

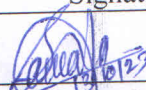
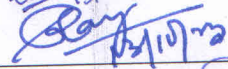
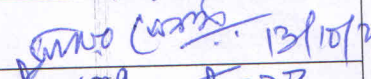


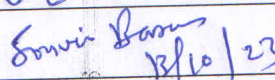
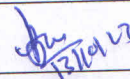
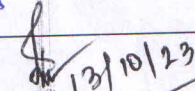
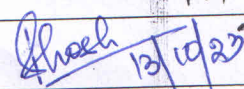
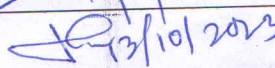
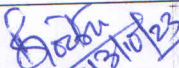
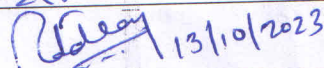
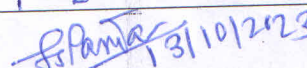
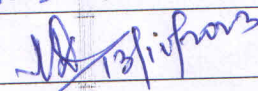
Dr. B. C. Roy College of Pharmacy & AHS, Durgapur

Minutes of the Extended IQAC meeting

(Held on 13-10-2023)

Agenda: Initiation of AQAR (AY 2022-23) submission process as per requirement of NAAC accreditation

Members Present:

| | Member | Signature |
|-----|--|---|
| 1. | Prof. Samir Kumar Samanta, Principal and Chairman, IQAC |  |
| 2. | Prof. Subhabrata Ray, Coordinator, IQAC |  |
| 3. | Mr. Sagar Sengupta, Member, IQAC |  |
| 4. | Prof. Shyamsree SS Manna, Member, IQAC |  |
| 5. | Prof. Santanu Chakraborty, Member, IQAC |  |
| 6. | Dr. Souvik Basak, Member, IQAC |  |
| 7. | Mr. Shobhan Bose, Member, IQAC |  |
| 8. | Dr. Ujjwal Sahoo, Member, IQAC |  |
| 9. | Mrs. Rituparna Chaki Ghosh, Member, IQAC |  |
| 10. | Dr. Falguni Patra, Member, IQAC |  |
| 11. | Mr. Prasun Moitra, Member, IQAC |  |
| 12. | Mr. Sanjoy Chattaraj, TPO (invited to the meeting) |  |
| 13. | Dr. Parthasarathi Panda, Asst. Prof (invited to the meeting) |  |
| 14. | Dr. Manami Dhibar, Asst. Prof. (invited for the meeting) |  |

At the outset the Chairman welcomed all the members and the meeting started at 1 pm at PCR 7 (Edu Bldg. III).


The meeting started at 1 p.m. at PCR 7 (Edu Building III) under the chairmanship of the Principal, BCRCP.

1. At the beginning, the new Coordinator of IQAC, BCRCP, Prof. Subhabrata Ray briefed the members regarding the College's effort to submit AQAR within December 2023 as per NAAC guidelines. He also recapitulated the previous NAAC peer team visit report and highlighted the detailed score and comparisons obtained by the college and also indicated the strengths and weaknesses.
2. Members deliberated among themselves to strategize means of improving the scores on the sub-criteria where the college scored low in the first peer team visit. It was decided that a more in-depth

analysis of the scores and the lacunae thereof will be analyzed by the IQAC with the help of Criteria heads to attempt to increase the score.

3. The Coordinator also explained the need to follow the SOP available on the NAAC website to upload the correct documents in the correct format. He also stressed the correct identification of the different year formats (i.e., Academic year, Financial year, and Calendar year) for different types of data as per AQAR format.
4. The Coordinator explained that the accreditation peer teams ask for either appointment letters or Identity Cards of the student alumni for verification of employment / higher studies data, though many students submit only the offer letters which is not acceptable for accreditation purposes. Therefore, the TPO was asked to keep the appointment letters and/or Identity cards of the graduated students (for job and/or higher studies documentation) for Criteria 5 and other criteria, upon which the TPO informed that for AY 2022-23, majority of the data is available and ready. The Registrar informed the members that from AY 2023-24, the data is now being collected by the respective mentors. The coordinator also requested, Dr. Manami Dhibar, Asst. Prof. and representative of the Alumni Cell, BCRCP to support the effort by keeping constant communication with the student alumni. The Principal also pointed out that during the Graduation Day of the college, student alumni may be requested to submit the remaining documents for completeness of the records.
5. The Principal also suggested that for recording Employers' feedback, a suitable form may be designed.
6. The Coordinator further pointed out that in some criteria, official MoUs with industry / Institutions are needed to support the uploaded data on training/placement/research/experiential learning documentation. The Principal informed that though some functional MoUs exist at present, through the T&P Cell, the college will strive to increase such MoUs for improving the students' opportunities in the future, which will have a direct bearing on the improvement of scores in respective criteria. In this regard, Prof. Santanu Chakraborty pointed out that during the first cycle of NAAC, the college had opted out of the MoU sub-criteria.
7. Finally, the Coordinator informed the members and Criteria heads that the data templates, SOP, guidelines, and AQAR file format would be sent to each of them for starting their respective criteria data collection before puja vacations and asked them to consult him directly in case of any clarifications or support. He assured that with the active cooperation and support of his higher authorities, he would strive to help them in all possible ways.

The meeting ended with thanks to the Chair.


18/10/23
(Coordinator, IQAC)