

11
DATE: 18.01.2018.

Ref: IQAC teacher's body meeting

Agenda: Discussion on the present activities and plans of the Central Research Committee.

Members Present:

Rishi Das

Research Committee Convener:

Jayati Das

IQAC members:

1.

2. Lushmira Gupta

3. Agnita Kundu

4. Fatema Mandlaymal

5. Shaomistha Ghosh

6. Suchhanda Ghosh.

7. Dr. Gula Malakar

8. Senakera Sinha

9. Dr. Smiti Mukherjee.

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 18.1.18 at 12.45 P.M in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. Prof. Jayati Das of the Department of Geography, Shri Shikshayatan College was also present as a representative of Research Committee. The discussions made in the meeting are as follows:

- Dr. Jayati Das gave a brief idea about the status of the research engagement of faculties of our college. She said that we are not getting major or minor research projects. Principal Dr. Aditi Dey showed a Journal of JDBI where the names of teachers who undertake the MRPs at JDBI are given. From the journal it was found that contractual faculties are also doing MRPs on different topics. For example, faculties belonging to the discipline of Commerce have taken research on social outreach programme. It was discussed in the meeting that the faculties of our college should submit their research proposal to the Research Committee. The two IQAC members Prof. Sarmistha Ghosh and Fatema Mandlewala will go to the UGC Office at Chingrihata and learn about all related queries related to MRP..
- It was discussed in the meeting that faculties of our college can do MRP related to their PhD topics. Teachers from the stream of Commerce can also collaborate with institutions like IIM. Professors belonging to Language group can collaborate within Departments for conducting a research work.
- In the website of Shri Shikshayatan College, a research portal should be given where the PhD title, any major or minor research projects undertaken by the faculty and the publication of last one year can be given.
- Research related to different thrust areas like Cultural Studies, Micro-financing and women can also be given attention.
- It was discussed that Post Graduate Departments can ask their students to do their original research work and marks can be given on that basis. From next academic session, there will be a research paper in their syllabus. Term paper in English can be made compulsory, if possible.
- On January 29-30, an IQAC organized Two Day National Level Seminar titled 'Challenges of Contemporisation in Higher Education Institutions in India' was going to held at Sarojini Naidu College for Women. It was decided that all the teachers of the IQAC Team will participate in the Seminar either on Day 1 or on Day 2. Dr. Jayati Das & Dr. Taniya Chakrabarty from the Research Committee will also attend the Seminar on Day 1 and Day 2 respectively.
- The IQAC team of Shri Shikshayatan College intends to organize a Seminar on 'Benchmarking'. For the said purpose, it was decided that B.S. Madhukar, the NAAC Adviser, Dr. Suranjan Das, Vice Chancellor of Jadavpur University & Dr. Felix Raj, Vice Chancellor of St. Xaviers University would be invited to deliver lectures.

- The proposal for the Seminar is to be framed and the areas which these speakers will address are to be decided.
- Prof. Succhanda Ghosh, the IQAC Coordinator said that three categories of forms have been prepared for getting feedback about the college. The categories are Third Year Students, Parents of First Year Students having more than 60 % attendance and the Alumni.
- All the Head of the Departments would be requested to fill up the form of Documentation Master Folder so that the AQAR 2018 can be prepared and uploaded within the scheduled time.
- The meeting ended with thanks.

Date of Meeting: 28.02.2018.

Ref: Meeting of the Principal, IQAC Coordinator and the conveners of the Women's Forum.

Agenda: Discussion on organization of program on mental health of the students and staff of the college by Women's Forum.

Members present:

Principal:

Rishi Dey

IQAC Coordinator: *Suchhanda Ghosh.*

Women's Forum:

1. *Mandar Mukherjee. 28.02.18.*
2. *Nandita Chakraverty
28.2.18*

Meeting

IQAC with Women's Forum

Date: 28th February, 2018

Time: 12 Noon

The IQAC of the College proposed for a mental health collaborative workshop with SETU to be organized exclusively by the Women's Forum of the College.

This proposal was accepted by the convenors of Women's Forum.

The IQAC co-ordinator, Smt. Suchhanda Ghosh, stated that the last workshop had the PG and the B.Ed. students as the target group and so the target group for the proposed workshop shall be the UG students.

It was further decided by the members present that a similar workshop may be organized for the female teaching staff of the College (UGC and CFT) as was verbally proposed by some faculty members subject to approval of the TC.

The tentative dates for the upcoming collaborative workshops: **22.03.2018 (Thursday)**

[Target Group: UG I & UG II]

27.03.2018 (Tuesday)

[Target Group: Female Teaching Staff (UGC & CFT)]

The Women's Forum shall put up a notice regarding the said programme.

The Principal proposed to have a legal wing to Women's Forum so as to have legal awareness interactions with the students and visiting lawyers in the near future.

DATE OF MEETING: 07.03.2018.

Ref: IQAC teachers' body meeting

Agenda: IQAC- NSS State Level Seminar, 2018.

Members present:

1. *Radhi Jey*
2. *Sevalena Sinha .*
3. *Subha Gula (Thakurda)*
4. *Suchhanda Ghosh .*
5. *Arunu*
6. *Fatema Mandlaywala*
7. *Dr. Lili Mukherjee .*
8. *Indira Gupta*
9. *Sharmishta Ghosh*

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 7.3.18 at 10.30 A.M in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The discussions made in the meeting are as follows:

- The agenda of the meeting is the discussion on the One Day State level Seminar to be held at Shri Shikshayatan College on 'The Challenges and Prospects of Social Outreach Programme in City based Colleges'. The Seminar will be organized by the collaborative efforts of IQAC and NSS Team of the College.
- The Seminar will be held on May 11, 2018 (Friday) from 11 am to 4.30 pm in Room No 302 & 303.
- The IQAC Coordinator Prof. Suchhanda Ghosh has prepared slides relating to the brochure (front & back side), registration form and programme schedule of the seminar. .
- Principal Dr. Aditi Dey suggested certain modifications of the slides along with other team members.
- It was decided that three dignitaries would be invited to grace the Seminar viz Prof. Ashis Kumar Sana, Programme Officer of University of Calcutta, Dr. T.K.Panda, Coordinator, TORC, Ramakrishna Mission, Narendrapur and Mr. Pravas Kumar Chakraborty, NSS Supervisor, University of Calcutta.
- It is decided in the meeting that the brochure with invitation will be send to the colleges after March 15, 2018. The IQAC Coordinator with one member of the College will be invited to come. They must confirm their participation by April 20, 2018.
- In the meeting, a list of colleges has been selected for invitation. The colleges which are mostly in the vicinity are selected. There will be co-educational as well as girl's colleges.
- In the meeting it was again decided that Brojodeb Babu of Pratrirup Printers will be given the responsibility to print the brochure as many as 30 in number.
- In the meeting, other aspects of the seminar like budget, certificate, letter of invitation etc were discussed as well.
- The meeting ended with thanks.

11
Date of Meeting: 26.03.2018

Ref: IQAC teachers' body meeting

Agenda: IQAC- NSS Seminar, 2018.

Members Present:

1. Suchhanda Ghosh .
2. Akunda
3. Debshia Guda (Makurda)
4. Savabeera Sinha .
5. Dr. Sireli Mukherjee
6. Fatema Mandlaywala

Minutes of the IQAC Meeting

An IQAC Meeting is held on 26.03.2018. at 10:30 a.m. in the departmental room of Botany. The discussions made in the meeting are as follows:

- Smt. Suchhanda Ghosh, the IQAC Coordinator, showed the printed brochure of the seminar to the members present.
- A plan was prepared regarding distribution of the invitation letters to the 17 selected colleges according to the feasibility of the members.
- The names of the teachers in inviting the guests and the different colleges are as follows:

Teacher	Name of the Colleges
Dr. Devaleena Sinha and Dr. Susmita Gupta	South Calcutta Girls College
Dr. Devaleena Sinha and Dr. Siuli Mukherjee	Womens' Christian College
	Basanti Devi College
	Deshabandhu Collge
	Muralidhar College
Dr. Siuli Mukherjee	Shivanath Sastri College
Dr. Agnita Kundu	All guests
	Lady Brabourne College
	Gokhale Memorial College
Smt. Suchhanda Ghosh	Jogomaya Devi College
	Asutosh College
	New Alipore College
Smt. Fatema Mandaleywala	Loreto Collge
	St. Xavier's College
Dr. Sharmistha Ghosh	J. D. Birla Institute
	Bhawanipore Education Soccity College

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 26.3.18 at 10.30 A.M in the Department of Botany. Prof. Suchhanda Ghosh, Coordinator, IQAC, Shikshayatan College and other members of the IQAC team were present. The discussions made in the meeting are as follows:

- The IQAC Coordinator distributed the brochure which has been prepared for the upcoming One Day Seminar to be held in College organized by the IQAC and NSS on May 11, 2018.
- The plan for distribution of brochures is made.
- Members of the IQAC Team present in the meeting showed their interest in selecting the colleges for the distribution of brochures.
- The IQAC Coordinator Suchhanda Ghosh will go to Ashutosh and Jogmaya Devi College for invitation. She took the responsibility of inviting New Alipore College as well
- Prof. Devaleena Sinha would go to South Calcutta Girls College along with Dr. Sushmita Gupta for invitation.
- Prof. Devaleena Sinha would go for invitation to Murali Dhar Girl's College, Basanti Devi College, Desabandhu Girl's College and Women's Christian College along with Dr. Siuli Mukherjee.
- Dr. Agnita Kundu would go to Lady Brabourne College and APC College. She took the responsibility to invite Gokhale College as well.
- Prof. Fatema Mandlewala would go to St. Xaviers and Loreto College for invitation.
- Prof. Sarmistha Ghosh would go to JDBI and Bhawanipore Educational Society.
- Prof. Debaleena Guha Thakurta took the responsibility of inviting Rani Birla Girls' College
- Dr. Siuli Mukherjee would go to Sivanath Sastri College for invitation.
- The IQAC Coordinator read out a draft of the covering letter for the Invitation.
- The invitation process is expected to commence from April 2, 2018.
- The meeting ended with thanks.

DATE : 11.04.2018

Ref: IGAC teachers' body meeting.

Agenda : CBCS

MEMBERS PRESENT :

1. Anjali Dey
2. Debobha Guda Malakar
3. Dr. Giree Mukherjee
4. Suchhanda Ghosh.

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 11.4.18 at 11 A.M in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Prof. Suchhanda Ghosh, Coordinator, IQAC, Prof. Debolina Guha Thakurata & Dr. Siuli Mukherjee were present.

The agenda of the meeting was CBCS

- A general discussion on the CBCS was held based on the inputs drawn from the meeting attended by the Principal & IQAC Coordinator held at University of Calcutta and the one day seminar held at Sammilani College in collaboration with West Bengal State University. The seminar which was organized by the IQAC of the Sammilani College was attended by Prof. Debolina Guha Thakurata & Siuli Mukherjee on 29.3.18. They have already submitted a Report to the Principal on 9.4.18.
- It was decided in the meeting that the work related to the AQAR is to be started from April 20, 2018. Like the last year, Prof. Debolina Guha Thakurata & Dr. Siuli Mukherjee would work on the submitted Departmental Reports and Prof. Fatema Mandlewala and Prof. Sarmistha Ghosh would work on the report of the Committees. If any Department has to give any additional data regarding the AQAR, then they will document the information in a paper and submit it to IQAC.
- The IQAC Coordinator put a query to know whether we are acting under the UGC 11th or 12th Plan.
- Principal, Dr. Dey said that a meeting with the faculties of the College is to be held where an idea will be given to them regarding CBCS. Although, it is appearing from the newspaper reports that the CBCS of BA and B.Sc will start from academic session 2018-19, but unless and until a clear mandate comes from the University of Calcutta, it would be difficult to apprehend anything at this moment.
- The meeting ended with thanks.

DATE: 19.07.2018.

Ref: IQAC teachers' body and Women's Forum annual meeting.

Agenda:

- Tentative plan of the Forum for the session 2018-19.
- Discussion on a collaborative seminar of the IQAC and the Women's Forum on Gender Sensitization.

Principal:

IQAC Members	Women's Forum Members
Rajni Sengupta	Mandar Mukherjee,
Dr. Guli Mukherjee	Sania Chakraverty
Sevabena Sinha.	Pingalok Choudhury
Lushika Gupta	Tania Ghosh
Suchanda Ghosh.	Sharmila Ghosh
Debolina Gula Thakurta	Pinoy Choudhury (Gula)
	Jhiti Wani

MINUTES OF THE IQAC MEETING

An IQAC Meeting with the Women's Forum of Shri Shikshayatan College is held on 19.7.18 in the Conference Room. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Dr. Suchhanda Ghosh, Coordinator, IQAC, Dr. Sushmita Gupta, Dr. Devleena Sinha, Debolina Guha Thakurta, Dr. Siuli Mukherjee of the IQAC team were present. Dr. Mandar Mukherjee, Dr. Tania Chakraverty, Prof. Piu Roy Chowdhury, Dr. Srabanti Mitra, Prof. Pingala Roy Chowdhury were present as Convenors and Members of Women's Forum. The agenda of the meeting was:

Planning for working of Women's Forum for the academic year 2018-19

- The IQAC Coordinator Prof. Suchhanda Ghosh proposed that Prof. Devleena Sinha and Prof. Susmita Gupta will act as liaison between the Women's Forum and IQAC. Dr. Mandar Mukherjee welcomed this proposal. Principal Dr. Aditi Dey said that IQAC will give a roadmap to Women's Forum. Prof. Devleena Sinha and Prof. Susmita Gupta need not attend all the meetings of Women's Forum but just maintain a liaison between these two bodies in the coming days. The Women's Forum may also collaborate with IQAC if needed and this should atleast continue for six months as a preliminary step.
- Prof. Susmita Gupta said that in AQAR, a special significance is given to the role of the Institution for Gender Sensitization. So in reference to the AQAR format, certain mandatory programmes can be organized every year. The IQAC along with the Women's Forum of Shri Shikshayatan College can collaborate with Jadavpur University or University of Calcutta for this objective. Prof. Debolina Guha Thakurta said that she had initiated a talk with Prof. Nandita Dhawan, Assistant Professor, Department of Women's Studies, Jadavpur University and the later had given her consent to this endeavour.
- A discussion is held in the meeting on the target audience. The Third Year undergraduate students and the Second Year Post graduate students can be a part of the Seminar. It would be decided by the Department how many students will be send to attend the programme. Prof. Mandar Mukherjee shared her view regarding the participation of the Third Year and not the Post Graduate students.
- Principal Dr. Dey asked the Women's Forum to prepare a Calendar and to chalk an Annual plan. For instance, an Inaugural Special Lecture can be organized during the start of the Session to make the students aware of gender sensitization; Invited Lectures can be organized by inviting Activist working at the micro level like Dr. Urmi Basu and others. Some visits and camps can also be arranged for increasing the legal awareness of the students. Legal personalities like Anindita Ganguly and others can be invited to the college to illuminate the students about the legal protection and safeguards that the latter can avail in times of need.
- Prof. Mandar Mukherjee suggested that workshops can also be organized in the college where girls can be divided in groups and they can take part in the workshop in rotation.
- Prof. Susmita Gupta suggested that Women's Forum can organize a programme on Mental Health with Setu. But Prof. Mandar Mukherjee said that it would be difficult to

organize so many programmes from Women's Forum and this work can however be given to Medical Committee of the College.

- Prof. Srabonti Mitra, member of Women's Forum said that in the Orientation Lecture given to the First Year students, they are to be made aware of the existence and functioning of Women's Forum. Like other bodies working in the college like NSS, NEN, LTS etc, students can become member of Women's Forum by filling up a registration form. However, it should be a free registration. Those students who have aptitude for women related activities would be selected for this work.
- Prof. Mandar Mukherjee said that Gender Sensitization is an extensive area. Hence, IQAC should give specific proposal to Women's Forum about the nature of activity that the former expects from the Women's Forum.
- Many colleges like Women's Christian, Loreto, St. Xavier's College are doing commendable work for the promotion of women. Women's Christian College is working with Women's Commission. Shri Shikshayatan College which is exclusively a women's college can do a lot in this arena. It already publishes a Journal named 'Women's Talk' which deserves a special mention. The College may also collaborate with NITI Ayog for reaching a new height.
- The Lecture on Gender Sensitization can be held sometimes around September 28, the International Women's Day to be celebrated in March and the IQAC and Women's Forum can organize a seminar with the University in April.
- Principal Dr. Aditi Dey said that the suggestion and the feedback of the students are very important. So their ideas should always be welcomed. Moreover, when Legal practitioners, Activist, Eminent Speakers will come, students should be given the opportunity to interact with them in the absence of the teachers. They should be given the opportunity to discuss issues that are there in their mind.
- Principal Dr. Aditi Dey said that we are not thinking of going outside and conduct programmes of Women's Forum. There are lots of opportunities for Women's Forum which can be utilized within the College premise only.
- Dr. Aditi Dey suggested that in the Invited lectures, the time slot should be of two hours. One hour of lecture should be followed by one hour of interaction. A workshop for three hours can also be organized in the college between March to April. In the seminar to be jointly organized by IQAC and Women's Forum, two speakers can be invited to share their views. Women's Forum to decide the names of the panelist and submit it to the Principal along with a budget. Women's Forum can also collaborate with NGOs like Jadavpur University works with Sachetana.
- Prof. Debolina Guha Thakurta said that she will initiate a talk with Prof. Nandita Dhawan, for enlightening us about what kind of programmes can the Women's Forum organize at the college level.
- Principal Dr. Dey suggested few themes of the seminar like meaningful value education for the students, Innocence and Ignorance etc.

DATE: 10.10.2018.

Ref: Meeting of the IQAC and the Medical Committee

Agenda:

- General plan of action of the Medical Committee for the session 2018-19
- Discussion on programme related to the mental health of the students

Members Present:

Principal: Aditi Dey

IQAC Coordinator: Suchhanda Ghosh.

Medical Committee Members:

Nivedita Ray Barman
Rinku Roy.
Surangana Gupta.
Jayati Halder
Debolina Mukherjee
Sutapa Roy

MINUTES OF THE MEETING :-

- The Medical Committee is requested to give a chalked POA for the session 2018-19
- It was pointed out to the committee by the Principal that programmes on mental health can be a focal point of their work.

DATE: 14.11.2018.

Ref: IQAC teachers' body meeting.

Agenda: Seminar on gender sensitization

Members Present:

- 1.
2. Akundu
3. Dr. Guli Mukherjee.
4. Sevakere Sinha.
5. Fatema Mandlaywala
6. Sushmita Gupta
7. Suchhanda Ghosh.
8. Debojita Guha (Thakurta)
9. Sharmishta Ghosh.

MINUTES OF IQAC MEETING

Plans were finalized for the Gender Sensitization programme on 16.11.18.