



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.....

Date ..12.04.2024..

As per DVV query for 6.5.2, the clarification is as follows:-

6.5.2: Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

HEI Input: A. Any 4 or more of the above.

DVV Response: A. Any 4 or more of the above:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented
2. Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.

Documents enclosed:

1. Data as per data template.
2. Minutes of meetings of IQAC and action taken reports for the last five years.
3. Academic and Administrative Audit (AAA) Reports.
4. Activity Report of collaborative quality initiatives with other institutions.
5. Quality Audit Report.

Jobi Datta
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India



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Ref. No.

Date ..12-04-2024

6.5.2: Data in the prescribed format of the data template

Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
2018-19	06.08.2018	[Resolution 2]: It was resolved that the academic sub-committee has met with the HODs and taken initiatives for syllabus and class distribution in the new system of CBCS (Choice Based Credit System). IQAC proposed enough assistance to all the subcommittees in the new system as there are provision of semester-based evaluation after each six months. Principal was intimidated about the new system and its proposed work plan.	The IQAC has observed that the academic subcommittee has met with the HODs and has taken initiatives for syllabus and class distribution in the new system of CBCS (Choice Based Credit System). Also, IQAC provided assistance to all the sub-committees.
		[Resolution 7]: It was further resolved that all the Departments have placed their requisitions for utilizing RUSA grant. It is expected that instruments/equipment, computers and printers for the office as well as the Department will be delivered in the next few months. The HODs were informed to maintain a separate stock register for the RUSA grant.	Almost all the science, commerce and humanities departments were upgraded for cutting-edge research and study work with the help of RUSA 2.0 funds.
2019-20	08.06.2020	Agenda 2: The Government of India and Government West Bengal announced Lockdown on 16.3.2020 for the Covid-19 Pandemic. Immediately after that the Hon'ble Principal met with the IQAC members and senior teachers virtually and discussed about the conduction of online classes. Our college resumed online Honours classes on and from 19.3.20 through online platforms. The IQAC has resolved to virtually meet the academic sub-committee and the HODs as and when required.	Initially the Honours classes of all the departments and soon all General classes as well as tests could be carried out in online mode by the active participation of all the teachers and HODs which was mentored by the Academic Sub-committee and IQAC.

Debjani Datta
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
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Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
		<p>Agenda 3: This is the first online meeting of the IQAC after lockdown under the patronage of the Hon'ble Principal. It has been found that during the lockdown period all the HODs have taken initiatives to compensate the learning process of the students by holding remedial and practical classes; members of the IQAC have applauded this endeavour in its next resolution. IQAC has resolved to introduce innovative students' support system viz. acquaintance with the Online Platforms like Google Classroom and Google Meet so that classes are continued for proper higher education in the Google Meet platform and post Study Materials and Learning Resources in the Google Classroom in this new situation in which no physical Practical classes can be taken. Under the directive of the Hon'ble Principal, the IQAC proposed enough assistance to all the subcommittees in this new scenario.</p>	<p>Within a few weeks with the active participation of the Principal and all the teachers IQAC found that in the virtual mode Honours and General classes of all the departments were running successfully and students were trained enough to sit for any examination if necessary.</p>
2020-21	08.06.2020	<p>Agenda 5: Under the guidance of the Hon'ble Principal, IQAC would encourage the teachers to participate in webinars conducted by UGC and other such compatible agencies for institutional as well as individual academic upgradation.</p> <p>Agenda 6: IQAC has resolved to provide support to the Departments of Commerce and History for organizing Webinars in the near future.</p> <p>Agenda 7. IQAC has resolved that day-to-day normal functioning of the college office will be maintained with the active support of the Governing Body, the Hon'ble Principal, Teachers' Council, different sub-committees and HODs. Sufficient measures will be adopted to conduct online examinations of the University of Calcutta and the College. The results of the different Departments will be published online under the supervision of the Academic sub-committee.</p>	<p>Departments of Commerce and History successfully completed their departmental webinars under the sponsorship of IQAC. Teachers could participate in OPs and RCs after the approval of IQAC.</p> <p>All the examinations of the University of Calcutta and their results were published online under the supervision of the Academic subcommittee and the support of the Teachers and Supporting Staffs.</p>


DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal



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Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
2021-22	26.11.2021	Agenda 2. Since this is the first offline meeting of the IQAC after lockdown IQAC passes a resolution to take care of sanitary measures, counseling arrangements and tutorial and/or remedial classes for the students wherever and if needed because students could not learn their lessons by the physical presence in classes and those of the Science stream could not learn their subject contents by practical and field studies.	For almost half of this academic year the college had to follow the online mode of teaching due to lockdown; IQAC monitored the standard of the regular teaching-learning process and found them to be satisfactory. However in the second half, lockdown was withdrawn and IQAC, with the assistance of Governing body and different sub-committees, guided the arrangements made by the college administration for resuming offline classes.
		Agenda 3. IQAC has reviewed the virtual orientation classes of Semester I Honours and General students of all the Departments and noted that they underwent immensely impacted the new students. IQAC also resolved that internal assessment be conducted within the 2nd week of December '21 for at least the 5 and 3 semester students.	IQAC consulted all the sub-committees virtually in the first half and physically in the second half and structured the theoretical and practical classes with the Academic sub-committee. IQAC has noted that Semester wise repertoire of the mobile number, address and email IDs of the students of all the Departments is maintained, syllabi and distribution of classes are communicated to the students as was planned.
		Agenda 4. IQAC has actively participated with the Academic subcommittee in preparing the Teachers' Roaster as per Government's notification regarding 50% attendance when college reopens after the COVID lockdown.	IQAC assured the implementation of the SOPs just before the college reopened after the COVID pandemic. To boot, IQAC in consultation with the building subcommittee added infrastructural facilities viz. more updated classrooms with browsing facilities for students, clean washrooms, AC laboratories, regulation of the entry and exit of the students in the college campus.

Debjani Datta
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
P.O. Box No. 7001454, (033)24805168
West Bengal, India



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Ref. No.....

Date 12.04.2024

Year	Date of IQAC Meetings	Major decisions on quality initiatives	Implementation details
2022-23	07.07.2022	<p>Agenda 2. The following plan of action for the academic year 2022-23 was approved by the members after much deliberations:</p> <p>(a) For infrastructural development of the Departments of Chemistry, Zoology, Physics and Mathematics, Geography, and Library, the IQAC has appreciated the proposals of marble flooring, making of racks, installing ACs, and related works by the College authority.</p> <p>(b) For attending the OPs/RCs, the IQAC would forward the applications of the incumbents at early as possible.</p> <p>(c) IQAC suggests improving the 'student support system' by providing Colour Printers and Equipment viz. Microscopes, Distillation Plants, Desktops and Software to the different departments.</p> <p>(d) IQAC would cordially support different social welfare programmes organized by Budge Budge College NCC and NSS Units.</p> <p>(e) After the submission of the AQAR for the session 2021-2022, the IQAC with the support of the Governing Body and different subcommittees would initiate the preparation of the Self Study Report for the 3rd cycle NAAC Assessment.</p>	<p>(1) Marble flooring, making of racks and installations of ACs have been done during the academic year.</p> <p>(2) Four teachers have attended such programmes during the academic year.</p> <p>(3) Desktops, printers and other equipment have been provided to some of the departments.</p> <p>(4) The NCC and NSS units of the college have organised various social welfare programmes as listed in criterion 3.3.1.</p> <p>(5) The preparation of the Self Study Report for the 3rd cycle NAAC Assessment has already begun during the academic year.</p>

Debjani Datta
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D.
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India

BUDGE BUDGE COLLEGE

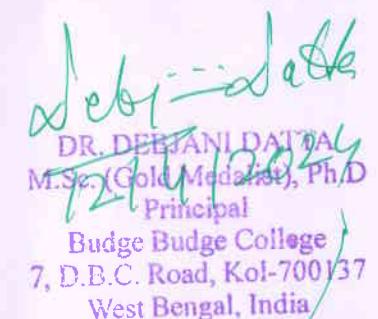
6.5.2: Data in the prescribed format of the data template

Year	Name of the Collaborative activity(quality initiatives)	Name of the collaborating institution	Nature of collaboration	Outcomes
2022-23	Faculty Exchange Program	Hiralal Mazumdar Memorial College for Women, Dakshineswar, Kolkata-700035, West Bengal, India Phone: (033) 2564-5148 Email: hmmcw35@gmail.com	MOU between Budge Budge College and Hiralal Mazumdar Memorial College for Women	<p>Ms. Sumana Das, SACT-II, teacher of the Department of Geography, Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women on 10th, 11th and 12th May 2023 (three days) to perform the duties of a faculty of Geography. During these days, she undertook Honours classes of semester 2, 4 and 6. She covered a wide dimension of topics encompassing both theoretical and practical aspects based on her area of expertise, ranging from surveying & levelling related practical training to theoretical concepts pertaining to Resource Geography and Economic Geography.</p> <p>Ms. Mun Mun Nandy teacher of Hiralal Mazumdar Memorial College for Women, on the other hand was deputed to Budge Budge College, Department of Geography under the Faculty Exchange Program on 10th and 11th May 2023 (two days) to impart Geography curriculum to the students. She undertook Honours classes of semesters 2, 4 and 6 and General classes of semester 4. She taught the students practical dimensions of remote sensing, which were her area of expertise and theoretical concepts of development e.g. rural settlements, Human Development and foundational concepts of hazard mapping. Thus, the faculty exchange program helped to enrich students of the college by enabling them to access faculty with special expertise on the subject.</p> <p>Ms. Rubina Yeasmin, SACT-II, teacher of the Department of Sociology, Budge Budge College has taken classes of 2nd semester</p>



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			<p>and 6th semester (Gen) in the Sociology Department of Hiralal Mazumdar Memorial College for Women on 10.05.2023 11.05.2023 and 12.05.2023.</p> <p>Mr. Sumit Santra, SACT-II of Department of History, Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women under the Faculty Exchange Programme on 10.05.2023 and 11.05.2023. He undertook classes for semesters 2, 4 and 6 Honours students on Medieval Europe (CC4) - Crisis of Feudalism, Mughal History (CC9) and World Politics since 1945 (CC14) respectively.</p> <p>Dr. S. Rehan Ahmed, Assistant Professor, Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 10.05.2023 under the Faculty Exchange Programme. He conducted classes for semester 6 Honours students on "Animal Biotechnology and Bio-informatics".</p> <p>Mr. Santanu Das, SACT-I of Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 11.05.2023 under the Faculty Exchange Programme. He conducted two classes for semester 2 Honours students on "Arthropoda".</p> <p>Ms. Rituparna Maity, SACT-II of Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 18.05.2023 under the Faculty Exchange Programme. She conducted classes for semester 4 Honours students on "Comparative Anatomy of Vertebrates".</p> <p>Smt. Aatreyee Bhattacharya, SACT-I of Department of History, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 11.05.2023 under the Faculty Exchange Programme. She took classes of semesters 2, 4 and 6 on Medieval Europe (CC4) – Fall of the Roman Empire, Scientific Revolution (CC8) and Uprising of 1857 (CC12) respectively.</p> <p>Ms. Moumita Mondal, SACT-II of Department of Sanskrit, Budge Budge College was deputed to Hiralal Mazumdar Memorial College</p>
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				<p>for Women under the Faculty Exchange Programme on 10.05.2023, 11.05.2023 and 12.05.2023. She took classes for semesters 2, 4 and 6 Honours and General students.</p> <p>Mrs. Payel Roy, SACT-II, teacher of the Department of Political Science of Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women on 17 to 19 May, 2023 to perform the duties of a faculty of Political Science. During these days, she undertook Honours classes of semester 2, 4 and 6. She covered various topics of the syllabus based on her area of expertise. She taught the students on Indian Constitution in semester 2, International Relations in semester 4 and Indian Foreign Policy in Globalizing World in semester 6.</p>
2022-23	Faculty Exchange Program	Raidighi College P.O.+P.S.-Raidighi District- 24 Parganas (South) Sub. Division: Diamond Harbour Pin-743383 West Bengal Phone: Email: raidighicollege95@gmail.com	MOU between Budge Budge College and Raidighi College	<p>Mr. Sameek Mondal, SACT-II, teacher of the Department of Political Science, Budge Budge College was deputed to Raidighi College on 08.05.2023 to perform the duties of a faculty of Political Science. On that day, he took Honours classes of semester 4 and 6. He covered various topics of the syllabus based on his area of expertise. He taught the students of semesters 4 and 6 on International Relations and Global Politics and Public Policy of India respectively.</p> <p>Dr. Madhumita Majumder, faculty member of the Department of Botany, Raidighi College was deputed to Budge Budge College on 08.05.2023 for conducting a teaching session on the section 'Bryophytes' of the paper CC4 of Semester 2 for the students of Botany Honours. She sincerely taught the students about the characters, classification and life history of different bryophyte genera in general. The students were benefitted by this teaching-learning session.</p> <p>Ms. Ishita Sarkar, SACT-I, Department of English, Budge Budge College, participated in Faculty Exchange Programme in the Department of English, Raidighi College on 08.05.2023 and</p>



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				delivered lectures to the students of semesters 4 and 6 Honours classes. Shri Bidyut Saha, SACT-II, Department of English, Raidighi College was deputed to Budge Budge College on 08.05.2023 for conducting teaching sessions on the following topics: Semester 2 Honours: John Donne, 'The Good Morrow'. Semester 4 Honours: Thomas Hardy, <i>The Mayor of Casterbridge</i> . Semester 6 Honours: Bertolt Brecht, <i>The Good Woman of Szechuan</i> .
2022-23	Faculty Exchange Program	Bhangar Mahavidyalaya P.O. + P.S.: BHANGAR, District.: SOUTH 24 PGS, Pincode: 743502 Phone: Email: bmv.college@gmail.com	MOU between Budge Budge College and Bhangar Mahavidyalaya	Mrs. Debamita Nath Guha, Assistant Professor, Department of Political Science, Budge Budge College was deputed to Bhangar Mahavidyalaya on 12.05.2023 to perform the duties of a faculty of Political Science. She took Honours classes of semesters 2, 4 and 6. She covered various topics of the syllabus based on her area of expertise. She taught the students on Indian Constitution in semester 2, International Relations in semester 4 and Public Administration in semester 6. Mr. Jaygopal Mondal, from Bhangar Mahavidyalaya was deputed to Budge Budge College, Department of Political Science under the faculty exchange program on 15.05.2023 to impart Political Science curriculum to students. He undertook Honours classes of semesters 4 and 6 delivering lectures on Political Processes & Government and International Relations & Global Politics respectively. Dr. Subrata Goswami, Associate Professor in Commerce of Bhangar Mahavidyalaya visited the Department of Commerce, Budge Budge College on 15.05.2023 under the faculty exchange program and delivered class lectures to the Honours and General students of Semester 2 and Semester 6 on Contract Costing and Ratio Analysis respectively.


 DR. DEBJANI DATTA
 M.Sc. (Gold Medalist), Ph.D
 Principal
 Budge Budge College
 7, D.B.C. Road, Kol-700137
 West Bengal, India

IQAC Meeting Dated 06.08.18

Members present in the meeting:

1. Dr. Debjani Datta, Principal *(6/8) 20/18*
2. Dr. Debasis Upadhyay, IQAC Coordinator *debasis upadhyay*
3. Dr. Partha Pratim Chaudhuri *Partha Pratim Chaudhuri*
4. Dr. Bhanusuta Mitra *Bhanusuta Mitra*
5. Dr. Kakali Ghosal *Kakali Ghosal*
6. Dr. Anup Kumar Sahoo *Anup Kumar Sahoo*
7. Dr. Gautam Das *Gautam Das*

In today's meeting the following resolutions were made:

[Resolution 1] The minutes of the last meeting held on 02.04.18 were read and confirmed in the first resolution.

[Resolution 2] It was resolved that the academic sub-committee has met with the HODs and taken initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). IQAC proposed enough assistance to all the subcommittees in the new system as there are provision of semester based evaluation after each six months. Principal was intimidated about the new system and its proposed work plan.

[Resolution 3] In the next resolution, IQAC takes note of the fact that the applications of Refresher Course and Orientation Programme incumbents would be approved as and when necessary.

[Resolution 4] IQAC also resolves that it is an honour for our college that the Department of History has published a book entitled 'History of Natural Disaster in India (ISBN 978-81-929635-9-4).

[Resolution 5] It was also resolved that our college would celebrate Independence Day on 15.08.18 with reverence and dignity.

[Resolution 6] IQAC appreciates the proposed observation of National Nutrition month from 01.09.18 to 30.09.18 in its next resolution. Teachers' day was celebrated in different

Departments with proper enthusiasm. Principal Dr. Debjani Datta happily presided in some of the Departments during the celebration.

[Resolution 7] It was further resolved that all the Departments have placed their requisitions for utilizing RUSA grant. It is expected that instruments/equipments, computers and printers for the office as well as the Department will be delivered in the next few months. The HODs were informed to maintain a separate stock register for the RUSA grant.

[Resolution 8] Students' feedbacks are being tried to be collected as the soonest and different departments would check file up the submitted feedbacks.

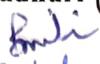
Read and Confirmed.

Debasis Upadhyay
(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College

Debjani Datta
(Dr. Debjani Datta)
Principal/Chairperson, IQAC
Budge Budge College
8/12/2018

IQAC Meeting Dated 08.12.18

Members present in the meeting:

1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

In today's meeting the following resolutions were made:

[Resolution 1]. The minutes of the last meeting held on 06.08.18 were read and confirmed in the first resolution.

[Resolution 2]. As was intimated to our Hon'ble Principal the academic sub-committee and HODs took initiatives to distribute syllabi and classes in the new system of CBCS.

[Resolution3] It was also resolved that our college had celebrated Independence Day on 15.08.18 with reverence and dignity.

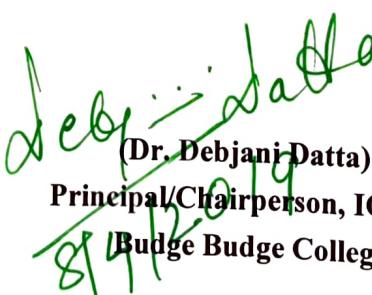
[Resolution 4] IQAC appreciates the successful observation of National Nutrition month from 01.09.18 to 30.09.18 in its next resolution. Teachers' day was celebrated in different Departments with proper enthusiasm. Principal Dr. Debjani Datta happily presided in some of the Departments during the celebration.

[Resolution 5] Under the supervision of the Hon'ble Principal the HODs are maintaining a separate stock register for the RUSA grant.

Read and Confirmed


Dr. Debasis Upadhyay

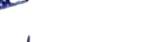
IQAC Coordinator
Budge Budge College


(Dr. Debjani Datta)

Principal/Chairperson, IQAC
Budge Budge College

IQAC Meeting Dated 08.04.19

Members present in the meeting:

1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

In today's meeting the following resolutions were proposed:

[Resolution 1] Proceedings of the earlier meeting dated 08.12.18 were read and confirmed.

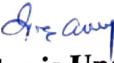
[Resolution 2]. IQAC has taken note that the academics of the newly introduced subjects Sociology and Psychology are running smoothly.

[Resolution 3]. Our Hon'ble Principal supervised the academic and administrative progresses of our institution which IQAC applaudes in its next resolution.

[Resolution 4]. Under the guidance of our Hon'ble Principal IQAC has resolved that teachers of different Departments should be permitted for participating in different workshops being held by the Board of Studies, the University of Calcutta, in various subjects in order to orient the faculties to the newly introduced CBCS

As there were no other agenda for discussing, the meeting ended with vote of thanks to the Chair.

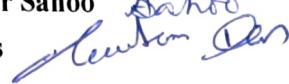
Read and Confirmed


(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College


(Dr. Debjani Datta)
Principal/Chairperson, IQAC
Budge Budge College


IQAC Meeting Dated 20.11.2019

Members present:

1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

Resolutions taken in the meeting dated 20.11.19 are:

Agenda 1. The minutes of the last meeting dated 8.4.19 were read and confirmed.

Agenda 2. In its first resolution IQAC has applauded the Hon'ble Principal for the introduction of NCC from this session. NCC inculcates courage, dutifulness and patriotism.

Agenda 3. IQAC has noted that implementation of the CBCS system needs more teachers and hence part time teachers may be recruited in some of the Departments.

Agenda 4. Under the patronage of the Hon'ble Principal NSS unit of this college has been continuously working for the welfare of the local people.

As there were no more agenda/issues for discussion, the meeting ended with thanks to the Chair.

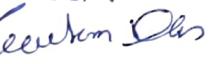
Read and confirmed.


(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College


Debjani Datta
Dr. Debjani Datta
Principal/Chairperson, IQAC
Budge Budge College


IQAC Meeting Dated 02.01.2020

Members present:

1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

The following are the resolutions taken in the meeting dated 02.01.20:

Agenda 1. The minutes of the last meeting dated 20.11.19 were read and confirmed.

Agenda 2. IQAC has noted that all AISHE data to be submitted.

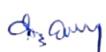
Agenda 3. IQAC has resolved that under the guidance of the Hon'ble Principal, the Academic sub-committee would request all the Departments to prepare schedule of the classes for the odd semester students. IQAC has proposed to encourage students to refer to e-books and digital resources like National Digital Library, IIT Kharagpur.

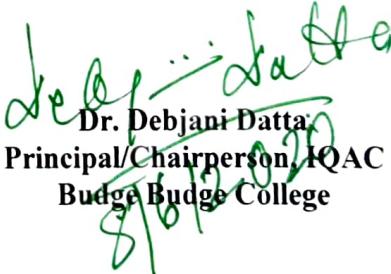
Agenda 4. IQAC, after thorough discussion, has resolved that all the Departments should collect feedbacks from their Honours students of the even semesters.

Agenda 5. IQAC in its next resolution has noted that the online payment system for the Admission process of the college has been brought under the CMS package.

As there were no more agenda/issues for discussion, the meeting ended with thanks to the Chair.

Read and confirmed.


(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College


Dr. Debjani Datta
Principal/Chairperson, IQAC
Budge Budge College

IQAC Meeting Dated 08.06.2020

Members present:

1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

Resolutions taken in the meeting dated 8.6.20 are:

Agenda 1. The minutes of the last meeting dated 02.01.20 were read and confirmed.

Agenda 2. The Government of India and Government West Bengal announced Lockdown on 16.3.2020 for the Covid-19 Pandemic. Immediately after that the Hon'ble Principal met with the IQAC members and senior teachers virtually and discussed about the conduction of online classes. Our college resumed online Honours classes on and from 19.3.20 through online platforms. The IQAC has resolved to virtually meet the academic sub-committee and the HODs as and when required.

Agenda 3. This is the first online meeting of the IQAC after lockdown under the patroange of the Hon'ble Principal. It has been found that during the lockdown period all the HODs have taken initiatives to compensate the learning process of the students by holding remedial and practical classes; members of the IQAC have applauded this endeavor in its next resolution. IQAC has resolved to introduce innovative students' support system viz. acquaintance with the Online Platforms like Google Classroom and Google Meet so that classes are continued for proper higher education in the Google Meet platform and post Study Materials and Learning

Resources in the Google Classroom in this new situation in which no physical Practical classes can be taken. Under the directive of the Hon'ble Principal, the IQAC proposed enough assistance to all the subcommittees in this new scenario.

Agenda 4. IQAC has recorded that all AISHE data were submitted.

Agenda 5. Under the guidance of the Hon'ble Principal, IQAC would encourage the teachers to participate in webinars conducted by UGC and other such compatible agencies for institutional as well as individual academic upgradation.

Agenda 6. IQAC has resolved to provide support to the Departments of Commerce and History for organizing Webinars in the near future.

Agenda 7. IQAC has resolved that day-to-day normal functioning of the college office will be maintained with the active support of the Governing Body, the Hon'ble Principal, Teachers' Council, different sub-committees and HODs. Sufficient measures will be adopted to conduct online examinations of the University of Calcutta and the College. The results of the different Departments will be published online under the supervision of the Academic sub-committee.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the Chair.

Ogadu
(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College

Wish a Happy New Year 2021
Dr. Debjani Datta
Principal/Chairperson, IQAC
Budge Budge College

BUDGE BUDGE COLLEGE
RESOLUTIONS OF IQAC MEETING HELD ON 14.02.2021

Members present:

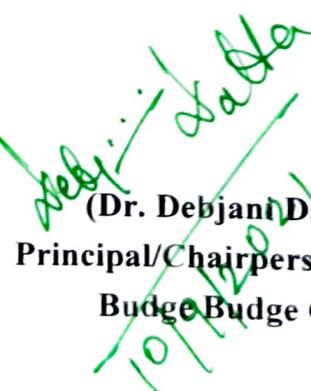
1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

The following resolutions were made in the meeting held on 14.02.21

1. The proceedings of the earlier meeting dated 06.08.2020 were read and confirmed.
2. In the next resolution IQAC appreciated the progress of theory and practical classes of the odd Semesters in online platforms and preparation of the college for setting of the questions for the internal assessment and practical examinations of the University of Calcutta.
3. IQAC also resolved to appraise the endeavour of the Principal who, with the help of very few supporting staffs, has been carrying out various administrative and financial services of the college. IQAC vowed to continue all kind of cooperation in this regard.
4. IQAC approved Teachers' proposals for the participation and presentation of research papers in various Webinars that were worthwhile for the academic upliftment of the teachers as well as our college.

Read and confirmed.


(Dr. Debasis Upadhyay)
IQAC Coordinator
Budge Budge College


(Dr. Debjani Datta)
Principal/Chairperson, IQAC
Budge Budge College

BUDGE BUDGE COLLEGE
RESOLUTIONS OF IQAC MEETING HELD ON 10.09.2021

Members present:

1. Dr. Debjani Datta, Principal 
2. Dr. Anup Kumar Sahoo, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Debasis Upadhyay 
6. Dr. Kakali Ghosal 
7. Dr. Gautam Das 

The following resolutions were made in the meeting held on 10.09.21

1. The proceedings of the earlier meeting dated 14.2.21 were read and confirmed.
2. IQAC has resolved to welcome the decision of the Governing Body to appoint IQAC's new Coordinator Dr. Anup Kumar Sahoo, the Head, Department of Physics, whose versatility would definitely enhance the efficiency and upgradation of the IQAC in the coming years. Dr. Sahoo replaced Dr. D. Upadhyay who resigned in April '21 after completing his tenure successfully.
3. By the advice of the Principal and under the Coordinator ship of Dr. Sahoo it was resolved that after the end of the Covid Pandemic the work of uploading of the AQARs of various sessions would be taken up when the college reopens following the NAAC SOPs and guidelines.
4. IQAC resolved with satisfaction that all the examination related works of the University of Calcutta that were bestowed upon our college were completed under the supervision of the Academic subcommittee and with the assistance of all the teachers and the supporting staffs.

Read and confirmed.

Anup Kumar Sahoo
(Dr. Anup Kumar Sahoo)
IQAC Coordinator
Budge Budge College

Debjani Datta
(Dr. Debjani Datta)
Principal/Chairperson, IQAC
Budge Budge College
26/9/2021

BUDGE BUDGE COLLEGE

Resolutions taken on different meetings of the IQAC during the Academic Year 2021- 22

Meeting 1 held on 26.11.2021

Resolutions taken on the meeting dated 26.11.21 are:

Agenda 1. The minutes of the last meeting dated 10.09.2021 were read and confirmed.

Agenda 2. Since this is the first offline meeting of the IQAC after lockdown IQAC passes a resolution to take care of sanitary measures, counseling arrangements and tutorial and/or remedial classes for the students wherever and/if needed because students could not learn their lessons by the physical presence in classes and those of the Science stream could not learn their subject contents by practical and field studies.

Agenda 3. IQAC has reviewed the virtual orientation classes of Semester I Honours and General students of all the Departments and noted that they underwent immensely impacted the new students. IQAC also resolved that internal assessment be conducted within the 2nd week of December '21 for at least the 5th and 3rd semester students.

Agenda 4. IQAC has actively participated with the Academic subcommittee in preparing the Teachers' Roaster as per Government's notification regarding 50% attendance when college reopens after the COVID lockdown.

Agenda 5. IQAC in its next resolution expressed its concern over odd-semester students' worries regarding the confusion for the mode 5th Semester written examination of the University of Calcutta. IQAC hopes that the University of Calcutta would take its decision in this matter at the soonest.

Agenda 6. Our college was established in the year 1971. To commemorate the Golden Jubilee Year 2021 IQAC in its next resolution, proposes to begin the celebration from the foundation day 10.12.21 with programmes like 'Morning Procession', Cultural programme but due to the pandemic COVID protocols are to be maintained and except the active participants no other person would be allowed.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.


DR. DEBJANI DATTA
Principal
Budge Budge College

Verified



Budge Budge College

Meeting 2 held on 16.02.22

The following are the resolutions taken on the meeting dated 16.02.22:

Agenda 1. The minutes of the last meeting dated 26.11.21 were read and confirmed.

Agenda 2. IQAC has resolved that under the guidance of the Academic subcommittee all the Departments have to prepare schedule of the offline classes for the odd semester students.

Agenda 3. IQAC, after thorough discussion, has resolved that all the Departments should collect feedbacks from their Honours students of the even semesters; however due to post lockdown formalities and troubles IQAC has decided that the feedbacks are taken by filling in a Google form.

Agenda 4. For filling in the seven criteria of the AQAR, seven groups comprised of teachers and non-teaching staffs have been formed; and in its resolution the IQAC has requested the Principal to notify for, the preparation of AQAR, tentatively on 18.4.22.

Agenda 5. IQAC in its next resolution, has noted that the online payment system for the Admission process of the college has been brought under the CMS package.

Agenda 6. IQAC, in its next resolution, has reviewed the aspect of getting the feedback from the students of different departments and from those feedbacks take necessary steps to solve and attain their problems and grievances for the up-gradation of their academics and sense of duties and responsibilities as citizens.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.


DR. DEBJANI DATTA
Principal
Budge Budge College

Meeting 3 held on 27.05.2022

Resolutions taken on the meeting dated 27.05.22 are:

Agenda 1. The minutes of the last meeting dated 16.02.22 were read and confirmed.

Agenda 2. IQAC has found that in the post-lockdown scenario all the HODs have taken initiatives to compensate the learning process of the students by holding remedial and practical classes; members of the IQAC have applauded this endeavor in its next resolution.

Agenda 3. IQAC has noted in its next resolution that the Practical Honours examinations of different Departments are expected to be held at the home centre.

Agenda 4. The Library would purchase books worth Rs. 1,51,367 for different departments, an activity IQAC appreciates in its next resolution. IQAC has taken note of installation of a Water Purifier in the Library

Agenda 5. Many teachers have their promotions due. IQAC has therefore resolved that their CAS formalities be initiated after necessary formalities discussed in the Governing Body.

Agenda 6. Next, concerns of the members of the IQAC about the students versus full time teachers ratio (which is 2795/40 i.e., about 70:1) was noted because in higher education, although all the teachers try their best, this higher proportion creates enormous load on the human resources for maintaining quality teaching.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.


DR. DEBJANI DATTA
Principal
Budge Budge College

Verified



Sahoo
Budge Budge College

Resolutions of the IQAC Meeting held on 07.07.2022

Members Present:

1. Dr. Debjani Datta
2. Dr. Partha Pratim Chaudhuri
3. Dr. Bhanusuta Mitra
4. Dr. Debasis Upadhyay
5. Dr. Kakali Ghosal
6. Dr. Anup Kumar Sahoo
7. Dr. Gautam Das

Debjani Datta
Partha Pratim Chaudhuri
Bhanusuta Mitra
Debasis Upadhyay
Kakali Ghosal
Anup Kumar Sahoo
Gautam Das

Agenda 1. Minutes of the last meeting dated 20.05.2022 were read and confirmed.

Agenda 2. The following plan of action for the academic year 2022-23 was approved by the members after much deliberations:

- (a) For infrastructural development of the Departments of Chemistry, Zoology, Physics and Mathematics, Geography, and Library, the IQAC has appreciated the proposals of marble flooring, making of racks, installing ACs, and related works by the College authority.
- (b) For attending the OPs/RCs, the IQAC would forward the applications of the incumbents at early as possible.
- (c) IQAC suggests improving the 'student support system' by providing Colour Printers and Equipment viz. Microscopes, Distillation Plants, Desktops and Software to the different departments.
- (d) IQAC would cordially support different social welfare programmes organized by Budge Budge College NCC and NSS Units.
- (e) After the submission of the AQAR for the session 2021-2022, the IQAC with the support of the Governing Body and different subcommittees would initiate the preparation of the Self Study Report for the 3rd cycle NAAC Assessment.

Agenda 3. Promotion under CAS in respect of 17 teachers of the College were considered and approved by the Principal. It was resolved that IQAC Coordinator would take necessary action regarding the preparation of documents and that a selection committee be formed for the purpose of promotion under CAS.

Agenda 4. It was resolved that IQAC will prioritize the preparation and submission of the AQARs for the academic years 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22.

Agenda 5. In the miscellaneous section, it was reported before the IQAC that the admission of UG courses for session 2022-2023 will be started on and from 18th July, 2022.

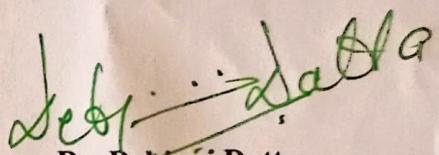
As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.

Anup Kumar Sahoo

(Dr. Anup Kumar Sahoo)

IQAC Coordinator

Budge Budge College



Dr. Debjani Datta

Principal/Chairperson, IQAC

Budge Budge College

Resolutions taken on the IQAC Meeting held on 10.11.2022

Members Present:

1. Dr. Debjani Datta

Debjani Datta

2. Dr. Partha Pratim Chaudhuri

Partha

3. Dr. Debasis Upadhyay

Debasis

4. Dr. Anup Kumar Sahoo

Anup Kumar Sahoo

5. Dr. Gautam Das

Gautam Das

Agenda 1. Minutes of last meeting dated 07.07.2022 were read and confirmed.

Agenda 2. It was resolved that IQAC will provide necessary assistance and guidance to the various academic departments for holding seminars.

Agenda 3. It was resolved that all paperwork and the documentation process for promotion under CAS of all teachers who have applied should start following UGC guidelines.

Agenda 4. The IQAC Coordinator reported that the AQARs for the academic years 2017-18, 2018-19, 2019-20 has been submitted to NAAC and duly accepted by NAAC.

Agenda 5. A discussion regarding the modalities involved in the process of the current cycle of NAAC accreditation was discussed in detailed by various members. To ensure the smooth functioning of the college website and to keep up with the up gradation it was decided that the college will also work to upgrade the college website.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.

Anup Kumar Sahoo
(Dr. Anup Kumar Sahoo)
IQAC Coordinator
Budge Budge College

Debjani Datta
Dr. Debjani Datta
Principal/Chairperson, IQAC

Resolution of IQAC Meeting held on 20.02.2023

Members Present:

1. Dr. Debjani Datta

2. Dr. Partha Pratim Chaudhuri

3. Dr. Bhanusuta Mitra

4. Dr. Debasis Upadhyay

5. Dr. Kakali Ghosal

6. Dr. Anup Kumar Sahoo

7. Dr. Gautam Das

Agenda 1. The IQAC Coordinator read the minutes of the previous meeting which was approved by the members of the IQAC.

Agenda 2. The Principal suggested a proposal for signing of MOU with three colleges, namely, Hiralal Mazumdar Memorial College for Women, Raidighi College and Bhangar Mahavidyalaya for various academic and research exchanges and Collaborations. All members appreciated in this initiative and it was unanimously resolved that MOUs with two Colleges would be signed.

Agenda 3. The academic calendar of the college was prepared as per the IQAC guidelines after considering proposals from different committees.

Agenda 4. IQAC asked the examination committee to do the needful for smooth conduction of university examinations.

Agenda 5. The IQAC Coordinator of the college reported in the meeting that the AQAR for 2021-2022 has been submitted to NAAC and it has been accepted and duly approved thereafter by NAAC.

Agenda 6. In the miscellaneous section, the Chairperson urged every academic department to conduct seminar.

With no further agenda to discuss, the meeting was concluded with a vote of thanks.

Anup Kumar Sahoo
(Dr. Anup Kumar Sahoo)
IQAC Coordinator
Budge Budge College

Dr. Debjani Datta
Principal/Chairperson, IQAC
Budge Budge College

IQAC Meeting dated 10.03.2023

Members Present:

1. Debjani Datta 10/3/2023
2. Suchismita Roy Paul 10.03.2023
3. Partha Pratim Chaudhuri 10/3/23
4. Bhawna Mitra 10.3.23
5. Kishore Kumar 10.03.2023
6. Shruti Agarwal 10.03.2023
7. Sandip Sinha 10/03/2023

BUDGE BUDGE COLLEGE

Resolutions taken at the meeting of the IQAC dated 10.03.2023

Agenda 1. The minutes of the last meeting dated 20.02.2023 were read and confirmed.

Agenda 2. It was reported by the IQAC Coordinator that the progress of the 3rd Cycle of NAAC Accreditation has been quite satisfactory despite the pressure of ongoing University examinations and related works, and requested for extension of deadline for the preparation of the Self Study Report (SSR). Based on the valuable suggestions offered by the Hon'ble Principal, Dr. Debjani Datta and other members, the IQAC resolved that the deadline for the preparation of the SSR be extended to the third week of April, 2023. Resolved also that, based on the suggestions offered by the respected external member, Dr. Suchismita Roy Paul, various add-on courses on important contemporary issues be introduced in the future.

Agenda 3. The process of promotion of five teachers and one librarian have been successfully completed under the initiative and guidance of the Hon'ble Principal, Dr. Debjani Datta. The process of promotion of the following two teachers are pending:

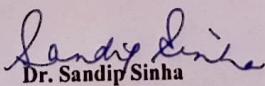
(1) Dr. Sweta Dutta, due to some technical problems in her promotional papers.

(2) Dr. Swati Sachdev, due to some clarifications regarding CAS score.

However, the promotion of Smt. Smita Sahoo could not be processed further due to non-attainment of minimum CAS Score.

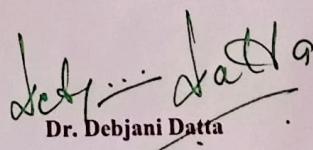
After necessary instructions from the Hon'ble Principal, Dr. Debjani Datta, the IQAC resolved that the process of scrutinising the promotional papers of Dr. Gautam Das, Department of Commerce [from Assistant Professor (Stage 2) to Assistant Professor (Stage 3)] be initiated under the guidance of Dr. Partha Pratim Chaudhuri.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the Chair.


Dr. Sandip Sinha

IQAC Coordinator

Budge Budge College


Dr. Debjani Datta

Principal/Chairperson, IQAC

Budge Budge College

BUDGE BUDGE COLLEGE

Resolutions taken at the meeting of the IQAC dated 11.05.2023

Members Present:

Dr. Debjani Datta, Principal/Chairperson, IQAC

Debjani Datta 21/5/2023

Dr. Sandip Sinha, IQAC Co-ordinator

Sinha 21/5/23

Dr. Suchismita Ray Paul

Paul 21/5/23

Dr. Partha Pratim Chaudhuri

Partha Pratim 21/5/23

Dr. Bhanusuta Mitra

Bhanusuta Mitra 21/5/23

Dr. Shruti Agrawal

Shruti Agrawal 21/5/23

Dr. Kishor Naskar

Kishor Naskar 21/5/23

Agenda 1. The minutes of the last meeting dated 10.03.2023 were read and confirmed.

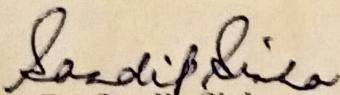
Agenda 2. The process of CAS promotion and pay fixation of the following five teachers have been successfully completed under the initiative and guidance of the Hon'ble Principal, Dr. Debjani Datta:

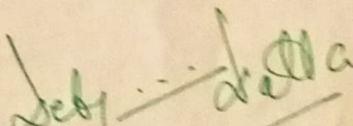
Name of Teacher	Pay Fixation Memo No. & Date
Dr. Shruti Agrawal	<u>814-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Priyanka Bose Das	<u>813-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Dipak Mandal	<u>811-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Papia Das	<u>812-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Swati Sachdev	<u>810-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23

Agenda 3. As part of the preparation for the 3rd Cycle of NAAC accreditation, Faculty Exchange Programmes with two colleges, namely, Bhangar Mahavidyalaya and Hiralal Mazumdar Memorial College for Women, have been initiated under the guidance of the Hon'ble Principal, Dr. Debjani Datta.

Agenda 4. Resolved unanimously that the upgradation of Dr. Barnali Bera (Department of Zoology) from SACT Category-I to SACT Category-II vide Memo No. 2081-Edn(CS)/10M-83/2019 dated 23/12/2019 issued by Higher Education Department, Government of West Bengal, be placed for approval to the Governing Body of the college.

As there were no more agenda/issue for discussion, the meeting ended with thanks to the Chair.


Dr. Sandip Sinha 216/2023
IQAC Coordinator
Budge Budge College


Dr. Debjani Datta 216/2023
Principal Chairperson, IQAC
Budge Budge College

BUDGE BUDGE COLLEGE

Resolutions taken at the meeting of the IQAC dated 02.06.2023

Members Present:

Dr. Debjani Datta, Principal/Chairperson, IQAC

*Debjani Datta
4/6/2023*

Dr. Sandip Sinha, IQAC Co-ordinator

Sinha 7/8/23

Dr. Suchismita Roy Paul

Paul 7/8/23

Dr. Partha Pratim Chaudhury

Partha Pratim Chaudhury 7/8/23

Dr. Bhanusuta Mitra

Bhanusuta Mitra 7/8/23

Dr. Shruti Agrawal

Shruti Agrawal 7/8/23

Dr. Kishor Naskar

Kishor Naskar 7/8/23

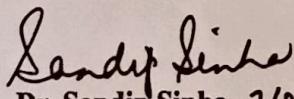
Agenda 1. The minutes of the last meeting dated 11.05.2023 were read and confirmed.

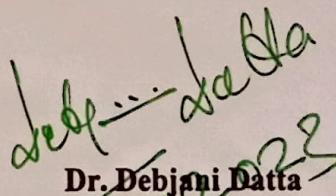
Agenda 2. The process of CAS promotion and pay fixation of the following two Teachers and one Librarian have been successfully completed under the initiative and guidance of the Hon'ble Principal, Dr. Debjani Datta:

Name of Teacher/Librarian	Pay Fixation Memo No. & Date
Dr. Sweta Dutta (Teacher)	<u>990-UGC</u> 4P-23-UGC-09 (CAS) dated 18.05.2023
Dr. Kishor Naskar (Teacher)	<u>988-UGC</u> 4P-23-UGC-09 (CAS) dated 18.05.2023
Dr. Reshma Sarkar (Librarian)	<u>989-UGC</u> 4P-23-UGC-09 (CAS) dated 18.05.2023

Agenda 3. The IQAC Coordinator reported about the progress of preparation for 3rd Cycle of NAAC accreditation. The Hon'ble Principal, Dr. Debjani Datta and Dr. Partha Pratim Chaudhury proposed the implementation of some Add-On programmes on Sericulture, Income-tax filing, Music, Drama and Wildlife during the forthcoming Academic Year 2023-24. The Hon'ble Principal also proposed the introduction of Psychology Honours programme. *in this college.*

As there were no more agenda/issue for discussion, the meeting ended with thanks to the Chair.


Dr. Sandip Sinha 7/8/23
IQAC Coordinator
Budge Budge College


Dr. Debjani Datta 7/8/23
Principal/Chairperson, IQAC
Budge Budge College



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.

Date

IQAC Action Taken Report

Session: 2018-2019

Plan of Action	Achievements
1. The academic subcommittee will meet with the HODs and take initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). IQAC proposed enough assistance to all the subcommittees in the new system as there are provision of semester based evaluation after each six month. Principal was intimidated about the new system and its proposed work plan.	1. The IQAC has observed that the academic subcommittee has met with the HODs and has taken initiatives for syllabus and class distribution in the new system of CBCS (choice based credit system). Also, IQAC provided assistance to all the subcommittees.
2. The IQAC has targeted to take more minor Research projects funded by UGC and other funding agencies.	2. The IQAC found teachers have been trying for MRPs.
3. IQAC would try to improve the student's support system viz. finalising the syllabus distribution by the different departments among its teachers since these have to be supplied to the newly admitted students. Cleanliness of the lavatory, availability of drinking water, accessibility to the library and availability of the required books, user friendliness of the microscopes, instruments, specimens etc especially for the students of the Honours Departments with Laboratories.	3. Different departments have intimated their students the distribution of syllabus. Moreover, lavatory cleaning, drinking water availability, library accessibility and availability of the required books were found to be satisfactory. In the departments with practical papers, desktops, microscopes, instruments and specimens were found to be user-friendly.
4. IQAC would promote the Literacy Camp for primary school students and the Health Camp organised by the NSS unit of Budge Budge College.	4. As in the previous session, the NSS unit of our college followed regular community welfare work, such as, Literacy Camp and Health Camp.
5. The amount of RUSA 2.0 funds allocated to the college library will be utilized as early as possible.	5. Almost all the science, commerce and humanities departments were upgraded for cutting-edge research and study work with the help of RUSA 2.0 funds.

Indamay

Dr. Debasis Upadhyay
IQAC Coordinator

Dr. Debjani Datta

Principal

DR DEBJANI DATTA

M.Sc. (Gold Medalist), Ph.D

Principal

Budge Budge College

John Deb

President
Budge Budge College



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No..... Date

IQAC Action Taken Report

Session: 2019-2020

Plan of Action	Achievements
1. Immediately after the notification by The Govt. Of India for Covid19 Pandemic lockdown Principal met with the IQAC and senior teachers virtually and it was planned that our college will continue Honours and General online classes by WhatsApp Groups, Google meet and Google classroom under the supervision of IQAC and HODs. The IQAC will continue to virtually meet the academic subcommittee, and the HODs and take initiatives for the maintenance of classes.	1. Initially the Honours classes of all the departments and soon all General classes as well as tests could be carried out in online mode by the active participation of all the teachers and HODs which was mentored by the Academic Sub-committee and IQAC.
2. IQAC continuously planned to take the stock in this pandemic situation to supervise the students' support system viz. acquaintance of the all the students residing even in the remote areas with the Online Platforms like Goole Classroom and Google Meet so that classes are continued and all the Honours and General students get the study materials and other learning resources for their proper theoretical and virtual practical education in which no real Practical class can be taken. IQAC planned enough assistance to all the subcommittees in this new circumstance.	2. Within a few weeks with the active participation of the Principal and all the teachers IQAC found that in the virtual mode Honours and General classes of all the departments were running successfully and students were trained enough to sit for any examination if necessary.
3. Even in this unprecedeted situation IQAC could plan the academic improvements of the teachers and the College by participating in the webinars and online orientation programme and refreshers courses; IQAC also approved the proposal of webinars by the departments of Commerce and History.	3. Most of the teachers successfully participated in different webinars for academic upgradation and few of them joined and completed online orientation programme and refreshers courses.
4. IQAC has planned that day-to-day normal functioning of the college office will be maintained with the active support of the Governing Body, Teachers' Council, different subcommittees and HODs. It will take sufficient measures to conduct different examinations of the University of Calcutta and our College online.	4. With the sincere effort of the Principal, all the teachers as well as all the supporting staffs the working of the College office could be maintained. Different examinations could be taken virtually successfully.

Debasis Upadhyay

Dr. Debasis Upadhyay
IQAC Coordinator

Dr. Debjani Datta

Principal

DR DEBJANI DATTA

M.Sc. (Gold Medalist), Ph.D

Principal

Budge Budge College

Abulik
President
Budge Budge College



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.....

Date

IQAC Action Taken Report

Session: 2020-2021

Plan of Action	Achievements
1. Due to the announced Lockdown by the Government of India and Government of West Bengal for the Covid-19 Pandemic the IQAC with the help of senior teachers decided to continue to meet the academic subcommittee virtually for mentoring and monitoring online Honours and General Theoretical and Practical classes.	1. Even in this unprecedented pandemic situation the College achieved cent percent success in carrying out online Honours and General Theoretical and Practical classes within very short notice which became possible for whole hearted support of all the teachers and supporting staffs.
2. IQAC would take measures so that even the students of the remote areas certainly avail Goole Classroom and Google Meet and the students get posted Study Materials and Learning Resources. IQAC proposed enough assistance to all the subcommittees in this new circumstance.	2. IQAC found that students of the even the remote areas were receiving Study Materials and Learning Resources regularly in the online mode.
3. Also, IQAC would encourage participating in the Orientation Programme, Refresher Courses and Webinars that have been approved by the UGC and other such compatible agencies under Higher Education for institutional as well as individual academic upgradation. IQAC would provide full support to the Departments of Commerce and History for organizing Webinars in next few months.	3. Departments of Commerce and History successfully completed their departmental webinars under the sponsorship of IQAC. Teachers could participate in OPs and RCs after the approval of IQAC.
4. IQAC with the active support of the Governing Body, Teachers' Council, different subcommittees and HODs take sufficient measures to conduct different examinations of the University of Calcutta and the results will be published online under the supervision of the Academic subcommittee.	4. All the examinations of the University of Calcutta and their results were published online under the supervision of the Academic subcommittee and the support of the Teachers and Supporting Staffs.

Dr. Debasis Upadhyay
IQAC Coordinator

Dr. Debjani Datta
Principal
DR DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, DBLC Road, Kol-700137

7, Deshbandhu Chittaranjan Road, Budge Budge, 24 Parganas (S), Kolkata - 700137, West Bengal, INDIA. Tel: (033)4703454, (033)24805168

E-mail : budgebudgecollege@gmail.com; Website : www.wbbudgebudgecollege.org

President
Budge Budge College



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)
Affiliated to the University of Calcutta

Ref No.....

Date

IQAC Action Taken Report

Session: 2021-2022

Plan of Action	Achievements
1. For regular high quality teaching-learning process in online mode even in the lockdown period IQAC with the active support of the Governing Body, Teachers' Council different sub-committees and HODs would take sufficient measures to inform the students about and take sincere classes for preparing them for the examinations in future.	1. For almost half of this academic year the college had to follow the online mode of teaching due to lockdown; IQAC monitored the standard of the regular teaching-learning process and found them to be satisfactory. However in the second half lockdown was withdrawn and IQAC, with the assistance of Governing body and different sub-committees, guided the arrangements made by the college administration for resuming offline classes and
2. IQAC would continue to meet the academic sub-committees virtually for structuring online Honours and General Theoretical and Practical classes.	2. IQAC consulted all the sub-committees virtually in the first half and physically in the second half and structured the theoretical and practical classes with the Academic sub-committee.
3. As a methodology IQAC would take measures so that even the students of the remote areas certainly avail online platform like Google Classroom and Google Meet and the students get posted Study Materials and Learning Resources. IQAC would provide enough assistance to all the subcommittees in this new circumstance. As a structure every Department has prepared a Semester wise repertoire of the mobile number, address and email ID's of students of Honours and General streams for the purpose of distribution of syllabus, schedule of examinations and the list of queries of the students.	3. IQAC has noted that Semester wise repertoire of the mobile number, address and email IDs of the students of all the Departments is maintained, syllabi and distribution of classes are communicated to the students as was planned.



Budge Budge College

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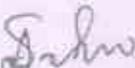
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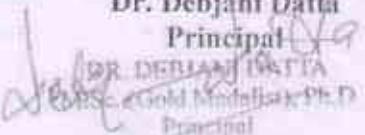
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Plan of Action	Achievements
4. Also, IQAC has planned to implement the SOPs proposed by the Governments if the college reopens in its normal course after the COVID pandemic.	4. IQAC assured the implementation of the SOPs just before the college reopened after the COVID pandemic. To boot, IQAC in consultation with the building subcommittee added infrastructural facilities viz. more updated classrooms with browsing facilities for students, clean washrooms, AC laboratories, regulation of the entry and exit of the students in the college campus.


Dr. Anup Kumar Sahoo
IQAC Coordinator


Dr. Debjani Datta
Principal
DR. DEBJANI DATTA
M.Sc., Gold Medalist, Ph.D.
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India



Budge Budge College

Estd. 1971

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Ref. No.

Date

IQAC Action Taken Report

Session: 2022-2023

Plan of Action	Achievements
(1) For infrastructural development of the Departments of Chemistry, Zoology, Physics and Mathematics, Geography, and Library, the IQAC has appreciated the proposals of marble flooring, making of racks, installing ACs, and related works by the College authority.	(1) Marble flooring, making of racks and installations of ACs have been done during the academic year.
(2) For attending the OPs/RCs, the IQAC would forward the applications of the incumbents at early as possible.	(2) Four teachers have attended such programmes during the academic year.
(3) IQAC suggests improving the 'student support system' by providing Colour Printers and Equipment viz. Microscopes, Distillation Plants, Desktops and Software to the different departments.	(3) Desktops, printers and other equipment have been provided to some of the departments.
(4) IQAC would cordially support different social welfare programmes organized by Budge Budge College NCC and NSS Units.	(4) The NCC and NSS units of the college have organised various social welfare programmes as listed in criterion 3.3.1
(5) After the submission of the AQAR for the session 2021-2022, the IQAC with the support of the Governing Body and different subcommittees would initiate the preparation of the Self Study Report for the 3rd cycle NAAC Assessment.	(5) The preparation of the Self Study Report for the 3rd cycle NAAC Assessment has already begun during the academic year.

Dr. Sandip Sinha
IQAC Coordinator

Dr. Debjani Datta

Principal

DR. DEBNANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India

Academic and Administrative Audit Report

(Budge Budge College)

(2022 – 2023)

Academic Audit Committee:

On 20th November, 2023, Budge Budge College, Kolkata constituted a two members committee to conduct an Academic and Administrative Audit of the College.

The Audit Committee is comprised of the following members:

1. *Dr. Sasabindu Jana, Principal, Raidighi College*
2. *Dr. Virvikram Roy, Principal , Bhangar College*

Members of College Academic Audit Committee:

1. *Dr. Debjani Datta , Principal*
2. *Dr. Sandip Sinha, IQAC Coordinator and Associate Professor, Dept. of Commerce*
3. *Dr. Kishor Naskar, IQAC Member and Assistant Professor, Dept. of Economics*
4. *Dr. Reshma Sarkar, IQAC Member and Librarian*

Other Members:

1. *Gautam Dasgupta, Management Representative*
2. *Dr. Anup Kumar Sahoo, Dr. Gautam Das, Dr. Dipak Mandal - Teacher Members*
3. *Mr. Somenath Bose, Administrative Staff*
4. *Ms. Ankita Das, Student Representative*

Academic Audit Report

Session: 2022 – 2023

Date of visit by the auditors: 04. 12d. 2023

Date of report submission by the auditors: 22.02.2024

Schedule for Academic Audit

Time	Schedule	Venue
11.00	Meet with Principal and other members attached with Academic Audit	Principal's Room
11.30	Meeting with different departments for academic audit purpose	Library and scheduled room
2.00	LUNCHEON	<i>Principal's Room</i>
2.45	Meeting with other departments	Scheduled room
4.00	Meeting with Office Staff	At Office
4.45	Meeting with Faculty members	Conference Room

ACADEMIC AUDIT (2022 – 2023)

Academic Audit is an integral part of the dynamics of higher education to achieve and maintain academic excellence. It aims to document evidence-based information related to the quality of academic programmes. It encourages a culture of continuous evaluation and quality improvement with sustenance of best practices of the different academic programs.

The Academic Audit was initiated during the academic year (2022-2023) by the IQAC to evaluate the implementation of UG curriculum, teaching, learning methodologies and to ensure continuous improvement for quality assurance.

A faculty-driven model of ongoing self-reflection, peer feedback, collaboration, and teamwork based on structured conversation to improve educational quality processes in teaching, learning and evaluation.

There is a need to relook and review the curriculum, teaching, earning and evaluation methods. The statutory reports (NAAC, UGC or University) are not able to give a detailed and critical look at the curriculum, teaching, learning and evaluation methods. We know that the Higher Education scenario has changed dramatically. New teaching and learning methods are needed in order to make Higher Education relevant to the current times and to suit it to the world at large be it industry or the larger (Civil) society.

The audit serves to

- Provide a faculty driven process for a continuous improvement process
- Promote dialogue among faculty, students, and administrators
- Provide self-assessment based on quality principles
- Promote integration across programs and disciplines

The Objective of the Academic Audit are:

- To subject every department to external scrutiny.
- To update the curriculum, teaching, learning and evaluation methods.
- To make suggestions for improvement to the Departments for necessary changes.
- To achieve the goal of updated curriculum and revised learning and evaluation methods (UGC and National Curricula).

Methodology

At the meeting with the Principal, Coordinator - IQAC, Members, faculties and other officials, a verbal presentation was made by the Principal which gave a general and broad profile of the facilities and activities of the College. The Audit team began their visit on at the College through brief interactions with the faculty of each department and the administrative staff. They have visited laboratories, Computer rooms, the library and some of the other facilities of the College which were accommodated in the schedule to enable the Audit Committee to acquire relevant first-hand information.

Based on the information gathered from the available documents and the interactions afforded with the different components of the institution, the Audit Committee has made a sincere endeavour to put forward certain views, observations and recommendations in the report with expectations that these recommendations, when implemented, will best serve the interest of the College as intended.

Profile of the College:

The college, being founded entirely on donations, began functioning from the residential premises donated by Late Rani Bala Dhar at Pujali, Achipur, with a very meagre number of students, teaching and non-teaching staff. Subsequently, it was shifted to Senpukur (Budge Budge) and then, again, it was shifted to the present building at Budge-Budge in the year 1981, which is well communicated by rail, road, and ferry services. For this facility, the flow of student. has increased in recent years. In addition to 24 parganas (S), students from other adjoining districts like, Kolkata, and Howrah are also being admitted here. When the college was established in the year 1971, it had only 500 students and was affiliated to the University of Calcutta for pass course only. Now it has almost 2,840 students on its roll. Apart from the pass courses in science, humanities, and commerce subjects the college now offers Honours courses in Zoology, Botany, Food & Nutrition, English, Bengali, History, Political Science, Education, Philosophy, Geography, and Accounting & Finance. In this way, the infant institution of 1971 has now grown into a full-fledged degree College. The College is at present enlisted in the UGC panel of recognized colleges (in West Bengal) under section 2(f) & 12(B) of the UGC Act. It is also registered under West Bengal Societies Registration Act, 1961. The college comprises of a five storied building, the total land area of the college is 14,558.2 sq.mt and total constructed area is 30,247.68 sq.mt.

Present status (2022 - 2023)

The college is having fifteen (15) departments including Honours and General in Arts, Science and Commerce stream. At present there are total forty-one (41) full time faculties members, including sixteen (16) State Aided Contractual Teachers (SACT). The college is having one (1) librarian, and ten (10) permanent support staff and nine (9) casual/contractual staff. NSS and NCC wing of the College are very active through which the students are engaged in giving service to the society.

Academic Strength:Number of Permanent Faculty Members (Substantive Post)

Sl. No.	Name of the Full-time teacher	Gender	Designation	Whether having Ph.D. Qualification
1	Dr. Debjani Datta	Female	Principal	Yes
2	Ms. Pritha Barua Sen	Female	Associate Professor	No
3	Dr. Partha Pratim Chaudhuri	Male	Associate Professor	Yes
4	Dr. Bhanusuta Mitra	Female	Associate Professor	Yes
5	Dr. Debasis Upadhyay	Male	Assistant Professor	Yes
6	Dr. Kakali Ghoshal	Female	Assistant Professor	Yes
7	Dr. Anup Kumar Sahoo	Male	Assistant Professor	Yes
8	Dr. Gautam Das	Male	Assistant Professor	Yes
9	Dr. Dipak Mandal	Male	Assistant Professor	Yes
10	Dr. Sweta Dutta	Female	Assistant Professor	Yes
11	Dr. Shreya Chakravorty	Female	Assistant Professor	Yes
12	Dr. Swati Sachdev	Female	Assistant Professor	Yes
13	Dr. Shruti Agrawal	Female	Assistant Professor	Yes
14	Dr. Kishor Naskar	Male	Assistant Professor	Yes
15	Ms. Debamita Nath Guha	Female	Assistant Professor	Pursuing
16	Dr. Priyanka Bose Das	Female	Assistant Professor	Yes
17	Dr. Papia Das	Female	Assistant Professor	Yes
18	Dr. Srabani Debnath	Female	Assistant Professor	Yes
19	Ms. Smita Sahu	Female	Assistant Professor	No
20	Dr. Poulomi Roy	Female	Assistant Professor	Yes
21	Dr. Arpita Ray Maulik	Female	Assistant Professor	Yes
22	Mr. Sajid Qamar	Male	Assistant Professor	No
23	Dr. Samiran Panday	Male	Assistant Professor	Yes
24	Mr. Sujit Kumar Mahato	Male	Assistant Professor	No
25	Mr. Buddham Tamang	Male	Assistant Professor	No
26	Dr. Sandip Sinha	Male	Associate Professor	Yes

Number of State-Aided Contractual Teacher (SACT)

Sl. No.	Name of the Full-time teacher	Gender	Designation	Whether having Ph.D. Qualification
1	Ms. Chumki Sarkar	Female	State Aided College Teacher	No
2	Mr. Mriganka Mallick	Male	State Aided College Teacher	No
3	Ms. Sanchari Amboli	Female	State Aided College Teacher	No
4	Mrs. Piyali Das	Female	State Aided College Teacher	No
5	Mr. Pradiptamoy Mondal	Male	State Aided College Teacher	No
6	Ms. Sumana Das	Female	State Aided College Teacher	No
7	Dr. Uttariya Roy	Male	State Aided College Teacher	Yes
8	Dr. Barnali Bera	Female	State Aided College Teacher	Yes
9	Mr. Sumit Santra	Male	State Aided College Teacher	Pursuing
10	Ms. Payel Roy	Female	State Aided College Teacher	No
11	Mr. Sameek Mondal	Male	State Aided College Teacher	No
12	Ms. Ishita Sarkar	Female	State Aided College Teacher	Pursuing
13	Mr. Sourav Bhuiya	Male	State Aided College Teacher	No
14	Mr. Raj Kumar Shaw	Male	State Aided College Teacher	No
15	Ms. Moumita Mondal	Female	State Aided College Teacher	No
16	Ms. Rubina Yeasmin	Female	State Aided College Teacher	No

Library Staff

1	Dr. Reshma Sarkar	Female	Librarian
2	Tarapada Gayen	Male	Peon
3	Bholanath Karati	Male	Casual

List of Administrative Staff (Permanent)

Sl. No.	Name	Gender	Designation
1	Mr. Somenath Bose	Male	Electrician-Cum-Caretaker
2	Mr. Nilesh Roy	Male	Lab. Attendant (Physics)
3	Mr. Saroj Nag	Male	Lab. Attendant (Chemistry)
4	Mr. Tapas Shaw	Male	Lab Attendant (Zoology)
5	Mr. Subrata Karmakar	Male	Lab Attendant (Geography)
6	Mr. Tanay Bhuniya	Male	Lab Attendant (Botany)
7	Mr. Bikash Roy	Male	Sweeper (Part-Time)
8	Mr. Dipak Kayal	Male	Guard
9	Mr. Swapan Kumar Majhi	Male	Guard
10	Mr. Anis Ahmed	Male	Computer Assistant (Whole-time Contractual)

List of Administrative Staff (Casual)

Sl. No.	Name	Gender	Designation
1	Mr. Pijush Panjal	Male	Office Peon
2	Sk. Safiulla	Male	Office Peon
3	Mrs. Sangita Shaw	Female	Attendant (Principal)
4	Mr. Sanjoy Mondal	Male	Housekeeping

List of Administrative Staff (Daily Wages)

Sl. No.	Name	Gender	Designation
1	Mrs. Asha Dey	Female	Attendant (Staff Room)
2	Mr. Sandip Kayal	Male	Housekeeping
3	Mr. Moinur Khan	Male	Lab Attendant (Food and Nutrition)
4	Mrs. Mamata Mishra	Female	Attendant (Library)

Other Aspects: -

No. of courses offered	16 (13 Honours and 3 General Degrees)
Total Student Strength	2840
Teacher student ratio	1: 70
No. of NSS Unit	One
No. of NCC Unit	One
College Magazine	One (Akar) – College Magazine
Journal	Nil
Computer Centre	One
Laboratory	Seven (Chemistry, Botany, Zoology, Food and Nutrition, Physics, Geography, Psychology)
Computer Lab	One (Commerce)
Certificate courses	Nil

Awards**Student aspect:**

Year	Name of the award/medal	Team / Individual	University/State/ National/ International	Sports/ Cultural	Name of the student
2023	First Prize, Inter College Competition, Dance	Individual	University	Cultural: Rabindra Jayanti Celebration by IQAC& Cultural Committee, Sarsuna College	Debjit Mal

College Aspect

Award for Scoring Highest and Second Highest marks in Under Graduate Examination, 2022

Sl. No.	Name of Student	Stream	Award for Scoring Highest and Second Highest marks in Under Graduate Examination
1	Sneha Mondal	BNGA	1 ST
2	Snayhangy Panja	BNGA	2 ND
3	Debomita Kumar	EDCA	1 ST
4	Sunita Pramanick	EDCA	2 ND
5	Sahaniya Parvin	ENGA	1 ST
6	Sutapa Bera	ENGA	2 ND
7	Saheli Mondal	GEOA (B.A)	1 ST
8	Sutapa Khanra	HISA	1 ST
9	Barnita Das	HISA	2 ND
10	Sritama Santra	PHIA	1 ST
11	Sushmita Dhara	PHIA	2 ND
12	Shankar Das	PLSA	1 ST
13	Shreya Das	PLSA	2 ND
14	Satwil Dhole	BOTA	1 ST
15	Tanushree Das	FNTA	1 ST
16	Sudeshna Bera	FNTA	2 ND
17	Neha Chakraborty	GEOA (B.Sc.)	1 ST
18	Nasrin Ara	ZOOA	1 ST
19	Prity Mondal	ZOOA	2 ND
20	Akash Pramanick	B.Com. (Hons)	1 ST
21	Debargha Chakraborty	B.Com. (Hons)	2 ND
22	Sujata Adhikary	B.A (GEN) PSYG, SOCG	1 ST
23	Ankita Das	B.A (GEN) PSYG, SOCG	2 ND

Award for Highest Attendance During The Academic Session 2022-23

Sl. No.	Stream	Name of Student
1	Bengali	Ranu Das
2	Commerce	Anurup Bose
3	Education	Supriti Bar
4	English	Priti Majumdar
5	Food and Nutrition	Sudipa Adhikary
6	Geography	Neha Chakraborty
7	History	Sunanda Sardar
8	Philosophy	Riya Halder
9	Political Science	Madhumita Das
10	Zoology	Attika Adhikary

Academic Audit Report (Criteria wise)

<u>Curricular Aspects: -</u>	
Curricular Planning and Implementation:	<p>CURICULUM AND SYLLABUS</p> <p>Syllabus is prepared by University of Calcutta in consultation with subject experts, taking inputs from external and internal faculty. Based on the feedback, the syllabus is finalized and circulated to the colleges.</p> <p>Inputs to students are through:</p> <p>Lectures Chalk & Talk Power Point Presentation etc.</p> <p>Courses offered:</p> <p>B.A., B. Sc. and B.Com</p>

Academic flexibility:	1. Faculty flexibility in extracurricular activities 2. Faculty has full freedom to plan and execute the outreach programmes.
Curriculum enrichment:	Our Institution is affiliated to the University of Calcutta hence it has to follow the curriculum prescribed by the University for teaching all the Honours and General subjects in the UG stream. This curriculum covers different aspects of Professional Ethics, Gender, Human Values, Environment and Sustainability in different sections of all types of Programs ranging from Language (Bengali, English, Sanskrit), Commerce-Economics-Mathematics, Science (Botany, Chemistry, Physics, Zoology), Humanities (Education, History, Philosophy, Political Science, Sociology) to even Interdisciplinary (Food and Nutrition, Psychology) and Transdisciplinary subjects (Geography). As these are not only pan-global but also local issues, the students also have to undertake a mandatory course on Environmental Studies in the first year of their undergraduate program. Faculty members of different departments take special efforts and consideration while teaching these themes, especially in a local context, in order to make the students more responsible, adaptive and committed towards these perspectives as they address pertinent basic human values. This in turn helps in transforming them into better human being themselves as well.
Co-Curricular Activities	1. Annual social of college 2. Reward function 3. Extempore speech, Elocution competition 4. Teachers' Day celebration 5. Cultural Programme
Feedback System:	1. Class mentoring – on going process 2. Feedback from students, teachers and alumni are obtained 3. Screening of deficiency among students
<u>Teaching-learning and Evaluation:-</u>	
Teaching-learning Process:	The college normally adopts Lecture Method and Hands-On Training on practical experiments, Audio-Visual Methodology, Google Classroom, Field trips, Excursion, Debates, Webinars, etc. In order to enhance their creative, cognitive and communicative skills, students are made to participate in group discussions and cultural programmes too. The college always encourages its students to participate freely in the teaching - learning process. Teachers tend to adopt the participative learning method wherever possible. Major focus is on preventing students from direct memorization. They are encouraged to use the library or online resources from authorized sources as much as possible in their free time. The teachers make the classes as interactive as possible and also encourage innovative thought and novel interpretations in-sync with the latest turn of events in various fields of knowledge. For learners, the approaches adopted are as

	<p>follows: More challenging work in the form of projects and home assignments Quiz, student seminars are organized by several departments to create a healthy and competitive environment Encouragement for participation in inter-college and intra-college competitions, and paper presentations using ICT Special lectures by eminent speakers from industry and academia Counselling by faculty to appear for competitive examinations Opportunities for publication in students' magazines Meeting and communicating with the weaker students regarding their areas of weakness Teachers available beyond class hours to provide counselling to the weaker students Monitoring the progress of the students through written assignments Departmental teachers provide special doubt clearing session both inside and outside class hours through social media apps.</p>
ICT Facility	<ul style="list-style-type: none"> • Teaching-learning through E-learning • Office & administrative practice through E-governance • Creation of instructional tools • Sharing E contents through high band width LAN, Wi-fi • Computerized library with Wi-fi zone, online access of books • Smart classroom using smartboard • Online admission system • Computerised student management system • Computerised accounting system • Computerised library information • Electronic data processing
Teacher quality:	<ol style="list-style-type: none"> 1. Subject knowledge of the teacher is sound 2. Faculty are engaged in research and to publish papers and books 3. Monitoring of discipline and classroom participation of students 4. Student-wise data collection 5. Use of computerized presentations. 6. Faculty feedback taken every semester 7. Effective utilization of staff. 8. Programmes are conducted for faculty members both in-house and outside with leave. <p>These programmes are organized to support faculty development.</p>

Evaluation process and Reforms	<p>a) Class room interactions b) Tests and exams c) Assignments and presentations d) Internal assessment conducted by the subject teacher Institutional Question design pattern: Easy 30%, Moderate 40% challenging – 30%.</p>
<u>Student Aspect</u>	
Students' performance and Learning outcome:	<p><u>Student oriented initiatives:</u></p> <p>a) Students' seminars and workshops b) Introduced CBCS c) Celebration of World Environment Day, National Days, International Mother Language Day, World Health Day, Film screening and workshop, College Foundation Day, Workshop on Gender Equality, Gender sensitization, Intra-department webinar etc.</p> <p><u>Student -aid-fund</u> Students are provided tuition fees concession on the basis of their application.</p> <p><u>Scholarship</u> # Kanyashree Prakalpa # Swami Vivekananda Merit Cum Means (SVMCM) Scholarship # Minorities Scholarships (Aikyashree) # OASIS SC/ ST/ OBC Scholarship</p> <p><u>Student Credit Card</u> To enable them to pursue education without having any financial constraints – under leadership of Hon'ble chief minister, WB.</p> <p><u>Students Feedback</u></p> <p>a) Expectations met by the institution b) Academics – excellent c) Flexibility offered. d) Good admission policy e) Fee structure – no grievance</p>

<u>Research Consultancy and Extension:-</u>	
Promotion of research	Access e-resource data repository through e-books, e-journals
Academic Publications	Akar – College magazine
Seminars	<ul style="list-style-type: none"> • College sponsored seminars • Youth Parliament Session
Research Facilities:	<ul style="list-style-type: none"> • Institute has a well-planned library and internet facility including wi-fi to cater to the needs of research. • Online journal/E-content available
Consultancy	Not explored
<u>Library Facilities:-</u>	
Books/Journals	<p>Total number of books: 22,646</p> <p>E books, Newspaper, Periodicals, Journals & reference books</p> <p>Database of books by author name, subject, key word</p> <p>Digitisation + Photocopy facilities.</p> <p>Reading room – Almost 60 students can sit at a time</p> <p>Lending and reference service</p> <p>Access to e-resource NLIST</p> <p>Separate Departmental Library</p> <p>Membership – National Digital Library of India (NDLI), IIT, Kharagpur</p> <p>Morning Reading Centre – between 10:30 am – 4:30 am.</p>
<u>Collaborations:-</u>	
With NGOs	<p>Organizing health camp</p> <p>Eye testing camp</p> <p>Blood donation camp</p> <p>Training for self- employment and entrepreneurship</p>
Environmental Awareness	Green campus – through use of rain water harvesting system and use of solar panels (both Govt funds and college purchased) for generation of clean electricity.

<u>Placement: -</u>	
Career Counselling	Various organization are allowed to conduct career counselling seminars in our college.
<u>Infrastructure:</u> The College has infrastructure for academic activities. The infrastructure is well maintained. The library and IT facilities are also adequate. Hygienically maintained campus.	
<u>Student support and progression: -</u>	
Student Mentoring	<ul style="list-style-type: none"> Identification of slow learning students. Remedial measures taken and suggest remedies for non-performers.
Student Progression	<u>Enrolment in PG Courses</u> More than 50 students progressed to P.G. courses
Medical Unit	Student Health Home Medical camp for health check-up Proper sick room
Persons with Special Ability	Divyangjan (Wheelchair for specially-abled)
Sports Centre	Gymnasium Annual sports – Every year
<u>Governance, Leadership and Management: -</u>	
Institutional Vision	The vision of the college is to make the students self reliant and to inculcate love of knowledge and provide holistic inclusive education to the student coming from every stratum of the society so that they can establish themselves as ideal responsible citizens and ensure the development of the society they live in.
Strategy Development	1. Admission policy: Process conducted by admission Committee following merit criteria. 2. Faculty encouragement: All HODs manage their departments with the help of departmental faculties. 3. There are other committees take decision regarding related matters: Finance sub-committee, Purchase committee. Collective efforts of the members of College Governing Body: for smooth functioning
<u>Student Grievance Redress Cell</u> To look into all types of grievances and accept suggestions from students and guardians for better functioning of college.	

	<p><u>Anti-ragging Cell</u> As per UGC rule it is followed for the students.</p> <p><u>Anti-sexual Harassment Cell</u> As per UGC rule it is followed for the students.</p>
Internal Quality Assurance System	<ul style="list-style-type: none"> • Faculty performance is evaluated effectively • Student performance is evaluated effectively

Overall Analysis: - Observation

STRENGTHS:

1. At present, the college offers a wide range of Undergraduate Programmes, as many as 16.
2. The college is equipped with modern ICT enabled and smart classrooms.
3. Resourceful Library with updated books, journals, newspapers and e-resources forms the heart of this institution.
4. Well-equipped state-of-the-art laboratories for UG students are one of the key pillars of strength of the college.
5. Of all the permanent faculty positions, only 1 is vacant.
6. 50 % of the faculty members hold PhD degree.
7. Hon'ble principal has co-authored a book with a faculty member of the English Department.
8. The college faculty is actively involved in research and publication of articles and chapters in acclaimed journals and books respectively.
9. Efficient Management based on decentralization and co-ordination with all stakeholders is one of the hallmarks of the college.
10. The college is adorned with an inclusive, disabled friendly and gender-neutral campus.
11. The institution provides financial support to the economically disadvantaged students to enable them to pursue higher education with dignity.
12. Excursions, field trips and internships for enhancement of knowledge as per curriculum is provided.
13. Online and offline feedbacks from students and other stakeholders help to steer the college in the path of further progress.

14. The college campus is equipped with Biometric system for staff attendance, fire extinguishers, CCTV cameras, Wi-Fi internet and high bandwidth structured LAN facility.
15. The NSS units engender sense of social responsibility through regular campus cleaning drives, AIDS and Thalassemia Awareness Programmes, tree plantation in adjoining localities, special camps on literacy, medicine, student counselling, water conservation etc.
16. Online classes were held during pandemic and website was updated with e-content. Faculties provided academic support to the students by making class schedules more flexible and student-friendly during the pandemic phase.
17. The institution possesses eco- friendly green campus with gardens, solar panel system and sustainable waste management system. Green and energy audit have been conducted.
18. Active NCC unit (under WB&S Directorate) won accolades at the national level.
19. The campus is adorned with a well-furnished air-conditioned smart auditorium.
20. Memoranda of Understanding with a number of colleges have been signed and Teacher-exchange programmes have been conducted.
21. Free Studentship is provided to the needy students. Moreover, fees were adjusted to support students during pandemic.

WEAKNESSES:

1. Access to various fields of higher education is denied to students on account of their poor economic background.
2. Satisfactory academic grades are often a misleading indicator and is contrasted with weak presentation and language skills that in turn effect the employability of students.
3. Located in the busy and crowded suburb, the college suffers from space shortage manifested through insufficient number of classrooms, laboratories, library space, etc.
4. This space constraint is also evident in the lack of a playground within the campus.
5. The institution is under-resourced as far as number of office, laboratory and library staff is concerned.
6. Many first generation learners of the student community coming from remote rural areas often lack much needed family support to pursue further education and end up dropping out before completing graduation.
7. The institution lacks interdisciplinary projects at present.

8. In spite of a significant number of scholarship programmes to ensure continuation of their education, there still remains a tendency among students of the general stream to drop out before completion of graduation in order to join vocational courses.
9. There is currently no accommodation facility for outstation students or for students coming from far within the campus.
10. The institution lacks in-campus accommodation facilities for college staff.

CHALLENGES:

1. Upgradation and maintenance of infrastructural facilities is severely affected due to the dependence of the institution on financial support from government sources available at irregular intervals.
2. Lack of motivation and support for students coming from financially challenged backgrounds is one of the towering challenges facing the institution.
3. The infrastructure of the college is not upgraded enough to support CBCS and CCF modes of dissemination.

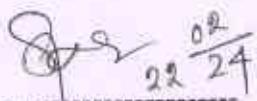
Recommendations:-

- ✓ Faculty be encouraged to go for more minor and major research projects funded by UGC/ICSSR/TISS etc.
- ✓ Infrastructural facilities and laboratories to be upgraded with latest equipment including ICT.
- ✓ More thrust on IT in teaching-learning be given.
- ✓ Collaborations with formal MOUs with reputed institutions be made for faculty development.
- ✓ Need of courses like animation and graphics, web technology.
- ✓ Coaching for NET/SET, recruitment tests on regular basis be commenced
- ✓ Augmentation in ICT, library and sport resources is required
- ✓ Faculty be encouraged to go for membership of different bodies
- ✓ The placement cell of the institution to be formed.
- ✓ Outdoor sports facility should be increased
- ✓ MoU may be formed to enhance the student support facilities such as playground

- ✓ Alumni association to be registered with updated records. The data may be made accessible to the current students to foster their academic progression as well as enhance employment opportunities
- ✓ Language lab may be introduced
- ✓ More faculties may be trained in using ICT facilities for teaching learning
- ✓ Own hostel facility may be introduced for the students, not with other association.
- ✓ Classes need to have rolling board and microphone.
- ✓ Research culture needs improvement and interdisciplinary research to be initiated
- ✓ Proper documentation is required for all activities
- ✓ Best practices of individual departments for various aspects need to be institutionalised.
- ✓ Due to its easy accessibility by land, rail and waterways, the future of this institution remains bright with the prospect of even greater conglomeration of students.
- ✓ Keeping the increase in student admission with every passing year in view, there shines a bright possibility of extension of the campus in the horizon. The extended campus is envisioned as a green space with adequate space for a playground.
- ✓ In order to ensure the security of the largest stakeholder of the institution, i.e. the students, Biometric Attendance for them can be introduced in near future.
- ✓ Affordable higher education opportunities for students can be initiated by introducing post-graduation level in certain disciplines.
- ✓ In the absence of any registered Alumni Association, there is room for improvement as far as the alumni input and support system is concerned

Gratitude:

The audit members feel honoured and take this opportunity to express sincere thanks and gratitude to the College authorities for being invited to conduct the audit. They would also like to express their heartfelt thanks to all the faculty members and support staff for their wholehearted cooperation along with the hospitality that has been extended to the audit members during the audit conducted on that day.

Signature with seal:


22/02/24

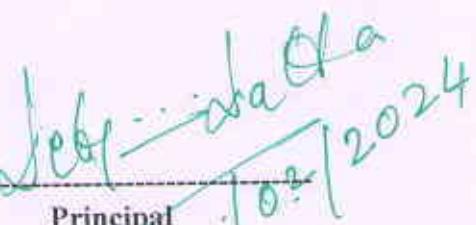
Principal
Dr. SASABINDU JANA
Dr. Sasabindu Jana Principal
Raidighi College
Raidighi College
South 24 Pgs.



22/02/24

Principal
Dr. Virvikram Roy
Bhangar College

Dr. Virvikram Roy
Principal
Bhangar Mahavidyalaya
South 24 Parganas



22/02/24

Principal
Dr. Debjani Datta
Budge Budge College
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India



22/02/24

Mr. Gautam Dasgupta
Governing Body Member (Ex-officio)
Budge Budge College

BUDGE BUDGE COLLEGE

7 DESHBANDHU CHITTARANJAN ROAD, KOLKATA – 700137



**ACADEMIC AND ADMINISTRATIVE AUDIT REPORT
(2018-22)**

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

College: BUDGE BUDGE COLLEGE

Affiliation: University of Calcutta

Principal: Dr. Debjani Datta

Date of Visit: 06.11.2022

External Members:

1. Dr. Sasabindu Jana, Principal, Raidighi College
2. Dr. Virvikram Roy, Principal , Bhangar College

Budge Budge College, located at 7, Deshbandhu Chittaranjan Road, Budge Budge, Kolkata, West Bengal, India, was established on December 10, 1971 with permanent affiliation to the University of Calcutta. The college is enlisted in the UGC panel of recognised colleges under sections 2f and 12B of the UGC Act 1956. The college comprises of a five storied building, the total land area.of the college is 14,558.2 sq.mt and total constructed area is 30,247.68 sq.mt.

The college has 15 departments, offering 13 regular Honours Programmes and 3 regular General Programmes.

New courses introduced during last 5 years: Honours in Economics and three General subjects, namely, Sanskrit, Sociology and Psychology.

The college has full strength of one Principal, 26 substantive teaching posts along with 17 State Aided College Teachers, and a librarian. There are 27 sanctioned non-teaching posts, out of which 10 are filled.

Publication in UGC Care and other peer reviewed journals by faculty members is praiseworthy. Seminars and webinars related to COVID-19 awareness and different social issues related to different subjects have been held for student benefits. RUSA fund is effectively utilised in procurement of costly equipments in the science laboratories, books for the library and extension of the building. Laptops and Desktops have been distributed to all the departments from RUSA fund.

The academic departments conduct remedial classes, identification of slow and advanced learners is done and necessary steps are taken. Departmental Libraries exist for lending books to the students in addition to the Central Library. Students are taken on educational tours, and are motivated to participate in various extra-curricular activities.

The library is well equipped with 22,646 books (12,533 unique collections), subscription to NLIST ensures access to e-resources. There are separate browsing nodes for students. There is a seating capacity of about 30.

Statutory financial audit for 2019-20 is complete, Green Audit is in place. Admission process is completely online. There are one NSS unit and one NCC unit which conduct a number of welfare and awareness programmes in the College.

STRENGTHS:

1. The college provides quality education to students from varied backgrounds, including first generation learners and students from low-income families with meagre resources.
2. The college has a healthy student-teacher ratio.
3. Team of dedicated teachers that ensures holistic development of the students
4. Resourceful Library with updated books, journals, newspapers and e-resources forms the heart of this institution.
5. Well-equipped state-of-the-art laboratories for UG students are one of the key pillars of strength of the college.
6. Of all the permanent faculty positions, only 1 is vacant.

WEAKNESSES:

1. There is no hostel facility for students.
2. All the vacancies in office are not filled up.
3. There is no playground in the campus.
- 4 Very few research and interdisciplinary projects.

OPPORTUNITIES:

1. More diploma courses and skill enhancement courses can be introduced as per demands of students to train them with professional and vocational skills.
2. Industry- Academia tie up can be developed
3. Introduction of PG courses.

CHALLENGES:

1. The college, being a government-aided one, is dependent on financial support from government sources which are available at specified intervals, severely limiting resources for upgradation and maintenance of infrastructural facilities.
2. The Alumni input and support is not being fulfilled to its potential.
3. Many students are first generation learners from deprived economic backgrounds and are not getting adequate support or motivation for higher studies beyond what the college provides them with.
4. Under the CBCS system, the infrastructure available in the College has not been commensurate with required resources.

RECOMMENDATIONS:

1. The college can take initiative to introduce formal value-added and skill based Certificate/Diploma courses for the students.
2. Academic Diary may be maintained for monitoring the academic progress.
3. Department of Psychology may conduct counseling services for students of the college and neighboring colleges.
4. Facilities for e-content development may be initiated in a more structured way.
5. Transfer of library database on Cloud and library cards of the students may be bar coded.
6. Development of a language lab may be considered in the browsing centre.
7. Guidance for competitive examinations and career counseling need to be strengthened.

8. The Alumni Association should be encouraged to actively participate in the affairs and events of the College.
 9. More faculty development Programmes should be organized by the institution to make the teachers aware of the modern LMS and MOOCs.
 10. Initiatives can be made to organize seminars on Research Methodology, NEP and current Issues and Challenges

Principal
Dr. Sasabindu Jana DR. SASABINDU JANA
Raidighi College *Principal*
RAIDIGHI COLLEGE
South 24 Pgs.

Principal
Dr. Virvikram Roy
Bhangar College
Dr. Virvikram Roy
Principal
Bhangar Mahavidyalaya
South 24 Parganas

Principal
Dr. Debjani Datta
Budge Budge College
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India

Activity Report of collaborative quality initiatives with other institutions

Faculty Exchange Programme

Academic Year 2022-23



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.

Date 18/12/2023

Report on Faculty Exchange Programmes Under MOU between Budge Budge College and Hiralal Mazumdar Memorial College for Women During the Academic Year 2022-23

Ms. Sumana Das, SACT-II, teacher of the Department of Geography, Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women on 10th, 11th and 12th May 2023 (three days) to perform the duties of a faculty of Geography. During these days, she undertook Honours classes of semester 2, 4 and 6. She covered a wide dimension of topics encompassing both theoretical and practical aspects based on her area of expertise, ranging from surveying & levelling related practical training to theoretical concepts pertaining to Resource Geography and Economic Geography.

Ms. Mun Mun Nandy teacher of Hiralal Mazumdar Memorial College for Women, on the other hand was deputed to Budge Budge College, Department of Geography under the Faculty Exchange Program on 10th and 11th May 2023 (two days) to impart Geography curriculum to the students. She undertook Honours classes of semesters 2, 4 and 6 and General classes of semester 4. She taught the students practical dimensions of remote sensing, which were her area of expertise and theoretical concepts of development e.g. rural settlements, Human Development and foundational concepts of hazard mapping. Thus, the faculty exchange program helped to enrich students of the college by enabling them to access faculty with special expertise on the subject.

Ms. Rubina Yeasmin, SACT-II, teacher of the Department of Sociology, Budge Budge College has taken classes of 2nd semester and 6th semester (Gen) in the Sociology Department of Hiralal Mazumdar Memorial College for Women on 10.05.2023 11.05.2023 and 12.05.2023.

Mr. Sumit Santra, SACT-II of Department of History, Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women under the Faculty Exchange Programme on 10.05.2023 and 11.05.2023. He undertook classes for semesters 2, 4 and 6 Honours students on Medieval Europe (CC4) - Crisis of Feudalism, Mughal History (CC9) and World Politics since 1945 (CC14) respectively.

Dr. S. Rehan Ahmed, Assistant Professor, Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 10.05.2023 under the Faculty Exchange Programme. He conducted classes for semester 6 Honours students on “Animal Biotechnology and Bio-informatics”.

PTO



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.

Date ... 18.12.2023

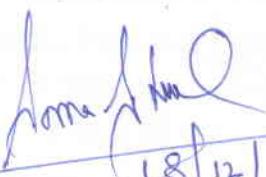
Mr. Santanu Das, SACT-I of Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 11.05.2023 under the Faculty Exchange Programme. He conducted two classes for semester 2 Honours students on "Arthropoda".

Ms. Rituparna Maity, SACT-II of Department of Zoology, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 18.05.2023 under the Faculty Exchange Programme. She conducted classes for semester 4 Honours students on "Comparative Anatomy of Vertebrates".

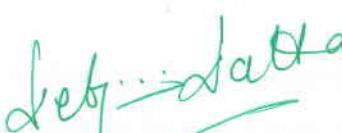
Smt. Aatreyee Bhattacharya, SACT-I of Department of History, Hiralal Mazumdar Memorial College for Women was deputed to Budge Budge College on 11.05.2023 under the Faculty Exchange Programme. She took classes of semesters 2, 4 and 6 on Medieval Europe (CC4) – Fall of the Roman Empire, Scientific Revolution (CC8) and Uprising of 1857 (CC12) respectively.

Ms. Moumita Mondal, SACT-II of Department of Sanskrit, Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women under the Faculty Exchange Programme on 10.05.2023, 11.05.2023 and 12.05.2023. She took classes for semesters 2, 4 and 6 Honours and General students.

Mrs. Payel Roy, SACT-II, teacher of the Department of Political Science of Budge Budge College was deputed to Hiralal Mazumdar Memorial College for Women on 17 to 19 May, 2023 to perform the duties of a faculty of Political Science. During these days, she undertook Honours classes of semester 2, 4 and 6. She covered various topics of the syllabus based on her area of expertise. She taught the students on Indian Constitution in semester 2, International Relations in semester 4 and Indian Foreign Policy in Globalizing World in semester 6.


18/12/2023
Principal
Hiralal Mazumdar Memorial College
For Women
Dakshineswar, Kolkata - 700 035




DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge-Budge College
D.B.C. Road, Kol-700137
West Bengal, India
18/12/2023



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.....

Date 18/12/2023

Report on Faculty Exchange Programmes Under MOU between Budge Budge College and Raidighi College During the Academic Year 2022-23

Mr. Sameek Mondal, SACT-II, teacher of the Department of Political Science, Budge Budge College was deputed to Raidighi College on 08.05.2023 to perform the duties of a faculty of Political Science. On that day, he took Honours classes of semester 4 and 6. He covered various topics of the syllabus based on his area of expertise. He taught the students of semesters 4 and 6 on International Relations and Global Politics and Public Policy of India respectively.

Dr. Madhumita Majumder, faculty member of the Department of Botany, Raidighi College was deputed to Budge Budge College on 08.05.2023 for conducting a teaching session on the section 'Bryophytes' of the paper CC4 of Semester 2 for the students of Botany Honours. She sincerely taught the students about the characters, classification and life history of different bryophyte genera in general. The students were benefitted by this teaching-learning session.

Ms. Ishita Sarkar, SACT-I, Department of English, Budge Budge College, participated in Faculty Exchange Programme in the Department of English, Raidighi College on 08.05.2023 and delivered lectures to the students of semesters 4 and 6 Honours classes.

Shri Bidyut Saha, SACT-II, Department of English, Raidighi College was deputed to Budge Budge College on 08.05.2023 for conducting teaching sessions on the following topics:

Semester 2 Honours: John Donne, 'The Good Morrow'

Semester 4 Honours: Thomas Hardy, *The Mayor of Casterbridge*

Semester 6 Honours: Bertolt Brecht, *The Good Woman of Szechuan*

DR. SASABINDU JANA
Principal
RAIDIGHI COLLEGE
South 24 Pgs.

18/12/23



DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India



Budge Budge College

Estd. 1971

NAAC Accredited B+ & UGC 12B, 2(f)

Affiliated to the University of Calcutta

Ref. No.....

Date 18/12/2023

Report on Faculty Exchange Programmes Under MOU between Budge Budge College and Bhangar Mahavidyalaya During the Academic Year 2022-23

Mrs. Debamita Nath Guha, Assistant Professor, Department of Political Science, Budge Budge College was deputed to Bhangar Mahavidyalaya on 12.05.2023 to perform the duties of a faculty of Political Science. She took Honours classes of semesters 2, 4 and 6. She covered various topics of the syllabus based on her area of expertise. She taught the students on Indian Constitution in semester 2, International Relations in semester 4 and Public Administration in semester 6.

Mr. Jaygopal Mondal, from Bhangar Mahavidyalaya was deputed to Budge Budge College, Department of Political Science under the faculty exchange program on 15.05.2023 to impart Political Science curriculum to students. He undertook Honours classes of semesters 4 and 6 delivering lectures on Political Processes & Government and International Relations & Global Politics respectively.

Dr. Subrata Goswami, Associate Professor in Commerce of Bhangar Mahavidyalaya visited the Department of Commerce, Budge Budge College on 15.05.2023 under the faculty exchange program and delivered class lectures to the Honours and General students of Semester 2 and Semester 6 on Contract Costing and Ratio Analysis respectively.

V - 18/12/23
Principal

BHANGAR MAHAVIDYALAYA
BHANGAR, 24 Pgs. (S)



DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India





পশ্চিমবঙ্গ পশ্চিম বঙ্গাল WEST BENGAL

76AB 236630



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

**HIRALAL MAZUMDAR MEMORIAL COLLEGE FOR WOMEN, JADUNATH
SARBOBHOUMA LN, COLLEGE PARA, DAKSHINESWAR, KOLKATA - 700035**

AND

**BUDGE BUDGE COLLEGE, 7, DESHBANDHU CHITTARANJAN ROAD, BUDGE
BUDGE, 24 PARGANAS (SOUTH), KOLKATA - 700137**

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Advocate

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This Memorandum of Understanding (MOU) is entered into and effective as of 20.03.2023, by and between:

Hiralal Mazumdar Memorial College for Women, Dakshineswar, Kolkata, established nearly six decades ago in 1959 and graded with a B⁺⁺ score in 2016 by NAAC. The College is now striving for excellence and to elevate its academics further. The College aims to transform the institution into a hub of emancipation for the girls' who flock to the campus from adjoining suburban and rural belts of Hooghly, Howrah and North 24 Parganas.

The College embraced the ideals of discipline, determination and dedication as basic principles that would not only help students to spread the wings of their desire, but also gradually guide them to the path of perfection with honesty integrity and humility. Our mission is to educate, empower and emancipate in compliance to the needs of the society. We are keen on grooming students in application oriented, need based learning to improve their cognizance beyond the norms of classroom teaching.

At present, the college is offering **Eighteen Honours** courses and nine General courses under the UG Course Curriculum of West Bengal State University to cater to the needs of about 1500 strong student community. The subjects/courses are as follows.

Honours Courses: Bengali, Botany, Chemistry, Economics, Education, English, Food & Nutrition, Geography, History, Journalism & Mass Communication, Music, Political Science, Philosophy, Psychology, Sociology, Sanskrit, Urdu, Zoology.

General Courses: Commerce, Computer Science, Electronics, Environmental Science, Hindi, Mathematics, Physics, Physiology, Women Studies.

Apart from this, the college is a study centre of NETAJI SUBHAS OPEN UNIVERSITY (NSOU) for more than eighteen years and INDIRA GANDHI NATIONAL OPEN UNIVERSITY (IGNOU) examination centre for two years.

AND

Budge Budge College was established on the 10th of December 1971 and graded with B⁺ in 2016 by NAAC. This College was lucky to have the famous writer late Narayan Ganguly as its Founder President of the Governing Body and the founder Principal was late Dr. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.

The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. There are large numbers of female students to take care of. Most of the students are well established in their life and playing their role as good citizens.

At present, the college is offering **Twelve Honours** courses and General Courses in BA, B.Sc and B.Com under the UG Course Curriculum of University of Calcutta with student strength of about 3000. The College has a study centre of Netaji Subhas Open University (NSOU) for more than 5 years.

Honours Courses: Bengali, Botany, Economics, Education, English, Food & Nutrition, Geography, History, Political Science, Philosophy, Zoology, B.Com (Accountancy).

General Courses: B.A. General (Bengali, Economics, Education, Geography, History, Philosophy, Political Science, Psychology, Sociology, Sanskrit)
B.Sc. General (Botany, Chemistry, Physics, Mathematics, Zoology)
B.Com. General

Scope:

This Memorandum of Understanding witnesses that the institutions wish to explore the possibility of collaborating together in various ways including:

- a) Exchange of Information and knowledge.
- b) Mutual visits by faculty members and exchange of students among various Departments.
- c) Faculty exchange will also be given a special emphasis between the two organisations.
- d) Development of joint research activities; while implementing the matters related to research, Research Scholars and Research Guides of both institutions will follow the rules and regulations of Government and the affiliating University as and where applicable.
- e) To organise joint seminars and symposia in India. Hiralal Mazumdar Memorial College for Women and Budge Budge College will collaborate in designing and organising seminars, training program, symposia for the participants of both the colleges and also neighbouring colleges including those belonging to other universities.
- f) Provide internship opportunities to the students.

The above collaboration will include all the above Departments, Faculties of both colleges.

Terms of MoU:

The terms of Understanding for each specific activity implemented under this agreement shall be mutually discussed agreed upon in writing by both parties prior to the initiation of that activity. Such agreements will have full regard to issues of quality assurance and budgetary matters and may be subject to legal contracts as agreed by both the parties.

This MoU shall be valid for period of five years and it may be renewed subject to mutually agreed terms and conditions. The MoU will be jointly reviewed by Hiralal Mazumdar Memorial College for Women and Budge Budge College as mutually agreed from time to time.

In Witness thereof, the parties here to have executed this MoU as of the last written date below.

For

Hiralal Mazumdar Memorial College for Women

20/03/2023
M. Soma Ghosh

Name: Dr. Soma Ghosh
Position: Principal
Date:

Principal
Hiralal Mazumder Memorial College
For Women
Dakshineswar, Kolkata-700 035

WITNESS

Sonali Mukherjee
Co-ordinator

Internal Quality Assurance Cell (IQAC)
Hiralal Mazumdar Memorial
College for Women
Dakshineswar, Kolkata - 700035

20/3/23



Page 5 of 5

For

Budge Budge College

Debjani Datta
20/03/2023

Name: Dr. Debjani Datta
Position: Principal

Date: 20/03/2023
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India

WITNESS

Pratigyantra Chaudhuri (Asso. Prof.)
20/3/23

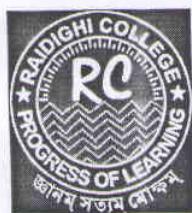
78, Avenue South, Flat - 1C
Kolkata - 700075





পশ্চিম বঙ্গ WEST BENGAL

31AA 940231



MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

BUDGE BUDGE COLLEGE, 7, DESHBANDHU CHITTARANJAN ROAD,
BUDGE BUDGE, 24 PARGANAS (SOUTH), KOLKATA - 700137

AND

RAIDIGHI COLLEGE, P.O.+ P.S.-RAIDIGHI,SOUTH 24
PARGANAS,WEST BENGAL, PIN-743383

302227

.. No.....

Name : B. GHOSH, Advocate
Address : High Court, Calcutta
Kolkata - 700001

R.

Kolkata Collectorate
11, Netaji Subhas Rd.,
Kolkata

Date.....

Amal Kr. Saha
Licensed Stamp
Vendor

This Memorandum of Understanding (MOU) is entered into and effective as of **10/04/2023** by and between:

Budge Budge College, established on the 10th of December 1971 and graded with **B+** in 2016 by NAAC. This College was lucky to have the famous writer late Narayan Ganguly as its founder President of the Governing Body and the founder Principal was late Dr. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.

The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. There are large numbers of female students to take care of. Most of the students are well established in their life and playing their role as good citizens.

At present, the college is offering **twelve Honours** courses and General courses in BA, B.Sc and B.Com under the UG Course Curriculum of University of Calcutta with student strength of about 3000. The College has a study centre of Netaji Subhas Open University (NSOU) for more than 5 years.

Honours Courses: Bengali, Botany, Economics, Education, English, Food & Nutrition, Geography, History, Political Science, Philosophy, Zoology, B.Com (Accountancy).

General Courses: B.A. General (Bengali, Economics, Education, Geography, History, Philosophy, Political Science, Psychology, Sociology, Sanskrit)
B.Sc. General (Botany, Chemistry, Physics, Mathematics, Zoology)
B.Com. General

AND

Raidighi College, established on May 16th in the year 1995, has emerged as one of the most promising educational institutions in the district, as well as in the state. It started functioning at the initiative of some sincere and selfless local people and under the guidance of a number of enthusiasts.

Raidighi College is located in an area which is socio-economically backward. Natural calamities are part and parcel of the people of this locality. Apart from local inhabitants, poor students from far-away islands of the Sunderbans also come to pursue their higher studies here.

Raidighi College was established with a mission to cater higher education to the poverty-stricken, under-developed community of this region and to develop the students into self-sufficient and responsible citizens through comprehensive education based on carefully prepared and well-designed curriculum. This college provides quality education and exposure to the students and equip them to cope with the latest requirements, through innovative techniques and practices.

Raidighi College is affiliated to University of Calcutta. At present, the College offers undergraduate Honours and General courses in Humanities (B.A. in English, Bengali, History, Geography, Political Science, Education) and Science (B.Sc. in Mathematics, Physics, Zoology, Microbiology, Food and Nutrition, Chemistry and Botany). It also offers B.A. General courses in Sanskrit, Philosophy and Physical Education.

At present, the college is offering Thirteen Honours courses and General courses in BA, B.Sc under the UG Course Curriculum of University of Calcutta.

Honours Courses: Bengali, Botany, Chemistry, Education, English, Food & Nutrition, Geography, History, Mathematics, Microbiology, Physics, Political Science, Zoology.

General Courses: B.A. General (Bengali, Education, English, Geography, History, Political Science, Sanskrit)

B.Sc. General (Botany, Chemistry, Food & Nutrition Mathematics, Microbiology, Physics, Zoology)

Scope:

This Memorandum of Understanding witnesses that the institutions wish to explore the possibility of collaborating together in various ways including:

- a) Exchange of Information and knowledge;
- b) Mutual visits by faculty members and exchange of students among various Departments.
- c) Faculty exchange will also be given a special emphasis between the two organisations.
- d) Development of joint research activities; while implementing the matters related to research, Research Scholars and Research Guides of both institutions will follow the rules and regulations of Government and the affiliating University as and where applicable.
- e) To organise joint seminars and symposia in India. Raidighi College and Budge Budge College will collaborate in designing and organising seminars, training program, symposia for the participants of both the colleges and also neighbouring colleges including those belonging to other universities.
- f) Provide internship opportunities to the students.

The above collaboration will include all the above Departments, Faculties of both colleges.

Terms of MoU:

The terms of Understanding for each specific activity implemented under this agreement shall be mutually discussed agreed upon in writing by both parties prior to the initiation of that activity. Such agreements will have full regard to issues of quality assurance and budgetary matters and may be subject to legal contracts as agreed by both the parties.

This MoU shall be valid for period of five years and it may be renewed subject to mutually agreed terms and conditions. The MoU will be jointly reviewed by Budge Budge College and Raidighi College as mutually agreed from time to time.

In Witness thereof, the parties here to have executed this MoU as of the last written date below.

For
Raidighi College

Name: Dr. Sasabindu Jana

Position: Principal

Date:

DR. SASABINDU JANA
Principal
RAIDIGHI COLLEGE
South 24 Pgs.

10.04.23

For
Budge Budge College

Name: Dr. Debjani Datta

Position: Principal

Date:

DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal

Budge Budge College
7, D.B.C. Road, Kal-700137
West Bengal, India

WITNESS

Sasi Ghoshal 10/4/23

COORDINATOR, SQAC
RAIDIGHI COLLEGE
UNIVERSITY OF CALCUTTA)

WITNESS

Sandip Sinha
10/4/23

Dr. Sandip Sinha
SQAC Coordinator
Budge Budge College
Kalimpong-700137



পশ্চিম বঙ্গ WEST BENGAL

77AB 857995



BHANGAR MAHAVIDYALAYA

Affiliated to Calcutta University, Established in 1997 A.D.

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

BUDGE BUDGE COLLEGE, 7, DESHBANDHU CHITTARANJAN ROAD,

BUDGE BUDGE, 24 PARGANAS (SOUTH), KOLKATA - 700137

AND

**BHANGAR MAHAVIDYALAYA, P.O.+ P.S.-BHANGAR, SOUTH 24
PARGANAS, WEST BENGAL, PIN-743502**

482002
28 Mar 2023

No..... Rs..... Date.....

Name :- K. P. MAJUMDAR

Address :- Advocate, High Court, Cal.

Vendor :-

I. CHALIABORI
6B, Dr. Rajendra Prasad Sarani
Kolkata-700 001

This Memorandum of Understanding (MOU) is entered into and effective as of 04/05/2023, by and between:

Budge Budge College, established on the 10th of December 1971 and graded with B+ in 2016 by NAAC. This College was lucky to have the famous writer late Narayan Ganguly as its founder President of the Governing Body and the founder Principal was late Dr. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.

The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. There are large numbers of female students to take care of. Most of the students are well established in their life and playing their role as good citizens.

At present, the college is offering **twelve Honours** courses and General courses in BA, B.Sc and B.Com under the UG Course Curriculum of University of Calcutta with student strength of about 3000. The College has a study centre of Netaji Subhas Open University (NSOU) for more than 5 years.

Honours Courses: Bengali, Botany, Economics, Education, English, Food & Nutrition, Geography, History, Political Science, Philosophy, Zoology, B. Com (Accountancy).

General Courses: B.A. General (Bengali, Economics, Education, Geography, History, Philosophy, Political Science, Psychology, Sociology, Sanskrit)
B.Sc. General (Botany, Chemistry, Physics, Mathematics, Zoology)
B.Com. General

AND

Bhangar Mahavidyalaya, which is at present offering undergraduate Honours and General courses in Humanities (B.A. in Arabic, Bengali, Education, English, History, Philosophy, Political Science, Sanskrit, Journalism & Mass Communication, Physical Education), Science (B.Sc. in Economics, Geography, Mathematics, Chemistry, Physics) & Commerce (B.Com. General).

Scope:

This Memorandum of Understanding witnesses that the institutions wish to explore the possibility of collaborating together in various ways including:

- a) Exchange of Information and knowledge;
- b) Mutual visits by faculty members and exchange of students among various Departments.
- c) Faculty exchange will also be given a special emphasis between the two organisations.
- d) Development of joint research activities; while implementing the matters related to research, Research Scholars and Research Guides of both institutions will follow the rules and regulations of Government and the affiliating University as and where applicable.
- e) To organise joint seminars and symposia in India. Budge Budge College and Bhangar Mahavidyalaya will collaborate in designing and organising seminars, training program, symposia for the participants of both the colleges and also neighbouring colleges including those belonging to other universities.
- f) Provide internship opportunities to the students.
- g) The Memorandum will also encourage different programmes on social awareness and cooperation like Blood Donation Camp, Plantation Programme, Celebration of Days of National Importance etc.
- h) The above collaboration will include all the above Departments, Faculties of both colleges, NCC and NSS wings of both the Colleges.

Terms of MoU:

- (1) The terms of Understanding for each specific activity implemented under this agreement shall be mutually discussed and agreed upon in writing by both parties prior to the initiation of that activity.

- (2) Such agreements will have full regard to issues of quality assurance and budgetary matters and may be subject to legal contracts as agreed by both the parties.
- (3) Each College will bear own costs for transportation and other allowances to and from the host Institution in all regards.
- (4) Both the Colleges shall have the right to determine the commercial implications, disposition and exploitation of intellectual property.

This MoU shall be valid for period of five years and it may be renewed subject to mutually agreed terms and conditions. The MoU will be jointly reviewed by Budge Budge College and Bhangar Mahavidyalaya as mutually agreed from time to time.

In Witness thereof, the parties here to have executed this MoU as of the last written date below.

For
Bhangar Mahavidyalaya

Name: Dr. Virvikram Roy
Position: Principal
Date:

Dr. Virvikram Roy
Principal
Bhangar Mahavidyalaya
South 24 Parganas

For
Budge Budge College

Name: Dr. Debjani Datta
Position: Principal
Date: 4/5/2023
DR. DEBJANI DATTA
M.Sc. (Gold Medalist), Ph.D
Principal
Budge Budge College
7, D.B.C. Road, Kol-700137
West Bengal, India

WITNESS

Nyosh 4/5/23
IQAC Co Ordinator
Bhangar Mahavidyalaya

WITNESS

Sandip Sinha
Dr. Sandip Sinha
IQAC Coordinator
Budge Budge College
Kolkata-700137

Certificate of Registration

This is to Certify that
Quality Management System of

BUDGE BUDGE COLLEGE

7, DESHBANDHU CHITTARANJAN ROAD, BUDGE BUDGE, 24 PARGANAS (SOUTH), KOLKATA – 700137, WEST BENGAL, INDIA.

has been assessed and found to conform to the requirements of
ISO 9001:2015
for the following scope :

"TEACHING, LEARNING AND EVALUATION PROCESSES RELATING TO AWARDING OF BA, B.SC. & B.COM HONOURS AS WELL AS GENERAL CONSIDERING ENVIRONMENT FRIENDLY AND ENERGY EFFICIENCY MANNER IN COLLEGE GREEN CAMPUS,

IAF CODE : 37

Certificate No	24EQMI34	Issuance Date	: 16/02/2024
Initial Registration Date	: 16/02/2024	Date of Expiry	: 15/02/2027
1st Surv. Due	: 16/01/2025	2nd Surv. Due	: 16/01/2026



Director



(Scan to Verify)

Assurance Quality Certification LLC

Head Office: Sharjah Media City, SHAMS, Sharjah, UAE. e-mail: info@aqcworld.com,

Key Location: A-60, Sector - 2, Noida, Uttar Pradesh, 201301, India.

*Validity of the Certificate is subject to successful completion of surveillance audit on or before of due date. (in case surveillance audit is not allowed to be conducted, this certificate shall be suspended/withdrawn).

Certificate Verification: Please Re-check the validity of certificate at <http://www.aqcworld.com/activeclients.aspx> or www.aqcworld.com at Active Clients.

Certificate is the property of Assurance Quality Certification LLC and shall be returned immediately when demanded.

Name of the Organization	BUDGE BUDGE COLLEGE	
Address	7, Deshbandhu Chittaranjan Road, Budge Budge 24 Parganas (South), Kolkata – 700137.	
Site Address (If any)		
No. of Employees	Teaching = 41, Non-teaching = 12, House-keeping =2, Security =2, Electrician=1, Total = 58	
No. Of Shift	1	
E mail id	budgebudgecollege@gmail.com	
Contact Person	Dr. Debjani Datta	
Telephone/Fax	033 24701454, 033 24805168	
Scope	"Teaching, Learning and Evaluation processes relating to awarding of BA, B.Sc. & B.Com Honours as well as general considering Environment friendly and Energy efficiency manner in College Green Campus".	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Exclusions	Design and development	
Audit Team	Lead Auditor: Amalesh Kumar Mandal Auditor: Technical Expert	Audit duration Man day(s): Technical Expert
Starting date of Audit	21.06.2023	
End Date of Audit	21.06.2023	
Brief about the organization	<p>Budge Budge College was established on 10th December 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. This College was lucky to have the famous writer late Narayan Ganguly as its Founder President of the Governing Body and the founder principal was late Prof. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.</p> <p>The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created</p>	

	its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. We have large numbers of female students to take care of. Most of our students are well established in their life and playing their role as good citizens.
Audit Objective	To evaluate the client's documented system, location & site-specific conditions and gather other details through discussions with the client's personnel to determine the organization's readiness for the Stage 2 Audit for Certification

CHANGE DETAIL

Audit Duration for Stage 1	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
Ismailekhan khan Mondal	Lead Auditor
Debjyoti das	PRINCIPAL
Sonali Sinha	Associate Professor, Commerce
Gautam Das	Associate Professor, Commerce
Diponk Mondal	Associate Professor, History
Anup Kumar Saha	Assistant Professor, Physics
Kishor Kumar	Assistant Professor, Economics
Papia Das	Assistant Professor, Zoology
Somnath Panday	Assistant Professor, Botany
Barnali Dera	SACT, ZOOLOGY
Uttariya Roy	SACT, Environmental Studies
Niyati das	SACT, Botany
Shreya Chatterjee	Assistant Professor, ENGLISH
Somerrath Dose	Electrician - acm Goutamker OFFICE
Anis Ahmed	Computer Assistant OFFICE

SUMMARY OF AUDIT

AREA OF IMPROVEMET

(Areas of Improvement Which May be Identified as Non Conformities During Stage 2 Audit)

1 Communication/Display of policy

2 Communication/Display of Objectives

AQC GLOBAL LLC

ISO 9001:2015

Stage 1 Quality Audit Report

F13
Issue 01
Rev 05

Non Conformities Raised

0 Minor/Major Nonconformance identified in the Stage 1 audit, details of Non Conformance in F50.

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

- Auditing is based on a sampling process of the available information
- Audit is combined, joint or integrated:
- The effectiveness of corrective actions taken regarding previously identified nonconformities has verified
- Outcomes are effective and complying.
- The internal audit and management review process are effective and complying with the requirements.
- The scope of certification is appropriate.
- The capability of the management system to meet applicable requirements and expected
- The audit objectives has been fulfilled and achieved.

RECOMMENDATION

- Recommended Proceeding With Stage 2 (within 60 days from this audit date)
- Recommend not proceeding to stage 2 until audit evidence has been submitted to AQC showing that the concerns raised by the auditor (s) have been rectified. A date for stage 2 will then be agreed.
- Recommend not proceeding without a further stage 1 Audit due to the severity of the concerns raised by the audit team

Sign Off : Date 21.06.2023

AQC Report Submission

Name of Auditor: Amalesh Kumar Mandal

Signature: *Amalesh Kumar Mandal*

Client Acceptance for Report

Name: Dr. Debjani Datta

Sign

Designation: Principal

DR. DEBJANI DATTA

M.Sc (Gold Medalist), Ph.D

Principal

Budge Budge College

7, D.B.C. Road, Kol-700137

West Bengal, India

AUDIT CHECKLIST

REQUIREMENTS	COMMENTS	Status C/NC/O
Is the Information is documented as required as per the ISO 9001:2015?	Manual and other documented information available.	C
Has the discussion held with personnel of the Client company for readiness for stage-2?	Yes	C
Has the Client site specific conditions are evaluated?	Yes	C
Has the company identified key performance, Process, Objectives and operation of Management System?	Established and implemented	C
Has the client having understanding with the ISO 9001:2015 Standard requirement?	Yes	C
Is the scope is having boundaries and specific to client organization?	Yes	C
Is client having Multisite then level of control is established.	Not applicable	C
Is process and Equipment used are adequate?	Yes	C
Has client identified Legal and Statutory Requirements applicable to Product and Organization?	Organization Approved by UGC Under 2(f) & 12(b), Affiliated to Calcutta University.	C
Is the resource are adequate for stage 2 audit?	Yes	C
Is Internal Audit planned and performed and effective?	Yes	C
Is MRM planned and performed and Effective?	Yes	C
Are Internal audits conducted as planned? Date of Last Internal Audit?	Yes/ 11.01.2023 to 12.01.2023	C
Are Management reviews conducted as planned?	Yes/ 18.01.2023	C

AQC GLOBAL LLC

ISO 9001:2015

Stage 1 Quality Audit Report

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Rev 05

Date of Last MRM?

END OF REPORT

Name of the Organization	BUDGE BUDGE COLLEGE	
Address	7, Deshbandhu Chittaranjan Road, Budge Budge 24 Parganas (South), Kolkata - 700137	
Site Address (If any)		
No. of Employees	Teaching = 41, Non-teaching = 12, House-keeping = 2, Security = 2, Electrician=1, Total = 58	
No. of Shift	1	
E-mail id	budgebudgecollege@gmail.com	
Contact Person	Dr. Debjani Datta	
Telephone/Fax	033 24701454, 033 24805168	
Scope	"Teaching, Learning and Evaluation processes relating to awarding of BA, B.Sc. & B.Com Honours as well as general considering Environment friendly and Energy efficiency manner in College Green Campus".	
Technical Area	Teaching, Learning and Evaluation, Capacity Building, Skill Enhancement, Institutional Social Responsibility	
Audit Team	Lead Auditor: Amalesh Kr. Mandal Auditor: Technical Expert	No of Mandays: 1
Starting date of Audit	12.07.2023	
End date of Audit	12.07.2023	
Brief about the organization	<p>Budge Budge College was established on 10th December' 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. This College was lucky to have the famous writer late Narayan Ganguly as its Founder President of the Governing Body and the founder principal was late Prof. Prithwis Dutta. The college has played its role since all these years for the development of education in the suburbs of Kolkata.</p> <p>The township of Budge Budge itself has its own significance in the field of culture and freedom movement of India. The College is located in the vicinity of Budge Budge Railway Station and occupies an important position in the locality. Hence to serve the students in the larger area has been possible for the College. Day by day this College has created its own aura and significance in spreading education in West Bengal particularly to the middle class & lower middle class families. Students of this College come from all spheres of society. We have large numbers of female students to take care of. Most of our students are well established in their life and playing their role as good citizens.</p>	
Purpose of Audit	To verify the implementation of the Quality Management System as per the ISO 9001:2015 Standards Requirement, verification of records for the conformity of the implementation.	

CHANGE DETAIL:

Audit Duration for Stage 2	
Are quoted man-days adequate?	Yes
Any change in employee detail?	None
Any Change in Scope?	None
Any additional Information:	None

ATTENDENCE SHEET:

NAME OF PERSON	DESIGNATION
	Lead Auditor
Debjani Datta	PRINCIPAL
Landip Singh	Associate Professor, Commerce
Tarun Das	Associate Professor, Commerce
Dipom Mandal	Associate Professor, History
Anup Kumar Sahu	Assistant Professor, Physics
Kishor Kumar	Assistant Professor, Economics
Papia Das	Assistant Professor, Zoology
Samiran Panday	Assistant Professor, Botany
Barnali Bera	SACT, ZOOLOGY
Uttariya Roy	SACT, Environmental Studies
Biyali Das	SACT, Botany
Shreye Chakravarty	Assistant Professor, ENGLISH
Somenath Bose	Electrician-cum-Contractor OFFICE
Anis Ahmed	Computer Assistant OFFICE

SUMMARY OF AUDIT

AREA OF IMPROVEMENTS

1	No such improvement points identified in current period.
2	Actual data control system observed

Non Conformities Raised

0 Minor/Major Non-conformance identified in the Stage 2 audit, details of Non Conformance in F50

Please respond by using your own corrective action form and include the root cause analysis with systemic corrective action. Failure to include root cause analysis with systemic corrective action will result in your responses being rejected by Lead Auditor

Team Leader Declaration (Tick or cross Each Column as per applicability)

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Auditing is based on a sampling process of the available information |
| <input checked="" type="checkbox"/> | Audit is combined, joint or integrated; |
| <input checked="" type="checkbox"/> | The effectiveness of corrective actions taken regarding previously identified nonconformities has verified |
| <input checked="" type="checkbox"/> | Outcomes are effective and complying. |
| <input checked="" type="checkbox"/> | The internal audit and management review process are effective and complying with the requirements. |
| <input checked="" type="checkbox"/> | The scope of certification is appropriate. |
| <input checked="" type="checkbox"/> | The capability of the management system to meet applicable requirements and expected |
| <input checked="" type="checkbox"/> | The audit objectives has been fulfilled and achieved. |

Recommendation:

The quality system complies with the requirements of the reference standard: Congratulations, on the basis of the above summary, Lead Auditor is pleased to put forward a recommendation for Issuance of Certificate. The organization can use the AQC Mark.

The quality system complies with the requirements of the reference standard with exception of minor NC: Congratulations, Team Leader is pleased to put forward a recommendation for Issuance of the certificate of Organization upon off-site verification of closure of all minor NC within 60 days from the date of Stage 2 audit. Responses to the non-conformances should be submitted to AQC and must include supporting evidence of closure to allow for off-site verification. In responding to the non-conformances, the organization should consider the root cause of the non-conformance and the potential for related issues in other parts of system.

If all non-conformances are not closed within 60 days, a full reassessment may be required.

Evidence of major non conformities: Organization is not recommended for Issuance of Certificate and at this time. Follow-up audit will be scheduled to allow for on-site verification and closure of all issues within 60 days from the date of Stage 2.

Once all non-conformances are closed, the recommendation for Issuance of certification may recommended.

If all non-conformances are not closed within 60 days, a full reassessment may be required.

Not Recommended: Organization is not recommended for Issuance of certificate at this time. Full Stage 2 audit is required as the organisation has not implemented the system and process at pace .

Proposed Audit Date for 1st Surveillance Audit 11.07.2024 (mm/dd/yy)

Sign Off : (Date) 12.07.2023

AQC Report Submission

Name of Team Leader: Amalesh Kr. Mandal

Signature:

Client Acceptance for Report

Name: Dr. Debjani Datta

Sign

Designation: Principal

Debjani Datta

BR. DEBJANI DATTA

M.Sc. (Gold Medalist), Ph.D

Principal

Budge Budge College

7, D.B.C. Road, Kol-700137

West Bengal India

AUDIT CHECKLIST

VERIFICATION OF DOCUMENTED INFORMATION & RECORDS AS PER STD REQUIREMENT
(C- Conformity, NC-Non Conformity, O-Observation)

Clause Number	C/NC/O	Document Verification detail with statement of Conformity
4.1 understanding the organization and its context (Determination of external and Internal Issues)	C	Identified and included in Manual. (BBC /QMS/XXX/QMM/001)
4.2 Understanding the needs and expectations of interested parties (Determination, Monitor & Review of the Interested Parties)	C	Identified and included in Manual. (BBC /QMS/XXX/QMM/001)
4.3 Determining the scope of the quality management system (Boundaries and Type of Product and Services and any requirement not applicable)	C	Scope established and included in Manual. (Under 4.3, Page. No.13)
4.4 Quality management system and its processes (Established, Implement and maintained, process and Interaction of Process)	C	Process Flow found established.
5.1.1 Leadership & Commitment (Statement of ensurity)	C	Interviewed with Top Management. Respective project files found available.
5.1.2 Customer focus (statement of conformity)	C	Interviewed with Top Management. Their course delivery as per plan and guideline.
5.2 Quality policy (Establish, Implement, Maintain, communicated and understood)	C	Quality Policy established (Under clause no. 5.2.1 in Quality manual, page no. 15)
5.3 Organizational roles, responsibilities and authorities	C	Defined in Manual
6.0 Planning	C	
6.1 Actions to address risks and opportunities (Risk Assessment has done with prevention of undesirable effects)	C	Risk Register found maintain. (BBC /QMS/FRM/03). Initially they have identified 3 nos Quality related risk and probable action plan has taken. Review status will be checked in next Surveillance Audit.
6.2 Quality objectives and planning to achieve them (Documented, Measurable, Monitored and communicated)	C	Quality Objectives found established and planned to achieve action (MAP)- Doc. Ref. no. BBC/QMS/FRM/001
6.3 Planning of changes (As per 4.4) and Purpose, resource availability and allocation	C	Found available, as per committee decision and minutes.

7.1 Resources (Need of External resources, People, Infrastructure, Environment, Calibration records, Organizational Knowledge)	C	Green monitoring: Their Own monitoring data report in the form of "Green Audit" found maintained in every assessment year wise. Monitoring done against respective parameters.
7.2 Competence (Employee records & Competence skill matrix)	C	Related training records found available
7.3 Awareness (Quality Policy, Objectives & Effectiveness of QMS)	C	Done through training and display.
7.4 Communication (what, who, when, whom, how)	C	Done through display, mail, meeting minutes.
7.5 Documented information (External Origin, Creation, Updation, Distribution, Preservation, version control, Retention and disposition)	C	Control of documented information procedure established.
8.1 Operational planning and control (Plan, Implement and control of process, documented information for process carried out as planned and Conformity of product or services)	C	Operational procedures established supported with work instructions and related records.
8.2.1 Customer communication (Enquiries, Contract, order, feedback, complaints)	C	Feedback and complaint register available
8.2.2 Determining of Requirements for products and services (Objective evidence for record of contract review and approval, Record verification of Statutory & Regulatory shall be referred here, record for communication of changes, legal requirements need to be re-verified if any concerns identified in Stage 1 audit or any new product added)	C	Budge Budge College was established on 10th December' 1971. Initially the college was located in a different location with few classrooms. Later it was shifted to its present position. Organization Approved by UGC Under 2(f) & 12(b), Affiliated to Calcutta University.
8.2.3 Review of the requirements for products and services (Documented Information for Result of review and any new requirements for product or services)	C	Review methodology available.
8.2.4 Changes to requirements for products and services (the changed documents is aware and approved by relevant person)	C	Maintain
8.3 Design and Development (D&D)	C	Not Applicable
8.3.1 General Establish, Maintain and Implement the D&D Process	C	Not Applicable

8.3.2 D&D Planning (Record reference) 7.3.3 D&D Inputs (Record reference for the inputs) 8.3.4 D&D Controls (Record reference & Approval) 8.3.5 D&D Outputs (Record reference for outputs) 8.3.6 D&D Changes (Record reference for changes, approved, validated & verified before implementation & actions as necessary)	C	Not Applicable
8.4.1 Control of externally provided processes, products and services (documented Information for criteria for the evaluation, selection, monitoring of performance and re-evaluation)	C	Tendering process, Vendor enrolment and evaluation records found available.
8.4.2 Type and extent of control (Control Verification)	C	Evaluation records found available.
8.4.3 Information for external providers (Competence and qualification of external provider)	C	Available with user departments
8.5.1 Control of production and service provision (Records verified work instructions for the processing including delivery and post-delivery activities, characteristic of product, equipments use and availability for monitoring and measurement)	C	Work instructions/Specifications found available followed by relevant records.
8.5.2 Identification and Traceability (Records verified for identification batch no or serial no in process as well as final result)	C	Traceability maintained through online.
8.5.3 Property belonging to customers or external providers (Documented Information of Lost or damaged property)	C	Not applicable
8.5.4 Preservation of output (objective evidence for meeting the defined storage conditions for handling, packaging, storage and protection)	C	Maintained in Laboratory materials
8.5.5 Post-delivery activities (Result outcome)	C	Maintained.
8.5.6 Control of changes (Documented Information change review result, person who is authorized to changes)	C	Change control format found available.
8.6 Release of final outcome services (Planned Arrangement documented information for acceptance criteria and authorized person traceability)	C	Maintained through online

8.7 Control of nonconforming outputs (Documented Information for Non conformity, action taken, concession, authority deciding action)	C	Methods/Action plan found available
9.1.1 Monitoring, Measurement analysis and evaluation	C	Monitoring done against set criteria.
9.1.2 Customer Satisfaction (Analysis of Customer Satisfaction)	C	Customer satisfaction analysis process found available
9.1.3 Analysis and Evaluation	C	Done
9.2 Internal Audit (Frequency and Documented Information for Implementation of Audit Program and the audit result)	C	Yearly frequency and Internal Audit plan/records found available (11.01.2023 to 12.01.2023)
9.3 Management Review (Frequency, Input, Output, Documented Information for MRM Results)	C	MRM agenda and minutes found available. (Last done on 18.01.2023)
10.1 Improvement – General	C	Done and included in MRM
10.2 Nonconformity and Corrective action (Documented Information for nature of NC and result of action taken)	C	Procedure established.
10.3 Continual improvement	C	Objective and monitoring data found available.

END OF REPORT