

**Bengal School of Technology
Sugandha, Delhi Road.
Hooghly-712102. West Bengal**

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
held on 22/08/ 2017**

The following members attended the meeting of the IQAC, Bengal School of Technology from 2 p.m. held at the Board Room.

MEMBERS PRESENT

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)
2. Prof (Dr.) C.M. Hossain (Principal)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Dr. Paramita Dey (Member)
5. Prof. Atanu Chatterjee (Member)
6. Prof. Kh. Hesan Reza (Member Secretary)
7. Mr. Raja Chakrverty (Member)

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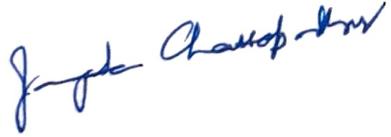
LEAVE OF ABSENCE WAS GRANTED TO

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Agenda discussed:

1. The minutes of the third meeting of the IQAC held in March, 2017 was read out by Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC visits of Bengal School of Technology and it was accepted by all the members present.
2. The Reports of the studies conducted by the IQAC were made available to the members and they were subsequently accepted.
3. It was proposed by Prof. (Dr.) Pranabesh Chakraborty, Chairman, IQAC to have the Academic Audit for the year 2016-17 of the institute done by Prof. (Dr.) A. K. Bandyopadhyay (Former Head, Department of Pharmaceutical Technology, Jadavpur University). This was unanimously accepted by all the members present.
4. Prof. (Dr.) Pranabesh Chakraborty informed that the management has accepted the recommendations of IQAC on infrastructural improvement and there have been considerable progress on Infrastructural Improvement implementations and some of the jobs have been completed.
5. IQAC members also deliberated upon the proposed Academic Benchmarks for the Academic Year 2017-18 prepared by the IQAC.
6. A Green audit was also proposed by the members of the IQAC.
7. The meeting ended with a vote of thanks to the Chair.

SIGNATURES

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC) 
2. Prof. (Dr.) C.M. Hossain (Principal, BST) 
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC) 
4. Prof. Hassan Reza (Member Secretary, IQAC) 
5. Prof. Raja Chakraverty (Member) 
6. Dr. Paramita Dey (Member) 
7. Prof. Atanu Chatterjee (Member) 

**BENGAL SCHOOL OF TECHNOLOGY
(A COLLEGE OF PHARMACY)
SUGANDHA, DELHI ROAD.
HOOGHLY-712102.**

INTERNAL QUALITY ASSURANCE CELL

Quality Benchmarks Planned For 2017-2018

1. Seminars: Not Less than 6 Seminars per year.
2. Industry Visits by Academic staff: Not less than 2 visits per year
3. Collaborative Research Projects In Industry: Not Less than 2 projects per year.
4. Publication : Not Less than 1 Publication per Faculty perYear.

Bengal School of Technology
Sugandha, Delhi Road.
Hooghly-712102, West Bengal

Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
Held on 11/11/ 2017

The following members attended the meeting of the IQAC, Bengal School of Technology from 3 p.m. held at the Board Room.

MEMBERS PRESENT

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)
2. Prof (Dr.) C.M. Hossain (Principal)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Dr. Paramita Dey (Member)
5. Prof. Atanu Chatterjee (Member)
6. Prof. Kh. Hussan Reza (Member Secretary)
7. Mr. Raja Chakrverty (Member)

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LEAVE OF ABSENCE WAS GRANTED TO
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Agenda discussed:

1. The minutes of the fourth meeting of the IQAC held in 22nd August, 2017 was read out by Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC visits of Bengal School of Technology and it was accepted by all the members present.
2. The Reports of the studies conducted by the IQAC were made available to the members and they were subsequently accepted.

3. It was declared by Prof. (Dr.) Pranabesh Chakraborty, Chairman, IQAC that the college is awarded with NAAC , accreditation on 30th October 2017. He added that college has received B grade. All the members present greeted on this news.
4. Honorable Chairman of the committee discussed the inputs from the NAAC audit team required for further development of the college.
5. He stressed on the development of ICT and learning tools. He also discussed efforts to be given on various activities demonstrated during NAAC specially Mentoring and feed back system.
6. Member Secretary suggested the requirement for the initiation of NSS Unit. All the members accepted to go forward in this matter.
7. IQAC members also deliberated upon the proposed Academic Benchmarks for the Academic Year 2017-18 prepared by the IQAC.
8. Honorable Principal that the teachers should be undergo for refresher courses. All the members accepted unanimously.
9. Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC suggested for financially assists the faculty for attending seminars.
10. The meeting ended with a vote of thanks to the Chair.

SIGNATURES

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC) 

2. Prof. (Dr.) C.M. Hossain (Principal, BST)

3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC) 

4. Prof. Hassan Reza (Member Secretary, IQAC) 

5. Prof. Raja Chakraverty (Member) 

6. Dr. Paramita Dey (Member) 

7. Prof. Atanu Chatterjee (Member) 

**Bengal School of Technology
Sugandha, Delhi Road.
Hooghly-712102. West Bengal**

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
Held on 19/04/ 2018**

The following members attended the meeting of the IQAC, Bengal School of Technology from 4.30 p.m. held at the Board Room.

MEMBERS PRESENT

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)
2. Prof (Dr.) C.M. Hossain (Principal)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Dr. Paramita Dey (Member)
5. Prof. Atanu Chatterjee (Member)
6. Prof. Kh. Hussan Reza (Member Secretary)
7. Mr. Raja Chakrverty (Member)

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LEAVE OF ABSENCE WAS GRANTED TO

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Agenda discussed:

1. The minutes of the fifth meeting of the IQAC held in 11th November, 2017 was read out by Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC visits of Bengal School of Technology and it was accepted by all the members present.
2. The Reports of the studies conducted by the IQAC were made available to the members and they were subsequently accepted.
3. Honorable Chairman of the committee proposed for Smart Class rooms to be availed as soon as possible. The committee members accepted the proposal.
4. He also proposed for the procurement of new dissolution apparatus and asked the purchase committee to take necessary initiatives.
5. Member Secretary Member secretary reported the initiation of NSS unit at BST campus with Dr. Kazi Asraf Ali as the coordinator.
6. The meeting ended with a vote of thanks to the Chair.

SIGNATURES

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC) 
2. Prof. (Dr.) C.M. Hossain (Principal, BST)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Prof. Kh. Hassan Reza (Member Secretary, IQAC) 
5. Prof. Raja Chakraverty (Member) 
6. Dr. Paramita Dey (Member) 
7. Prof. Atanu Chatterjee (Member) 

**Bengal School of Technology
Sugandha, Delhi Road.
Hooghly-712102. West Bengal**

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
Held on 14/08/ 2018**

The following members attended the meeting of the IQAC, Bengal School of Technology from 4.30 p.m. held at the Board Room.

MEMBERS PRESENT

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)
2. Prof (Dr.) C.M. Hossain (Principal)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Dr. Paramita Dey (Member)
5. Prof. Atanu Chatterjee (Member)
6. Prof. Kh. Hussan Reza (Member Secretary)
7. Mr. Raja Chakrverty (Member)

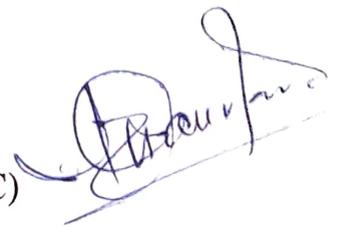
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LEAVE OF ABSENCE WAS GRANTED TO

Agenda discussed:

1. The minutes of the sixth meeting of the IQAC held in 19th April, 2018 was read out by Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC visits of Bengal School of Technology and it was accepted by all the members present.
2. The Reports of the studies conducted by the IQAC were made available to the members and they were subsequently accepted.
3. Honorable Chairman of the committee reported the completion of two Smart Class rooms availed for students and also proposed of increasing the number in near future. The committee members greeted and accepted the proposal.
4. He also proposed for the procurement of new ERP Software.
5. Honorable Coordinator and member IQAC informed the committee members that there will be slight variation in documentation of NBA and the data for Current Academic Year (CAY) will be considered for 2018-19.
6. He also added that the submission of NBA SAR will be done by September.
7. Member Secretary proposed the requirement of infrastructural development specially road (in campus) and lift system. Honorable Chairman assured that the initiative will be taken soon.
8. The meeting ended with a vote of thanks to the Chair.

SIGNATURES

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)



2. Prof. (Dr.) C.M. Hossain (Principal, BST)



3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)

4. Prof.Kh. Hassan Reza (Member Secretary, IQAC) 

5. Prof. Raja Chakraverty (Member) 

6. Dr. Paramita Dey (Member) 

7. Prof. Atanu Chatterjee (Member) 

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
Held on 08/12/ 2018**

The following members attended the meeting of the IQAC, Bengal School of Technology from 5.00 p.m. held at the Board Room.

MEMBERS PRESENT

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC)
2. Prof (Dr.) C.M. Hossain (Principal)
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC)
4. Dr. Paramita Dey (Member)
5. Prof. Atanu Chatterjee (Member)
6. Prof. Kh. Hussan Reza (Member Secretary)
7. Mr. Raja Chakraverty (Member)

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LEAVE OF ABSENCE WAS GRANTED

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Agenda discussed:

1. The minutes of the seventh meeting of the IQAC held in 14th August, 2018 was read out by Prof. (Dr.) J Chattopadhyay, Professor & Coordinator of IQAC & NAAC visits of Bengal School of Technology and it was accepted by all the members present.

2. The Reports of the studies conducted by the IQAC were made available to the members and they were subsequently accepted.
3. Honorable Chairman of the committee informed that the date for submission of NBA is changed and the CAY was made 2018-19 as per the directives of NBA, therefore necessary data Upgradation to be done ASAP.
4. He also informed about the procurement of new ERP Software but added that the functioning may take some time.
5. Honorable Coordinator and member IQAC suggested for preparation of separate master file for chemicals. He also added to make separate file for consumption related to research work.
6. Member Secretary proposed the requirement of UV Spectrophotometer, Fume hood and KF Titrator. Honorable Chairman asked the purchase committee to take necessary action
7. Prof. Raja Chakraverty, Asst. Professor, proposed for the implementation of Blooms Taxonomy for improving the quality of internal question paper. All the members accepted the proposal unanimously.
8. Members of the committee suggested for the renewal of Edu Grievance software Grievance and Redressal Cell.
9. The meeting ended with a vote of thanks to the Chair.

SIGNATURES

1. Prof. (Dr.) Pranabesh Chakraborty (Director, BST & Chairman, IQAC) 
2. Prof. (Dr.) C.M. Hossain (Principal, BST) 
3. Prof. (Dr.) Jayanta Chattopadhyay (Coordination & Member, IQAC) 
4. Prof. Kh. Hassan Reza (Member Secretary, IQAC) 
5. Prof. Raja Chakraverty (Member) 
6. Dr. Paramita Dey (Member) 
7. Prof. Atanu Chatterjee (Member) 

BENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)**

Held on 24.04.2019

MEMBERS PRESENT

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Mr.Dilip Kr Mondal	Management Representative
Dr.Chowdhury Mobaswar Hossain	Member Secretary
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Mr.Omparakash Panda	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST

LEAVE OF ABSENCE WAS GRANTED

AGENDA DISCUSSED

1. Discussion about the previous meeting and its achievements.
2. Chairman IQAC makes a note on the shuffling and introduction of the new members of IQAC.

Name	Designation
Dr. Pranabesh Chakraborty	Chairman
Mr. Dilip Kr Mondal	Management Representative
Dr. Chowdhury Mobaswar Hossain	Member Secretary
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr. Kh. Hussan Reza	Member
Dr. Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Mr. Omprakash Panda	Member
Dr. Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr. Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr. Sandip Datta Chowdhury	Administrative Officer, BST
Mr. Debojoyti Sarkar	Student Representative

3. IQAC Coordinator discusses about the inputs from the audits conducted by NBA and AICTE.

- A. CHANGE OF MISSION AND VISION BY PEO COMMITTEE:** It was decided that after complete implementation of co uniformly the PEO and mission vision to be altered.
- B. ADDITION OF COURSES BEYOND THE SYLLABUS:** It was decided that MOOCS to be implemented in step basis, initially it will be implemented for all classes. Thereafter Faculties will be asked to take up the courses of interest. The MOOCS courses

specially NPTEL Courses will be considered as FDP Programs (Course of 8 weeks or More). Dr. Biswajit Basu is appointed as Coordinator for MOOCS.

C. INNOVATIVE TEACHING LEARNING INITIATIVES:

Chairman of IQAC made a note on taking initiatives for innovative teaching learning process. Faculties are asked to involve in more utilization of smart classes for better interactive learning process. It was also proposed to increase the number of smart classes to the management. IQAC was proposed by the chairman to seek for digital learning platforms which will make the learning process easier.

D. STATUS OF PERKS FOR PAPER WRITING AND PRESENTATION:

It was decided that perks will be given for presentation of paper or publication in journals. For presentation of papers in various national or international seminars and conference, faculties will be provided with to and fro tickets. The publication charge will be provided considering the publication in a UGC approved journals. The faculties are asked to publish at least one publication or attend either a FDP program or conference/seminar.

E. ERP AND WEBSITE UPGRDATION:

The following data to be incorporated within the website of the institution as per the directives of NBA audit.

1. CO of all the courses
2. List of books as available in library
3. Details of non teaching staffs
4. Feedback form availability and analysis details for mentoring.
5. Initiatives in innovative teaching learning.
6. Updates of activities beyond courses: NSS, WOMEN'S DAY, etc.
7. Up gradation of individual research and publication details.
8. ERP Connectivity with provision of daily attendance and other add on.

E. FACILITIES:

- a. Handicap toilet
- b. Separate space for faculty and non faculty in canteen,
- c. Library: Improvement of space.
- d. Computer lab: More number of systems at least 50 capacity.
- e. Separate smart classes for Pg.

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BENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
As per NAAC Accreditation file-
Held on 16.08.2019**

MEMBERS PRESENT

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Ms. Moitryee Chattopadhyay	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST

AGENDA DISCUSSED

1. Discussion about the previous meeting and its achievements.

2. NBA Accreditation Status:

Chairman congratulated all the IQAC members for their effort to get NBA ACCREDITATION for 3 years. All the members wished the same to the Chairman. He further added to keep up the quality of the Institute through IQAC Cell.

3. Status of MOOCS:

The Chairman enquired about the status of MOOCS to the local chapter and member of IQAC Cell, Dr. Biswajit Basu. He stated that the participation was found to be good but some of the students were not continuing or dropping the examination. With this perspective Chairman Suggested for voluntary involvement of faculty members and mentors to instigate the students to sit for exam. If any doubt it should be coordinated to the subject teachers through the mentor.

Dr. Biswajit Basu also suggested that even faculties should take up some of the NPTEL , Courses as they provide FDP Certificate.

4. Involvement of faculties for Publication:

Chairman showed concern of the status and rate at which the faculties are involve in publication. He asked the Coordinator to discuss with the faculty members about the problems during publication.

5. Report on FDP- Student Induction Organized by AICTE:

Chairman of IQAC about **FDP- Student Induction Organized by AICTE** to Mr. Kh. Hussan Reza, Member IQAC. He reported that himself along with Dr. Biswajit Basu , Miss Dishari Dutta and Miss Sudipta Roy participated in 3 days FDP at Sister Nibedita University, Kolkata followed by SVCE, Bangalore on 18th - 27th July and 23rd – 29th July respectively. He claimed that the trained team of faculty Members can help to inculcate Universal Human Values and Professional Ethics to the newly joined students.

BENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)**

As per NAAC Accreditation file-

Held on 19.12.2019

MEMBERS PRESENT

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Dr. Kazi Asraf Ali	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST

BENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

**Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)**

As per NAAC Accreditation file-

Held on 19.12.2019

MEMBERS PRESENT

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Ms. Moitryee Chattopadhyay	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST

AGENDA DISCUSSED

1. Discussion about the previous meeting and its achievements.

2. Physical constructions and developments as per norms:

Chairman of IQAC explained the IQAC members about required constructions of Rooms including IQAC Cell, TPO, Girl's Common Room, D.Pharm Classroom and Labs. He also informed that college will have a self IQAC Cell which will be functioning from next year.

3. Status of MOOCS:

The Chairman enquired about the status of MOOCS to the local chapter and member of IQAC Cell, Dr. Biswajit Basu. He stated that the participation was found to be improving. Students show interests and often the doubts are clarified by concerned faculty.

Dr. Biswajit Basu also informed that some faculties have taken up some of the NPTEL Courses as a part of the course work for Ph D. He again asked for other faculty members to take up NPTEL courses as FDP programs.

4. Innovative teaching learning tools:

Chairman enquired about the development related to the development in relation to innovative teaching learning process. With this perspective, Mr. Kh. Hussan Reza said that he has started to work with LMS (Learning Management System) on trial basis. He added is using free LMS like "Classroom" for students of first year to check its utility. He added that by using such teaching tools will help the faculties a lot. He also said that a good and proper LMS can open a new dimension to teaching learning process.

On this aspect Chairman IQAC as Mr. Kh. Hussan Reza to arrange a seminar for all faculty members to focus the use of LMS and other issues related to innovative teaching learning.

RENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)

Held on 05.03.2020

MEMBERS PRESENT

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Mr.Dilip Kr Mondal	Management Representative
Dr.P.Suresh	Member Secretary
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Ms. Moitryee Chattopadhyay	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST

LEAVE OF ABSENCE WAS GRANTED

AGENDA DISCUSSED

1. Discussion about the previous meeting and its achievements.
2. Chairman IQAC makes a note on the shuffling and introduction of the new members of IQAC marked (*)

Name	Designation
Dr.Pranabesh Chakraborty	Chairman
Mr.Dilip Kr Mondal	Management Representative
Dr.P.Suresh*	Member Secretary
Dr. Jayanta Chattopadhyay	IQAC Coordinator
Mr.Kh.Hussan Reza	Member
Dr.Paramita Dey	Member
Mr. Atanu Chatterjee	Member
Ms. Moitryee Chattopadhyay*	Member
Dr.Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr.Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr.Sandip Datta Chowdhury	Administrative Officer, BST
Ms. Anesha Chakraborty*	Student Representative

3. STATUS OF MOOCS COURSES:

Charirman, IQAC enquired about the status of MOOCS courses taken up by the students and Faculty members for self up-gradation and development. To this enquire the Local Chapter , BST ;Dr. Biswajit Basu (IQAC,Member) also submitted the total list as per requirement which is attached with the minutes (ANNEXURE 1).

4. STATUS FOR INNOVATIVE TEACHING LEARNING ON DIGITAL PLATFORM:

Mr.Kh. Hussan Reza (Member , IQAC) put forward the proposal of “**DIGITAL CLASSROOM**” : **An Innovative Teaching Learning Technique for Learners using ICT.**

The proposal is attached with the minutes (ANNEXURE 2). The proposal mainly stressed on the global demand of Learning Management Systems (LMS) and their benefits. As a part of the proposal used “EASY CLASS” a free LMS as demo. The proposal was accepted by the Chairman and other members of IQAC.

Dr. Jayanta Chattopadhyay, IQAC Coordinator suggested improvising “FLIP LEARNING” process specifically to be initiated for Post graduate students which later to be percolated to Undergraduate classes upon its success. To this Chairman, IQAC asked to start flip learning from the coming semester at Post Graduate level specifically on few chapters selected by subject in charge.

Mr. Atanu Chatterjee , IQAC Member , suggested for Video lectures by faculty to be uploaded on website. To this Chairman, IQAC assured to look into the matter.

5. VALUE ADD COURSES IMPARTING TRANFERABLE AND LIFE SKILL OFFERINGS :

Mrs. Saumya Das, Member IQAC suggested In-house training and workshops related Professional ethics and Universal Human Values not only for students but for all employers of the institution. Chairman, IQAC accepted the proposal and asked for discussion in Faculty council.

6. ONLINE FEEDBACK FOR STUDENTS, TEACHERS, EMPLOYERS , ALUMNI, PARENTS:

Dr.P.Suresh, Principal and Member secretary IQAC,BST; suggested for online student feedback using google form through the head mentors of each class. He also suggested in order maintaining the sanity of the feedback process, only those students who have attendance more than 75% to be allowed for student feedback process.

Chairman, IQAC greeted the proposal and asked for a discussion in Faculty council.

Mr.Kh.Hussan Reza , Member IQAC asked for designing the feedback as per Student Satisfaction survey proposed by NAAC (a copy attached with the minutes, ANNEXURE 3). To this Chairman, IQAC assured to look into the matter.

7. REQUIREMENT OF INDUSTRY – ACADEMIA PARTNERSHIP WORKSHOP / SEMINAR:

Dr. Jayanta Chattopadhyay, IQAC Coordinator suggested for conducting seminars monthly at least once in cooperation of industry for knowledge and skill up gradations of faculty and students of the institute. Chairman, IQAC accepted the proposal and asked for further processing.

8. DEVELOPMENT OF STUDENT DATABASE AS PER REQUIREMENTS OF REGULATORY BODIES (NAAC/NBA/AISHE/NIRF/UNIVERSITY):

Mr. Kh. Hussan Reza, Member IQAC asked for a centralized student database in the format attached (ANNEXURE 4) for the fulfilling the information to be furnished to regulatory bodies. Chairman, IQAC accepted the proposal and asked the office to coordinate with the matter. He also insisted the mentors to decide the workflow for the fulfillment of proposal.

9. MISC:

Both Chairman IQAC and IQAC Coordinator suggested for student up-gradation and support to UG and PG final year students for interview. With this preview they suggested for preparing a question bank containing suggestible interview question.

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BENGAL SCHOOL OF TECHNOLOGY

SUGANDHA, DELHI ROAD, HOOGHLY

DATE: 05/03/2020

Internal Circular

It is hereby notified to all respected IQAC Members that a meeting will be held on 05/03/2020 at 4 pm in Language Lab (First floor).
All the members are requested to attend the meeting.



Prof.(Dr.) Pranabesh Chakraborty

Chairman (IQAC) & Director (Academics),BST

Regards ,

CC:

1. Mr.Dilip Kr Mondal (Hon'ble CEO, SEDCO)
2. Dr. P Suresh (Principal, BST)
3. Dr. Jayanta Chattopadhyay (Professor & IQAC Coordinator)
4. Dr.Paramita Dey (Professor & Member IQAC)
5. Dr. Kazi Asraf Ali (Assoc. Professor & Member IQAC)
6. Mr. Atanu Chatterjee(Asst. Professor & Member IQAC)
7. Dr.Biswajit Basu (Assoc. Professor & Member IQAC)
8. Mr. Biswanath Ghosh (Asst. Professor & Member IQAC)
9. Mr.Dharmajit Pattanayak (Asst. Professor, OIC Exam Cell & Member IQAC)
10. Mrs. Saumya Das (Asst. Professor & Member IQAC)
11. Mr. Kh. Hussan Reza (Asst. Professor & Member IQAC)
12. Mr.Sandip Datta Chowdhury (Administrative Officer & Member IQAC)

Received with signature and date:

1. Mr. Dilip Kr Mondal (Hon'ble CEO, SEDCO) ;
2. Dr. P. Suresh (Principal, BST) ;
3. Dr. Jayanta Chattopadhyay (Professor & IQAC Coordinator) ;
4. Dr. Paramita Dey (Professor & Member IQAC) : P. Dey 4/3/20
5. Dr. Kazi Asraf Ali (Assoc. Professor & Member IQAC) : K. Asraf Ali 5/3/20
6. Mr. Atanu Chatterjee (Asst. Professor & Member IQAC) : Atanu Chatterjee 4/3/20
7. Dr. Biswajit Basu (Assoc. Professor & Member IQAC) : Biswajit Basu 5/3/2020
8. Mr. Biswanath Ghosh (Asst. Professor & Member IQAC) : Biswanath Ghosh 4/3/2020
9. Mr. Dharmajit Pattanayak (Asst. Professor, OIC Exam Cell & Member IQAC) : Dharmajit Pattanayak
10. Mrs. Saumya Das (Asst. Professor & Member IQAC) : Saumya Das 4.03.2020
11. Mr. Kh. Hussan Reza (Asst. Professor & Member IQAC) : Hussan Reza 4.03.2020
12. Mr. Sandip Datta Chowdhury (Administrative Officer & Member IQAC) : - for: Sandip Datta Chowdhury

BENGAL SCHOOL OF TECHNOLOGY

Sugandha , Delhi Road

Hooghly-712102, West Bengal

Minutes of the Meeting of the
Institutional Quality Assessment Cell (IQAC)
Held on 30.01.2021

MEMBERS PRESENT

Name	Designation
Dr. P. Suresh	Chairman
Dr. Paramita Dey	Member
Mr. Kh. Hussan Reza	Member
Mr. Atanu Chatterjee	Member
Dr. Biswajit Basu	Member
Mr. Biswanath Ghosh	Member
Mr. Dharmajit Pattanayak	Member
Mrs. Saumya Das	Member
Mr. Raja Majumder	Member
Dr. Sankhadip Bose	Member
Dr. Sudip Kr. Kar	Member

Agenda Discussed

1. Introduction of new members as a replacement of the vacant positions in IQAC:

The following members are replaced since they left the Institute. The following new members were proposed by the Coordinator, IQAC and was agreed by other members of IQAC. The names of incoming and outgoing members are enlisted below.

Outgoing members	New members
Dr. Jayanta Chattopadhyay	Dr. Sankhadip Bose
Dr. Kazi Asraf Ali	Dr. Sudip Kr. Kar
Ms. Moitree Chattopadhyay	Mr. Raja Majumder
Mr. Sandip Dutta Chowdhury	

2. Proposal for the name of new Coordinator of IQAC:

With the proposal of The Chairman IQAC , Prof. (Dr.) Paromita Dey as new Coordinator was placed before the committee. The proposal was greeted by all the members unanimously and was greeted for her new responsibility. Dr. Paromita Dey thanked Chairman IQAC and all the members for entrusting her with this new responsibility.

3. Reframing of IQAC committee:

As per requirements concerned , the Coordinator IQAC suggested an immediate reframing of IQAC with proper disbursement of duties to individual. For this it was decided that an interim meeting will be organized to decide further addition and shuffling of duties to the members.

4. Establishing of IQAC cell on 2nd floor of D.Pharm Section:

The Coordinator IQAC cell directed Mr. Kh, Hussan Reza to take the necessary steps in order to make the room functional. Mr. Kh.Hussan Reza informed IQAC that the quotation for the interior design is taken. He also informed that the work will be completed by April 2021.

5. Current working status of IQAC:

Coordinator asked Mr. Kh. Hussan Reza to give an overview about current works taken up at IQAC. With this preview the following were reported by Mr. Kh. Hussan Reza.

- a. Establishment of an email Id. For IQAC cell : iqacbst@gmail.com
- b. Initiating WhatsApp group of IQAC.
- c. Preparation of CDS (Common Database for Students) which will be helpful for various student related activities throughout the curriculum.
- d. Data collection in relation to filling up of AQAR.

6. CO-PO initiatives :

Dr. Biswajit Basu proposed for reframing for CO and its successive correlation with PO according to the new Syllabus. Coordinator IQAC requested Dr. Basu to take-up the process in collaboration of Mr. Kh. Hussan Reza. The proposal was unanimously supported by other members IQAC.

7. Misc :

- a. Coordinator IQAC emphasized on action plant to be taken for research and its successive documentation. He requested the faculties to increase the publication number.
- b. Coordinator IQAC asked for an audit by Library Committee at the earliest.

The meeting was concluded by vote of thanks to the Chair.

Attendance for:	Class-List						
Date:	"2021-05-09"	"Time:"	"22:36"	"Meet ID:"	"vqb-eaqc-ezz"	"# of Checks"	"1"
Names	"2021-05-09"	"Email"	"Comments"	"Arrival time"	"Last Seen"	"# of Checks"	"Joined"
Dr. Biswajit Basu	"âœ'"	""	""	"12:30"	"0:28"	"21"	"2"
Dr. Sankhadip Bose	"âœ'"	""	""	"11:06"	"22:38"	"113"	"1"
Bst Iqac Cell	"âœ'"	""	""	"11:09"	"0:28"	"110"	"1"
Atanu Chatterjee	"âœ'"	""	""	"11:15"	"0:28"	"105"	"1"
Abhijit De	"âœ'"	""	""	"11:06"	"0:28"	"113"	"2"
Paramita Dey	"âœ'"	""	""	"11:06"	"22:46"	"114"	"2"
Dishari Dutta	"âœ'"	""	""	"12:08"	"0:28"	"113"	"1"
Raja Majumder	"âœ'"	""	""	"11:06"	"0:28"	"113"	"1"
Dharmajit Pattanayak	"âœ'"	""	""	"12:037"	"0:28"	"22"	"1"
Hassan Reza	"âœ'"	""	""	"11:08"	"0:28"	"111"	"1"
Kh Asif Reza	""	""	""				
Sudipta Roy	"âœ'"	""	""				
Pranabesh Chakraborty	"âœ'"	""	""	"11:07"	"23:17"	"115"	"3"
P.Suresh	"âœ'"	""	""	"11:15"	"0:28"	"105"	"1"
Help/more info:	"https://tinyurl.com/y5peu3nk"			"11:16"	"0:28"	"105"	"1"
Â© Google Meet Attendance	https://tinyurl.com/y6k2yqts						



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E Mail: bstpharmacy@hotmail.com, Website: www.bengalschooloftechnology.org

MINUTES OF IQAC MEETING

Date of Meeting: 09.05.2021 Time: 11:30 AM

Meeting Mode: Google Meet

Link: <https://meet.google.com/vqb-eaqc-ezz>

1. Due to the second wave of COVID- 19 the online classes have been more strengthened by innovative teaching learning methods like Youtube videos for practical classes, conduction of webinars and online mentoring meetings where LIVE interactive sessions are done with the students.
2. A proposal was put forward by Prof. Dr. Paramita Dey regarding the conduction of Online GPAT Classes for 3rd and 4th Years on a weekly basis of 2 classes (1 hour each) through Great Learning Platform. Also, it was proposed that a 50 marks MCQ test will be taken at the end of each subject. The proposal was highly appreciated by Director, Prof. Dr. Pranabesh Chakraborty and Principal, Prof. Dr. P.Suresh and a resolution was taken to start the classes at the earliest.
3. Updation of the Website should be done at the earliest.
4. AQAR submission for the sessions 2018-2019/ 2019-2020 was finalized and submissions will be done within 31st May 2021.
5. Concerned faculty members were requested to start works related to AQAR for the session 2020-2021 as early as possible.

A grid view of a Google Meet session with nine participants. The participants are arranged in a 3x3 grid. The top row shows Dishari Dutta (muted), Abhijit De (muted), and Raja Majumder (muted). The middle row shows Hassan Reza (muted), Dr. Sanjhadip Bose (muted), and Atanu Chatterjee (muted). The bottom row shows Paramita Dey (muted), SUDIPTA ROY (muted), and Dharmajit Pattanayak (muted). Each tile includes a small circular profile picture and a name label.

- ### Meeting details
- (11)
 - BST IQAC CELL (You) [Muted]
 - Abhijit De [Muted]
 - Atanu Chatterjee [Muted]
 - Dharmajit Pattanayak [Muted]
 - Dishari Dutta [Muted]
 - Dr. Biswajit Basu [Muted]

ATTENDANCE OF IQAC MEETING

DATE: 10.08.2021

TIME: 7:00 PM

MEETING MODE: GOOGLE MEET

LINK: <https://meet.google.com/hks-rwqc-nja>

Attendance for:	Class List						
Date:	"2021-08-10"	"Time:"	"18:51"	"Meet ID:"	"hks-rwqc-nja"		
Names	"2021-08-10"	"Email"	"Comments"	"Arrival time"	"Last Seen"	"# of Checks"	"Joined"
Dr. Sankhadip Bose	"ãœ"	""	""	"19:00"	"21:17"	"47"	"2"
Pranabesh Chakraborty	"ãœ"	""	""	"18:58"	"21:18"	"127"	"4"
Atanu Chatterjee	"ãœ"	""	""	"19:01"	"21:17"	"112"	"1"
Saumya Das	"ãœ"	""	""	"19:11"	"19:12"	"2"	"1"
Abhijit De	"ãœ"	""	""	"19:24"	"21:17"	"25"	"3"
Paramita Dey	"ãœ"	""	""	"19:01"	"21:17"	"133"	"1"
Ayon Dutta	"ãœ"	""	""	"21:15"	"21:17"	"3"	"1"
Dishari Dutta	"ãœ"	""	""	"18:58"	"21:15"	"84"	"1"
Biswanath Ghosh	"ãœ"	""	""	"18:59"	"20:05"	"64"	"1"
Sudip Kr. Kar	"ãœ"	""	""	"19:03"	"21:17"	"9"	"1"
Dr. Raja Majumder	"ãœ"	""	""	"19:04"	"21:18"	"27"	"3"
Sougata Mallick	"ãœ"	""	""	"20:29"	"20:29"	"1"	"1"
Dharmajit Pattanayak	"ãœ"	""	""	"19:06"	"21:17"	"115"	"2"
Kh Hassan Reza	"ãœ"	""	""	"18:56"	"21:18"	"146"	"5"
Sudipta Roy	"ãœ"	""	""	"19:01"	"19:01"	"1"	"1"
P Suresh	"ãœ"	""	""	"19:00"	"21:17"	"138"	"1"
Help/more info:	" https://tinyurl.com/y5peu3nk "						
Â© Google Meet	https://tinyurl.com/y6k2yqts						
Attendance							



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E Mail: bstpharmacy@hotmail.com Website: www.bengalschooloftechnology.org

Date: 10.08.2021

MINUTES OF IQAC MEETING

Meeting No. -16 [2nd Quarterly Meeting of 2021]

Members Present:

Dr.Pranabesh Chakraborty	Dr. P. Suresh	Dr.ParamitaDey
Prof.Biswanath Ghosh	Dr.D'harmajitPattanayak	Dr.Sudip Kumar Kar
Dr.Sankhadip Bose	Dr. Raja Majumder	Mr. Atanu Chatterjee
Mr. Ayan Dutta	Mrs. Dishari Dutta	Mr. Hassan Reza
Mrs. Saumya Das	Mr. SougataMallik	Mrs. Sudipta Roy
Mr. Abhijit De		

Minutes:

1. The meeting has been started with an introduction to the new chairman of IQAC, Dr. P. Suresh, Principal, Bengal School of Technology, A College of Pharmacy, new co-ordinator, Dr.ParamitaDey, Professor and advisor respected Dr.Pranabesh Chakraborty.
2. The new co-ordinator, Dr.Dey, started the discussion according to the prescribed agenda.

Agenda 1: Confirmation of the minutes of the last IQAC meeting.

Here Dr.Dey requested Mr. Hassan Reza to explain the action plan of IQAC according to the last meeting minutes. Mr. Reza, explained the minutes of last IQAC meeting.

Agenda 2: Action taken report.

New co-ordinator and other faculty members have explained in detail about the present status of action taken report. These are as follows...

- a. As CO-PO matter is very much important not only in NBA but also in NAAC, the development of CO for B.Pharm syllabus has been completed and also correlated with PO. The CO-PO matter of PG courses are pending till now but will be completed very soon. Chairman of IQAC, Dr. Suresh suggested to look forward on the scope and objectives of the CO-PO matters. With this, he also advised to look on prerequisites and Bloom taxonomy. Dr. Suresh also said that all the students and staffs of the college should be aware of CO and POs.



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Mr. Reza also explained about the NPTEL courses and study materials related to CO-PO matter and decided to give responsibilities to Departmental Heads to resolve the matter with the help of some faculty members.

b. The Library audit is under process. It will also complete very soon. Mrs. Saumya Das explained in detail about the present status of Library audit as well as requirement of fully automated software in Library. Advisor of IQAC, Dr. Pranabesh Chakraborty also suggested that subject wise faculty members have to take responsibilities to work with present Library team and take care of Library matters.

c. Dr. Dharmajit Pattanayak explained the resolution of exam cell meeting where the minimum percentage result (below 45%) was decided to identify the poor students. It was resolved that the same will be carried out now in the online session also.

d. In case of D.Pharm data assessment, Dr. Chakraborty suggested that D.Pharm data is not required in NBA and NAAC and also instructed Mr. Reza to confirm it by a phone call to those authority.

Agenda 3: Discussion of different issues regarding AQAR (2020-21) covering all the criteria.

In this section, co-ordinator of IQAC asked the present status of college website. In reply, Mrs. Das explained that the college website is ready and within few days it will start the work.

Agenda 4: Discussion regarding the preparation of NBA "COMPLIANCE REPORT FORMAT".

Co-ordinator, Dr. Dey instructed that responsible faculty members should start the write up of "COMPLIANCE REPORT FORMAT" for NBA. She also specified that 2019-20, 2020-21 and 2021-22 data will be included in that format.

It has also been discussed that the non-pharmacy faculty members will be at their same position how it has been shown in the last inspection.

Agenda 5: Plan for conduction of 6 days Alumni Online Interactive Sessions covering different domains of Pharmacy.

Dr. Dey has presented a detail plan of 6 days Alumni Online Interactive Sessions which was really appreciated by Dr. Chakraborty. Here it is also decided that a separate platform is needed to conduct the session.

Agenda 6: Plan for the invitation of minimum 2 Alumni in Online Orientation Programmes of D.Pharm. /B.Pharm. /M.Pharm.

This plan was also unanimously accepted and appreciated by all the members of IQAC.



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Agenda 7: Plan for conduction of Internal Faculty Development Programme on "Quality Audit and Accreditation Processes"

Co-ordinator, Dr. Paramita Dey explained another planning for conduction of Internal Faculty Development Programme on "Quality Audit and Accreditation Processes" and that also unanimously accepted and appreciated by all the members of IQAC. Here Dr. Chakraborty has suggested that the program may be conducted in every fortnight.

Agenda 8: Plan for conduction of Webinars especially focussing on Regulatory Affairs (IPR), Entrepreneurship and Research Methodology.

Chairman of IQAC, Dr. P. Suresh and advisor, Dr. P. Chakraborty appreciated the plan for conduction of Webinars especially focussing on Regulatory Affairs (IPR), Entrepreneurship and Research Methodology and suggested to start as soon as possible.

Agenda 9: Miscellaneous

There was no specific topic in miscellaneous. So the meeting was concluded by vote of thanks.

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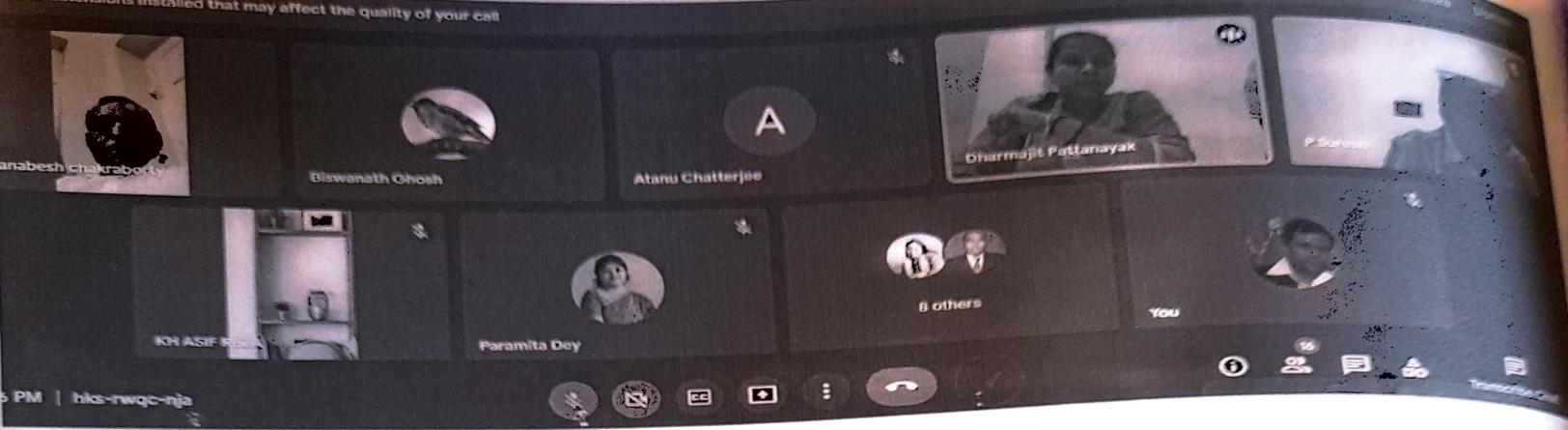
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Agenda 9: Approval of Mission Vision PEO statement

Agenda 10: Approval of Code of Conduct

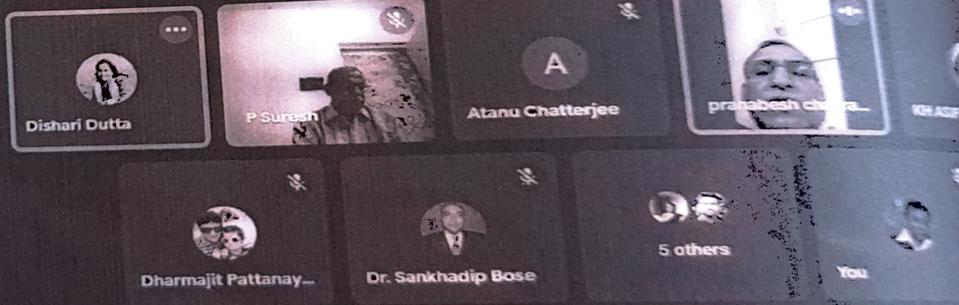
And so the meeting was concluded by vote of thanks.



You have extensions installed that may affect the quality of your call

Paramita Dey is presenting

NAME	EMAIL	PHONE	STATUS	ROLE	GROUP	DEPARTMENT
ANESH CHAKRABORTY	anesh.chakraborty@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
BISWANATH GHOSH	biswanath.ghosh@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
ATANU CHATTERJEE	atanu.chatterjee@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
DHARMAJIT PATTANAYAK	dharmajit.pattanayak@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
P SURESH	p.suresh@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
KN ASIF	kn.asif@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
PARAMITA DEY	paramita.dey@hks.com	91 98 96 23 45 67	Online	Participant	Marketing	Marketing
8 OTHERS						



8:55 PM | hks-rwqc-rja



Dr. Sankhadip Bose



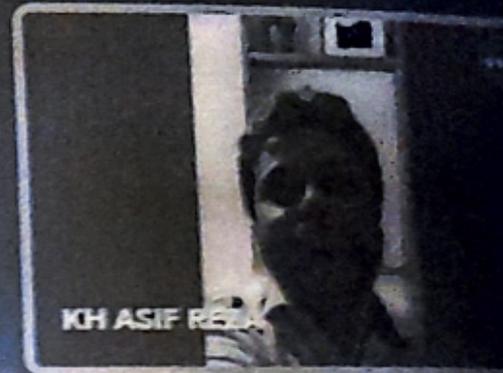
P Suresh



Paramita Dey



pranabesh chakraborty



KH ASIF REZA



Dishari Dutta



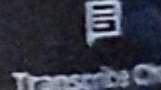
Dharmajit Pattanayak



6 others



You





Date: 04.12.2021

MINUTES OF IQAC MEETING

Meeting No. -17

Minutes:

The IQAC co-ordinator, Dr.Dey, started the discussion according to the prescribed agenda.

Agenda 1: Confirmation of the minutes of the last IQAC meeting.

The last meeting minutes stand approved.

Agenda 2: Action taken report.

1. The NAAC AQAR report of session 2021-2022 will be submitted online shortly within the month of December 2021.
2. BST Pharma Alumni Lecture Series was successfully completed in the month of September 2021.
3. Women's Day 2021 was successfully celebrated online through ZOOM meeting on 28th September 2021.
4. World Pharmacist Day was successfully celebrated through online mode.
5. Internal Faculty Development Programme on "Quality Audit and Accreditation Processes" was also successfully done through online mode.
6. GPAT Classes and online MOCK Tests are running successfully with good attendance.

Agenda 3: Activity planner for the forthcoming events

1. Procurement of new Tablet compression machine for Research and Post graduate students.
2. Completion of the concrete pathway leading to the medicinal plant garden.
3. BST Pharma ALUMNI Association Registration process should be completed as soon as possible.
4. Insect killer installation in the Animal House of BST after consultation with the IAEC committee members.

Agenda 4: Discussion regarding the preparation of NAAC and NBA "COMPLIANCE REPORT FORMAT".

Co-ordinator, Dr.Dey instructed that responsible faculty members should start the write up of "COMPLIANCE REPORT FORMAT" for NBA. She also specified that 2019-20, 2020-21 and 2021-22 data will be included in that format.



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Agenda 5: Plan for conduction of Webinars especially focussing on Regulatory Affairs (IPR), Entrepreneurship and Research Methodology.

Chairman of IQAC and Dr. P. Suresh appreciated the plan for conduction of Webinars especially focussing on Regulatory Affairs (IPR), Entrepreneurship and Research Methodology and suggested to start as soon as possible.

Agenda 6: Approval of Mission Vision PEO statement

Mission Vision PEO statement was approved by the members of IQAC and will be further processed.

Agenda 7: Approval of Code of Conduct

Code of Conduct was passed and approved by the members of IQAC and also uploaded in the college website.

And so the meeting was concluded by vote of thanks.



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AGENDA FOR THE IQAC MEETING DECEMBER 2021

Agenda No	Agenda Item
1	Confirmation of the minutes of the last IQAC meeting held on 10 th August 2021
2	Action taken report
3	Activity planner for the forthcoming events
4	Discussion regarding the preparation of NAAC and NBA "COMPLIANCE REPORT FORMAT".
5	Plan for conduction of Webinars especially focussing on Regulatory Affairs (IPR), Entrepreneurship and Research Methodology.
6	Approval of Mission Vision PEO statement
7	Approval of Code of Conduct



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E-Mail bstpharmacy@hotmail.com Website www.bengalschooloftechnology.org

Date: 12.02.2022

MINUTES OF IQAC MEETING

Meeting No. -18 [1st Quarterly Meeting of 2022]

Minutes:

The IQAC co-ordinator, Dr.Dey, started the discussion according to the prescribed agenda.

Agenda 1: Confirmation of the minutes of the last IQAC meeting.

The last meeting minutes stand approved.

Agenda 2: Action taken report.

1. Online Submission of NAAC AQAR for the session 2021-2022 was done on 28th December 2021.
2. New Tablet compression machine for Research and Post graduate students has been procured.
3. Concrete pathway leading to the medicinal plant garden was complete by the month of February 2022.
4. BST Pharma ALUMNI Association Registration process has been completed along with the committee formation and other requirements.
5. Insect killer installation in the Animal House of BST will be done as soon as possible.

Agenda 3: Activity planner for the forthcoming events

1. In-house Faculty Development Programme on "Quality Audit and Accreditation Processes" should be resumed offline.
2. Dr. Raja Majumder was requested to conduct more training sessions offline for the Laboratory Assistants as it got stopped due to COVID-19. Certificates should be given both to the participants as well as the speaker. Evaluation process should be MCQ type questions.
3. Full fledged offline classes should be resumed both for Theory and Practical maintaining all the COVID protocols.
4. BLOOMS TAXONOMY workshop should be conducted for all faculty members.
5. Organization of International Women's day, Annual Sports Meet, Health Camp, 2 days Cultural programme- INFERNO 2K22 will be planned and conducted involving the students in the college premises.
6. Village surveys will be resumed along with Health Camps under the Unnat Bharat Abhiyan scheme involving students of the college.

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7. NSS unit of Bengal School of Technology will organise BLOOD donation Camps in the college campus where the students, teachers and non teaching staffs will be the volunteers.
8. Installation of projectors in the classrooms to improve the teaching learning facility.

Agenda 4: Review of Preparedness for the NAAC expert committee visit & matters thereof and Steps to be taken

Criteria wise presentations as per NAAC and NBA will be given by the allotted faculty members.

Agenda 5: Review of preparedness for uploading the information in NBA portal for the NBA visit

Co-ordinator, Dr.Dey informed that the information in NBA portal will be shortly uploaded.

Agenda 6: Miscellaneous

1. Loading of all information in the Website.

And so the meeting was concluded by vote of thanks.

মিটিং রেজল্যুশন বহি MEETING RESOLUTION BOOK

মিটিং নং / Meeting No.	
তারিখ / Date	2/6/2022

উপস্থিত সভ্যগণের নাম
NAME OF MEMBERS PRESENT

- ১। 1. P. Dey
- ২। 2. Joyeeta Maiti
- ৩। 3. Dikhari Dutta
- ৪। 4. Sudipta Roy.
- ৫। 5. Sasmita Dash.
- ৬। 6. Kausik Bhan
- ৭। 7. Kd. Hussan Kera.

- ৮। 8. Rakha Majumdar
- ৯। 9.
- ১০। 10.
- ১১। 11.
- ১২। 12.
- ১৩। 13.
- ১৪। 14.

স্থান / Place	IQAC Cell
সময় / Time	11:20 AM

- ১৫। 15.
- ১৬। 16.
- ১৭। 17.
- ১৮। 18.
- ১৯। 19.
- ২০। 20.
- ২১। 21.

নং / No.

রেজল্যুশন / Resolution Adopted

BENGAL SCHOOL OF TECHNOLOGY

(Courses offered: B. Pharm, M. Pharm (Pharmaceutics), M. Pharm (Pharmacology)

Approved by PCI & AICTE, Affiliated to MAKAUT

Accredited by NAAC, Accredited by NBA for B. Pharm

Sugandha, Delhi Road, Near Chinsurah RS, Hooghly-712 102, West Bengal

Phone: 033 26866064/4913, Telefax: 03326864281,

E Mail: bstpharmacy@hotmail.com Website: www.bengalschooloftechnology.org



Date: 03.06.2022

MINUTES OF IQAC MEETING

Meeting No. -19

Minutes:

The IQAC co-ordinator, Dr.Dey, started the discussion according to the prescribed agenda.

Agenda: Committee formation and preparation of CO, PO attainment

The last meeting minutes stand approved.

- Review and discussion on CO,PO attainment
- Brief discussion over the mission and vision of the institute
- Discussion on evaluation of CO,PO according to which for a particular session CO of a particular subject will be calculated based on following criteria
 - 40% and above students securing 40% marks will get 1 mark
 - 70-79% of students securing above 40% marks will get 2 mark
 - 80% or above of the students securing 40% marks will get 3 mark
- Now finally CO of both external and internal examination of particular session subject wise were calculated as
 - 30% of internal examination
 - 70% of external examination
- Based on CO's PO attainment was calculation was carried out on the basis of CO-PO mapping ,this gives us the direct attainment
- Indirect attainment was calculated from subject wise feedback
- Finally PO attainment was calculated based on
 - 80% of direct attainment
 - 20% of indirect attainment
- A committee was formed consisting of following members

For 1st year: 1. Mr Ayon Dutta
2. Mr Kausik Bhar
3. Mrs. Trisha Chatterjee

For 2nd year: 1. Mrs.Dishari Dutta
2. Dr.Raja Mazumdar
3. Dr.Biswajit Basu

For 3rd year: 1. Dr Paramita Dey
2. Mrs.Sudipta Roy
3. Mrs.Sasmita Das

For 4th year: 1. Mr K.H.Reza
2. Dr.Sudip Kumar Kar
3. Miss.Joyeeta Maity

And so the meeting was concluded by vote of thanks.