continued.
2. An informal discussion about distribution of responsibilities of different committees for smooth conduct of college functioning to maintain academic environment of the college.
3. The office staff is associated with use of Microsoft Office, tally etc. softwares. It is necessary to give hands on training for the staff. Hence IQAC recommended organizing workshops for the administrative staff. Further IQAC also recommended conducting workshop for support staff on handling of the computers, electric equipments and chemicals etc.

4. 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.
5. All the HODs are requested to wall up magazine as early as possible. In order to develop the new ideas in the area of teaching learning process it is necessary to make active use of the power point projects by each faculty while teaching in the class room.
6. IQAC also recommended conducting workshop on awareness programme regarding contemporary socio economic, Gender and environmental issues as well as gender issues related activities for support the female students of the college.
7. Faculties have been asked to write and publish research based papers and articles for the improvement of teachers. IQAC recommended the heads of the department to apply for the syllabus revision workshops and directed the faculty to participate in the syllabus revision workshops.
8. 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.
9. The Principal reported that the dept. of Sanskrit had successfully organized the two days' UGC Sponsored National Seminar with the help of all Teaching & Non-Teaching Staff.
10. The Principal reported that the dept. of Bengali had also successfully organized two days' UGC Sponsored National Seminar with the help of all Teaching & Non-Teaching Staff.
11. It is resolved that the next meeting will be conducted in the month of February, 2018.

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 2017-2018 will be held on 15.02.2018 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 19.07.2017.
- Evaluation of the 1<sup>st</sup> half of this academic session 2017-18.
- Projection of plans and actions of the remaining academic session 2017-18.
- Miscellaneous.

Dr. Samaresh Mandal

Chairman, IQAC

## BERHAMPORE COLLEGE

Resolution passed in the IQAC meeting held on 15<sup>th</sup> February, 2018

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 2018 the minutes of the previous meeting held on 19<sup>th</sup> July, 2017, 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 19<sup>th</sup> July, 2017 discussed thoroughly.

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

1. IQAC members encouraged to take up inter departmental activities and workshop for the students.
2. IQAC members directed the head of the departments to conduct screening test to identify slow and advanced learners and to take remedial measures for slow learners and give additional activities to advanced learners.
3. IQAC members suggested providing additional suggestion boxes on campus for Grievance Reddressal Cell. Additional space should also be provided to health centre and counseling centre.
4. IQAC Co-ordinator is asked to prepare the Academic Calendar for the session of 2018-19.
5. The Convenor of the admission committee is requested to prepare the college prospectus and to present them to the IQAC members for finalization.

6. All the HODs are requested to take initiative to organize at least two departmental seminars in one academic year. The IQAC members proposed to initiate skill oriented, value added, Co-curricular and extension programme for the students. IQAC recommended the heads of the department to apply for the syllabus revision workshops due to implementation of choice based credit system from the session of 2018-19 and directed the faculty to participate in the syllabus revision workshops.
7. IQAC members suggested to purchase UPS, Computers, Printers, Scanners etc. and required software for the departments and the office.
8. All the HODs are requested to collect feedback forms duly filled in by the students.
9. Quality Assurance Cell recommended providing additional space for counseling Cell and appointment of professional Counselor for the student and stakeholders.
10. IQAC members suggested installing Wi-Fi and CCTV surveillance systems on the campus.
11. The IQAC Co-Ordinator reported that various data relating to college students, Faculties and college finance, as are required by AISHE duly uploaded.
12. The AQAR of academic year from 2014-15 to 2017-18 is to be prepared and submitted before December 2018. The members of IQAC also suggested to the Principal to form a core committee in support of NAAC related activities.
13. The IQAC unanimously recommended to strengthen the green campus activity and to conduct the green audit of the campus.
14. It is resolved that the next meeting will be conducted in the month of July, 2018.

The meeting ended with thanks to the chair.