

An IQAC Meeting was held on 24.8.22 at 10.40 am in Conference Room.

Agenda

1.Executive Summary

2. NEP

- In the meeting, a discussion was done on the overview of the Executive Summary which is to be prepared from each criteria and restrict that within the wordcount of 250 each criteria.
- In the IIQA, there is a question on National Educational Policy to which discussion was made.
- It was decided that the IQAC Team will sit with another discussion on NEP on September 3, 22 from 11 to 1 pm.
- A criteria wise list of pending documents is to be made and submitted to the IQAC Coordinator on 30.8.22.
- The next meeting will be held on 7.9.22.
- The meeting ended with thanks.

An IQAC Meeting was held on 29.8.22 at 10.40 am in Conference Room.

Agenda

1.IIQA

- In the meeting a discussion was made on the clarification of the data of IIQA.
- A list of subjects were prepared offering both Honours and General course as one of the clarifications asked whether Honours and General can be separately mentioned by specifying the subject combination.
- The self-declaration form was also discussed as the response to all clarifications made were to be sent by 31.8.22
- The meeting ended with thanks.

An IQAC Meeting was held on 7.9.22 at 10.40 am in Conference Room.

Agenda

1.IIQA

2. Executive Summary

3. NEP

- In the meeting a discussion was made on the Executive Summary which has five separately mentioned parts viz Introductory note, Criteria wise Summary, SWOC, Any additional information and an overall conclusive explication.
- A draft of the document of NEP 2020 was already circulated amongst all team members and in this meeting they shared their inputs on the same.
- A reference to the submission of all clarification with regard to IIQA was made by Principal Dr. Aditi Dey which was sent on 30.8.22
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (2.11.22)

A Meeting was held on 2.11.22at 10.45 am in Conference Room.

- In this meeting Criteria 5 of SSR was discussed.
- As per the requirement of the new SSR format, it was decided in the meeting to establish an Electoral Literacy Club where the Departments of Political Science, History, English, JMC and Sociology will be involved. The Department will be represented in the Club by four students each with Semester 5 having 4 students, Semester 3 and Semester 1 with 1 students each. The Head of all the Departments would meet the students of these Club and Principal Dr. Aditi Dey would give an orientation to the students about the working of the Club. It was also decided that a Google Form will be created with questions relating to basic information about the Constitution and circulate it amongst the students to know their awareness.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (5.11.22)

An IQAC Meeting was held on 5.11.22 at 12.50 pm in B.ed Activity Room

- In this meeting Principal Dr. Aditi Dey asked each member of the IQAC about the bottleneck of each criteria. The Members in charge of each criteria identified and discussed the same for suggestions from the House.
- It was also discussed in the meeting that IQAC members need a back up team for helping them technically. Principal Dr. Aditi Dey said that a technical team consisting of Prof. Somdutta Roy, Prof. Debolina Pal, Prof. Ujjatyani Roy, Prof. Sayani Nayak, Prof. Ruposhree Roy, Prof. Prakriti Rudra and Prof. Urusha Rahaman would be a part of this team. They will help technically and streamline the documents as per requirement.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (7.12.22)

- A Meeting was held on 7.12.22 for responding to the clarifications asked by NAAC on the SSR submitted on 28.11.22.
- After going through the DVV, it was found that for 1.1 we need to attach the list of 21,000 students in the excel sheet given. The admission extract of the students are to be given with the signature and seal of the Principal (2.1.2). The appointment letters of teachers are to be scanned and uploaded (2.4.1). All PhD holders have to submit their certificates. For 3.2.2, brochures, geo-tagged photos with data and captions, details of the contact person is to be given. For 3.3.2, web link has to be given and certificates have to be uploaded for 3.4.3. Certain queries have to be clarified with the College Office for 4.1.2, 6.2.2, 6.3.2. For 5.2.1, appointment letter of Alpana Hembrom and Mousumi Chakraborty of the Department of B.Ed has to be submitted. For criteria 7.1.2, bills of purchase of equipments like wheel chair, braille etc have to be given. For 7.1.3, action taken reports of clean and green campus and green as well as energy audit has to be given.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING

An IQAC Meeting was held on 4.1.23 at 10.45 am in the Conference Room

Agenda: Upcoming NAAC visit

- **In the meeting, Principal Dr. Aditi Dey said that all the Departments will need to update the Activity Report Book with a summary of all activities of the last 6 months (till Dec 22) in addition to the one of 2016-17 to 2021-22. All to take the Activity book from office on 6.1.23**
- **A mock External Audit can be arranged so that all the Departments get ready by January, 2023.**
- **The Documentation Committee to send the blank format to be filled up by the Department by giving the Departmental and Faculty details by January 23, 2023 with geo-tagged photographs of all events.**
- **The meeting ended with thanks.**

An IQAC Meeting was held on 1.2.23 at 10.40 am in Conference Room.

Agenda

1.NAAC Peer Team Visit.

- In the meeting it was discussed how Principal Dr. Aditi De and the IQAC Coordinator have planned to make their presentation before NAAC Peer Team and which thrust areas they are to be focusing on.
- The three dates which are to be proposed for NAAC visit are- March 28 & 29, April 11-12, April 25-26, 2023
- Three places of accommodation were decided for the NAAC Peer Team viz Hotel Hindustan International, Hotel Astor and Hotel Kenilworth.
- A rough schedule of Zero Day, Day 1 and Day 2 was also discussed.
- A mock Peer Team visit will be done on February 24, 2023.
- The meeting ended with thanks.

An IQAC Meeting was held on 3.2.23 at 10.40 am in Conference Room.

Agenda

1.NAAC Peer Team Visit.

- In the meeting a detailed discussion of Zero Day, Day 1 and Day 2 was also discussed.
- In Day Zero it was discussed that Principal Madam and IQAC Coordinator would go to receive the Chairperson and NAAC Team Members and have discussion in the Hotel on their schedule of assessing our College in Day 1 and 2.
- A brief discussion on the Cultural function which is to be held on Day 1 was also discussed.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (06.2.23)

- A Meeting was held on 06.02.23 at 11 am in Conference Room.
- Principal Dr. Aditi Dey said that as the NAAC visit is going to take place in College in March-April, 2023, She has written a letter to Controller of Examination, University of Calcutta for exempting our College as a centre of University Semester 1 Examination.
- Three dates were revised after consultation amongst Principal and IQAC members - March 14-15, March 28-29, April 11-12.
- The three preference of accomodation were also given to NAAC- Hotel Hindustan International, Hotel Kenilworth and Hotel Astor which are located in the immediate vicinity of the College.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (15.2.23)

- A Meeting was held on 15.02.23 at 10.45 am .
- A tentative plan of itinerary was made in consultation with Principal, IQAC Coordinator and other members of the team which will be offered to the NAAC Team when they come for the visit. The visit to the different infrastructure of the College, Department, Committees Library, Laboratories etc will be visited by the NAAC Team by keeping in mind the time constraint.
- A tentative plan of the Mock NAAC visit or Experts reviewing the PPTs of the Department , Committees, Infrastructure, Library (General and B.ed) and Office was planned on February 20 and 24, 2023.
- On 20.2.23, the Departmental Presentations will be held in Room 205 from 11 to 2 pm according to a schedule decided. All UGC, CFT and Guest Lecturers would be present during their respective Departmental presentation. On 20.2.23, all Departments (Commerce- PG & English- UG) along with Research Committee, Outreach Units & NEN would make their presentation while on 21.2.23 all General Department and other Committees would make their presentation.
- On 24.2.23, Principal Dr. Aditi Dey and IQAC Coordinator Dr. Suchhanda Ghosh would make their presentation. PG (Commerce and English) would also present their PPTs and other undergraduate Departments will also be prepared with all documents if the Expert Team wishes to see any of the same. The Expert Team would review the infrastructure, office and library.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING

An IQAC Meeting was held on 6.3.23 at 10.40 am in the Conference Room

Agenda: Upcoming NAAC visit

- **In the meeting, Principal Dr. Aditi Dey said that the students of Semester 6, 4 and 2 are to be oriented for the NAAC Peer group meet. An all stakeholders meet should also be organized included parents of existing students and alumni.**
- **On every Wednesday, Principal might need to meet the Teachers for giving instructions related too NAAC and sharing of development. So Teachers Council Meet can be organized for that.**
- **An Institutional distinctiveness of this College was discussed and Principal Dr. Aditi Dey said that in spite of running by minority, the Head of this Institution is not from the minority community till date. The College displays secularism from it's demographic composition and religious diversity.**
- **Vital Waste has communicated willingness to collect e-waste from the Office.**
- **The list of recipient of Saraswati Trophy has to be updated**
- **The meeting ended with thanks.**

MINUTES OF IQAC MEETING

An IQAC Meeting was held on 22.3.23 at 11 am in the Conference Room

Agenda: Upcoming NAAC visit

- In the meeting, a tentative plan of schedule of Day Zero was planned when Principal and Coordinator will meet the NAAC Peer Team in hotel for shaping the plan of action for the next two days.
- The Departmental Presentations are to start first with the PG courses followed by Departments according to their situatedness in third and second floor. Room 303 and 210 are to be considered for these. Lunch will be arranged in Room 405.
- Research Committee, Outreach Committee, E-Cell, Medical and Student Societies, Women's Forum, Career and Placement are to be arranged in Room 212.
- Post lunch, they will be shown the Office, Infrastructure and other facilities like Gym, Common Room, Yoga Room, Solar Panel, Canteen, Library, Sports Room and Medical Room.
- In Room 205, The NAAC Peer Team is to meet students, in Room 209 the Parents and Alumni to meet the NAAC Peer Team. The IQAC Coordinator and IQAC members are to make their presentation in Room 303 followed by their visit to the Office and meeting with the Non Teaching Staffs.
- Posters with regard to Anti- Ragging, Internal Complaints Committee, Student Satisfaction Survey, Vision and mission of the College are to be displayed at different parts of the College.
- A discussion was made on the Benchmark of the College which includes E-Cell, Four language academic delivery and different collaborative efforts.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING

An IQAC Meeting was held on 24.3.23 at 11 am in the Conference Room

Agenda: Upcoming NAAC visit

- **The IQAC Coordinator Dr. Suchhanda Ghosh shared the schedule that IQAC has planned for Zero Day, Day 1 and 2 to all in an excel sheet.**
- **Principal Dr. Aditi Dey said that the hard copy of Principal's presentation would be given in hard copies to the NAAC Peer Team members.**
- **Three rooms should be kept ready with computers\ laptops and all presentations of Department should be loaded in it.**
- **Criteria wise all data are to be kept ready in a pendrive. If needed, they will take be taken print out.**
- **The meeting ended with thanks.**

MINUTES OF IQAC MEETING

An IQAC Meeting was held on 29.3.23 at 11 am in the Conference Room

Agenda: Upcoming NAAC visit

- **Principal Dr. Aditi Dey shared a distribution of duty of IQAC members with regard to the NAAC visit.**
- **IQAC coordinator Dr. Suchhanda Ghosh and Dr. Sushmita Gupta will go to receive the Chairperson of NAAC Peer Team, Dr. Devleena Sinha and Dr. Siuli Mukherjee will receive one member and Dr. Agnita Dey and Prof. Anasua Das will go to receive another member. .**
- **All General Secretaries of all streams should be present for welcoming them on April 11, 2023.**
- **A consolidated routine of Day 1 is to be prepared.**
- **The Department should be prepared with Departmental Activity Report and all documents like faculty publication, professional qualification, institutional membership. The thesis of the candidates who have been awarded in last five years should be kept in the Department.**
- **The students having certificates of Internship, Sports and Cultural Activities should be submitted by the Department to Rumela Chakraborty of Office by March 31, 2023.**
- **The meeting ended with thanks.**

MINUTES OF IQAC MEETING (5.4.23)

An IQAC Meeting was held on 5.4.23 at 10.40 am in Conference Room.

Agenda- NAAC Visit

In the meeting, it was decided to all the Departments to bring the hard copy of their publications (books, journals as well as e-journals), Departmental Activity Book, Minutes of Meetings, Stock Register (for Science Departments), Book Bank, Departmental Journal and all supportive documents of Departmental Activity, student projects, internship certificates for the NAAC visit.

All the IQAC members are to have the Schedule of the programme, Duty list and SSR with them.

A brief discussion was made on the arrangement to be done for April 11 and 12, 2023.

The meeting ended with thanks.