

## 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*
3. Dr. Partha Pratim Chaudhuri *Partha*
4. Dr. Bhanusuta Mitra *Bhanusuta*
5. Dr. Kakali Ghosal *Kakali*
6. Dr. Anup Kumar Sahoo *Anup Kumar*
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.

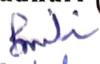
Read and Confirmed.

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.

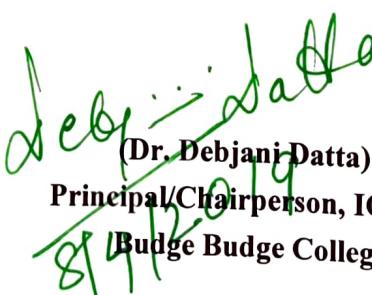
[Resolution 4] IQAC appreciates the successful observation of National Nutrition month from 01.09.18 to 30.09.18 in its next resolution. Teachers' day was celebrated in different Departments with proper enthusiasm. Principal Dr. Debjani Datta happily presided in some of the Departments during the celebration.

[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.

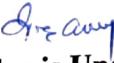
**[Resolution 2].** IQAC has taken note that the academics of the newly introduced subjects Sociology and Psychology are running smoothly.

**[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.

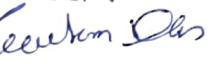
Read and confirmed.

  
**(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.

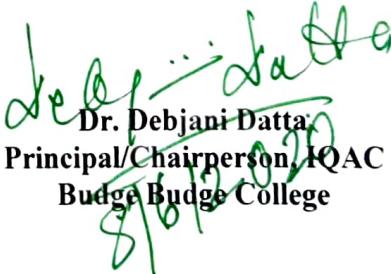
**Agenda 4.** IQAC, after thorough discussion, has resolved that all the Departments should collect feedbacks from their Honours students of the even semesters.

**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 lot of success  
**Dr. Debjani Datta**  
 Principal/Chairperson, IQAC  
 Budge Budge College

**BUDGE BUDGE COLLEGE**  
**RESOLUTIONS OF IQAC MEETING HELD ON 14.02.2021**

**Members present:**

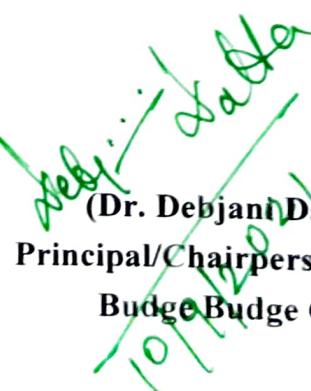
1. Dr. Debjani Datta, Principal 
2. Dr. Debasis Upadhyay, IQAC Coordinator 
3. Dr. Partha Pratim Chaudhuri 
4. Dr. Bhanusuta Mitra 
5. Dr. Kakali Ghosal 
6. Dr. Anup Kumar Sahoo 
7. Dr. Gautam Das 

**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 2<sup>nd</sup> week of December '21 for at least the 5<sup>th</sup> and 3<sup>rd</sup> 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 5<sup>th</sup> 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 18<sup>th</sup> July, 2022.

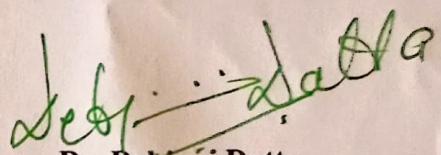
As there were no more agenda/issue for discussion, the meeting ended with thanks to the chair.

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 3<sup>rd</sup> 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:

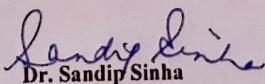
(1) Dr. Sweta Dutta, due to some technical problems in her promotional papers.

(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.

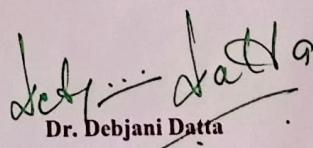
After necessary instructions from the Hon'ble Principal, Dr. Debjani Datta, the IQAC resolved that the process of scrutinising the promotional papers of Dr. Gautam Das, Department of Commerce [from Assistant Professor (Stage 2) to Assistant Professor (Stage 3)] be initiated under the guidance of Dr.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

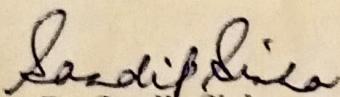
**Agenda 2.** The process of CAS promotion and pay fixation of the following five teachers have been successfully completed under the initiative and guidance of the Hon'ble Principal, Dr. Debjani Datta:

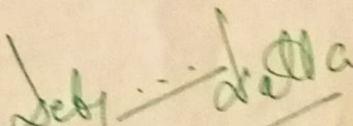
Name of Teacher	Pay Fixation Memo No. & Date
Dr. Shruti Agrawal	<u>814-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Priyanka Bose Das	<u>813-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Dipak Mandal	<u>811-UGC</u> 4P-23-UGC-09 (CAS) dated 19.04.23
Dr. Papia Das	<u>812-UGC</u> 4P-23-UGC-09 (CAS) dated 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 3<sup>rd</sup> 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*

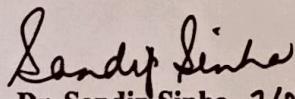
**Agenda 1.** The minutes of the last meeting dated 11.05.2023 were read and confirmed.

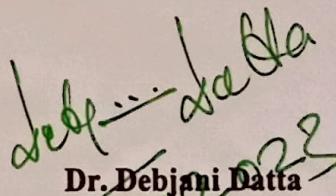
**Agenda 2.** The process of CAS promotion and pay fixation of the following two Teachers and one Librarian have been successfully completed under the initiative and guidance of the Hon'ble Principal, Dr. Debjani Datta:

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 3<sup>rd</sup> 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

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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.

*D. Upadhyay*  
Dr. Debasis Upadhyay  
IQAC Coordinator

*D. Datta*  
Dr. Debjani Datta  
Principal  
DR. DEBJANI DATTA  
M.Sc. (Gold Medalist), Ph.D.  
Principal  
Budge Budge College



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## 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 unprecedented 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

*Debjani Datta*  
Dr. Debjani Datta  
Principal  
DR. DEBJANI DATTA  
M.Sc. (Gold Medalist), Ph.D  
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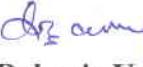
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## IQAC Action Taken Report

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 Google 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  
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Principal  
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West Bengal, India Tel: (033)24704454, (033)24805168



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## 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.



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Plan of Action	Achievements
4. Also, IQAC has planned to implement the SOPs proposed by the Government 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  
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## 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  
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