



# BERHAMPORE COLLEGE

ESTD. : 1963

**NAAC Accredited College**

20, C.R. Das Road ● Berhampore ● Murshidabad ● W.B. ● PIN - 742101

No. B.C / ..... / 20 .....

Dated, Berhampore, the *9<sup>th</sup> February 20 24*.....

## Resolutions of the meeting held on 02/12/2023.

A meeting of the NAAC core committee was called in the principal's office at 3:00 P.M. on 2/12/2023. The principal chaired the meeting and the members began discussing the agendas with his permission.

**Agenda 1.** The minutes of proceeding of the last IQAC meeting held on 24.08.2023 read out and confirmed.

**Agenda 2:** The principal informed the members present that the college has the distinction and honor of being a hub college and is responsible for spreading awareness regarding the rules and regulations regarding the NAAC accreditation and application. He has been informed via email that the college is required to conduct an awareness workshop for colleges within the district of Murshidabad. The workshop is to be hosted by Berhampore College and will be the second of its kind to have been held here.

The principal has further made inquiries regarding who the resource person can be for the aforementioned workshop. He was told by respective authorities in the field that Dr. Indrani Basu possessed the requisite proficiency and expertise to spearhead the workshop seamlessly. The principal further suggested that the state mentor for NAAC be brought in as an additional resource person. Dr. Basu, the head of IQAC also recommended that the coordinator of IQAC, Kalyani University be contacted and the college solicit his expertise to lend further credibility to the workshop. The principal also stated that he would contact Mr. T.K. Ghara to once again attend the session and provide his valuable insights on the procedure.

The Committee unanimously decided that the tentative date on which the workshop would be held would be 22/12/23 since this would provide optimal time for the members of the committee to plan and execute a smooth program.

The principal informed the members present that the college had been fortunate enough to receive funding of ninety-nine thousand from the government, and this fund would greatly ease the college's endeavor to not only provide accommodation and food for the visiting delegates from the surrounding colleges of Murshidabad district but also provide a warm welcome to visiting resource persons.

Dr. Basu informed the members present that many preparations had already been made for the workshop. A grade sheet had already been circulated among the various colleges of the district. This would allow them to hypothetically assess their NAAC grade as well as their current ranking. This form, once duly filled in and analyzed would not only enable them to get well-acquainted with the process of applying for NAAC accreditation but also highlight the areas where the college may need help and assistance. Furthermore, Dr. Basu took up the additional initiative to share a Google form with each college that would be in attendance. Through this form, she has attempted to take a survey of their more prominent doubts and questions. This would allow her to clarify college-specific doubts and solve the problem areas that they might face with the help of the resource persons who would be present on that day. The workshop would endeavor to help the various colleges navigate through the labyrinth of the NAAC application and accreditation process by holding an interactive session where the questions and problem areas that are exposed both in the grading sheet and in Google form can be discussed and resolved.

**Agenda 3:** Dr. Sarifuddin informed the members present that the NIRF form needed to be submitted on or before 5/01/2023. The principal asked each faculty member to lend him their assistance and support so that work could be finished collaboratively. Mrs. Panchali Bhaduri asked for assistance in compiling the college expenditure data for the years 19-20, 20-21, and 21-22. It was resolved the receipt payments for the years 20-21 and 22-23 shall be provided to Mrs. Panchali Bhaduri. The receipt payments would be put through an internal financial audit before it is shared with the NIRF. This would be done at the earliest to enable Dr. Sarifuddin to finish the NIRF form within the stipulated time.



**Feed back analysis and action taken on students Satisfactory survey held on 2022-23**

All the grievances those get out from students' satisfactory survey were placed to Grievance Redressal cell. To resolve the grievances a meeting of that cell was organized on 30.11.2023 and resolution of the meeting submitted to IQAC. By analyzing the resolution, all the members of IQAC unanimously recommended the following suggestions to the Principal of the HEI for his perusal and HEI also taken following actions. The recommendations and actions are summarized in table 3.

**Table 3. Detailed information of Recommendation and action taken.**

	<b>Suggestion of IQAC</b>	<b>Action taken by Institution</b>
1.	Have to open create more smart class room with LCD projector	Institution has transformed eight traditional chalk-board class room into smart class room with LCD projector along with previous four smart rooms
2.	Have to solve the problem of under staff in certain department like Commerce, Geography, etc	Institution placed the requisition to DCW.
3.	Department should be care full about keeping transparency in internal evaluation process	Hon'ble Principal called a meeting on this matter and requested each head of the department to monitor the matter with sincerity.
4.	Institution should adopt necessary action to organize skilled development programme.	HOI instructed Career Counselling and Placement cell to take immediate steps and contact with concerned institution to commence such initiatives with due sincerity under the guidance of IQAC. As the commencement of skilled development programme is one among the important objectives of the IQAC for the academic session 2022-23 , so in collaboration with Career guidance and placement cell and Competitive examination guidance cell , IQAC have arranged several career counselling sessions as well as conducted mock tests in collaboration with RICE, Airmen Selection Centre, Barrack pore, Nandi foundation and some of Skill development NGO who are the part of CSR project of reputed Institutions . Apart from that IQAC has continued the conversation with some institution in this field (eg, Nandi Foundation, Bandhan Konnagar, etc) to sign memorandum of understanding with them for collaborative venture.
5.	Institution should introduce ADD-On/ Certificate/ Value added course	HOI has requested as well as advised each department and convenors of the different committee in meeting on 18.11.2022 to introduce ADD-On/ Certificate/ Value added course either on offline, on-line or blended mood in keeping the requirement of students and aware them about the programme offered in MOOC, SWAYAM, NPTEL etc. Apart from that IQAC has continued the conversation with some HEIs to sign memorandum of understanding with them for collaborative venture. In this regard a MOU has been signed with K.K.DAS college, GRH-17, Baishnabghata-Patuli, PO-Garia, Kolkata, 700084 on 05.09.2022
6.	Library should upgrade the method of circulation and dissemination of availability of books.	HOI advised librarian to adopt suitable actions so that students make frequent visit to library and use the resource productively. Keeping this suggestion library has introduced blog with an aim to disseminate the information not for availability of text and references books but open the gateway of knowledge regarding availability of e- resources, open access of e- resource, news regarding competitive examinations and their preparedness etc.



**Agenda 4:** A detailed discussion was made on the resolution taken by Grievance redressal cell on 30.11.2023 and IQAC recommended suggestions to HOI for implementing .

No additional matter was raised.

The meeting ended with thanks to the chair.

*Subramani*  
9.2.24

*Basu*  
COORDINATOR  
IQAC  
BERHAMPORE COLLEGE  
BERHAMPORE, MURSHIDABAD

Signature of Coordinator, IQAC

*9.2.2024*

PRINCIPAL  
Berhampore College  
Berhampore, Murshidabad

Signature of the Principal