



BEJOY NARAYAN MAHAVIDYALAYA

(Govt. Sponsored College) NAAC Accredited (2nd Cycle)

Itachuna, Hooghly - 712147, Phone: (+91)-03213-272275

INTERNAL QUALITY ASSURANCE CELL

Ref. No. _____

Date _____

Proceedings of online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 01/07/2020 (Wednesday) at 11:30 AM via Google meet:

Members present:

1. Dr. Goutam Bit (Principal) 
2. Dr. Pinak Dutta (IQAC Coordinator) 
3. Dr. Samik Dasgupta (Member) 
4. Dr. Kausik Ghosh (Member) 
5. Dr. Saroj Kumar Ghosh (Member) 
6. Dr. Animesh Layek (Member) 
7. Dr. Raibatak Sen Gupta (Member) 
8. Dr. Brotati Chakraborty (Invitee) 

Agenda:

1. Webinar on Stress Management to be organized by IQAC.
2. Miscellaneous.

Minutes:

1. Dr. P. Dutta briefed about the status of registration of participants for the webinar.
2. Resolved registration for the webinar will be stopped w.e.f. today owing to the overwhelming response from the external candidates.
3. Resolved that around 100 candidates will be allowed to participate *via* Google Meet, while rest of them *via* online streaming in You Tube. Preference will be given to Professors and participants from other states to interact *via* Google Meet.
4. Resolved that three IQAC members will be given the responsibility of online administration of the participants in Google meet and also to compile the relevant queries of various participants in You Tube to make the session more interactive.
5. Resolved that the IT clerk of IQAC in consultation with Dr. Raibatak Sengupta will compile the e-certificates.
6. Resolved that the event will be arranged in accordance with the schedule prepared by the IQAC Coordinator and distributed to the members earlier.
7. Resolved that a demo run of the event will take place on 07/07/2020.



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8. Principal stressed on formation of 'Advisory Committee' for Academic activities, maintenance and upgradation of infrastructure of the college, for morning section and for IT section of our college, on which the cell suggested that a representative from IQAC can be a member of such committees.
9. Principal asked for suggestions on methodologies towards revenue generation for the college, a suggestions given by the previous NAAC peer team during their assessment, on which the cell suggested that our auditorium, open air theatre and play ground can be outsourced after proper verification of the reasons and MOU with the concerned parties, not jeopardizing the normal activities and demand of the college.

The meeting ended with vote of thanks to the chair.



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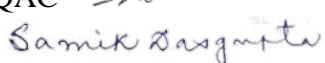
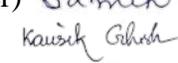
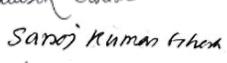
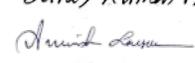
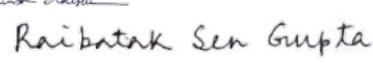
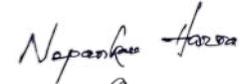
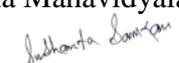
INTERNAL QUALITY ASSURANCE CELL

Ref. No. _____

Date _____

Proceedings of online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 30/07/2020 (Thursday) at 11:30 AM via Google meet:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Samik Dasgupta (Member) 
- 4) Dr. Kausik Ghosh (Member) 
- 5) Dr. Saroj Kr. Ghosh (Member) 
- 6) Dr. Animesh Layek (Member) 
- 7) Dr. Raibatak Sen Gupta (Member) 
- 8) Dr. Napankar Hazra (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 9) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 10) Mr. Susanta Sarkar (Member, Journalist ABP Ananda Group) 
- 11) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 

Agenda:

- 1) Reading the resolutions taken in the previous meetings
- 2) Present Status of AQAR to be submitted
- 3) Formation of full body of our IQAC
- 4) Preparing a road map towards NAAC visit for accreditation towards 3rd cycle
- 5) Academic activities on the commencement of the new session during this pandemic
- 6) Miscellaneous

Minutes of the meeting:

1. In the zero hour, Principal Dr. Goutam Bit briefed the IQA CELL about the admission procedure to be taken up by our college for the coming 20-21 session



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2. The resolutions of the previous meeting were confirmed.
3. Discussions took place about the present mentoring system. It was observed that as per the feedbacks sent by the faculty members, half of them were satisfied with the present system, while half of them opined that it should be modified. Several members, including the Coordinator, opined that a faculty member should ideally mentor the students in the Honours stream from his/her own department. They cited the difficulty of dealing with matters concerning a different subject, and also the difficulty of contacting with students from other departments. Dr. Saroj Kr. Ghosh mentioned that it was the suggestion of Dr. Apurba Ratan Ghosh that mentees should come from a different department, as they might feel uncomfortable about discussing their academic problems to a teacher of their own department. Dr. Raibatak Sen Gupta mentioned that maintaining a Whatsapp group of one's own mentee students often makes the communication and contacting easy, and this also facilitates the recording of interactions (which can later be put in the mentor's notebook). It was resolved that discussion on this will continue on the next meeting of IQAC.
4. The present status of AQAR was discussed. Dr Samik Dasgupta and Dr. Raibatak Sen Gupta informed that preparation of the AQAR for the session 2017-18 is ongoing (AQARs for 2015-16 and 2016-17 were already submitted). The principal suggested this should be completed fast and a deadline (around 10 days from the date of the meeting) should be set to expedite the remaining work. Then the AQARs for the session 2014-15 and the session 2018-19 would be prepared. Animesh Layek has been looking after the AQAR for the session 2018-19 and it was decided that Dr. Saroj Kr. Ghosh would help him from now on, as the former was not getting any help from Md. Hossain (who was co-assigned the duty of preparing this AQAR). The AQAR for 2014-15 session would be taken care of by the coordinator and other members.
5. The coordinator emphasized the need of forming a full body of the IQAC. The principal informed that letters have been sent to prospective/proposed external members and their replies are awaited.



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6. The coordinator mentioned that a road map should be prepared towards the NAAC visit for the 3rd cycle. He reminded that the current proceedings apply to 4th cycle, and all work related to the visit for 3rd cycle is actually pending work involving old data. So to deal with this situation, it is an absolute necessity that AQARs be submitted very quickly and then future steps should be envisaged and executed. It was resolved that IQAC would try to complete the submission of all AQARs within October 2020.
7. It was decided that discussions regarding academic activities for the upcoming session (keeping in mind the present pandemic situation) would be made in the meeting of the Teachers' Council (to be held on 31.07.2020) and also on the next meeting of the Academic Subcommittee, where the IQAC coordinator would be an invitee.
8. IQAC made the observation that two members of IQAC have been regularly absent from the last few e-meetings of the IQAC, despite being notified through e-mail and other means. In some cases, the allotted works (the AQAR preparation, for example) were not being done. The principal suggested that such absence in three consecutive meetings should be noted and informed to the higher authority, and he hinted that proper actions (through necessary channel) would be taken thereafter. He also suggested that IQAC should suggest names of prospective new members to expedite the IQAC activities.
9. The principal Dr. Goutam Bit suggested that IQAC as a body, or members individually (through the coordinator) may make suggestions about agendas which need to be discussed in the meetings of the Governing Body.
10. Dr. Saroj Kr. Ghosh mentioned that Academic Audit reports should be submitted by each department, as was decided in an earlier meeting of the Academic Audit Committee. It was resolved that the proforma for the Academic Audit would be sent to all departmental heads, so that they can submit the same in consultation with the Academic Audit Committee.
11. The issue of remodeling the library was discussed. The principal emphasized that the condition of the library must be improved at any cost, and the Library committee has been given the freedom to rationally spend (and do) whatever is needed to put it in a good shape,



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even if the librarians are dysfunctional. It was decided that this too would be discussed in a later meeting of the IQAC.

12. The entire IQA Cell requested the Principal to reallocate the office from the ground floor of the library to some convenient and accessible area within the campus for better and proper usage of the rooms in the library for which it is meant.

The meeting ended with a vote of thanks.



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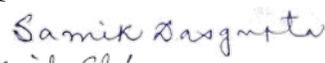
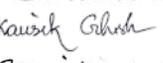
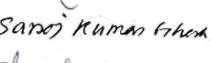
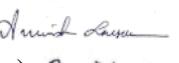
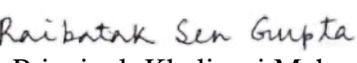
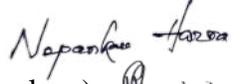
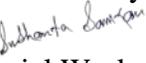
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Proceedings of emergency online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 15/10/2020 (Thursday) at 11:30 AM via Google meet:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Samik Dasgupta (Member) 
- 4) Dr. Kausik Ghosh (Member) 
- 5) Dr. Saroj Kr. Ghosh (Member) 
- 6) Dr. Animesh Layek (Member) 
- 7) Dr. Raibatak Sen Gupta (Member) 
- 8) Dr. Napankar Hazra (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 9) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 10) Mr. Susanta Sarkar (Member, Journalist ABP Ananda Group) 
- 11) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 

Agenda:

- 1) Introduction of Apprenticeship/Internship Embedded Degree Programme (AEDP) in our college.
- 2) Miscellaneous.

Minutes of the meeting:

1. Looking at the positivity of introduction of AEDP in our institution like increased active linkage between HEI's and industry/commercial institutions, increasing employability of UG students etc, it



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was resolved unanimously that we should take necessary steps towards implementation of such courses as soon as possible.

2. It was also resolved that a board be formed with various stake holders of our college to correspond with MoE, UGC, AICTE, BOPT (ER), Industry to design, formulate and finally implement such courses at the earliest.

The meeting ended with a vote of thanks.



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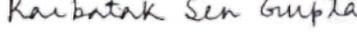
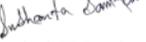
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Date _____

Proceedings of offline meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 13/01/2021 (Wednesday) at 11:30 AM at Principal's chamber:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Samik Dasgupta (Member) 
- 4) Dr. Kausik Ghosh (Member) 
- 5) Dr. Saroj Kr. Ghosh (Member) 
- 6) Dr. Raibatak Sen Gupta (Member) 
- 7) Dr. Napankar Hazra (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 8) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 9) Mr. Susanta Sarkar (Member, Journalist, ABP Ananda Group) 
- 10) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 

Agenda:

- 1) Reading the resolutions taken in the previous meetings
- 2) Status of AQAR's to be submitted in NAAC portal.
- 3) Discussion on AEDP.
- 4) Status of e-waste management.
- 5) Status of NSQF activities in our college.
- 6) Status of academic audit of various departments for the past two academic years.
- 7) SWOC analysis of each department of the college.
- 8) Allotment and activities of Mentors for 1st SEM students.
- 9) Status of adoption of villages under Unnat Bharat Mission.
- 10) College administration-Alumni interaction.
- 11) Miscellaneous.



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Minutes of the meeting:

1. Dr. Samik Dasgupta stated that AQAR's for 15-16, 16-17, 17-18 has already been submitted and 18-19 is on the verge of completion and will be submitted soon.
2. Principal Dr. Goutam Bit visited the office of BOPT (ER) and had a fruitful talk with the authorities. He stated that he will take up the matter again in the next GB meeting and will write to the authorities concerned in The University of Burdwan for proper implementation of the Apprenticeship/Internship Embedded Degree Programme (AEDP) programme in our college.
3. The authorized company has collected good amount of e-waste from our college for disposal in a environmental benign way on xxxxxx and issued a certificate to our college for the same.
4. Principal Dr. Goutam Bit requested Dr. Kausik Ghosh to expedite the process of implementation of mushroom cultivation training and beauty-fitness course diploma programme under NSQF model.
5. IQA Cell expressed deep concern on the immobility of the academic audit committee and requested Principal to take necessary steps for the proper functioning of the committee.
6. It was resolved that IQAC coordinator issue letter to the person concerned to access and submit SWOC of their department, be it academic or administrative, at their earliest.
7. Principal insisted that along with the preparation of SWOC of the departments, CO, PO and PSO of every department should also be documented.
8. It was resolved that the mentoring of the 1st year honours students be done by their respective departments and the general students be distributed equally among the SACT. Principal was requested to issue notice in this regard.
9. Principal informed the cell that the process of adoption of villages under Unnat Bharat Mission is on track but a meeting with the District Magistrate is due and is waiting for a rescheduled appointment which he has asked for, because the initial date given collided with the date already fixed for the meeting with the BOPD representatives.



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10. The coordinator reiterated for more interaction with the Alumni association of our college and stated the need for proper documentation of their activities for the overall development of our college.
11. Dr. Samik Dasgupta insisted that as soon as normal activities start in our college, a proper routine be implemented for proper and effective use of the smart classrooms and language lab.

The meeting ended with a vote of thanks.



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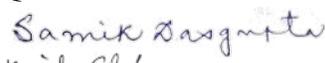
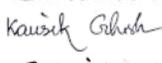
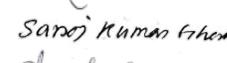
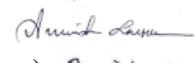
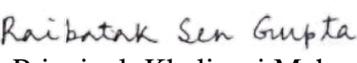
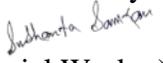
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Proceedings of emergency online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 17/02/2021 (Wednesday) at 11:30 AM via Google meet:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Samik Dasgupta (Member) 
- 4) Dr. Kausik Ghosh (Member) 
- 5) Dr. Saroj Kr. Ghosh (Member) 
- 6) Dr. Animesh Layek (Member) 
- 7) Dr. Raibatak Sen Gupta (Member) 
- 8) Dr. Napankar Hazra (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 9) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 10) Mr. Susanta Sarkar (Member, Journalist, ABP Ananda Group) 
- 11) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 

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Agenda:

- 1) Recommendation of Government auditor regarding maintenance of asset register.
- 2) Miscellaneous.

Minutes of the meeting:

1. As per the recommendation of the Government auditor and the observation of the IQA Cell, it was resolved that every academic department, office (both day & morning), committees like sports, canopy, NSS, NCC also TC and IQAC should maintain an asset register which will show all forms of assets and should be endorsed by our Principal after each financial year.



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2. To start with, IQAC will issue a register from their financial grant, to all concerned departments so that the same may be prepared till March 2020 and be submitted to the Principal at the earliest.

The meeting ended with a vote of thanks.



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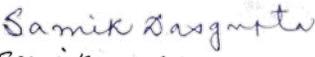
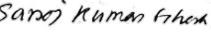
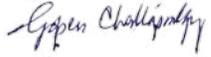
INTERNAL QUALITY ASSURANCE CELL

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Proceedings of emergency online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 24/03/2021 (Wednesday) at 19:30 PM via Google meet:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Samik Dasgupta (Member) 
- 4) Dr. Saroj Kr. Ghosh (Member) 
- 5) Dr. Animesh Layek (Member) 
- 6) Dr. Raibatak Sen Gupta (Member) 
- 7) Dr. Napankar Hazra (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 8) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 9) Mr. Susanta Sarkar (Member, Journalist, ABP Ananda Group) 
- 10) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 

Agenda:

- 1) Query raised by NAAC on AQAR 18-19.

Minutes of the meeting:

1. Immediate steps should be taken to meet the queries raised by NAAC. Items to be uploaded as per requisition. Departments should immediately submit the data on PO, CO and PSO required for uploading along with AQAR 18-19.
2. It was resolved that Prof. Apurba Ratan Ghosh, Ex Coordinator of The University of Burdwan be requested to deliver a lecture on the various modalities to be followed for the upcoming NAAC accreditation of our college.

The meeting ended with a vote of thanks.



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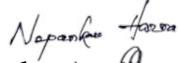
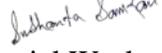
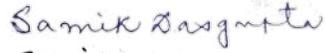
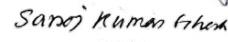
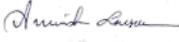
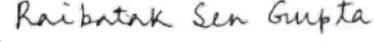
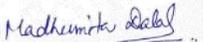
INTERNAL QUALITY ASSURANCE CELL

Ref. No. _____

Date _____

Proceedings of online meeting of IQAC, Bejoy Narayan Mahavidyalaya, Itachuna, Hooghly, held on 06/06/2021 (Sunday) at 19:30 PM via Google meet:

Members Present:

- 1) Dr. Goutam Bit, Principal 
- 2) Dr. Pinak Dutta, Coordinator, IQAC 
- 3) Dr. Nepankar Hazra, (Member, Retd. Principal, Khalisani Mahavidyalaya) 
- 4) Dr. Pratap Banerjee (Member, Principal, Balagarh Bijoy Krishna Mahavidyalaya) 
- 5) Mr. Susanta Sarkar (Member, Journalist, ABP Ananda Group) 
- 6) Mr. Gopendra Narayan Chattopadhyay (Member, Alumni & Social Worker) 
- 7) Dr. Samik Dasgupta (Member) 
- 8) Dr. Saroj Kr. Ghosh (Member) 
- 9) Dr. Ishita Aditya (Member) 
- 10) Dr. Sanchali Banerjee (Member) 
- 11) Dr. Animesh Layek (Member) 
- 12) Dr. Raibatak Sen Gupta (Member) 
- 13) Mr. Pranab Kirtunia (Member) 
- 14) Dr. Madhumita Dalal (Member) 

Agenda:

- 1) Reading the resolutions taken in the previous meetings
- 2) MOU with Bankura Sanmilani College
- 6) Miscellaneous

Minutes of the meeting:

1. Principal Dr. Goutam Bit informed the Cell that Bankura Sanmalani College be approached for faculty exchange program, research linkages and collaboration, seminars/ symposium.



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2. All the members accepted the proposal whole heartedly and urged Principal to move ahead and interact with his counterpart for a formal MOU with the institute.

The meeting ended with a vote of thanks.



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REPORT OF ACTIONS TAKEN BY IQAC IN THE SESSION 2020-2021

1. In compliance with the resolution no. 03 adopted in the meeting of the IQAC on 30.07.2020, it is decided that mentor-mentee system be made department oriented, i.e. the teachers of a given department will mentor the students who belong to that very department.
2. In compliance with the resolution no. (a) adopted in the meeting of the IQAC on 25.6.2020, a one-day webinar on "Impact of COVID -19 on our Psychological wellbeing and possible way forward" was organized by IQAC.
3. Following the resolution of IQAC adopted in its meeting on 1.07.2020 a webinar on Stress Management was organized by IQAC.
4. The authorized company has collected good amount of e-waste from our college for disposal in an environmental benign way on and issued a certificate to our college for the same.
5. As per the resolution no. 2 of the meeting of IQAC held on 06.06.2021 a MOU was signed with Bankura Sanmalani College for collaboration and promoting teacher/student exchange.
6. Increase of space and accommodation for the science lab-based departments.
7. Attempts were undertaken to ensure a plastic-free campus.

Co-ordinator
I.Q.A.C.
B. N. MAHAVIDYALAYA
Itachuna, Hooghly

Principal
Bejoy Narayan Mahavidyalaya

Principal
Bejoy Narayan Mahavidyalaya
P.O.- Itachuna, Dt.- Hooghly.