

## MINUTES

Minutes of the 3<sup>rd</sup> IQAC Meeting (2<sup>nd</sup> of 2021-22) held on 14-11-2022 in the Board Room of the College.  
The members present:

1. Prof. Subrata Chakraborty (Director, BCRCP)
2. Prof. Subhabrata Ray (Principal, BCRCP) (Chairperson, IQAC Committee)
3. Mr. Sagar Sengupta (Registrar, BCRCP)
4. Dr. Shyamasree Manna (Prof. & DIC of Pharmacology, BCRCP)
5. Dr. Santanu Chakraborty (Asso. Prof. & DIC of Pharmaceutics, BCRCP)
6. Dr. Sauvik Basak (Asso. Prof. & DIC of Pharm. Chemistry, BCRCP)
7. Dr. Ujjwal Sahoo (Asso. Prof. of Pharm. Chemistry, BCRCP)
8. Mr. Ramesh Lall (Vice President, HR, The Mission Hospital, Durgapur)
9. Mr. Subhendu Sinha Chaudhury (Cleantech Kolkata)
10. Dr. Abhik Si (Asso. Prof. of Biotechnology, BCRCP)
11. Mr. Shobhon Bose (Assistant Prof. and Examination-in-charge, BCRCP)
12. Prof. Ashoke Kumar Ghosh (DIC of Pharmacognosy & Coordinator, IQAC, BCRCP)

Minutes:

1. The ratification of the minutes of the meeting held on 15<sup>th</sup> January 2022 in the Board Room of BCRCP has been done and unanimously confirmed.
2. The members were highly satisfied on ATR of the minutes made on 15<sup>th</sup> Jan meeting (Annexure-I).
3. Newly included members after revamping the Committee like Mr. Lall, Mr. Sinha Chaudhury and Dr. Sahoo were introduced to the Committee Members by Prof. Ashoke K Ghosh, Coordinator, IQAC.
4. The Academic Audit Report (AAR) of the last semester (Even Semester 2021-22) has been placed to the meeting by the Coordinator, IQAC after getting it from the Head (Prof. SSS Manna) of duly constituted AAR Committee. After the detailed discussion some of the points as stated below were highlighted:
  - a. Though the induction program for Faculty & Staff members are done, this must be revamped for better fulfillment of the purpose of the program.
  - b. Mr. Sinha Chaudhury suggested for the improvement of Quality Policy & Quality Management System through introducing Quality Manual of the Institution.
  - c. Mr. Lal suggested for preparing a powerpoint presentation focusing on the various systems, service rules and other information of the college functioning for enlightening the new employees. The new members then may be inducted by utilizing this presentation as and when required.

d. As per the AAR, it is revealed that though the Time Table (TT) of conduction of classes is prepared keeping in mind the Academic Calendar conforming to the start of Semester and well before one month of the same but so many subsequent changes were used to revise on the TT. The Principal, Prof. Ray explained the matter and the factors those have come out from that is - The examination as well as starting of classes for all the years did not happen at the same time in this Academic Year and reshuffling the subjects etc among faculty members become essential to optimize manpower utilization. Hence, the changes or modification in TT became essential.

The Registrar, Mr. Sengupta suggested to pick up the definite number of faculty and fix the faculty members (as required by PCI) for Diploma Classes exclusively from the existing faculty to avoid/reduce the problem/s. The possibilities of frequent changes in Time Table would be diminished.

5. For maintaining the quality of Internal Assessment (IA) and to justify the CO-POs, Mr. Bose, Examination In-charge suggested to depute Moderator for examining the question papers set by faculty for IA in order to check conformity with the CO-Pos prior to finally released.
6. It was observed that the E-cell is working well in collaboration with Wadhvani Foundation but members opined that the cell must be more active in coming days.
7. Principal Sir, Prof. Ray pointed out about the adjustment of classes as per credit points and daily timings is not matching. For this either six days working week or stretching of time daily could be done. It was resolved that in a separate meeting the timing issue will be decided and will be sent to the management for their opinion/decision.
8. No other point was raised and the meeting ended with vote of thanks to chair.



(Prof. Ashoke K Ghosh)  
Coordinator/IQAC

Copy to:-

1. All the members of the committee.
2. The IT Cell for uploading to BCRCP website.
3. Guard File.

## Annexure-I

Action Taken Report (ATR) of 2<sup>nd</sup> IQAC Meeting.  
Venue: Board Room of BCRCP on 15<sup>th</sup> January 2022

This ATR is placed in front of the members during the 3<sup>rd</sup> meeting of IQAC on 14<sup>th</sup> November 2022.

Item No.	Item	Action Taken
1/3	Preparation of Summary of SSR	The SSR etc. were prepared and submitted to NAAC. On that basis NAAC peer team visited BCRCP in the second half of month of August '22. BCRCP is accredited with B++ by NAAC.
1/6	Implementation and Strengthening the Academic Audit System.	The Academic Audit Report (AAR) Format is prepared and handed over to the Academic Audit Committee headed by Prof. (Ms.) SSS Manna. The Committee inspected and prepared the report. Ultimately placed in the 3 <sup>rd</sup> IQAC meeting for ratification.



(Prof. Ashoke K Ghosh)  
Coordinator/IQAC