



# 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 28<sup>th</sup> August 20 24

## Minutes of proceedings of the IQAC of academic session 2023-24 held on 09.02.2024

Minutes of proceedings of the IQAC of academic session 2023-24 held on 09.02.2024 at 3.00 P.M. in the Chamber of Principal. Hon'ble Chairman, Dr. Samaresh Mandal, Principal of Berhampore college chaired the session.

**Agenda (i)** The minutes of proceedings of the last IQAC meeting held on 02.12.2023 read out and confirmed.

**The (ii) and (iii)** agenda items focused on the urgency of submitting the AQAR report promptly, underscoring its significance in the institutional evaluation process. Subsequently, attention was directed to the AISHE report, with a collective emphasis on filling and submitting it within the stipulated time frame. Committee reports were discussed comprehensively, underscoring their importance as tangible evidence of the institution's hard work. Discrepancies between AISHE and AQAR data were identified, prompting a thorough examination to ensure accuracy and alignment. Addressing the technological aspect, the principal issued a directive to update the college website, recognizing its role as a critical communication tool for the institution.

**In the (iv) agenda**, concern raised was the apparent delay by Heads of Departments (HODs) in introducing certificate courses despite repeated notifications. The meeting highlighted the need for enhanced academic excellence, emphasizing the pivotal role of HODs in achieving this objective. Departments, including Commerce, Math, Bengali, and English, were specifically tasked with designing and implementing certificate courses before the culmination of the academic year 2023-24.

Dr. Indrani Basu, co-ordinator of the IQAC, informed the members that two certificate courses, one on basic knowledge on computer basics with introduction to AI in collaboration with the computer Science department of K. K. Das college, Garia, Kolkata and another one on

Communicative English in collaboration with Pune Institute of Business Management, Pune will commence soon.

Agenda (v). Dr. Basu also informed about the services rendered as NAAC district coordinator to the 26 colleges in the district of Murshidabad as an extension activities of the IQAC.

The meeting recognized the value of Memorandums of Understanding (MOUs) and extended the accreditation period, contingent on timely MOU signings. Student-centric matters were given due consideration, encompassing discussions on student exchange programs. The members present in the meeting were informed that the student satisfaction survey would need to be shared and with it, the measures taken to resolve the conflicts and problems faced by the students. Concerning this, it was decided that the Grievance redressal Cell would work collaboratively with IQAC to resolve student issues effectively.

The imperative for HODs to submit student progression reports was stressed. Additionally, the suggestion to initiate an official college Facebook group for improved student interaction and documentation support was put forth by the coordinator and other members seconded the matter.

The meeting ended with a recap of key discussions, a delineation of the next steps, and a unanimous agreement on the importance of promptly addressing all agenda items for the institution's continuous improvement.

No further issues were discussed.

The meeting concluded with thanks to the chair.

*Sudram Basu*  
28.8.2024

Signature of Coordinator, IQAC

COORDINATOR  
IQAC  
BERHAMPORE COLLEGE  
BERHAMPORE, MURSHIDABAD

*Sa*  
28.08.2024

Signature of the Principal

PRINCIPAL  
Berhampore College  
Berhampore, Murshidabad



## Plan of Action and achievement of IQAC 2022-23

### Plan of Action

1 IQAC have decided to keep academic ambience as prior and introduce some new source of learning which is matched with New Education Policy . 2 IQAC have decided to take endeavour for enhancing the knowledge on online teaching, learning and evaluation by using LMS, e-resources. 3 Take necessary steps to maintain the information of passed students and motivate teachers to take initiative to run Alumni association properly. 4 Feedback should be collected from all the stake holder like students, teachers, non-teaching employees and the employers. 5 IQAC have decided to suggest some proposals to promote research initiative and interest among the members of faculties. 6. IQAC should perform social responsibilities through NSS unit and counsel the students through psychological counselling. 7. IQAC have decided to take steps to open Add on/certificate / value added courses. 8. IQAC have decided to conduct skill-development programme in collaboration with reputed NGOs to work with well known corporate companies as well as public sector domain. 9. To Prepare Gender audit report for academic session 2022-23. 10. To Prepare academic and administrative audit report for academic session 2022-23. 11. To Prepare Green audit report for academic session 2022-23. 12. To conduct awareness programmes on

### Achievements/Outcomes

1. Additional 5 smart classrooms created. 2. Developed a functional career counselling body and made MOU with career counselling institutions/NGOs with the objective to help students to choose job field, find an internship, develop job interviewing skills and put together a resume. Advised students about what courses and educational programs they need for particular careers. Organised guest Lectures, seminars, free career counselling coaching in blended mode on requirement basis and help in Placement Assistance. We have done 3 MOU in this regard. 3. MOU has been made with three colleges with objectives to develop co -operation and promote mutual understanding and excellence in practice-based education, research and knowledge exchange between the colleges. 4. Conducted ADD on course. 5. Prepared the green audit by Botanical Survey of India. 6. Welcomed several student exposure programmes with the adjacent school in rural areas to disburse the information that what facilities they will get in taking admission in this college. 7. IQAC of Berhampore College has been extended its helping hand to other colleges in their preparation of A&A process by NAAC and organized seminar on NEP. 8. To conduct awareness programmes on financial literacy, , gender

