

IGAC Teachers' Body Meeting

Date :- 9.2.22

Agenda :- NAAC SSR Criteria 2 and 3.

Members Present :-

- Anjali Jy
- D. Guda Phalunata
- Jyotima Mandlaynala
- Sharmistha Ghosh
- Agnita Kundu
- Dr. Guli Mukherjee
- Sevalena Sinha
- Sushmita Gupta
- Suchanra Ghosh.

MINUTES OF IQAC MEETING (9.2.22)

An IQAC Meeting was held on 9.2.22 at 12 noon in Conference Room. The agenda of the meeting was

1. Criteria 2 and 3

- In the meeting the IQAC Coordinator said that Shri Ayan Chandra, a faculty and expert from St. Xaviers College who was invited by Shri Shikshayatan College for providing guidance for the upcoming NAAC visit has said that regarding course outcome, Principal Dr. Aditi Dey might write a letter to the University as we have got no notification so far. In the college website, the programme outcome has been given. Moreover, Dr. Chandra has said that any article written with any faculty of other institution would also be considered as collaborative research.
- The IQAC Coordinator Dr. Suchhanda Ghosh said that for conducting an External academic audit, the departments must be ready with all documents and pictures of different events. Principal Dr. Aditi Dey said that criteria wise file has to be prepared with all data of departments and committees. Henceforth, geo tagged photographs have to be filed for all events.
- In the meeting, a plan was chalked for meeting of Principal Dr. Aditi Dey with streams and departments under BA, B.Sc, B.Com, M.Com and B.ed. A deadline of March 15 was also fixed for submitting reports of different committees.
- In the meeting, a review of Criteria 2 and 3 was done.
- The meeting ended with thanks.

MEETING OF IQAC TEACHER MEMBERS WITH TEACHERS OF DIFFERENT COLLEGE COMMITTEES

DATE :- 16.2.22

AGENDA :- Discussion on the upcoming NAAC visit.

MEMBERS PRESENT :-

PRINCIPAL →

Amiti Dey

• IQAC →

• D. Guda Mukherjee

• Dr. Guli Mukherjee

• Sharmistha Ghosh

• Sushmita Gupta

• Sevakree Sinto

• Suchbanda Ghosh.

NSS →

1.

2. Chintita Banerjee

3. Agnita Kundu

4. Shaheen Perveen

5. Swangana Gupta.

6. Barnali Laha

7. Sutapa Sen.

8.

(yeetanjali)

LTS →

- Kamitha Sundararajan.

SWC → Medhuma Bhattacharya
Paranita Chhabra
Udita Mitra
Deburupa Basu.

COSU →

WOMEN'S FORUM →

- 1.
2. Manasi Sengupta
3. J. H. H.
4. Sharmila Ghosh
5. Baidehi Mukherjee
6. Jayati Halder

NEN →

1. Rumpa Chakrabarty
2. Usmi Datta.
3. Sirsha Biswas
4. Kamitha Sundararajan.

RESEARCH COMMITTEE →

Jayati Das
Chaitanya Banerji
Sudrai Saha
Kajal Chandra
Agnita Kundu

MINUTES OF IQAC MEETING (16.2.22)

An IQAC Meeting was held on 16.2.22 at 1-1.30 PM with Social Outreach Unit, Women's Forum, NEN. Research Committee

- In the meeting the IQAC Coordinator shared a format for Writing a Report of event/ activity of five years for these Committees for the last five years (July 2016- July 2021 and additional 6 months data till December 2021). The Reports are to be given in hard copies to Rumela Chakraborty of Office.
- Principal Dr. Aditi Dey said that all committees must have a Yearly calender. They should try to engage the students more in the committees. Women's Forum must atleast organize three programmes. NEN can organize inter departmental programmes and NEN fair like Shree. They can organize awareness and empowerment programme through facebook live. Certificates can be issued to all participants of NEN programmes. The magazine ' Women's Talk' should be published timely as the last one was done in 2019. Inter departmental collaborations with regard to research work can be organized for field surveys and submit the findings in report.
- Research Committee to submit semesterwise calender and submit a Report to Rumela Chakraborty in hard copy bt February 28, 2022.
- Dr. Indrani Saha proposed to form a Research and Consultancy Cell. Prof. Ayan Chandra of St. Xavier's College has also advised for forming one which can thereafter take up different projects. Principal Dr. Aditi Dey said that this can be done by discussing in TC Meeting.
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (16.2.22)

An IQAC Meeting was held on 16.2.22 at 2PM. The agenda was

Criteria 2

- In the meeting Dr. Devleena Sinha shared the screen and all the members present in the meeting reviewed Criteria 2 and came up with few sets of suggestions.
- The next meeting was decided to be held on 23.2.22 with Nature Club and Cultural Committees. The criteria which is to be discussed was criteria 4.
- The meeting ended with thanks.

MEETING OF IQAC TEACHER MEMBERS WITH THE ~~TEACHER~~ HEADS
AND CO-ORDINATORS OF DEPARTMENTS AND DIFFERENT
COLLEGE SOCIETIES

DATE :- 23.2.22

AGENDA :- Discussion on the upcoming NAAC visit

MEMBERS PRESENT :-

PRINCIPAL - Aditi Singh 23.02.22

- IQAC -
- Debshree Gubal Mahapatra
 - Dr. Siuli Mukherjee
 - Agnita Kundu
 - Senakesa Sinha
 - Sushmita Sipta
 - Fatema Mandlaymal
 - Suchhanda Ghosh.

HEADS / CO-ORDINATORS

SIGNATURE

1. Dr. Papiya Chandray
2. Rumpa Chakrabarty

DEPARTMENT / COMMITTEE / SOCIETY

- Commerce (Morning) - In-Charge
Commerce (Morning) - HOD

SIGNATURE

DEPARTMENT / COMMITTEE / SOCIETY

Indira Chatterjee	B. Ed.
Baidahi Mukherjee (English)	Quiz & Drama Society. (QUIDRA)
Tanogtra Datta	English (PG)
Litibansa Pratihari (Geography)	Social Welfare Committee
Chitralekha Sengupta	B.B.A.
Illora Sen	Botany
Manjari Chatterji	Economics
Sharmila Ghosh.	Bengali
Pinoy Chowdhury (Amha)	History
Susmita Mishra	Sociology
Shahin Nazim	Physics
Sushadhona Pal.	Philosophy
Shaheen Perveen	Urdu
Sindhu Mehta	Hindi
Gitanjali Ghosh.	Mathematics
Ranyani Chatterjee	Zoology
Subin Chatterjee	JMC.
Elizabeth Roy	Education
Kanitha Sundararajan	B. Com (Evening) [On behalf of PG Commerce], NEN.
Sebalina Pal	Computer Science
Sebalina Mukherjee	Political Science
Sohini Chakrabarti.	Chemistry
D. Suba Mahanta	English & Quidra

MINUTES OF IQAC MEETING (23.2.22)

An IQAC Meeting was held with Heads and Coordinators on 23.2.22 at 12.30 pm. The agenda of the meeting was

1. Five years data on Departmental activities.
 2. Criteria 4
- In the meeting the IQAC Coordinator shared a format for writing Reports for Events and Activities for the last five years (2016-17 to 2020-2021 and last six months) and the deadline which was set was March 15, 2022. All Departments and Students societies like QUIDRA, DEBSOC, Nature Club and others were asked to submit their Reports.
All departmental activities with photograph and outcome have to be given. The filled up documents are to be submitted in hardcopy to Ms. Rumela Chakraborty of Office.
 - The IQAC member Ms. Debolina Guha Thakurta thereafter presented criteria 4 on Infrastructure and Learning Resources.
 - It was decided in the meeting that the Language lab and Media lab has to be restructured and revitalized. The audit of Computer Lab has to be done. The arrangement of the College in times of pandemic is also to be captured by taking geo-tagged photographs of Isolation ward, medicines, oxymetres and oxygen concentrators.
 - IQAC need to do onfield verifications of the facilities and infrastructure present in the College.
 - The meeting ended with thanks.

IQAC teacher ...

IQAC Teacher's Body Meeting.

DATE :- 16.3.22

AGENDA :- • DOCUMENT LIST FOR SSR

- INSTITUTIONAL DISTINCTIVENESS

MEMBERS PRESENT :-

- Radhika Sengupta
- Dr. Giulii Mukherjee
- Debshina Guha Thakurta
- Sushanta Gupta
- Snehalena Sinha
- Agnita Kendu
- Sharmistha Ghosh
- Fatema Mandlaynala
- Anasua Das
- Suchhanda Ghosh

MINUTES OF IQAC MEETING (16.3.22)

An IQAC Meeting was held on 16.3.22 at 12.noon in Conference Room. The agenda of the meeting was.

1. Requirement for different criteria's

- In the meeting for Criteria 1 all letters issued by the affiliating University to the professors for any of the designated responsibility has to be scanned by the Office and keep in word file. Subro da suggested that it is better to keep in individual PDF and then place them in zip file. Suchhanda Ghosh said that there is a need to segregate all certificates from the Appointment letters given by the University. For letters of being BoS Member, Dr. Indrani Saha, Dr. Sushmita Sen, Dr. Chitrita Bannerjee, and Dr. Debnita Chakraborty have to be asked for. Moreover for 1.2.2, brochures for any add on course like SPSS are to be asked and take names of students who have enrolled for the programme from office.
- For criteria 2, Ms, Fatema Mandlewala to take the code of AISHE, NIRF from Prof. Anasua Das.
- For criteria 4, relevant photographs are needed from Ayon Da and for projector, smart room, Mr. Das has to be asked for. Agreement related to Impartus, Financial Audit Report, Integrated Library Management System, usage of internet, Infrastructural maintenance are to be taken from Office.
- For criteria 6, resource mobilization policy is to be collected from Office. For 6.2.1, the future plans of Governing Body is needed, 6.5.1 needs the Minutes of gender sensitization programme and mental wellbeing- if any department has done then the letter to the Speaker has to be collected with the details of the Resource Person, 6.5.2 needs to incorporate the feedbacks and reviews from students.
- Criteria 7 needs photos from Office including the College, student and departmental magazine.
- The IQAC Coordinator asked Dr. Sushmita Gupta, Dr. Agnita Kundu and Dr. Siuli Mukherjee to do the work related to AQAR July- December, 2021.
- The meeting ended with thanks.

IQAC TEACHERS' BODY MEETING

DATE :- 11.4.22

AGENDA :- Cr 1 & 5

MEMBERS PRESENT :-

- Rohini Jey
- Suchhanda Ghosh.
- Anasua Das.
- Dr. Giree Mukherjee.
- Debshree Gaha Bhakurda
- Sushmita Gupta
- Snehalena Sinha.
- Sharmistha Ghosh
- Fatema Maudlaynala
- Agnita Kundu

Date of the meeting :- 27.4.2022

Ref:- IQAC teachers' body meeting

Agenda :- Cr 1

Cr 2 GmM

Cr 7

Discussion on inputs of TK Ghara .

Student orientation for SS S.

Members Present :-

-
- Agnita Kundu
- Dr. Riuli Mukherjee .
- Debshina Guba (Malunde)
- Anasua Das.
- Suchhanda Ghosh.
- Fatema Mandalaywala
- Sharmistha Ghosh.
- Sushita Gupta
- Kanti Das

MINUTES OF IQAC MEETING (27.4.22)

A Meeting was held on 27.4.22 at 12 noon in Conference Room.

- In the meeting the suggestions given by Prof. T.K, Ghara in the last lecture was reviewed. As per his advice, the different criterias were reviewed where the score might be low for our college. For instance, Alumni which is a part of Criteria 5. Moreover, in 7.1.4, 6.4.2, 5.4.1, 5.4.2 it was found that the score is zero. In 5.3.3, 5.3.1, 5.2.3, 5.2.2, 5.2.1, 4.3.2, 3.5.1, 3.4.2, 3.3.1 scores are expected in decimal.
- Efforts should be made to check if anything can be done in this regard so that we may score in the identified areas of gaps.
- The Student Satisfactory Survey is to be done for the students of of BA, B.Sc and B.Com for Semester 6 students and thereafter for Semester 4 and 2. A plan of distribution of responsibilities for doing this was made for the IQAC Team members along with the teachers of the Department belonging to B.ed, B.Com (Morning & Evening) along with M.Com, BA & MA, B.Sc.
- Principal Dr. Aditi Dey asked the IQAC Coordinator Dr. Suchhanda Ghosh to discuss with the HODs on Teaching Learning, Infrastructure of the College, Extra curricular activities pursued by the College.
- The probable questions for the Teachers feedback were finalized which is to be given in College website. Teachers would be requested to fill up the questionnaire by May 15, 2022.
- The meeting ended with thanks.

DATE :- 2.5.2022

Ref :- IGAC Teachers' Body

Agenda :- Updated Manual for SSR

Members Present :-

1. Reehi Sui
2. D. Guba Phakunde
3. Fatema Mandraywala
4. Dr. Divli Mukherjee
5. Sushita Gupta
6. Agnita Kundu
7. Sharmistha Ghosh
8. Suchanda Ghosh
9. Anasua Das.
10. Sevalena Sinha.

MINUTES OF IQAC MEETING (2.5.22)

A Meeting was held on 2.5.22 at 11.30 am in Conference Room.

- In the meeting the new Manual was reviewed with each criteria and an attention was given to the weightage which has changed in most of the questions of SSR. Criteria 1.1.1 weightage is unchanged, 1.2.2, weightage has changed from 20 to 15, 1.3.1 is same 10 and Qs of 1.3.3 has now become 1.3.2.
- Weightage of 2.1.1 and 2.1.2 remains the same, 2.2.1 has increased from 30 to 40, 2.3.1 has increased from 20 to 40, 2.4.1 has reduced to 15 from 20, 2.4.2 weightage has increased to 20 from 25. Qs of 2.4.3 has got cancelled, 2.5.2 weightage is 40 which has been clubbed between 3.5.1 and 2.5.2, 2.6.1 new weightage is 45 which combines the Programme and Course Outcome, 2.7.1 is constant with 60.
- Weightage of Criteria 4.1.1 has increased from 5 to 20, 4.1.2 is a new question, 4.2.1 score has increased from 10 to 20, 4.3.1 score has increased from 5 to 20.
- Weightage of 5.1.1 score is 20, 5.1.2 weightage is the same, 5.3.1 score is 25 from 20, 5.3.3 has become 5.3.2 and question of 5.4.1 has remained unchanged which is related to Alumni.
- Criteria 6.1.1 has been clubbed with 6.1.2, 6.2.1 is on organogram, 6.2.2 is on e-governance, 6.3.1 is unchanged, 6.5.1 has been clubbed with 6.5.2.
- Criteria 7.1.1 weightage is 10 from 5.
- The Revised SOP and Data Template has to be studied for each criteria from the website of NAAC
- The meeting ended with thanks.

MINUTES OF IQAC MEETING (9.5.22)

(online)

A Meeting was held on 9.5.22 at 7 PM in Google Meet with all HODs and Coordinators.

- Teachers and Students (Semester 6) feedback has to be completed by May 25-31, 2022.
- Certificates of students qualifying for NET, SET can be considered only for PG Departments like PG English, Commerce and B.ed. The UG Departments can data certificates of students qualifying Civil Service, JAM, CLAT, TOEFFEL, GRE etc. Departments may collect certificates as many as possible by end of May, 2022.
- The Course Outcome has to be done by each Departments by considering subtopics of each paper of Semesters. We need to follow the Course Outcome given in the website of Colleges like Loreto, Scottish Church, Bijoy Krishna Girls College, Lady Brabourne College who have been accredited by NAAC in recent past. Departments need to mail the CO to the email id of IQAC as well as the IQAC Coordinator.
- The meeting ended with thanks.

DATE :- 24.5.22

REF :- IGAC teachers' body meeting.

AGENDA :- Cr 2, 4, 5 GLM

MEMBERS PRESENT :-

- Aditi Sanyal
- Fatema Mandlaynata
- Subhita Gupta
- Sevakanta Sinha
- Dr. Guli Mukherjee
- D. Gula Thakurta
- Suchanda Ghosh
- Anasua Das
- Sharmistha Ghosh
- Agnita Kundu

MINUTES OF IQAC MEETING (24.5.22)

A Meeting was held on 24.5.22 at 10.30 am in Conference Room.

- For writing of the question on NEP, Prof. Jadav Kumar Das from University of Calcutta, Dr. Sushmita Sen and Dr. Indrani Saha from Shri Shikshayatan College would be consulted.
- Principal Dr. Aditi Dey said that Ayon Da and Rumela Chakraborty will help us in technical work for uploading documents from June. Office to upload basic documents of IIQA.
- For preparing template of Criteria 2 and 5, Prof. Anasua Das and Dr. Siuli Mukherjee would help Dr. Devleena Sinha and Fatema Mandlewala.
- For IQAC related work, Room 203 B can be used from June onwards.

- The meeting ended with thanks.

DATE :- 31. 5. 22.

REF :- IQAC Teachers' Body Meeting

AGENDA :- Executive Summary
SWOC

MEMBERS PRESENT :-

- Pooja Singh
- Sharmistha Ghosh
- Sushika Gupta
- Levalaksha Sinha.
- Agnita Kundu
- Anasua Das.
- Suchhanda Ghosh.
- Dr. Guli Mukherjee.
- D. Guba (Thakurta)

MINUTES OF IQAC MEETING (31.5.22)

A Meeting was held on 31.5.22 at 11 am in Room No 203B.

- A discussion was made on Introductory note of the Executive note and modified with the suggestions made by all.
- The IQAC Coordinator said that all criterias (revised) are to be send in MS Word, Xcel sheet to her by June 3, 2022 and the executive summary by June 7, 2022.
- On June 8, the IQAC Coordinator along with Dr. Sushmita Gupta and Dr. Siuli Mukherjee will sit with office for all data and pictures needed for Criteria 1 and 7.
- On June 14, a discussion on NEP has to be made and on June 15, a finalization of Criteria 3, 4 and 6 has top be done along with the necessary help required from Office.
- On June 21 and 22, Criteria 2 and 5 has to be finalized with the help of Ayonda and Rumela from Office.
- On June 28-29, 2022 the IIQA is expected to be uploaded.
- The meeting ended with thanks.

DATE :- 7.6.22

REF :- IGAC Teacher's Body Meeting.

AGENDA :- Executive Summary

MEMBERS PRESENT :-

- Aditi Dey
- Sharmistha Ghosh
- Fatema Mandaywal
- Sushita Gupta
- A. Ganga Thakurta
- Swabarna Sinha
- Suchhanda Ghosh
- Agnita Kundu
- Anasua Das.
- Dr. Siuli Mukherjee.

Minutes of the Meeting :-

The Executive Summary was presented in front of the teacher members and after incorporating minor corrections the summary was finalized for submission.