

date: 28.06.2024

No. 171/BC

Office of the Principal
Bethune College
Internal Quality Assurance Cell
NOTICE

A meeting of the **Internal Quality Assurance Cell** of Bethune College is convened on **4th July, 2024, Thursday** from **3.00 p.m.** at the College Archives. All members are requested to be present.

Agenda:

1. Reconstitution of IQAC (2024-25)
2. Training Program for teaching and non-teaching staff
3. Feedback and SSS 2023-24
4. Academic audit 2023-24
5. Matters arising


Officer-in-charge

Bethune College

Officer-in-Charge
Bethune College
Kolkata
Govt. of West Bengal


IQAC Coordinator
Bethune College

Copy to

1. IQAC Coordinator
2. All members of IQAC

IQAC Meeting dated 4/7/24

Time - 3pm
Venue - Archives

Members present

1. MS 4.7.24
2. ~~Smith~~ 4/7/24
3. ~~Sudha~~ 4/7/24
4. DS
5. ~~Santam Goswami~~ 04/07/24
6. ~~Sujaman Pal~~ 04/07/24
7. ~~Ar~~ 04/07/24
8. ~~Pujali Gupta~~ 04/7/24

Minutes of the meeting

- 1] Reconstitution of IQAC.
It was informed that Prof Puspita Misra has submitted her resignation from IQAC as External Member. Prof Manimala Das has agreed to be a member of the IQAC. Sri Abheek Majumdar has also declined to be part of IQAC. Dr Kamal Kanti Som has retired from service and is no longer an Internal Member of IQAC.
- 2] It was unanimously resolved that Dr Kamal Kanti Som may be included in IQAC as External Member, Academician and ^{Member} Local Society. Dr. Narayan Banerjee, Dept. of Physics may be included in IQAC as Internal Member.
- 3] Secretary, Bethune College Students' Committee

will be member of IQAC.

4] It was suggested that Parent Representative may be decided later

5] Sri Somesh Dasgupta, was unanimously decided as member of IQAC, as an ~~unofficial~~ ^{unofficial} whole-time Director, India Power Corporation.

6] Training Programme for office staff has been completed. Training Programme on Online Service Book may be conducted for Teaching and Non Teaching Staff. Resource Persons: Principals of Maulana Azad College and Goenka College. For Hands on training, Debnath Babu and Krishnendu Basku may be approached. The workshop Tentatively may be scheduled in 2nd week of August, 2024.

Teachers from the college who would join hands on training: Dr Sourav Ganguly, Dr Sujan Chandra & Dr Saptarshi Mondal. Smt Dipanwita Bhattacharya, Saswati Roy, Ishani Chowdhury to be supervised by Convenors of Service Book Committee. This committee is formed for Online Service Book updation Programme. Coordinator: Dr Dipanwita. Dr. Goutam Datta may be included in the

Smt Bhaskar Saha will be included in

• Online Service Book Committee.

Advisor: Dr. Gautam Goswami

- 7] Academic Audit - Tentative date September
- 8] Focus on Research and Publication - It is important to get publications approved by IQAC of affiliating University. Once that is approved, it will be sent to UAC for approval.
- 9] UG Sem 6 & PG 4 emails will be collected. UG 4 feedback will be conducted by teachers of other depts. Dept feedback id will be created.
- 10] Alumni feedback on syllabus and its transaction was taken between 6-15 June, 2024. More than 450 students participated in the feedback. The salient points of the feedback were discussed. New internship opportunities were discussed. It was also resolved that structured teaching plans be shared with students. It was also resolved that IQAC will monitor the teaching-learning process and lesson plans shared by departments.