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BERHAMPORE COLLEGE

ESTD.-1963

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IQAC Meeting Minutes as held on 23/12/25

The extended meeting of the Internal Quality Assurance Cell (IQAC) was chaired by the Principal, Dr. Indrani Basu.

The IQAC Coordinator placed the following agenda items before the committee for deliberation:

1. To discuss the minutes of the proceedings of the previous meeting
2. To discuss about website upgradation at the departmental-level
3. To discuss about the preparation of Gender Audit, Green Audit, Academic Audit, etc.
4. To discuss CAS-related matters of the teachers
5. Miscellaneous, if any

Agenda 1: In the second meeting of the session 2025–26, the minutes of the previous meeting were read out by the IQAC Coordinator and were unanimously confirmed by all members without any modification.

Agenda 2: The IQAC Coordinator informed the committee that the college website has already been upgraded; however, certain documents are yet to be prepared and uploaded. Department-level websites have also been created with the following menu sections: (i) About the Department, (ii) Our Faculty, (iii) Notice Board, (iv) Routine, (v) Syllabus, (vi) Student Performance, (vii) Study Materials, (viii) Events & Activities, (ix) Placement & Progression, (x) Alumni, (xi) Gallery, and (xii) Contact Us. Any necessary modifications or additions will be carried out in due course. The login credentials for the departmental websites will be distributed through the respective Heads of Departments (HODs). Each department is required to create and upload relevant documents to ensure that the departmental websites are comprehensive and informative.

Agenda 3: It is resolved that the Gender Audit, Green Audit, Academic Audit, and Energy Audit shall be conducted at the earliest for the smooth functioning of the college. In this regard, the Green Audit, including the Energy Audit, shall be conducted by the Department of Geography, while the Gender Audit for both faculty members and students shall be carried out by the Equal Opportunity and Gender Sensitisation Cell. The Academic Audit shall also be conducted in accordance with IQAC guidelines.

Agenda 4: It is resolved that necessary steps would be taken to facilitate the timely promotion of eligible teachers under the Career Advancement Scheme (CAS) in accordance with UGC norms. In this connection, the IQAC Coordinator informed the members that the promotions of four teachers of the college—Sri Somnath Choudhury (due on & from 02/10/2024 from stage III to stage IV), Dr. Sarifuddin (due on & from 25/03/2022 from stage III to stage IV), Sri Biswajit Khan (due on & from 01/08/2025 from stage I to stage II), and Sri Nirjhar Mukherjee (due on & from 30/11/2025 from stage I to stage II)—are pending. Therefore, necessary actions, such as forwarding applications to the DPI for nomination of their representative and to the University of Kalyani for subject experts, are required for conducting the CAS of the above-mentioned teachers. All the members unanimously appreciated the proposal.

Agenda 5:The IQAC Coordinator reported that the intake capacity of Berhampore College is relatively high across all departments. As a result, the number of vacant seats has been increasing over the years. The committee resolved that a thorough discussion is required on an urgent basis for the welfare of the college.

This agenda has discussed in detail, and the following resolutions are adopted:

(i) It was reported that a reduction in the intake capacity of various departments is essential for admissions in the academic year 2026–27. The committee suggested that the revised intake capacity should be based on admission data and examination appearance records from the previous three to four academic years. After detailed discussion, the following intake capacities for the various departments have been resolved for the welfare of the college.

Department	Reduced Intake Capacity for Major Course (2026-27)
Bengali	900
History	900
Political Science	900
English	320
Philosophy	320
Sanskrit	150
Geography	220
Mathematics	150
Accountancy	150
Economics	40

Finally, it is decided that a letter addressed to the IC regarding the year-wise intake capacity will be prepared by the first week of January 2026. After complete verification, it will be sent to the IC of the University of Kalyani for their consent.

(ii) The IQAC Coordinator informed the committee that, as decided in the previous meeting, Berhampore College intends to publish an Academic Journal as a multidisciplinary research journal in bilingual mode. However, a minimum of ten manuscripts is required for registration, and no papers have been received till date. In this regard, necessary steps will be taken to solicit manuscripts through official notices, personal communication, and other appropriate means.

(iii) It is resolved that the IQAC of Berhampore College would organize and conduct an orientation programme for teachers on the Career Advancement Scheme (CAS).

(iv) A resolution has been adopted for urgent review and streamlines the processes related to Internship and Dissertation. Accordingly, it is decided that the internship rules and regulations will be examined by Prof. Biswajit Khan, while Dr. Gautam Roy will oversee the dissertation component. The choice of courses shall be determined by the respective departments.

(v) It is also resolved that the upcoming internal examination of fifth-semester students would be conducted in the form of written examinations, viva voce, or presentations, with topics to be assigned by the respective departments. This mode of assessment shall be uniformly applicable to all Major, Minor, and SEC papers.

The meeting concluded with a vote of thanks to the Chair.


Principal 27.2.26
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