

No. F 8(4)-BBMC/IQAC-BBMC/2016/ 788(23)
GOVERNMENT OF TRIPURA
BIR BIKRAM MEMORIAL COLLEGE
Agartala , Tripura.

Dated, Agartala the 20th December, 2018

MINUTES of the meeting of IQAC of the college held at the chamber of Principal on 20/12/2018 at 12 noon with Dr Sanjoy Roy, Principal in the chair

Members present at the meeting are as follows :

1. Sd/ Dr. Pallab Kanti Ghoshal (Member)
2. Sd/ Dr. Prabir Kumar Das(Member)
3. Sd/ Dr. Parimal Debnath(Member)
4. Sd/ Dr. Udaynarayan Adhikari(Member)
5. Sd/ Sri Kartick Lal Bhowmik (T.C. Secretary)
6. Sd/ Sri Mridul Sarkar (Students' representative)
7. Sd/ Dr. Rama Chowdhury (Co-ordinator, IQAC)

Threadbare discussion have taken place in the meeting encompassing the necessity of reconstitution of the existing IQAC and the impending role of IQAC for improving the teaching , learning and evaluation in the college as well as the all round quality enhancement/ improvement in the college . As existing co-ordinator has completed two years and superannuation of two/ three members of the existing committee is due very shortly, the members emphasized on the necessity of reconstituting the IQAC immediately as per the latest guidelines of the NAAC . The members present at the meeting emphasized on dynamic – proactive role of members, insisted on the effective leadership of the IQAC and desired that the new IQAC should comprise experienced as well as the young energetic faculties who are likely to conduct the 2nd cycle NAAC accreditation of the college in 2023. Keeping in view the 2nd cycle accreditation of the college and achieving better grade in the next cycle than that of present grade, the new IQAC has been formed. A brief note on the resolutions adopted at the meeting is given below:

1. Resolved that existing IQAC stands dissolved with immediate effect; w.e.f 20/12/2018. The members present at the meeting thanked Dr Rama Chowdhury, ex- coordinator, IQAC and other members for their keen role in IQAC and sincere co-operation and tireless efforts during the process of NAAC accreditation . Dr. Rama Chowdhury emphasized on the maintenance of all records and documents and put forward a proposal that one of key members of the IQAC should be in-charge of preserving all documents relating to various activities/ programme carried out in the college. The principal urged that new IQAC will deliver its defined functions and accomplish the targets including the submission of AQAR (Annual quality assurance report) in time and guide the college in right path .
2. The new IQA Cell (IQAC) is formed and reconstituted as follows :
 - **Chairperson** : Dr. Sanjoy Roy, Principal.
 - **Coordinator, IQAC, BBMC:** Dr. Pallab Kanti Ghoshal, Associate Professor.

Members

- i. Sri Tusharbindu Chakraborty , Associate Professor
- ii. Dr. Udaynarayan Adhikari, Associate Professor
- iii. Smt. Mamata Bhattacharjee, Associate Professor
- iv. Sri Jiban Krishna Patra, Associate Professor
- v. Dr. (smt) Rama Chowdhury, Assistant Professor
- vi. Dr. Jaydip Bhattacharya, Assistant Professor
- vii. Sri Kartik lal Bhowmik, Assistant Professor and Secretary , Teachers' Council.
- viii. Dr. (smt) Nandini Gupta, Assistant Professor.

External Members

a) Management

- i) One nominee from Department of Higher Education, Govt. of Tripura

b) Senior administrative Officers:

- i) Controller of Examinations, M. B.B University, Agartala.
- ii) Dr. Ranjan Misra, Principal, Government Law College, Agartala.

c) Stakeholders:

- i) Senior-most Head-clerk from the office of BBM College,
- ii) G.S. and V.P. from Students' Council, BBM College,
- iii) One eminent person from locality

3. It has been resolved that the newly constituted IQA Cell be requested to act and discharge functions and duties as enunciated in NAAC guidelines.
4. It has further been resolved that the external members of the new IQA Cell be communicated in writing within very short time, if possible. The co-ordinator is requested to communicate and inform the external members and do the needful.

The meeting ends here with vote of thanks to the chair.



20/12/2018

Chairperson and Principal
Internal Quality Assurance Cell, BBMC .

Copy to:

1. The Director of Higher Education, Govt. of Tripura, Agartala for information.
2. The Controller of Examinations, MBBU, Agartala for information with a request to accept our request to act as member of the IQAC of BBMC and attend meeting as and when required.
3. The Principal, Govt. Law College, Agartala, Tripura for information with a request to accept our request to act as member of the IQAC of BBMC and attend such meeting , as and when required.
4. Individuals concerned for information and necessary action.
5. Establishment section of the college for information and proper records of IQAC .
6. UGC Planning Board of the college for information and necessary action.
7. The Convener, Academic Committee for information with a request to appraise the committee regarding decisions of the committee regarding teaching, learning and evaluation of the college.
8. The Convener , Examination Committee for information and necessary action .



20/12/18.