

DATE :- 15.1.21

REF :- IQAC teacher's body meeting

AGENDA :- NAAC SSR

MEMBERS PRESENT :-

- Aditi Sanyal
- Suchinta Gupta
- Sevakanta Sinha
- Dr. Smiti Mukherjee
- Sharmistha Ghosh
- Jateena Maudlaywala
- Suchbanta Ghosh
- D. Gula Mahanta
- Anasua Das

MINUTES OF IQAC MEETING (15.1.21)

An IQAC Meeting was held in the College on 15.1.21 at 12 pm. Principal Dr. Aditi Dey and other members of IQAC were present in the meeting. The agenda of the meeting was

1. Preparation and Plan of Action for the upcoming NAAC visit expected by December 2021
 - In the meeting, the IQAC Coordinator Dr. Suchhanda Ghosh said that we have to start with collecting of data and compile them for the preparation of Self Study Report (SSR). For the said purpose, two members of IQAC will team and fill up the SSR Format. Criterion 1 & 2 will be done by Dr. Sushmita Gupta and Debolina Guha Thakurta, Criterion 3 & 4 will be done by Dr. Agnita Kundu & Dr. Sharmistha Ghosh, Criterion 5 & 6 will be done by Dr. Debolina Sinha & Fatema Mandlewala & Criterion 4 & 7 will be done by Dr. Suchhanda Ghosh & Dr. Siuli Mukherjee.
 - Our College needs to submit the IQA and 45 days after this, we can submit the SSR. For making application, there is a fee structure. NAAC will send a link and we have to submit that in the College website. NAAC will thereafter come within 3 months. We have to score both in Qualitative as well as Quantitative level. 30% score will be on Qualitative and 70% score in Quantitative.
 - For the Student Satisfaction Survey, we will have to make the survey amongst the students online and make a trial run by April/ May 2021. This will prepare them for the same survey which will be conducted by NAAC.
 - Principal Dr. Aditi Dey asked the IQAC Coordinator Dr. Suchhanda Ghosh to ask the Departmental Heads to write the Departmental Profile. In the upcoming NAAC visit, the Principal and the IQAC Coordinator will make a single presentation to the NAAC Team. Rumela Chakraborty from the Office will provide with the information as and when required. Principal Dr. Dey said that we can think of reviving the Language Laboratory and make arrangement of voiceover in elevator and special washroom for the differentially abled students. Different add on courses can be initiated by various departments in an online mode. As we are waiting for our 4th accreditation, we will be assessed as a PG College.
 - Principal Dr. Aditi Dey said that all the Departments will be requested to publish their Departmental Journals in an online mode. Department of B.ed would also be asked for the same. In the next meetings, we may request Dr. Indrani Saha and Dr. Debnita Chakraborty may be requested to present as they are Representative of Post Graduate Courses. Our College can enter into MOU with SAIARD, Sahitya Academy, CENTIL. (~~please check the spelling Suchhanda di~~) The Department of Commerce and BBA of our college can also think of different collaborations.

- The IQAC Coordinator Dr. Suchhanda Ghosh said that the Departments need to gear up and organize seminars/ webinars on different themes as required by NAAC. A time limit till May 31, 2021 is to be given to each department. However, the Departments should inform the IQAC of what they want to do by February 5, 2021. The Programme outcomes are to be documented for NAAC. These will also serve the purpose for NIRF.
- IQAC Member Dr. Susmita Gupta proposed that IMPARTUS can be included under the Learning Management System of the College.
- Hence, the SSR should be ready by May 2021 and IIQA by September 2021.
- An All teachers meeting will be held will be held on January 27, 2021 at 11.30 am in the College. The IQAC Coordinator would make a PPT to all and give them a specific roadmap for NAAC.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (22.1.21) online

An IQAC Meeting was held in the College on 22.1.21 at 4 pm. All members of IQAC were present in the meeting. The agenda of the meeting was

1. Discussion on Criterion 2,4,5,7 for writing of SSR.
 - In the meeting, Prof. Debolina Guha Thakurta read out Criterion 2 which focus on the Teaching, Learning Process. The different subheads of Criterion 2 will uphold the student centric methods of learning adopted by faculties of each department for advanced as well as slow learners. The usage of ICT by faculties while teaching would also be showcased. The usage of e-resources of SWAYAM, E-PATHSHALA etc, the Learning Management System of the College would be included in this. The collaboration made by the PG Department for organizing seminars/ workshops would also be included in Criterion 2.
 - A structured Mentor- Mentee relationship is to be framed out. The IQAC Coordinator will talk to Principal Madam on this and hence this can be kept in hold for the time-being. ‘
 - Each Department must submit the Students Programme/ Course Outcome by February 10, 2021.
 - IQAC needs to send the students database to NAAC mentioning the names, class, students id, email address of the students of the College and not any reports of surveys done on students.
 - It was decided in the meeting that IQAC would do a programme on e-learning like SWAYAM, EPATHSHALA, introducing Infflibnet to Semester 1 students by February, 2021.
 - All the Departments would be asked to send geo-tagged photos to Documentation Committee/ IQAC as many as possible of all programmes conducted in the last five years.
 - Dr. Suchhanda Ghosh read out the provisions under Criterion 4 which focuses on Infrastructure, Equipments, Library Management System Software, LAN Facility, Yoga, Sports, reference to Shodhganga and Shodhsindhu membership, purchase of books and journals, usage of library by students and their log in data by online access, student- computer ratio etc. All the data regarding these are to be collected from College Office and Library.
 - Criterion 5 and 6 were discussed by Dr. Devleena Sinha and Fatema Mandlewala which includes college freeship, remedial coaching, personal counselling, capability enhanvement scheme, student’s participation in different activities at the College, National and International level, decentralization and participative management,

effectiveness of different bodies and committees etc. We may start writing the SSR with criteria 6.

- The IQAC Coordinator Dr. Suchhanda Ghosh would talk to Principal Dr. Aditi Dey regarding the Alumni Association as there is a NAAC score of 10 marks on this.
- Dr. Siuli Mukherjee read out the subheads of Criterion 7 of SSR. From the Departments, data will be needed for any activity relating to gender equity. Meeting with Vital Waste has to be organized. Departments may also conduct webinar on environmental issues with Nature Club. NSS also does a lot of activities regarding spread of environmental consciousness, hence any collaboration with NSS is also welcome. For Value added course/ programme B.ed Department may take initiative. For 7.1.10, the speech delivered by Principal Dr. Aditi Dey would be included. For 7.1.10, the composition and minutes of the Disciplinary Committee has to be included. Their activity has to be included as well. For 7.3.1, different departments like BBA may conduct any short course.
- Documentation Committee may co-opt new members as adhoc who can help and coordinate with IQAC. Data Collection Sheet are to be given to all Departments by February 10, 2021. Committees should submit by February 27, 2021 Documentation Committee to submit the data to IQAC by March 15, 2021.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (11.6.21) online

An IQAC Meeting was held on 11.6.21 at 4 pm. The agenda of the meeting was

1. Alumni
2. Mentor-Mentee System

- In the meeting, it was discussed that ex-student of the different Departments of the College can be invited for delivering lecture. In this way we can connect with the Alumni of the College and help them to contribute in the academic arena of the College in a meaningful way.
- The Mentor-Mentee System is to be started. Any Department may take the move to do this. Post Graduate Department of English was also planning to start with this. The contractual and permanent full time teachers can also part of this process. If the Departments with greater number of students have difficulty in starting with this, the Departments with lesser strength can also start with the Mentor-Mentee system. The Department may decide for which semester they are going to start this. (Sem 1/3/5, or 2/4/6). The IQAC Coordinator Dr. Suchhanda Ghosh said that it would be better if all the Department start with this no matter for one semester or more. She opined that all the Department need to maintain a confidential record on the academic progress and other related areas of the Mentees. There is no need of recording.
- The IQAC Coordinator said that the Parents Feedback Form is all done while for the Alumni Feedback form we have to wait for the confirmation from the Higher Authority. The Parents Feedback Form can be asked for submission by June 21-27, 2021.
- The IQAC Coordinator Dr. Suchhanda Ghosh said that AQAR 2021 is to be submitted as she has confirmed this from the Office of NAAC. All data from 2021 is to be asked from the Department and Library. For Library, Dr.Sarmistha Ghosh and Fatema Mandlewala would coordinate. Departments to give data to Documentation Committee by July 15, 2021. For Library data, July 15 would be the deadline.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (17.6.21) Online

An IQAC Meeting was held on 17.6.21 at 5 pm. The agenda of the meeting was

1. Mentor-Mentee System

- In the meeting, the IQAC Coordinator Dr. Suchhanda Ghosh shared a draft she has prepared for the Mentor-Mentee system and asked for feedback from the members of IQAC. Dr. Sarmistha Ghosh suggested that the names of girls can be grouped for this alphabetically. Dr. Susmita Gupta suggested that names can be arranged either alphabetically or as per their Roll Numbers. Dr. Agnita Kundu expressed her concern of the steps that would be taken if any student is found to be in any serious situation. Dr. Devleena Sinha said the College have taken initiative of providing online counselling for the students. A timeslot can be given for this. Dr. Suchhanda Ghosh asked Fatema Mandlewala if she can coordinate with Priti Singhi and Chitralekha for arranging a psychological workshop for students. Dr. Devleena Sinha proposed that such workshop can be done by Students Council in collaboration with IQAC of the College.

- Dr. Sarmistha Ghosh shared her screen for citing that Individual Course Outcome may not be done subject wise. Dr. Susmita Gupta said that this can be result based which may focus on high, moderate and low outcome. A mathematical score can be found out on the basis of this. Prof. Anasua Das said that we may refer to the Glossary of the NAAC Manual which says that Programme Outcome is to include the Core Courses and unit of Core Courses. We can focus on two fold objective. One is on Content, method of Teaching & Learning and the other on the Outcome of each programme. Dr. Sarmistha Ghosh said that we can give programme outcome on the basis of semester from the next session. Dr. Suchhanda Ghosh said that before sending the final document to NAAC we can document the output/outcome of each semester. Dr. Susmita Gupta said that this course outcome can be communicated to the students by the circulation of Handbook. Dr. Suchhanda Ghosh said that the Head of the Departments can also communicate the course outcome to the fresh batch of students in the Orientation Lecture. A list of rankholders, first class holders can be prepared and a pie chart can also be made. This can be done for individual department as well as a complete picture of the college with all the departments. Prof. Anasua Das said that we can decide this after we review what other colleges are doing. Prof. Debolina Guha Thakurta said that there is a difference of marking done under Annual and Semester system. So if we take this 5 years as a consolidated unit, it would be difficult to project the programme outcome in this manner. Prof. Anasua Das said that in annual system marks were categorized as 60% or 70% and above while in CBCS, the result is calculated on the basis of CGPA. As CGPA will not be accorded now hence we have to depend on SGPA. In this pandemic situation and the system of online examination that has been started there is all probability that rank will not be

given to the students. However for B.Com we have to focus on the result of 3+2 while for BA & BSC we have to focus on 4+1.

- For the upcoming seminar on the writing of SSR, Dr. Suchhanda Ghosh asked to the IQAC members to submit names with designation
- Dr. Suchhanda Ghosh asked Dr. Siuli Mukherjee to prepare a layout for including all the answers of Criteria 7 which the IQAC members will send her after the discussion which is to be done in the next meeting.
- The meeting ended with thanks.

PRINCIPAL'S MEETING WITH TEACHERS

Date :- 24.09.21

1. Lushniika Gupta
2. Anasua Das.
3. Raikamal Pal
4. Pinoy Choudhury (mha).
5. Bevelera Sinha.
6. Debolina Gula (Thakurster)
7. Fatema Mandaywala
8. Sheheen Perveen
9. Jayali Dasgupta
10. Chitrakha Sengupta
11. Dr. Guli Mukherjee
12. Debisumpa Basu.
13. Madhubima Bhattacharya.
14. Mausasi Sengupta
15. Uditā Mitra
16. Uomi Datta.
17. Susmita Mishra.
18. Kamilla Sundararaman -
19. Rachana Pareley
20. Deepana Nayak
21. Debalina Pal.
22. Sondutta Roy.
23. Rumpa Chakrabarty
24. Sanchita Raychoudhury
25. Shahin Nasui
26. Sohini Chakrabarti.
27. Madhulika Ghose
28. Praveen Kaur
29. Srisha Biswas
30. Urai Gupta
31. Meghna Lahiri
32. Rupasree Basu Mallick
33. Sarmistha Samanta
34. Ritubarna Pratihari
35. Manjari Chakraborty
36. Paramita Chakravorty
37. Sutapa Sen
38. Jayati Halder
39. Tanuka Sen Chatterjee
40. Sayanee Nayak
41. Tanis Ghosh.
42. Kajal Gandhi.
43. Swargana Gupta.
44. Kaberi Das
45. Paramita Mukherjee
46. Suchhanda Ghosh.
47. Ensin Chatterjee.

Members present on 24.09.2021

2. Mandar Mukherjee
3. Jayanti Das
4. Nivedita Roy Barman
5. Debnila Chakravarti
6. Malini Mukherjee
7. Bairahi Mukherjee
8. Sudhansu Saha
9. Papiya Chatterjee
10. Tanujha Datta
11. Ranjani Chatterjee
12. Ishi Mitr
13. Sharmila Ghosh
14. Sunita Mitr
15. Elizabeth Roy
- 16) Anubhava Pal
- 17) Sutapa Roy
- 18) Swagata Mukherjee
- 19) Antara Mapdara
- 20) Sindhu Mehta
- 21) Debora Mukherjee
- 22) Susmita Saha
- 23) Aditi Chatterjee
- 24) Paralekha Sinha
- 25) Rinku Roy
- 26) Bharnwati Bose
- 27) Soniya Majumdar
- 28) Arpita Mallick

29) Suman Chatterjee

IGAC Co-ordinator presented NAAC proforma
to the faculty.

IQAC Teachers' Body Meeting

Date: 15.12.2021

Agenda: NAAC manual

Members Present:

- 1) Rishi Dey 15.12.2021
2. Suchbhanza Ghosh.
3. Sharmistha Ghosh 15/12/21
4. D. Guda Thakurta 15/12/21
5. Sushmita Gupta
6. Anasua Das. 15.12.21.
7. Agnita Kundu 15/12/21
8. Jatema Mandlaynala
9. Dr. Giulii Mukherjee. 15.12.21.
10. Sevakanta Sinha.

MINUTES OF IQAC MEETING (15.12.21)

An IQAC Meeting was held on 15.12.21 at 3pm. The agenda of the meeting was

1. Criteria 7

- In the meeting the IQAC Coordinator reconfirmed that as our College has two PG Programmes, we have to apply as a PG College. She also referred to Scottish Church College and Bijoy Krishna Girl's College who also did the same. Moreover, the mail from NAAC has reconfirms that we have to apply as a PG College. The NAAC Coordinator also said that the AQAR for the year 2020-2021 has been submitted. We have five years of AQAR and in the quantitative data, we have the opportunity of providing the average of 5 years of data. But we have to be ready with all data in AQAR format from July, 21- Dec, 21 and January 2022 to June 2022.
- We need to list the requirement from the Departments. As such it was discussed that all supportive data of departmental programmes, few photographs of the departmental activities are to be asked for. Moreover, a list of all requirement of office has also to be prepared and submitted to the IQAC Coordinator.
- The Report of Energy Audit needs to be consulted for Criterion 7.
- A SWOC Analysis of the Institution as well as the Department needs to be prepared for the Presentation before NAAC. Principal Dr. Aditi Dey has to be consulted for this.
- A Syllabus oriented feedback is to be taken from the Department.
- A discussion on Programme and Course Outcome (under Criteria 2) is to be done in the next meeting.
- A format for writing the Report on IPR, Gender, Research Methodology is to be prepared for the Departments where details regarding title of the Programme, number of participants, any collaboration, outcome has to be given
- The meeting ended with thanks.

IQAC Teacher's Body Meeting

Date: ~~15.12.2021~~ 21.12.2021

Agenda: NAAC Manual

Members Present:

- Aditi Dey 21.12.2021
- Fatema Mandraymala 21.12.2021
- Dr. Binli Mukherjee. 21.12.21.
- Kushita Gupta 21/12/21
- Sevakere Sinha . 21.12.21.
- Agnita Kundu 21/12/21
- Sharmistha Ghosh 21/12/21
- Debshina Gula (Halimda) 21/12/21
- Suchhanda Ghosh. 15.12.21.
- Anasua Das. 21.12.21

MINUTES OF IQAC MEETING (21.12.21)

An IQAC Meeting was held on 21.12.21 at 1pm. The agenda of the meeting was

1. Criteria 5, 3

- In this meeting, the workings on Criteria 5 and 3 were discussed and modified with the suggestion of Principal Dr. Aditi Dey and IQAC members. Fatema Mandlewala shared her screen and initiated the discussion. For 5.1.3, Jayeeta from Office and B.Ed Departments are to be taken and thereafter tallied from Vijayshree Panda. For 5.1.4, the Policy documents will include the Minutes of Meetings of last 5 years. NIRF Team of the College is working on the data pertaining to Criteria 5.2.1 & 5.2. of SSR. Hence, Prof. Devleena Sinha and Fatema Mandlewala can take the help of Prof. Anasua Das, the Coordinator of NIRF for this. For 5.3.1, it was decided that Mr. Mitra, the Sports Instructor of the College along with Rumela Chakraborty of the Office need to be contacted for tracing the certificates of the girls who participated in sports.
- Principal Dr. Aditi Dey said that the Library Advisory Committee of the College has to be formed with representation of students from Semester 3 and Third Year.
- For Criteria 3, the screen was shared by Dr. Agnita Kundu and the different points were discussed and modified by Principal Dr. Dey and other IQAC Members.
- The meeting ended with thanks.