

MINUTES OF THE IQAC MEETING

An IQAC Meeting is held on **17.6.20 at 11.30AM with the College NSS and Student Council in Google Meet**. Prof. Suchhanda Ghosh, Coordinator, and other members of the IQAC, Convenor and other members of NSS and Student Council team were present in the meeting. The agenda of the meeting are:

- a. **To organize a webinar/ talk for the students of Shri Shikshayatan College in July, 2020**

The discussions made in the meeting are as follows:

- The IQAC Coordinator Dr. Suchhanda Ghosh proposed to organize a webinar/ talk for the students of Shri Shikshayatan College in collaboration with the NSS and Student Council. The lecture will be on the Psychological issues of the student community and a mental boosting session regarding that. This programme will be held in mid July for about an hour.
- Dr. Chitrita Bannerjee from NSS said that it will be good to organize such programme for the students but to decide on the mods operandi.
- Dr. Suchhanda Ghosh said that she has initiated a talk with Subhro Da from the College IT. The lecture can be programmed through the youtube in the college portal but for that participation of atleast 1000 students is required, otherwise the programme will not run.
- Dr. Agnita Kundu informed that Google Meet accommodates 100 persons in a meet and if paid, then 250 students can be accommodated for this programme.
- Dr. Suchhanda Ghosh said that we may listen to the lecture Live and thereafter keep the programme recorded in the College archive and library.
- Fatema Mandlewala, an IQAC Member said that if attending this programme is made compulsory for the students then the requirement of 1000 head will not be a problem. The Head of the Departments should be communicated to inform their students to ensure the participation.
- Prof. Debolina Guha Thakurta proposed to create a registration link where the faculties and students will register. Dr. Suchhanda Ghosh said that a poster is to be made stating all the information. Dr. Chitrita Banerjee said that students can be involved for the poster making.
- Fatema Mandlewala enquired whether e-certificates will be given to the students. Everyone present expressed their consent. Dr. Agnita Kundu said 1000 e-certificates may be prepared with the digital signature of the Principal Madam if she agrees. Prof Manasi Sengupta said that the facsimile of the Principal may be given in the e-certificate if Pncipal Mam gives her consent. If students fill up the feedback form then only they will

get certificates. Sayanee Nayak said that the certificates can be designed in PPT and then send to many.

- In the meeting, it was decided that Sayanee Nayak and Fatema Mandlewala will take charge in designing and other details of e-certificate. Priti Singhi, Debolina Guha Thakurta, Surangana from B.ed Department will collaborate with Subhro Da for preparing the Google and Feedback form.
- Dr. Suchhanda Ghosh asked the members of how much of remuneration may be given to the Resource Person. Sayanee Nayak said that in a webinar held in the recent past in a college nearby, a remuneration of two thousand was offered to the resource person. The IQAC Coordinator said that she will talk to the Principal regarding this. Dr. Suchhanda Ghosh also asked the members to propose names as Resource Person for the Session.
- The Resource person, Departmental Teachers, Members of IQAC, NSS and Student Council will access the programme through Zoom and the rest will listen in You tube Streaming.
- A common what's app group is to be created by Debolina Guha Thakurta where all members of IQAC, NSS & Students Council will be present.
- The meeting ended with thanks.

MINUTES OF THE IQAC MEETING (Online)

An IQAC Meeting is held on **11.8.20 at 12 Noon with the Central Research Committee**. Prof. Suchhanda Ghosh, Coordinator, IQAC and other members of the IQAC team were present. The agenda of the meeting are:

- a. POA of the Central Research Committee

The discussions made in the meeting are as follows:

- In the meeting, Principal Dr. Aditi Dey said that in the next and 4th Cycle of Accreditation, Shri Shikshayatan College will be considered as a PG College because of the Post Graduate Courses of the Department of Commerce and English run by the College. Hence, steps are to be taken to initiate more research work from the Post Graduate Departments. A liaison with the University has to be made which includes University of Calcutta and Jadavpur University. Another important goal is to aspire for ISSN for the Journal IMPACT. The Research Committee should immediately apply for the ISSN with the last three consecutive edition of the Journal.
- The date for finalization of the submission of writing for IMPACT has to be finalized.
- Dr. Jayati Das from the Research Committee said that our College may enter into MOUs with different bodies/ Institutions as the AQAR also emphasizes the importance of it.
- Research temperament has to be instilled in the PG students. Principal Dr. Dey said that the 4th Semester PG students can be considered for this purpose. Prof. Agnita Kundu said that IMPACT can be considered for UG students while a new Journal may be designed for the PG students. A more structured research work is needed to be published in that Journal. Principal Dr. Dey said that in this respect our team can follow the good research work done by other colleges of Kolkata like Maulana Azad College and St. Xavier's College.
- The Post Graduate Courses should give a roadmap to IQAC by the end of March. IQAC Coordinator. Dr. Suchhanda Ghosh said that we can hold Seminar and initiate work on Intellectual Property Rights, Start Ups, Academic- Industry Interface etc which are highlighted in the AQAR.

- Dr. Debnita Chakraborty said that few girls of the Postgraduate Department of English also publish good articles. But they have to be made lengthy and comprehensive for publication in the Peer Reviewed Journal.
- Regarding NIRF, work has to be started at the earliest. Dr. Agnita Kundu and Prof. Anasua Das will enquire to the Office regarding the progress of work for NIRF. Dr. Devleena Sinha and Debolina Guha Thakurta will coordinate with Subhro Da to check the data that have been submitted in the website. The tab in the website will be closed after few days and Suvro Da will divide the data in accordance to the Department. The Department will segregate the data and do the work in the excel sheet.
- All the Departments should submit the AQAR by end of April.
- Principal Dr. Aditi Dey and IQAC Coordinator Dr. Suchhanda Ghosh to meet the Documentation Committee, Career Counseling and Placement Cell for discussing the roadmap.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (12.08.2020) (Online)

An IQAC Meeting was held on 12.8.20 at 6 PM.

Agenda: i. AQAR and SSR

ii. Upcoming programmes of IQAC

- I. The IQAC coordinator Dr. Suchhanda Ghosh said that the Documentation Committee have asked for the data from faculties for the activities of last one year. Dr. Ghosh would compile the data with the convenor of documentation committee Dr. Elizabeth Dey and procure other information from the College Office.
- II. Data from the college office would be procured by Dr. Suchhanda Ghosh and Prof. Debolina Guha Thakurta from Mrs. Vijayshree Panda and Rumela Chakraborty. The deadline for procuring office data would be August 30, 2020. Fatema Mandlewala would communicate with the General and B.ed library incharge Swati Bhattacharya and Mitali Dasgupta for the information.
- III. The target for submission of AQAR of the college would be September, 2020. After the submission of AQAR, the SSR has to be submitted. The SSR has to be submitted within 45 days and uploaded in the website. There are qualitative and quantitative matrixes. If they are satisfied with the report then they would come for the visit.
- IV. A ground work for the SSR was discussed in this meeting. IQAC can plan one or two programmes more before the submission of AQAR. The IQAC team has to study the criterion of the SSR and focus on the different dimensions. Prof. Susmita Gupta would focus on point 1 and 2, for curricular design and teaching learning. Dr. Agnita Kundu would focus on 3+4 which is on infrastructure. Dr. Devleena Sinha would do 5 + 6 on students' support and governance progression. Dr. Siuli Mukherjee would prepare for point 7 which includes environment and governance.
- V. Dr. Sarmistha Ghosh would focus on the website of NAAC which includes the flowchart of process, student satisfaction survey and others. If required we can dummy run it so that we get an idea how to access the students with sets of questions and how they can respond to it.
- VI. Agnita Kundu said that if we get the AQAR of last years then it would be easier for us to set goals for the next. The IQAC coordinator said that she would mail last NAAC SSR, the three AQARs submitted and the last year NAAC Recommendation.
- VII. We will plan for NIRF next year and not this year. For NIRF, the IQAC has to be involved with the Documentation Committee and members from the office. Dr.

Suchhanda Ghosh said that there could be core committee and sub committees for NIRF which would help in the distribution of work. Dr. Suchhanda Ghosh suggested that one or two senior professors would be beneficial for working on NIRF. Dr. Susmita Gupta proposed that Head of the Departments may be included in this process and there are members in Student Council who can also be accommodated in the NIRF team.

- VIII. Prof. Agnita Kundu proposed that student progression data can be send to Suvro da so that it can be surveyed. The IQAC coordinator said she will talk to Suvro da regarding this.
- IX. The IQAC coordinator and the team proposed if we can have Principal Dr. Aditi Dey in our meetings as we will be discussing our future plans after September 15, 2020. We can think of organizing lectures on legal advices, gender sensitization and others. A webinar on legal issues can be held in the first week of September.
- X. Many departments want to organize webinars but they may not be proficient in the technical issues. Hence a technical team can be created by consisting of faculties from Computer science department. The IQAC coordinator will talk to Principal Dr. Aditi Dey for a technical team. The team may consist of faculties like Mayukh Lahiri, Debolina Guha Thakurta, Urmi Dutta, Sayanee Nayak, K. Kavitha, Agnita Kundu, Somdatta Roy, Sarmistha Ghosh, any faculty from computer science department, Suvro da/ Ayan da. Dr. Sarmistha Ghosh emphasised on the need of creating email id for the faculties with institutional name.
- XI. The IQAC coordinator Dr. suchhanda ghosh asked the members if we can have a collaborative seminar with other colleges which have bilingual students. Dr. Susmita Gupta said that language might be an issue as our students are from English medium background. If the speaker delivers bilingually that might be a problem. Dr. Kundu said that IQAC can think of department like sociology for the webinar on legal aid. Dr. Susmita Gupta and Devleena Sinha said that IQAC can organize the legal webinar on its own. Dr. Susmita Gupta was requested by IQAC coordinator to speak to Urmi Basu for the webinar on legal aid.
- XII. The meeting ended with thanks.