

DATE: 27.03.2019.

Ref: Meeting of the IQAC teachers' body.

Agenda:

- AQAR, 2018-19.
- NIRF

MEMBERS PRESENT:

1. Sharmistha Ghosh
2. Akundu
3. Fatema Mandlaywala
4. Suchanda Ghosh.
5. Dr. Rini Mukherjee.
6. Sushita Gupta
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MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 27.3.19 at 11 A.M in the **Department of Botany**. Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The discussions made in the meeting are as follows:

- In the meeting, the IQAC Coordinator Dr. Suchhanda Ghosh said that we have to fill up the AQAR in the new format and a registration has to be done for that. In the College website, a tab has to be created where the IQAC meeting decisions, minutes of the meeting and programmes of IQAC has to be given. The creation of IQAR tab in the website is mandatory as per the new rules.
- The modification of the College website is due and the updating of Report of AQAR in the website is also to be made.
- The date for submission of AQAR for the Department and Committees was previously May 15 which is now extended to May 30. After working on the AQAR, the Report will be finally updated in the first week of July. Like previous years, Ms. Debolina Guha Thakurta and Dr. Siuli Mukherjee will work on the AQAR submitted by the Departments. Dr.Sarmistha Ghosh and Fatema Mandleywala will work on the Reports submitted by the Committees.
- The IQAC Coordinator said that as the position for Placement Officer is vacant at present so the data related to placement has to be procured from the career counselling cell and also through discussion with the Principal.
- The IQAC Member Sarmistha Ghosh proposed for the creation of Institutional email-Id for the faculty members of this college.
- In the meeting, Medical Committee Convenor Dr. Nivedita Roy Burman said that she has tried to contact the organization 'Setu' for conducting a Mental Health Camp in the College. But Setu has not shown much interest by reverting. The IQAC Coordinator Suchhanda Ghosh said that an ex student of the Department of Botany of this college Madiha Ahmed does Counselling and had send a proposal for conducting a workshop in this College on 'Thermometre to Thermostat'. This programme would focus on emotional well being of an individual. Self help and motivational sessions are it's objective. If Madiha could take a session for two hours and focus on a small target group of 40-50 members then an arrangement can be made for that. Fatema Mandleywala said that she can approach the Fourth Semester students of B.Com Department for taking part in the programme. Dr. Nivedita Roy Burman said that if personal attentions can be given by staffs to these students, then they may open up and share different shades of emotions

with the Counselors. Dr. Agnita Kundu said that she will coordinate with Principal Madam as well as Madiha Ahmed and let the IQAC Team know about this

- In the meeting a plan for conducting a stress management workshop for the Office and Non Teaching Staffs of this College was made. Dr. Agnita Kundu said that in Salt Lake, the organization Suraksha organizes for Counselling and Psychological test. If permission is granted after considering budget and other dynamics, then such a workshop on emotional well being can be organized in May.
- In the next meeting which is to be held on April 10, discussions are to be made on the new AQAR format which is to be filled up by first week of July. Coupled with that, a discussion on NIRF is to be done which should be uploaded by the end of September/ first week of October.
- The next meeting would be held on 10.4.19
- The meeting ended with thanks.

DATE : 28.03.2019.

AGENDA :- Proposal for faculty exchange between SHRI SHIKSHAYATAN COLLEGE and GOKHALE MEMORIAL GIRLS' COLLEGE ; proposed by GOKHALE MEMORIAL GIRLS' COLLEGE.

MEMBERS PRESENT FROM SHRI SHIKSHAYATAN COLLEGE

1. Aditi Jey 28.03.19
2. Suchhanda Ghosh.

MEMBERS PRESENT FROM GOKHALE MEMORIAL GIRLS' COLLEGE

1. Sanchita Sen 28/3/19 M: 9433026104
IQAC Coordinator, Gokhale Memorial Girls' College
2. Mr. Jyoti De 28/3/19 M. 9830928942
IQAC member. Gokhale Memorial Girls' College.

MINUTES OF THE MEETING :-

- Proposal was given from Gokhale Memorial Girls' College for ~~organization of~~ planning faculty exchange with Shri Shikshayatam College.
- The proposal was heartily accepted by the Principal, she indicated that further plans can be made after management approval.

DATE: 10.04.2019.

Ref: Meeting of the IQAC teachers' body and the AISHE Nodal Officer.

Agenda:

- NIRF
- AQAR, 2018-19
- Soft skill related seminar on 23.04.2019.

Members Present

- Principal: Radhi Dey
- AISHE Nodal Officer: Anasua Das.
- IQAC Members:
 - Lushita Gupta
 - Fatema Mandlaywala 10/4/19.
 - Sharmistha Ghosh 10/4/19.
 - Akreudu
 - Suchhanda Ghosh.
 - Binli Mukherjee
 - Levalena Saha
 - Debshree Gula (Makurda)

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **10.4.19** at **11 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. Prof. Anasua Das, the nodal officer of AISHE was also present. The agenda of the meeting are:

1. NIRF
2. AQAR 18-19.
3. Seminar on 23.4.19

The discussions made in the meeting are as follows:

- Principal Dr. Aditi Dey said that after three cycles of accreditation, the College may aspire for an assessment by NIRF (National Institutional Ranking Framework) for which data would needed to be uploaded of the last three academic years. This task has to be completed by September. A format is to be worked out by IQAC Team after consulting the different NIFR tab given in the website of the colleges who have secured high position in NIFR Ranking 2018. The Principal would then coordinate with the Head of the Departments and implement the plan of action of NIFR.
- The IQAC Coordinator discussed the style of operation for the NIRF. Every year, they might change the metrics of parameter like Teaching Learning & Resources, Research & Professional Practice, Graduation Outcome etc. Physical verification as well as Third Party checking can also be done by NIRF for making their assessment.
- The IQAC Coordinator said that our statistical analysis should be strong and a person with knowledge of handling statistical data may be co-opted for this.
- For filling up the details of NIRF, Office will give the details regarding the parameters that come under Teaching, Learning & Resources. Respective Departments would furnish the data regarding Research & Publication. For the Graduation Outcomes, the Office will send an SMS to the pass out students so that they can provide information of whether they are pursuing Higher Studies or are engaged in Employment. If they are employed, then they would inform their respective Department of their name of Employer, date of joining and the figure of her first salary drawn. Office will again provide data regarding some of the parameters of Outreach and Inclusivity.
- For accommodating Physically Challenged Students in the college which is a parameter under Outreach and Inclusivity, the IQAC Coordinator mentioned of certain facilities which are offered by different colleges for the physically challenged students. Ramp, Wheel Chair, Brail, Scribes, Smart Cane, Audio Player, Special Panel in elevator, Voice Over and toilets are to be arranged for them. A Counseling facility might be organized for them and even Counselors may be arranged who will come and make the teachers aware of the special needs of the physically challenged students. If College can arrange and

provide all or many of the facilities, they may provide this information for inviting physically challenged students in the website also.

- The website of the college is to be modified. The IQAC Coordinator would highlight the points regarding additions or alterations of website to Principal Aditi Dey so that the same can be communicated to Mr. Subhro.....
- Prof. Sarmistha Ghosh proposed that the faculty should have an institutional e-mail ID.
- The IQAC Coordinator Suchhanda Ghosh showed the soft copy of the AQAR form to the Team. The AQAR format has changed from the previous one. Hence the changes along with the required information is to be discussed in the IQAC Meeting to be held on April 24, 2019.
- Principal Dr. Aditi Dey informed the IQAC Team of the proposal she has received from Gokhale and Loreto College for entering into an Academic MOU with Shri Shikshayatan College.
- As discussed in the last IQAC Meeting, a Seminar regarding Emotional wellbeing would be held on 23.4.19 from 9 to 11am. The programme will be organized in Room No 303. B.Com students are the target audience. Prof. Fatema Mandlewala, Prof. Sarmistha Ghosh would be there during the start of the session. Prof. Susmita Gupta said that she will also be present. Stationeries which includes A\$ size paper, Sketch pens would be organized by the college and mementos would be arranged by three of the speakers.
- The next meeting would be held on 17.4.19.
- The meeting ended with thanks.

DATE: 17.04.2019.

Ref: Meeting of the IQAC teachers' body and AISHE nodal officer

Agenda: NIRF 2019

Members present

- Principal
- AISHE Nodal Officer *Anasua Das.*
- IQAC Members
 - *Sharmistha Ghosh 17/04/2019*
 - *Sivli Mukherjee*
 - *Suchhanda Ghosh.*
 - *Lushita Gupta*
 - *Sevabena Sinha.*
 - *AKundli*
 - *Fatema Mandlay mala*
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MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on 17.4.19 at 10 A.M in the **Department of Botany**. Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. Prof. Anasua Das, the nodal officer of AISHE was also present. The agenda of the meeting are:

1. NIRF

The discussions made in the meeting are as follows:

- The IQAC Coordinator showed a format in slides that she has prepared for furnishing the data of NIRF. She has consulted the NIRF details uploaded by different colleges like Ramakrishna Mission Vidyamandira, St. Xaviers College, Bethune College in their website.
- Different parameters of Teaching, Learning & Resources, Research and Professional Practice, Graduation Outcome, Outreach and Inclusivity were discussed. Suggestions were invited from the IQAC Team about the modus operandi of working on the above mentioned points.
- Prof. Fatema Mandlewala & Prof. Sarmistha Ghosh proposed that Google form may be created and uploaded in the website so that the pass out students can inform of their Employment/ Higher Studies or both to the Department by an e-mail.
- Dr. Suchhanda Ghosh read out the points relating to the modification of website which she has submitted to the Principal Dr. Aditi Dey.
- The IQAC Coordinator mentioned of the different arrangements that has to be done for the Seminar on Emotional Wellbeing on 23.4.19.
- The next meeting would be held on 24.4.19.
- The meeting ended with thanks.

DATE :- 15.5.2019.

Ref :- IQAC teachers' body meeting.

AGENDA :- 1. AQAR 2018-19.

2. NIRF 2019

3. MUSIC THERAPY FOR STRESS MANAGEMENT
FOR FACULTY & NON-TEACHING STAFF.

1. Rishi Singh

2.

3. Dr. Guli Mukherjee

4. Sevekera Sinha.

5. Swshwita Gupta

6. Fatema Mandlaywal

7. Sharmistha Ghosh

8. Suchbanda Ghosh.

9. Arunach

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **15.5.19** at **11 A.M** in the **Conference Room**. Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The agenda of the meeting are:

- a. AQAR 2018-19
- b. NIRF 2019
- c. Music Therapy for Stress Management for faculty and Non teaching staff.

The discussions made in the meeting are as follows:

- In the meeting, criterion 6 & 7 of the AQAR form were discussed and the inputs which came out from the IQAC Team were documented by the IQAC Coordinator Dr. Suchhanda Ghosh.
- Some of the proposals/ plan of action were chalked out by the IQAC Team. They are as follows:
 - a. A Orientation workshop for the Teaching staff can be organized every year.
 - b. A Workshop on Value Education can be organized by IQAC and Department of Philosophy. Prof. Susmita Saha of the B.Ed Department can be requested of preparing a handbook on Morality and Universal Values. Pratirup Printers can be requested for publishing the same so that it can be distributed amongst the students.
 - c. Infrastructural upgradation of the College can be made for accommodating physically challenged students.
 - d. Arrangement for Waste Segregation may be done. The NSS Team of the College along with the Nature Club can collaborate for doing some work in this sector.
 - e. For inculcating professional development and administrative training, software training can be given to the Office staffs. Vijayshree Di can be consulted for arranging this programme.
 - f. For the teaching staffs, programmes and training on Excel can be organized. Leadership Training can also be organized for them.
 - g. For support staff, Stress Management Workshop can be arranged.
 - h. A Calender for IQAC is to be prepared for achieving fixed targets and objectives in the coming years.

- The data for AQAR form has to be compiled for the final submission of AQAR. As Prof. Debolina Guha Thakurata is on a leave due to health ground, this time Dr. Siuli Mukherjee will be assisted by Dr. Sushmita Gupta, Dr. Devleena Sinha and Dr. Agnita Kundu. They will coordinate and complete the work of the Reports submitted by the respective Departments.
- The meeting ended with thanks.

DATE: 20.11.2019.

Ref: Meeting on NIRF

MEMBERS PRESENT:

PRINCIPAL:

Rishi Singh

ADMINISTRATIVE STAFF MEMBERS:

Shuroo Mukherjee

V. Panda - Manager, Accounts

AISHE NODAL OFFICER:

Anasua Das.

IQAC MEMBERS:

Suchanda Ghosh.

Agnika Kundu

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **22.10.19** in the **Conference Room** at 12 Noon. Dr. Aditi Dey, Principal, Shri Shikshayatan College, Dr. Suchhanda Ghosh, Coordinator, IQAC, other members of IQAC and AISHE Nodal Officer are present. The agenda of the Meeting are:

a. NIRF 2019-20

b. Plans for Session 2019-20

- The IQAC Coordinator Dr. Suchhanda Ghosh said that for applying for NIRF in September 2020, we need the data of 2017-18, 2018-19 and 2019-20. Principal Dr. Aditi Dey said that by February 2020, the data relating to teachers and students profile as well as office must be ready for all these three years. Dr. Suchhanda Ghosh said that Infrastructural development is needed to be recorded for NIRF. Some of the other colleges had outlined their infrastructural development in the website. We can also think of something in this arena. Moreover, apart from the data of the above mentioned three years, the data of 2016-17 is also needed for showing progression.
- Principal Dr. Dey said that members of the IQAC Team must be given responsibility for following up different departments for acquiring data for NIRF. Dr. Devleena Sinha, Prof. Fatema Mandlewala and Prof. Debolina Guha Thakurta will work on students profile and compile the data by January, 2020. They might communicate with Subhro Da for getting the data from time to time.
- Prof. Anasua Das & Dr. Agnita Kundu will work on the Office data.
- Principal Dr. Aditi Dey, IQAC Coordinator Dr. Suchhanda Ghosh and Mr. Das from Office will work on the Infrastructural Development of the College.
- The new AQAR format has to be considered and necessary changes in the AQAR form of the College has to be prepared for filling it up by the Departments and Committees of the College. For this work, responsibility is given to Dr. Susmita Gupta, Dr. Sarmistha Ghosh and Dr. Siuli Mukherjee. They need to sit with the Documentation Committee and make the format ready by January 2020. Principal said that the IQAC Coordinator will meet all the Head of the Departments and a meeting is to be conducted between IQAC and Documentation Committee.
- A meeting is to be held with the Management Authorities also in which the IQAC Coordinator will present a Power-point Presentation outlining the activities and objectives of the IQAC.
- Principal Dr. Dey said that the IQAC Coordinator of the University of Calcutta, Prof. J.K. Das will be requested to come to Shri Shikshayatan College and talk to the Professors of the College regarding the NIRF. His suggestions and guidance would help us to prepare ourselves for applying to NIRF.

- For Placement and Research, the Principal would sit with the IQAC Coordinator and Career Counselling Cell as well as Research Committee. The Research Committee of the College has to be activated. Dr. Indrani Saha, Dr. Papiya Chowdhury and the Head of Post Graduate Department of English can be included for this purpose.
- Feedback from Teachers, Students and Parents of Students are very important for NIRF. If the teachers can give their feedback without disclosing their identity through share then it would be a welcoming step. But if this could be feasible or not, is to be seen. If the Parents could submit their feedback in the website online that would also be a good initiative.
- The next meeting regarding NIRF is to be held in December 2019. All members of IQAC should start doing their work in between.
- As the college reopens, Principal Dr. Aditi Dey, Prof. Anasua Das and Dr. Agnita Kundu is to sit with Mrs. Vijayshree Panda and Shuvro Da for the office data.
- The meeting ended with thanks.