

Meeting of IQAC of BAGNAN COLLEGE
Howrah. held on 18.09.2017. at 2.00 PM at
Principal's Chamber. 18.09.2017.

Members Present :

1. B. Karmaity 18.09.2017
2. Michaelson 18.9.17.
3. Sribani Boreu 18.09.17.
4. Pooja Chakrabarti 18.9.17
5. Madhuli Bisui 18/09/17
6. Manas Ghose 18/09/17 (invite)
7. Abhijit Braumanik 18/9/17

Minutes of the proceedings of the meeting of the IQAC of Bagnan College . Bagnan, Howrah, held on 18.09.2017 (Monday) at 2.00 pm at the chamber of the Principal.

Discussion and Resolutions:

Agenda1. Reading and confirmation of the proceedings of the last meeting of the IQAC held on 17.03.2017.

Resolution1. Proceedings of the last meeting of IQAC held on 17.03.2017 was read and confirmed unanimously.

Agenda2 Utilisation of the funds provided by the UGC during XIIth plan.

Resolution 2. The fund of the UGC for IQAC, received during the XII th plan, has been utilized mostly and it has been resolved that the rest portion will be spent within September 2017, and unspent grants if any, be refunded to the UGC as early as possible.

Agenda3. Completion and submission of pending AQARs for last 3 years (2014-'15, 2015-'16 & 2016-'17).

Resolution 3. AQAR for the year 2014 – 2015 is almost complete and it is resolved that it would be uploaded in the college website shortly; AQAR for 2015 – 2016 and 2016 –2017 are in the process and are expected to be uploaded within January 2018. The coordinator of IQAC is requested to do the needful.

Agenda 4. Preparation of AQAR of 2017-'18.

Resolution 4. It has been resolved that AQAR for 2017 –2018 should be prepared just at the beginning of the next financial year 2018(April) with utmost care, keeping in view that the college will proceed for the NAAC assessment in the May-June window.

Agenda 5. Preparation of comprehensive staff profiles.

Resolution 5. Comprehensive staff profile preparing process has already been started and it has been resolved that the updated staff profile will be uploaded shortly with the help of Computer Science department.



Agenda 6. Developing mechanisms for feedback from different stakeholders.

Resolution 6. It has been resolved that feedback mechanism from different stakeholders be effectively implemented. Along with the feedback from the present students, feedback from Parents/Guardians of the students and Alumni of the college should be taken. Formation of Questionnaire and other requirements should be taken care of by the coordinator.

Agenda 7. Initiating Academic and Administrative audit.

Resolution 7. Academic audit and Administrative audit are instrumental for good governance of the institution. It has been resolved unanimously that both Academic and Administrative audit be done as early as possible. The coordinator is requested to take necessary steps in this regard.

Agenda 8. Forming Alumni Association and Organising general Alumni Meet.

Resolution 8. An Alumni Association formation is in the process. It is resolved unanimously that a broad based meeting of Bagnan College alumni be convened shortly (after puja vacation) before final registration. And a general alumni meet be held after registration of Alumni Association.

Agenda 9. Organising Diamond Jubilee Celebration.

Resolution 9 The college is going to complete its 60 years of journey in 2018 July. It is resolved that a Diamond Jubilee celebration year program be celebrated at the beginning of the year 2018. It is further resolved that a Diamond Jubilee celebration committee will be formed in the meeting of teaching-non teaching and students of the college after puja vacation.

Agenda 10. Launching some new subjects for day and morning shifts.

Resolution 10. It has been resolved that initiative will be taken to introduce the following subjects from the next academic session:

Education (General): for Morning shift

Sociology (General): for Day and Morning shifts

Zoology (Honours): for Day shift



Agenda 11. Proposal for conservation of Rain-water.

Resolution 11. It has been resolved that rain-water-harvesting mechanism would be implemented/adopted from forthcoming rainy season, in this context approach should be made to Jalsampad Bhaban, Govt. of W.B. for their help and guidance. Coordinator has been requested to do the needful.

Agenda 12. Proposal for non-conventional energy use (Solar energy).

Resolution 12. There is immense scope for utilizing nonconventional energy (Solar energy) in the college campus. It has been resolved that solar energy may be used in the college premises and for this purpose necessary steps should be taken with the help of respective Govt. departments. Approach to be made to the respective departments of the Govt. for funding.

Agenda 13. Miscellaneous

Resolution 13.

a) Dr. Pratip K. Chowdhury, the senior most member of IQAC, proposed that at least two add-on courses be launched as early as possible, namely,

1. Communicative English
2. Yoga and Karate
3. Vocal Music
4. Tailoring
5. Combination course on Batik, Fabric, Bandhni etc.
6. Beautician course

Members considered the proposal and resolved unanimously that initiative should be taken to launch the following three courses from the next academic season 2018 – 2019.

1. Communicative English
2. Yoga and Karate
3. Tailoring

b) Prof. Srabani Basu, coordinator IQAC, proposed to create a Butterfly garden in the college premises. Members considered it and resolved unanimously that it would be formed with the help of Bio Science departments.

With the vote of thanks from the Chair the meeting has been resolved.



Srabani Basu 18.9.17.

IQAC
Co-ordinator
BAGNAN COLLEGE
Howrah, West Bengal

[Signature]
18/09/2017
Principal
Bagnan College
Bagnan, Howrah

Meeting of IQAC of BAGNAN COLLEGE, HOWRAH,
held on 21.12.2017 at 2:00PM at Principal's Chamber

21.12.2017

Members Present

1. B. Karmakar 21/12/17
2. P. Choudhury
3. Srabani Barua 21.12.17.
4. Piyas Chakrabarti 21/12/17
5. Madhavi Biswas 21/12/17
6. Manas Choudhury 21.12.17 (Invited)
7. Chandan Kumar Das 21.12.17
8. Abhijit Pramanik 21.12.17 .
9. ~~Bar~~ 21/12/17
10. Anup Barua. 21/12/17





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Office of the Principal
BAGNAN COLLEGE
(An Institution, Assessed and Accredited by The NAAC)
(Estd. - 1958)
P.O. : BAGNAN * DIST : HOWRAH
Pincode : 711 303

Ref. No. _____

Date _____

Minutes of the proceedings of the meeting of the IQAC of Bagnan College, Bagnan, Howrah, held on 21.12.2017 at 2.00 p.m. at the Chamber of the Principal

Discussion and Resolutions:

Agenda 1: Reading and confirmation of the proceedings of the last meeting of the IQAC held on 18.09.2017.

Discussion and Resolution 1: Proceedings of the last meeting of the IQAC held on 18.09.2017 was read and confirmed after some discussions.

Agenda 2: Considering the issue of infrastructure development of Central Library of the College including (a) extension of students' reading room (b) false ceiling (c) electronic notice board (d) bag deposit counter (e) steel rack / almirah for books etc.

Discussion and Resolution 2: Considering the issue of infrastructure development of Central Library of the College members approved the infrastructure Development of Central Library of the college and resolved unanimously that the development of infrastructure of Central Library be made (if fund permits) at the earliest including (a) extension of students' reading room (b) false ceiling (c) bag deposit counter, (e) steel rack / almirah for books and journals etc. excepting electronic notice board.

Agenda 3: Consideration of renovation works in Chemistry Department for (a) creating a separate Departmental Teachers' room (b) changing windows with new grill and glass panels, and (c) initiating pest control.

Discussion and Resolution 3: Considering the issues of renovation works in Chemistry Department for (a) creating a separate Departmental Teachers' room (b) changing windows with new grill and glass panels, and (c) initiating pest control it was resolved unanimously that pest control should be given top priority and which will be included all necessary places of the College. Further resolved unanimously that the renovation work be done at the earliest subject to the availability of fund.



Agenda 4: Consideration of renovation works in Physics Department, Mathematics Department and Economics Department by creating separate Departmental Teachers' Rooms accommodating necessary furniture and fixture for each Departmental room.

Discussion and Resolution 4: Considering the issues of renovation works in Physics Department, Mathematics Department and Economics Department by creating separate Departmental Teachers' Rooms accommodating necessary furniture and fixture for each Departmental room it was resolved unanimously the above noted works be done subject to the availability of fund.

Agenda 5: Consideration of purchase of some computers, printers, scanner, UPS, class room chairs for Computer Science department.

Discussion and Resolution 5: Considering the purchase of some computers, printers, scanner, UPS, class room chairs for Computer Science department it was resolved unanimously that purchase of necessary quantity / numbers of computers, printers, scanner, UPS, class room chairs for Computer Science Department be made as per the requirement and subject to the availability of fund.

Agenda 6: Consideration of substantial renovation works in Bio-Science Department (Zoology and Botany) by accommodating necessary furniture and fixture.

Discussion and Resolution 6: Considering the issue of substantial renovation works in Bio-Science Department (Zoology and Botany) by accommodating necessary furniture and fixture it was resolved unanimously that the works noted above be deferred as there was a proposal / plan already submitted to the Government of W.B. for extension of building towards east side of the Bio-Science Department of the College.

Agenda 7: Consideration of creation of a separate laboratory room specifically for Internet Surfing by the students of the college by accommodating sufficient PCs with Printers, Server and UPS.

Discussion and Resolution 7: Considering the issue of creation of a separate laboratory room specifically for Internet Surfing by the students of the college by accommodating sufficient PCs with Printers, Server and UPS it was resolved unanimously that it would not be done presently considering the basis of priority as it would require separate space and a staff to monitor the students so that they could not misuse the facility, both of which would not be arranged at the moment. The members agreed that if the College could provide the required support in future, it would be beneficial for the students and the matter be done on priority basis.

Agenda 8: Consideration of creation of a separate room for "Students' Cheap Stores" providing facilities to the general students of the College like photocopying facility, stationery goods etc. at a cheaper rate.



Discussion and Resolution 8: Considering the creation of a separate room for "Students' Cheap Stores" providing facilities to the general students of the College like photocopying facility, stationery goods etc. at a cheaper rate the members considered its importance and it was resolved unanimously that top priority be given to start a Cheap Stores in the College. Respectable members present and external expert of the IQAC, Dr. Pratip Kumar Chowdhury strongly recommended the proposal and suggested to make it functional at the earliest.

Agenda 9: Consideration of renovation works of Girls' Common Room including flooring, false ceiling etc. and providing certain common facilities like Napkin vending machine, providing more sofa sets, low tables for taking breakfast/lunch, dressing glasses, door and window curtains etc.

Discussion and Resolution 9: Considering the renovation works of Girls' Common Room including flooring, false ceiling etc. and providing certain common and essential facilities like Napkin vending Machine, providing more sofa sets, low tables for taking breakfast/lunch, dressing glasses, door and window curtains etc. it was resolved unanimously that the renovation work be given top priority. Further resolved unanimously that the required furniture and fixtures be provided for if fund permits.

Agenda 10: Consideration of adding facilities and necessary furniture for Boy's Common Room.

Discussion and Resolution 10: Considering the adding facilities and necessary furniture for Boy's Common Room it was resolved unanimously that the required furniture and facilities be arranged as finance permits.

Agenda 11: Consideration of introducing Audio Amplifiers and Speakers in big class rooms particularly for room No.s 8, 9, 26, 28 and 40B.

Discussion and Resolution 11: Considering the introduction / launching of Audio Amplifiers and Speakers in big class rooms particularly for room No.s 8, 9, 26, 28 and 40B it was resolved unanimously that the priority be given to make the required arrangements for rooms stated above.

Agenda 12: Consideration of extension, renovation and decoration of Teachers' Room including its toilets.

Discussion and Resolution 12: Considering the extension, renovation and decoration of Teachers' Room including its toilets it was resolved unanimously that as the renovation works of Teachers' Room was held up for a long time it would be done by giving priority.

Agenda 13: Consideration of extension and renovation of existing common toilet of 2nd Floor as Girls' Toilet.

Discussion and Resolution 13: Considering the issue of extension and renovation of existing common toilet of 2nd Floor as Girls' Toilet it was resolved unanimously that the required work be done if fund permits.



Agenda 14: Consideration of shifting of IQAC Room to Accountant Room by accommodating file cabinets, meeting table with standard quality chairs.

Discussion and Resolution 14: Considering the issue of shifting of the IQAC Room to Accountant Room by accommodating file cabinets, meeting table with standard quality chairs it was resolved unanimously that the shifting of the room be done on a priority basis and the necessary furniture be bought if funds permits.

Agenda 15: Consideration of renovation work and facility augmentation of Students' Canteen by enhancement of cooking area, flooring by tiles, new tables and chairs, water cooler and filter, mirrors, sinks /basins and necessary plumbing and masonry work along with electrical wiring.

Resolution 15: Considering the issue of renovation work and facility augmentation of Students' Canteen by enhancement of cooking area, flooring by tiles, new tables and chairs, water cooler and filter, mirrors, sinks /basins and necessary plumbing and masonry work along with electrical wiring it was resolved unanimously that the work be done on priority basis and it would be done at the earliest.

Agenda 16: Consideration of partial earth filling of marshy land towards the east side of the New Science Block proposed for a Butterfly Garden that shall co-develop a Zoological and Botanical Laboratory in Future.

Discussion and Resolution 16: Considering the issue of partial earth filling of marshy land towards the east side of the New Science Block proposed for a Butterfly Garden that shall co-develop a Zoological and Botanical Laboratory in Future it was resolved unanimously that the agenda should be deferred to subsequent meeting.

Agenda 17: Consideration of renovation of College main gate structure with necessary electrification and decoration works.

Discussion and Resolution 17: Considering the issue of renovation of College main gate structure with necessary electrification and decoration works it was resolved unanimously that the work should be done on a priority basis.

Agenda 18: Consideration of installation of the following Hardware and Software in the College:

- 18.1 On Line Learning Management System.
- 18.2 On Line 360 Degree Teachers' Appraisal System.
- 18.3 On Line Feedback Mechanism.
- 18.4 On Line File Tracking System.
- 18.5 On Line Time Table Software.
- 18.6 On Line Competitive Examination Portal.



18.7 On Line Result Management System (Internal Exam. and University Exam.).

18.8 Domain Booking and VPS (Virtual Private Server) Hosting Server along with SSL (Secure Socket Layer) Certificate for Security and Site Lock.

Discussion and Resolution 18: Considering the issue of installation of the following Hardware and Software in the College resolved unanimously that the following Hardware and Software be purchased and installed subject to the availability of fund:

- (a) On Line Learning Management System.
- (b) On Line 360 Degree Teachers' Appraisal System.
- (c) On Line Feedback Mechanism.
- (d) On Line File Tracking System.
- (e) On Line Time Table Software.
- (f) On Line Competitive Examination Portal.
- (g) On Line Result Management System (Internal Exam. and University Exam.).
- (h) Domain Booking and VPS (Virtual Private Server) Hosting Server along with SSL (Secure Socket Layer).

Agenda 19: Miscellaneous.

Discussion and Resolution 19: In miscellaneous there was no discussion.

Table Agenda 1: Principal proposed to reconstitute an effective Anti-Ragging Cell in the College as per UGC Guidelines. It was resolved unanimously that Anti-Ragging Cell be activated immediately.

Table Agenda 2: Dr. Chandan Kumar De, Coordinator, NAAC Committee, highlighted the urgency of buying some more original office software. It was resolved that purchase of necessary software be done at the earliest.

Table Agenda 3: Principal proposed that more CCTV camera are needed to be installed to all the important entry points in addition to the existing cameras for the safety and security of the College. It was resolved unanimously that more CCTV cameras be installed at the important places / required points.

The meeting ended with the vote of thanks to the Chair.

Swabani Bose
21.12.2017

IOAC
Co-ordinator
BAGNAN COLLEGE
Bagnan, Howrah



R. Khuntia
21/12/2017

- Principal
Bagnan College
Bagnan, Howrah

A Sitting for discussion on various issues related to IQAC, NAAC and Add-on Courses :

06.02.2018

Members Present

1. R. K. Singh 6/2/2018
2. M. Choudhury 6.2.18
3. Sankari Bora 06.02.18
4. Chandankumar Be 6.2.18

In the discussion with Dr. Pratip Kumar Chowdhury, the external expert of IQAC, Bagnan College, regarding the future initiatives of IQAC in view of NAAC accreditation procedure, it has been suggested strongly by Dr. P.K. Chowdhury that introduction of Add-on courses for the students of the college is very much necessary.

He explained at length about the importance of Add-on courses for the benefit of the students and for fulfilling the required criteria of SSR as per NAAC guideline, as well.

He suggested the courses like Communicative English, Beautician course, Cutting and Tailoring course for the students.

It was a useful and valuable discussion.



Meeting of IQAC of BAGNAN COLLEGE, HOWRAH,
held on 26.04.2018 at 2:00 PM at Principal's Chamber

26.04.2018.

Members Present :

1. B. Anand 26/04/2018
2. P. Choudhury 26.4.18
3. Satabani Barua 26.04.2018.
4. Anup Das, 26.4.2018
5. Chandan Kumar De 26.4.2018
6. Piyas Chakrabarti 26.4.18
7. Aniya Kumar Nayak 26.4.18 (invitee)
8. Abhijit Kramanik. 26.4.18
9. Manas Ghose 26.04.18 (invitee)
10. Madhavi Bhowmik 26/04/18
11. Joy 26/4/18





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**Minutes of the proceedings of the meeting of the IQAC of Bagnan College, Bagnan, Howrah,
held on 26.04.2018 at 2.00 p.m.at the Chamber of the Principal.**

Members Present:

1. Dr. Badal Kumar Maity
2. Dr. Pratip Kumar Chowdhury
3. Smt. Srabani Basu
4. Mr. Anup Basu
5. Dr. Chandan Kumar De
6. Mr. Piyas Chakraborty
7. Mr. Amiya Kumar Nayak
8. Mr. Abhijit Pramanik
9. Dr. Manas Ghose
10. Dr. Madhabi Biswas
11. Sri. Sumit Kumar Sau

Principal Dr. Badal Kumar Maity, Chairman, IQAC, presided over the meeting.

Discussion and Resolutions:

Agendum 1: Reading and confirmation of the proceedings of the last meeting of the IQAC held on 21.12.2017.

Discussion and Resolution 1: Proceedings of the last meeting of the IQAC held on 21.12.2017 was read and confirmed after some discussions.

It is to note that some of the proposals taken in the meeting like renovation of College main gate, Canteen etc. were not materialized due to some unavoidable circumstances.

Agendum 2: Submission of AQAR for 2014-15, 2015-16 and 2016-17.

Discussion and Resolution 2: Considering the issue of submission of AQAR 2014-15, the final copy of the AQAR 2014-15 was placed and the members discussed it at length and suggested some changes. It was resolved that the AQAR will be submitted to NAAC at the earliest after incorporating the suggested changes.



Considering the issues of submission of AQAR 2015-16 and AQAR 2016-17, it has been told that the draft copies are under process and will be placed to the members after completion.

Agendum 3: Considering prayers for promotion under CAS of:

- i) Sri Amiya Kumar Nayak from Stage 3 to 4 (Associate Professor)
- ii) Dr. Manas Ghose from Stage 1 to 2

Discussion and Resolution 3: Considering the prayers for promotion under CAS of Sri Amiya Kumar Nayak, Department of Commerce, Assistant Professor, from Stage 3 to Stage 4 (Associate Professor), and Dr. Manas Ghose, Department of Economics, Assistant Professor, from Stage 1 to Stage 2, was unanimously resolved that the necessary actions will be taken in due course.

Principal is requested to take necessary steps in this regard.

Agendum 4: Miscellaneous.

Discussion and Resolution 4: In miscellaneous there was no discussion.

The meeting ended with the vote of thanks to the Chair.

Srabani Bera
IQAC 26/04/18
Co-ordinator
BAGNAN COLLEGE
Bagnan, Howrah.

B. K. Ghosh
26/04/2018
Principal
Bagnan College
Bagnan, Howrah



JOINT MEETING OF NAAC STEERING COMMITTEE &
IQAC, BAGNAN COLLEGE,
With the members of Staff Council & Students' Union

DATE: 10.05.18.

MEMBERS PRESENT :

1. B. K. Ghosh 10/05/2018
2. Chandan Kumar 10.05.18
3. Srabani Basu 10.05.18.
4. Joyee Das 10.5.18.
5. Diblina Sarker 10.5.18
6. Dipanwita Das 10.05.18
7. Anantasharsadhukhan 10/05/18
8. Bhaskar Khanna 10/05/18
9. Sanjit Mondal 10.05.18
10. Anurita Patra 10.05.18
11. Madhali Bhowmik 10/05/18
12. Soumen Das 10/5/18.
13. Ajoy Majumdar 10/5/18
14. Abhishek Ghosh 10/5/18
15. Adhikary 10/5/18
16. Ashok Kumar Atta 10/5/18
17. Anamika
18. Sama Mukhopadhyay 10.5.18
19. Utpal Das 10/05/18
20. Lakshmi Kanta Das 10/5/18.
21. Raju Das 10.5.18
22. Ch. Hemanta Nath 10.5.18
23. Tarini Mondal 10/5/18
24. Piyas Chakrabarti 10/5/18
25. Anurita Das 10/5/2018.
26. Tinku Das 10/5/2018
27. Towheedul Islam 10.05.18
28. Rasturi Basu 10.5.18.
29. Jagdish Chandra 10/5/18.
30. Bibhan Dhar 10/5/18.
31. Ujjwal Das 10/5/18
32. Singhania Chatterjee 10/5/18.
33. Chakrabarti K. Chakrabarti 10/5/18



34. ~~Alise~~ 10.05.18
35. ~~Am~~ 10.5.18
36. Anil/Neel 10.5.18
37. Anup Barua 10/5/18
38. ~~Ar~~ ~~Ar~~ ~~Ar~~ 10/5/18
39. Barun Karak
40. Subrata Roy 10/5/18
41. Dayananda Chowdhry
42. A. Khanna 10.05.18
43. J. Paul 10/05/18
44. S. Harty 10/5/18
45. Kavali Roy (Ghorak) 10.05.18.





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Date _____

Minutes of the proceedings of a joint emergent meeting of the NAAC Steering Committee and IQAC of Bagnan College, Howrah, with the members of the Staff Council and Students' Union held on 10.05.2018 at 2.30 p.m. in Room No. 29/ Seminar Hall.

President of the Meeting: Principal Dr. Badal Kumar Maity presided over the meeting.

Agendum 1. To discuss the new pro-forma of NAAC SSR.

Discussion and Resolution 1. Considering the discussion of the new pro-forma of NAAC SSR Dr. Chandan Kumar De, Coordinator, NAAC Steering Committee, Bagnan College, has discussed at length about the new qualitative and quantitative metrics.

Agendum 2. To assign the work of data collection for various quantitative and qualitative metrics of different stakeholders of the institution.

Discussion and Resolution 2. Regarding the assignment of the work of data collection for various quantitative and qualitative metrics of different stakeholders of the institution the Principal has reminded that this is a collective work and all the stakeholders should participate accordingly. Dr. Chandan Kumar De, Coordinator, NAAC Steering Committee, also has stressed on cooperation. It has been resolved that the work of data collection should be started.



Agendum 3. To consider the overall progress of the college for NAAC SSR submission (tentative) in June 2018 window.

Discussion and Resolution 3. Considering the overall progress of the college for NAAC SSR submission (tentative) in June 2018 window the Principal has told the members that infrastructural development has been in progress and data collection should be taken as priority. It has been resolved that the relevant work should be started .

Agendum 4. Miscellaneous

Discussion and Resolution 4. In miscellaneous there was no discussion.

The meeting ended with the vote of thanks to the Chair.

Srabani Barua
18/05/2018

IQAC
Co-ordinator
BAGNAN COLLEGE
Bagnan, Howrah

B. K. Roy
18/05/2018

Principal
Bagnan College, Bagnan, Howrah

