

Minutes of the Meeting Dated 03.10. 2021

Time: 7:00pm

Agenda: Introductory Discussion after Formation of IQAC Committee for the Session 2021-22

Attendees: Prof. Samar Chattopadhyay (Principal), Sri Arun Kr Roy (TCS), Prof. Abhijit De (IQAC Coordinator), Prof Arpita Neogi Sengupta, Prof. Samrajnee Dutta, Prof Dola Chattopadhyay, Prof Madhusudan Ghosh, Prof Indranath Bhattacharyya, Prof Mihir Halder, Prof Srikanta Guria, Prof Priyanka Sen, Prof Jaydip De, Prof Somaditya Dey, Dr Prasanta Paul

Discussion:

1. Ensuring proper formation of IQAC Team including *three* External Members (from Govt. Nominees, Alumni, Local Bodies, Students, Industry).
2. Suggestions regarding the nomination of External Members for the IQAC Committee and ensuring their presence during future meetings.
3. It was suggested by Prof Samrajnee Dutta that the future meetings with External Members to be held in Online Mode to ensure their presence.
4. Principal Samar Chattopadhyay suggested the names of the Deputy Secretary and former student of BGC Prof Rajat Bandopadhyay from Calcutta University, and Chairman of Barasat Municipality as External Members.
5. IQAC Committee Composition to be uploaded on the College website on urgent basis.
6. Details of actions taken on Future Plans as per AQAR Report 2020-2021 to be filled-in in Part A of AQAR Report 2021-22, along with Future Plans for current session.
7. Sets of persons to be engaged in collecting data (from the various committees of the college) as per given format [Excel Sheets] for the different criterions in Part B of AQAR Report 2021-22.
8. Status of College Affiliation- to be enlisted as PG College.
9. Prof Dola Chattopadhyay to help Prof SG regarding preparation of Crit. 3 data, alongside updating Crit. 5 data.
10. Prof Indranath Bhattacharyya proposed (i) adopting *Statistics* as a GE subject (with permission from the University) in AQAR Report 2020-21; (ii) Tracking Students' Progression in detail by maintaining the Whatsapp groups after completion of graduation, especially for General candidates of Morning Session; proposal accepted by Principal, Prof Abhijit Dey and Prof Dola Chattopadhyay.
11. Prof Abhijit De, Prof Madhusudan Ghosh and Prof Dola Chattopadhyay proposed Dept-wise data collection of Students' Progression and monitored by a separate team.
12. Prof Mihir Halder, Prof Somaditya Dey and Prof Sudip Chattopadhyay to be included in the preparation of AQAR Data.
13. Prof Madhusudan Ghosh proposed creating separate folders in Google Drive which would serve as an IQAC Data Bank; Prof Priyanka Sen proposed collection of all data in real-time using Google Sheets; College Email ID to be used for aforesaid purpose.
14. Prof Samrajnee Dutta proposed immediate formulation of *two* Best Practises for upcoming session as part of formulation of strategies and policies for the College (also to be shown in NAAC and SSR Report).

15. IQAC Team proposed a TC Meeting on urgent basis for the preparation of a Master Routine for current session; Routine Committee to be involved immediately.
16. Prof Priyanka Sen proposed creation of dedicated social media page (i.e., Facebook) for the college and separate pages for the different departments (including Morning session) and official involvement of teachers for monitoring such pages; workshop to be organised for the same purpose and special security features to be included to rule out spams and fake posts etc. Prof Dola Chattopadhyay suggested creation of official page for BGC Alumni Association to roll-out free memberships for outgoing students.

Action Taken:

1. Prof. Dola Chattopadhyay to represent as Alumni.
2. Principal Samar Chattopadhyay accepts proposal and introduces *Statistics* as a GE subject through Internal decision from current semester 2021-22; Prof Madhusudan Ghosh records the same under Future Planning of AQAR Report 2020-21.
3. Internal records of Students' Progression (details of job, salary etc.) already maintained by several departments.
4. Prof Madhusudan Ghosh prepared two Google Forms for Students' Progression data-collection.

Next Meeting: 24th October, 2021 (Time-7:00 PM)



Signature:

1. *Abhijit De*
2. *Madhusudan Ghosh*
3. *Sourajana Das*
4. *S. Ghosh*
5. *Prasanna Paul*
6. *Jaydip De*
7. *S. Ghosh*
8. *Chattopadhyay*
9. *Priyanka Sen*
10. *Dola Chattopadhyay*