

I.Q.A.C MEETING

DATE: 29/7/2022

The I.Q.A.C OF Bijanbari Degree College held a meeting with the teaching and non-teaching staff of the college on 29/7/2022 to discuss the filling up of IIQA/AQAR for NAAC.

MINUTES OF THE MEETING;

The following agendas were discussed:

1. The Director of Public Instruction (DPI), Govt of West Bengal had issued a notice on 21/07/2022 to all the colleges falling under West Bengal. In the notice it was stated that ' to attain 100% accreditation of all higher education institutions by NAAC , it has been decided to organize a virtual cum training programme with the colleges and that the Principal /T.I.C of the college along with NAAC/IQAC coordinator would join via a link'

Hence in keeping with this issue the Principal and the NAAC coordinator of the college would positively join in the meeting and participate in the discussion held on the modalities of NAAC.

2. The DPI had also instructed all colleges to upload or complete uploading of pending/current AQAR and IIQA of the institutions within 30/08/2022.

Thus, in accordance with this order, it was decided that the college would register in the NAAC portal and upload documents relating to IIQA. Since it was the 1st cycle and the first time the college had done work regarding NAAC, each member of the college staff was assigned a duty to provide information regarding filling up of the AQAR.

3. In the same order the DPI, Govt of West Bengal had also instructed colleges to complete uploading of Self Study Report (SSR) within 31/12/2022.

Hence in accordance with this order it was decided by the college that after the completion of uploading of IIQA, the next priority would be to start on the work relating to SSR .

4. For the benefit of the students, the faculty members and the non-teaching staff of the college it was decide that the college would officially create committees looking over different matters. Thus, the formation of the following cells was decided .

a) Anti ragging cell: Prakash Bardewa, Kalpana Pradhan, Rabi Ali.

b) Women cell: Norkey Yolmo, Prikanka Mukhia, Bhawana Rai

c) Internal complaints committee: Dr R B Bhujel, Norkey Yolmo, Rabi Ali, Adit Pariyar

d) SC/ST committee: Prakash Bardewa, Gautam Lama, Sanjeep Tamang, Manisha Subba

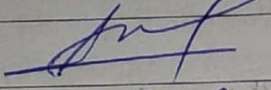
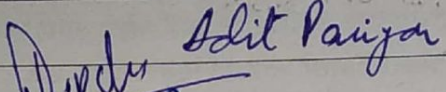
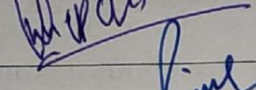
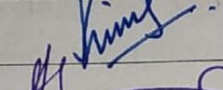
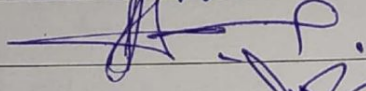
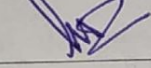
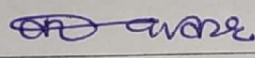
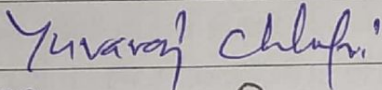
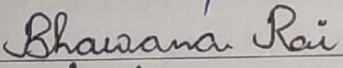
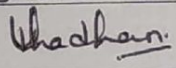
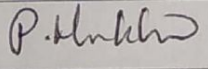
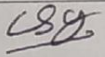
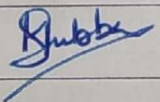
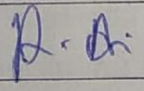
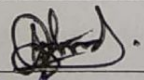
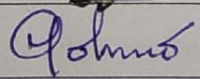
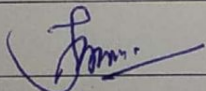
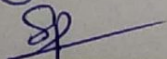
e) OBC cell: Rabi Ali, Ashwant Katwal, Kalpana Pradhan, Yuvraj Chettri

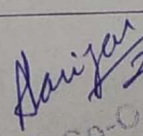
f) Minority Cell: Graph Dorjee Sherpa, Rabi Ali, Rinchen Lepcha, Bhawana Rai

5. It was decided that each committee would start work on different matters and the students would be informed of the existence of all the committees and cells of the college. It was further decided that awareness program would be held on a regular basis by all committees with the active participation of all stake holders.

Having discussed the above matters thoroughly the meeting was ended with a vote of thanks by the principal.

Participants:

Dr R B Bhujel	
Adit Pariyar	
Donald Lepcha	
Rinchen Lepcha	
Sujan Subba	
Graph Dorjee Sherpa	
Karna Birha Chhetri	
Yuvraj Chhetri	
Bhawana Rai	
Kalpna Pardhan	
Sumita Lama	
Priyanka Mukhia	
Chunnu Singh	
Manisha Subba	
Rabi Ali	
Aswant Katwal	
Norkey Wangmu Yolmo	
Prakash Bardewa	
Suren Pradhan	


29/7/22
Co-Ordinator
I.Q.A.C
Bijanbari Degree College
Net Darjeeling - 734201 W.B

IQAC MEETING HELD ON 8/08/2022.

A Meeting was called by the coordinator of IQAC of the college on 8th September 2022.

Minutes of the meeting:

1. In continuation of the previous meeting held on 29/7/2022 with the teaching and non-teaching staff of the college, the coordinator asked about the progress relating to the filling up of IIQA/AQSR for NAAC. All the present members were asked to report on the progression relating to their assigned duties.
2. Further clarification were asked by the present members regarding the filling up of IIQA/AQSR. The coordinator explained how the filling up was to be done and what kind of data needed to be prepared for that purpose. It was decided that a demo was to be provided by the coordinator of his department, on the filling up process for ease of doing the work.
3. The need for an induction/orientation and a refresher course for the teachers was discussed. The importance of these capacity building programs was stressed and it was expected that each teacher would participate in such programs in the future.
4. Events such as seminars, lecture series, sport meets and cultural programs were to be properly documented for record keeping. All the previous events and programs that had taken place in the college in the last five years were to be written down and a soft copy made wherever it was possible.

Members Present:

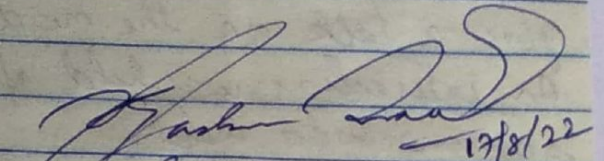
Adit Pariyar	Adit Pariyar
Norkey Yolmo	Norkey Yolmo
Rabi Ali	R. Ali
Rinchen Lepcha	Rinchen Lepcha
Gautam Lama	Gautam Lama
Manisha Subba	Manisha Subba
Karna B Chhetri	Karna B Chhetri
Sujan Subba	Sujan Subba
Yuvraj Chhetri	Yuvraj Chhetri
Graph Dorjee Sherpa	Graph Dorjee Sherpa
Sanjeep Tamang	Sanjeep Tamang
Priyanka Mukhia	Priyanka Mukhia
Bhawana Rai	Bhawana Rai

Adit Pariyar 8/8/22
Co-ordinator
I.Q.A.C
Bijanbari Degree College
Dist Darjeeling - 734201 W.B.

Special Lecture on NAAC organised by Bijankari College
on 17/Aug/2022.

Attendance.

Speakers. Dr Padam Nepal
Dr Samir Sharma.
special speaker Dr. Dorjay Lama.


17/8/22
17.08.2022
Dorjay Lama 17.08.2022

L.AAL coordinator Adit Paigay - Sall Paigay

- Bhawana Rai - Badi
- Kalpana Pradhan - Khadka
- Pringanka Khakha - P. Khakha
Manisha Subba - Subba
Bindhya Mishra - Mishra
Sanjay Lamang - Lamang
Gautam Lama - Lama
Graph Darjee Shrestha - Shrestha
KARND BAHADUR CHHETRI - Chhetri
Sujan Subba - Subba
Ninchen Lepcha - Lepcha
Yuvaraj Chhetri - Chhetri
Chun Singh - Singh
DR. ASWANT KARNAL - Karnal
Derevid Lopez - Lopez
RABI ALI - Rabi Ali 17.8.2022
Naras Pradhan - Pradhan
Prakash Bandwa - Bandwa
Hemant Kr. Pradhan - Pradhan 17/8/22
Sumita Lama.
Nobkey Wangmo Yohmo

Special invitees from colleges.

- ① Suman Lama Mirik College
- ② Bishal Chhetri Southfield College
- ③ Prabina Dohar Sonada Degree College
- ④ Pritisha Gurung Southfield College - Darjeeling.

A special lecture was organised by Bijanburi college on NAAC. Speakers were invited from St Josephs College To give a talk on the modalities on the process of NAAC. An interaction was held after the talks. Question answer sessions were held.

1. In this session an audio video presentation was done by the experts Mr P Nepal. In this presentation all the details regarding NAAC was properly explained to the staff of the college.

2. Mr Samir Sharma then proceeded with explaining the various aspects regarding the writing, record keeping and the uploading details of NAAC. He further explained how data were to be compiled and kept for future use.

3. Mr Brijraj Lama then went on to explain how NAAC has changed over the years and what criteria was important today.

4. After the presentation was over a interactive session was conducted where various questions were raised by the house. The expert panel then proceeded in explaining all the details and tried their best to clear all the doubts raised in the session.

5. The teachers from the nearby colleges then held an interactive session with the staff and shared their knowledge and experiences regarding NAAC.

With no further issues to discuss the principle ended the meeting with a vote of thanks to all the members present.

Shanjan
01/11/22

Co-Ordinator
I.Q.A.C
Bijanburi Degree College
Dist Darjeeling - 734201 W.B

I.Q.A.C meeting held on 14/08/2022

A meeting was called by the coordinator of NAAC on 14th September 2022 in the Principal's chamber at 2:00 p.m.

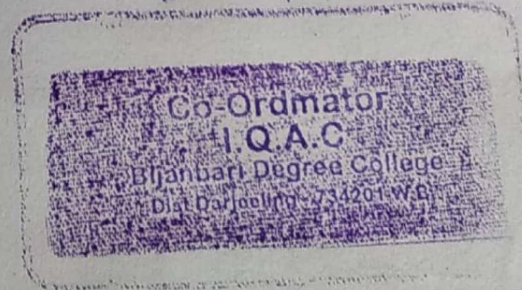
Minutes of the meeting;

1. The filling of SSR for NAAC was the top priority of the meeting and for this purpose the seven criteria mentioned in the format would be divide among the teachers. Hence each faculty member would take charge of collecting data required for the filling up the SSR. The 7 criteria were thus divided among the following teachers.
 - a) Criteria1 –Curriculum Aspects : Kalpana Pradhan, Graph Dorjee Sherpa, Sujan Subba
 - b) Criteria 2- Teaching Learning and Evaluation : Bhawana Rai, Karna B Chhetri
 - c) Criteria 3- Research Innovation and extension: Ashwant Katwal, Priyanka Mukhia
 - d) Criteria 4-Infrastructure and Learning Process: Prakash Bardewa, Sanjeep Tamang, Yuvraj Chhetri
 - e) Criteria 5- Student support and Progression: Rabi Ali, Rinchen Lepcha, Gautam Lama.
 - f) Criteria 6- Governance ,Leadership and Management: Manisha Subba, Norkey Yolmo
 - g) Criteria 7- Institutional Values and Best Practises: Norkey Yolmo, Manisha Subba
 - h) Compilers: Adit Pariyar, Norkey Yolmo, Rabi Ali, Bhawana Rai, Karna B Chettri
 2. It was decided that all faculty members and staff would actively participate in the fillup process of the required data and help each other when the need arose. In case a computer expert was needed for uploading data, the principal assured that such person would be called for help.
 3. A resolution was taken stressing on the importance of being true and using real data while filling up the college SSR.
 4. The principal stressed on the need for immediate start of the work needed for NAAC.
 5. The information regarding infrastructure details of the college and the year wise budget would be provided by Mr. Suren Pradhan the head clerk of the college.
- The Principal stressed the need for working together in the compilation of records and data. Thus having no further matters to discuss the meeting was ended with a vote of thanks .

Members present:

Dr R B Bhujel	<i>[Signature]</i>
Rabi Ali	<i>R. Ali.</i>
Manisha Subba	<i>Subba</i>
Karna B Chhetri	<i>on more.</i>
Alisha Thami	<i>Thami.</i>
Kalpana Pradhan	<i>Pradhan.</i>
Bhawana Rai	<i>Bhawana Rai</i>
Suren Pradhan	<i>Sp</i>
Dr Ashwant Katwal	<i>[Signature]</i>
Rishi Hang Subba	
Man Prashad Subba	
Adit Pariyar	<i>Adit Pariyar</i>

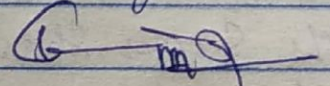
Pariyar 14/8/22

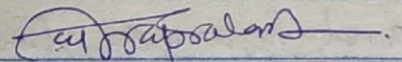


A meeting of the IQAC, Bijanbari Degree College was held in the Principal's office on 5/Nov/2022. The Principal Dr. R.B. Bhujel chaired the meeting. The following members were present.

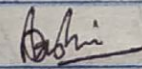
1. Dr. R.B. Bhujel, Principal and Chairperson
2. Mr. Adil Paigal, Co-ordinator (IQAC)
3. Fr. Dr. Donatus Kujur, Expert Member
4. Shri Sagar Lama, Member GB
5. Dr. Divyraj Brahma
6. Dr. Sanjay Sharma
7. Bhawana Rai
8. Karna B Chhetri
9. Suren Pradhan
10. Norkey W. Yohno
11. DR. ASWANT KATNAL
12. Prakash Bandewa
13. RABI ALI
14. Manprasad Subba
15. Sanjeev Samang
16. Yuvaraj Chhetri
17. Sanjeev Chhetri
18. Sewak Pradhan
19. Abishek Barailh
20. Sujam Subba
21. Kalpara Pradhan
22. Manika Subba
23. Graph D Shorpa
24. Rinchen Lepcha
25. Hemant Kr. Pradhan.
26. Churn Singh Gahatrai

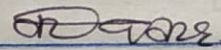
Maniyan

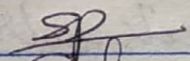


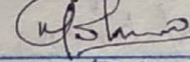




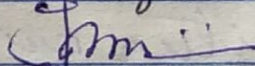








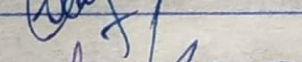


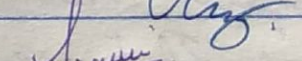


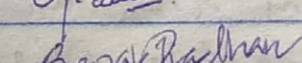
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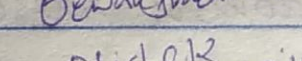




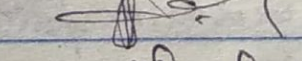


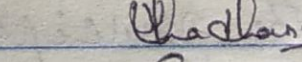






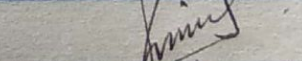




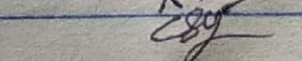












1. The Expert committee member Fr Kujur explained the filling up of SSR and the various criteria essential for completion of the process. He explained in details the numerous aspects of the SSR and the weightage systems. It was further explained to the members how each criteria would highlight the performance of the college and what were the areas that needed attention.
2. Mr Samir Sharma then proceeded in explaining to the members how data is to be compiled, how it is to be structured and how maintained serially. He further explained the process of uploading the SSR in the NAAC portal and the way it is to be compressed in the appropriate size.
3. The experts further explained to the college staff on the importance of being true, clear and honest in the various criteria of SSR. It was stressed that whatever was claimed and written must be supported by hard facts and evidence.
4. The staff of the college then had an interaction session with all the members where various queries were raised. The experts tried and explained in details all the questions that were raised and attempted to clarify all the doubts raised in the session.

Thus with no further matters to discuss, the meeting ended with the principal giving a vote of thanks to all the members.

Fr Kujur
5/Nov/22
Bijanbari Degree College
Dist Darjeeling - 734201 W.B.

IQAC meeting held on 30/11/2022.

Teachers Present / Members Present:-

- | | |
|------------------------------|-------------------|
| 1. Adit Panigrahi (Convenor) | Hariyan |
| 2. Rabi Ali | R. Ali 30.11.2022 |
| 3. Bhawana Rea | Bhri |
| 4. Kalpara Pradhan | Kalparan |
| 5. Graph Dorjee Sherpa | Graph |
| 6. Arachan Lepcha | Arachan |
| 7. Manisha Subba | Manisha |
| 8. Priyanka Mukherjee | P. Mukherjee |
| 9. Prakash Bhardwaj | Prakash |
| 10. Sunen Pradhan | Sunen |
| 12. Sanjoy Chhetri | Sanjoy |
| 13. Dr. Aswini Khatwal | Dr. Khatwal |
| 14. Suvarn Gurung | Suvarn |
| 15. Sanjeev Tamang | Sanjeev |
| 16. Karna B. Chhetri | Karna |
| 17. Sujam Rautela | Sujam |

1. The members present were asked about the progress made regarding the compilation of the data needed for SSR. Each teacher then proceeded in explaining their criteria how what else remained to be filled. The teachers then gave a brief about the work that was still to be completed.
2. It was decided by the house that the submission of IQA was to be done on 5/Dec/2022.
3. It was also decided that the college website needed some upgradation and that new elements such as files and photos were to be uploaded.

With no further issues to discuss the meeting ended with the principal giving a vote of thanks to all the members.

Signature
30/11/22
IQAC
Jharkhand
Dhanbari Degree College
Dist Dhanbajpur - 734201 W.B.