

BARRACKPORE RASTRAGURU SURENDRANATH COLLEGE  
6, RIVERSIDE ROAD & 85, MIDDLE ROAD, BARRACKPORE  
NORTH 24 PARAGANAS, WESTBENGAL, PIN-700120

MEETING NOTICE

Date 27.07.15

Meeting of : IQAC  
Date : 04.08.2015  
Time : 4.30pm  
Venue : ~~PA Control Room~~ IQAC Room  
Room No. : 203

Members of the Committee / Department are requested to attend the meeting to discuss the following agenda

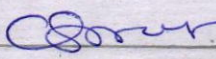
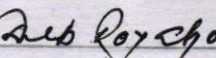
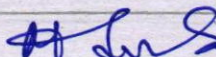
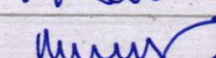
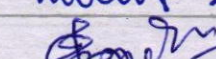
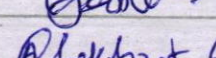
AGENDA

1. To read and confirm the proceedings of the last meeting.
2. Submission of AAPAR
3. IQAC Seminar
4. Quality Aspects
5. Misc.

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Teacher-in-Charge  
BARRACKPORE RASTRAGURU  
SURENDRANATH COLLEGE

Members present :

1.  4/8/15
2.  4/8/15
- 3.
4.  4/8/15
5.  4/8/15
6. 
7.  4/8/15



## **Proceedings of the meeting held on 4<sup>th</sup> August, 2015**

**Agenda 1: To read and confirm of the minutes of the last meeting held on 15<sup>th</sup> July, 2015** Dr Chandrasekhar Mukherjee read the minutes of the last meeting held on 15<sup>th</sup> July, 2015. As there was no change, it was accepted unanimously.

### **Agenda 2: Submission of AQAR**

As per schedule of NAAC, the Annual Quality Assurance Report for the year 2014 – 15 is to be submitted at the end of September, 2015. After detailed discussion it is resolved that:

- a. A departmental questionnaire according to the AQAR format will be circulated among the departments. After filling up, it should be returned back to the IQAC on or before 22<sup>nd</sup> August, 2015.
- b. Another questionnaire will be circulated among the convenors/jt. Convenors of different sub-committees regarding their activities for last year.

These filled up questionnaire and other available information with college office and/or other stake holders will be the data bank for the AQAR 2014-15. The following IQAC members are entrusted to collect the data from departments:

- Ms Molly Ghosh & Ms Maumita Chaudhury for 6 Riverside Road and
- Dr Sutapa Saha & Sri Joydip Chandra for 85 Middle Road campus.

### **Agenda 3: IQAC Seminar**

The proposal for NAAC sponsored one day national level seminar is considered by the IQAC members. It is decided that a prayer for assistance of additional expenditure of the seminar should be forwarded to college authority for favourable consideration. Further, it is resolved that the proposal for the NAAC sponsored seminar to be sent to the NAAC. TIC is requested to do the needful.

### **Agenda 4: Quality Issues of the College**

- a. Sri Deb Roychaudhury reported the observations of the professors of Dept. of Civil Engineering, Jadavpur University regarding the water harvesting plant of the college situated at the 6, Riverside campus. They agreed to provide technical support to renovate the project. Dr Chandrasekhar Mukherjee is entrusted to follow up the project.
- b. Dr Chandrasekhar Mukherjee reported that SBI Barrackpore has agreed to set up an ATM counter at the 85, Middle Road college campus. The members accepted the proposal unanimously.
- c. A decision was taken to approach Pollution Control Board and Sri Subhas Dutta, eminent environmentalist to provide support to create pollution control awareness. TIC is requested to take necessary action.
- d. According to the accepted annual plan of IQAC, academic programmes were decided with various organizations. Among these, a programme with the Gandhi Museum will be organized by Dept. of Political Science. Dept of Zoology is requested to materialize a programme with the Central Inland Fishery Institution, Barrackpore.
- e. According to the accepted annual plan of IQAC, the college library placed three proposals for modernization and upgradation of services:



Notice No. 15-16/28

Date

This is to notify to all the teachers of the college that the Annual Quality Assurance Report is to be submitted according to NAAC. For submission of AQAR, all departments have to submit departmental profile in a Proforma according to the one distributed by IQAC. All HoDs are requested to submit the filled in Proforma on or before 22<sup>nd</sup> August, 2015.

For any query, teachers may contact the following IQAC members:

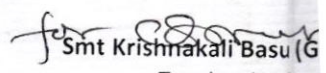
6 Riverside Road: Ms Molly Ghosh

Ms Maumita Chaudhuri

85, Middle Road: Dr Sutapa Saha

Sri Joydip Chandra

  
Dr Chandra Sekahr Mukherjee  
Co-Ordinator, IQAC

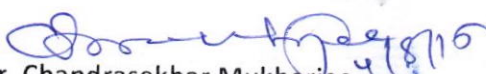
  
Smt Krishnakali Basu (G)  
Teacher in charge  
**Teacher-in-Charge**  
**BARRACKPORE RASTRAGURU**  
**SURENDRANATH COLLEGE**

- I. The first proposal is of RFID implementation in both the libraries. The members accepted it and forwarded to the Governing Body for policy decision;
- II. The second proposal is of subscription of e-journals for social sciences and commerce & management. Librarian forwarded the recommendation of Research Sub-committee for subscription of J-Gate Social Science & Business Package from Informatics. The members appreciated it and forwarded to the Governing Body for policy decision;
- III. The third proposal is of purchasing e-books. Librarian submitted a proposal from Oxford University Press. It was decided to convey the concerned departments for selection of titles. Then it will be placed to Governing body for policy decision.
- f. The editorial board of BRSN Vision placed a proposal of Informatics Ltd regarding incorporation of journal in international database to enrich the quality and acceptability of the journal. As there is some financial liability, the members decided to forward it to the Finance Sub-committee for favourable consideration.
- g. IQAC members requested the Coordinator to take necessary steps for pay fixations of newly joined incumbents. They also requested to take necessary steps for promotional benefits of eleven incumbents. Dr Chandrasekhar Mukherjee, IQAC Coordinator asked Sri Joydip Chandra to make a list of such incumbents in association with Ms Sarbani Hazra, dealing assistant of the college, as early as possible.
- h. It is resolved that Teacher In Charge will be requested to take necessary action to meet the requirements of College Service Commission regarding fresh application for the Principal post within 31<sup>st</sup> August, 2015.

#### Agenda 5: Miscellaneous

The need for strict monitoring mechanism of classes is discussed. The members feel concern about classes. The members proposed that TIC is requested to do the needful for effective implementation of holding classes.

  
**Teacher-in-Charge**  
**BARRACKPORE RASTRAGURU**  
**SURENDRANATH COLLEGE**

  
Dr. Chandrasekhar Mukherjee  
Coordinator, IQAC  
**Co-ordinator**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Barrackpore Rastraguru Surendranath College**