

Minutes of IQAC meeting held on 18.12.2018 in the Principal's Room

The meeting convened on 18.12.2018 was the first one after the reconstitution of the IQAC, with the following agenda.

- Agenda** – 1. Welcoming the members of the newly constituted IQAC.
2. Pursuance with the RUSA Office for obtaining funds under RUSA 2.0.
3. Submission of the pending AQARs.
4. The new CBCS system and Internal Quality Maintenance

Proceedings:

- The Principal and Chairperson of IQAC Dr. Atashi Karpha extended a warm welcome to the internal members of the newly constituted IQAC and expressed hope that the Cell would in the months and years to follow make its best effort to uphold the vision and mission of this esteemed 80-year institution.
- Dr. Karpha pointed out the College had previously applied for funds under RUSA 1.0 but did not receive any grant. She informed the members that RUSA, Govt. of West Bengal had asked the College to submit the DPR again to obtain funds under RUSA 2.0 and that the College was now to be guided by the implementation rules of RUSA 2.0. Following this, the College had submitted the DPR for Rs. 2 Crores and covering the estimate of expenses in the categories of new construction, renovation, upgrade and procurement. Dr. Karpha further spoke at length about the items that had been included under the category of procurement - new computers and computer peripherals, lab apparatus and equipment, books and e-resources, lab working-tables and printing machines for the library. She also mentioned that the West Bengal Small Industries Development Corporation (WBSIDC) had been approached and estimates obtained for items included in the category of renovation, such as renovation of student and staff washrooms, new wall-mounted cabinets, green glass boards in classrooms, computer peripherals and such others. As for new construction, Dr. Karpha expressed concern about the paucity of land in possession. She informed the members that the College had already made an appeal to the Govt. of West Bengal and HIDCO had made a recommendation of land for Second Campus. However, Dr. Karpha maintained that the college would be able to avail this opportunity only if that land was offered at a concessional rate. She opined that the immediate need was to continue pursuing the matter of grants under RUSA 2.0.

- Members discussed the issue of the AQARs of 2016-17 and 2017-18 that were necessary to be submitted and the IQAC coordinator Dr. Sanchita Sen suggested that work be started immediately to this effect. Data already collected for filling in AQAR 2016-17 would be checked again and additional data if any collected at the earliest. Dr. Sen also pointed out that HEIs would henceforth have to submit their AQARs online as per the revised AQAR submission rules of NAAC.
- Dr. Karpha stressed that, with the introduction of the new CBCS system from July 2018, the entire quotient of the teaching-learning process would change and would require modified academic and infrastructure facilities conducive to effective and efficient dissemination of the CBCS course curriculum. She also mentioned that the college class routine including both the existing classes under the 1+1+1 Course system and the CBCS semester system had been successfully introduced. The examination system would undergo significant change but efforts for maintaining academic quality would continue for both systems with formative evaluation methods, parent-teacher interface etc. already in place. Dr. Karpha expressed her faith in the ability of the teachers to maintain the academic and value standards of the College. In the same note it was resolved that College would continue as Local Chapter and facilitate enrolment in Swayam-NPTEL courses.

Karpha 18/12/2018.
CHAIRPERSON

Sanchita Sen 18/12/2018

Members

Iny de 18/12/2018

Ballari Ray Chaudhury 18.12.2018

John Kar 18.12.2018

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Nabawita Chakraborty 18.12.2018

Samir Dey 18.12.2018

Minutes of IQAC meeting dated 27.02.2019

Agenda –1. Taking over the responsibility of the IQAC

2. To discuss inclusion of external members in the IQAC.

- The former coordinator handed over the documents related to the IQAC to the Chairperson of IQAC.
- Chairperson and Members of the reconstituted cell discussed the inclusion of external members in various capacities in accordance with the revised NAAC guidelines of November 2017.

Adaspha 27/2/19.
CHAIRPERSON

Mausumi Mukherjee (IQAC Co-ordinator, Former)
27.2.19.
Members -

Jyoti 27/2/19

Gr. Mall 27/2/19

Nabanita Chakraborty 27/2/19

Samritha Dey 27/2/19

Sanchita Sen 27/2/19

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 12.03.2019

- Agenda: 1. Submission of pending AQARs
2. Discussion on quality initiatives to be taken

Proceedings:

- Discussions were held regarding the submission of AQARs pending from 2016-17 onwards according to the new online format. Suggestions were noted down regarding the data to be collected under the different metrics and special formats would be developed to obtain this data from the departments, academic and other committees and from the college office.
- It was resolved that faculty exchange programs would be planned and at least two departments – one from the Humanities section and the other from the Science section would be brought under this programme. Suggestions were put forward by the Chairperson.
- E-content to be developed by faculty members.
- No-plastic Day to be observed for at least one week and arrangements to be made by the NSS Unit-1 of the College.
- Environmental Awareness Programs to be undertaken in the college campus.
- Library infrastructure to be improved and students' awareness regarding use of library services to be enhanced.

Arappa 12/3/19
CHAIRPERSON

Members -

Iny de 12/03/2019

Ballari Ray Chaudhury 12.03.2019.

Nabainita Chakraborty 12/03/2019

Samrithi Dey 12/3/2019

Sanchita Sen 12/03/2019
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IOAC meeting held on 26.03.2019 in the Principal's Room

- Agenda – 1. To discuss about the data to be obtained for filling in AQAR.
2. To discuss on career counselling for students.

Proceedings:

- It was resolved that filling in the AQAR for 2016-17 in the new online format would require data pertaining to the year from the departments, student clubs, different committees, NSS Unit-1, the College Library and the College Office. All formats were drawn up to be distributed to these particular units.
- Required information and data to be requisitioned from the teachers in a subsequent Teachers' Council meeting.
- Request made by Jamboree Education Ltd. to conduct orientation programme for the students in TOEFEL, GRE, GMAT, ILLS was discussed.
- The various write ups needed to fill in the descriptive metrics of the online AQAR format were discussed.
- Student welfare and student representation data would be collected from the minutes of previous meetings held by the Students' Welfare Sub-Committee with the Class Representatives during the academic session 2016-17

Charphi 26/3/19
CHAIRPERSON

Members -

Ing De 26/03/2019

Ballari Ray Chaudhury 26.03.2019.

Gov Moha 26.03.2019

Nabanita Chakraborty 26/3/2019

Samith Dey 26/3/2019

Sanchita Sen 26/3/2019
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 03.04.2019 in the Principal's Room

Agenda – 1. To send letters to the already inducted external members in the IQAC.

2. To deliberate on the new online AQAR format.

3. To discuss about the workshop on pollution management and career counselling.

Proceedings:

- Drafts of letters were prepared for dispatch to the external members already inducted in the newly reconstituted IQAC. Additional names proposed for inclusion in the capacity of the Local Society member, Alumni Representative and Industry Representative. The new online format of AQAR as prescribed by NAAC was discussed at length. Metrics of the old and new formats were compared and gaps in information identified. It was resolved that former members would be requested to help the new IQAC in filling in these gaps.
- Dr.Karpha informed that Dr. Kalyan Rudra, Chairman, WBPCB had been requested to conduct a workshop on pollution management. The workshop would be conducted on 23rd April 2019 and for this all arrangements are to be made.
- It was resolved that Jamboree Education Ltd. would be allowed to conduct its orientation workshop for the benefit of the students aspiring for higher studies abroad.

CHAIRPERSON *A Karpha 3/4/19*

Members -

Imy de 3/04/2019

Gr - Math 03/04/2019

Nabanita Chakrabarty 3/04/2019

Samith Dey 3/04/2019

Sanchita Sen 03/4/19

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 22.04.2019 in the Principal's Room

Agenda 1 - To begin the insertion of data in AQAR 2016-17 in the online portal.

2. To finalize arrangements for environment workshop.
3. To discuss feasible future eco-friendly initiatives

Proceedings:

- The data format for AQAR 2016-17 was opened online. The process of filling in online was initiated and data was in several metrics of Part A. Quality initiatives which were already undertaken during the academic session 2016-17 were listed for insertion. The future plan of action were also listed.
- Dr. Karpha informed that all arrangements had been made for conducting the lecture and workshop on environmental pollution on 23.04.2017. Students had been notified about the poster display that would follow the lecture to be delivered by Dr. Kalyan Rudra. Dr. Rudra would inaugurate the display after the lecture.
- Members discussed feasible eco-friendly initiatives that would be undertaken in the immediate future. In this regard, installation of water harvesting system and solar panels were suggested and it was resolved that college would approach the concerned government departments and put requests for survey of the college building for these installations.

CHAIRPERSON *Karpha.*

Sanchita Sen 22/04/2019

Members -

Jny de 22/04/2019

Ballari Ray Chaudhury 22.4.2019.

Nabanita Chakraborty 22/4/2019

Samita Dey

22/4/2019

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 24.04.2019 in the Principal's Room

Agenda -1. Procedure for collecting data on different metrics of AQAR 2016-17

2. To discuss the plan of action for the next academic year.

Proceedings:

- It was resolved that student related data would be collected and compiled. For this, the students registered as students of the University within the reference date 30th September 2016 would be considered as enrolled students of the College. The web links for some of the AQAR metrics would be obtained from the website developer after posting the required information pertaining to the metrics in the website. All required data would be obtained from the College Administrative Office at the earliest to fill in the AQAR 2016-17. Data for some metrics would be obtained from the already submitted AISHE Nodal DCF II of the College. All relevant data from the different academic and non-academic committees and the faculty would be collected at the earliest. It was resolved that the IQAC would meet within a short time to complete the AQAR at the earliest. The Chairperson approved the selection of the Local Society and Industry Representatives in the IQAC.
- Quality initiatives to be taken in the light of the new requirements of NAAC were discussed. It was resolved that the College would undertake initiatives for enhancing library and laboratory resources for effective teaching-learning required for the new CBCS course curriculum. Feasible eco-friendly initiatives would also be undertaken in the immediate future.

CHAIRPERSON *Arappa 24/4/19*

Sanchita Sen
24/04/2019

Members -

Imy De 24/04/2019

Ballari Ray Chaudhury 24.04.2019.

G. V. Mah 24.04.2019

Nabanita Chakraborty 24/04/2019

Samita Dey 24/04/2019

Co-ordinator
IQAC
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 30.04.2019 in the Principal's Room

Agenda- 1. To continue compilation of data for AQAR 2016-17

2. to discuss the difficulties of filling in several of the metrics of AQAR 2016-17.

Proceedings -

- Members discussed the compilation of data for online submission of AQAR 2016-17.
- IQAC coordinator pointed out that there were several metrics in the online format which would require clarification from the AQAR Support Desk.
- Several queries were raised by members regarding the metrics and how to fill them in and these were discussed at length.
- It was decided that information documents required to be uploaded in the college website would be sent at the earliest to the web developer and weblinks obtained.

CHAIRPERSON *Arappa* 30/4/19.

Sanchita Sen
30/04/2019

Co-ordinator
IQAC
Gokhale Memorial Girls' College

Members -

Jyoti 30/04/2019

Ballari Ray Chandhury 30.04.2019.

Gr. Math. 30.04.19

Nabavita Chakraborty 30/04/19

Samithi Dey 30/04/19



Minutes of IQAC meeting held on 27.05.2019 in the Principal's Room

Agenda – 1) Completion of filling-in of AQAR 2016-17

2) To place the completed AQAR 2016-17 for Chairperson's perusal.

Proceedings:

- The IQAC met to complete the filling in of AQAR 2016-17 to make it ready for approval by a statutory body before the final submission.
- The IQAC coordinator placed the completed AQAR 2016-17 before the Chairperson. The entire filled-in AQAR format was read out. Modifications and alterations were made as per the suggestions made by the Chairperson. Further additions to be incorporated were also noted down. It was resolved that a tentative date would be fixed by the Chairperson for placing the filled-in and completed AQAR in the Teachers' Council/Governing body for approval.

CHAIRPERSON

Charphi 27/5/19.

Sanchita Sen 27/05/2019

Co-ordinator
IQAC

Gokhale Memorial Girls' College

Members -

Jyoti De 27/05/2019

Ballari Ray Chaudhury 27.05.2019.

Nabanita Chakrabarty 27.05.2019

Samita Dey 27/05/2019



ACTION TAKEN REPORT 2018-19

- DPR submitted to obtain funds under **RUSA 2.0**.
- Process completed for the introduction of new CBCS curriculum as per the directive of the Department of Higher Education, Govt. of West Bengal and as per the rules of the University of Calcutta. Class routine for the new CBCS Curriculum drawn up and successfully introduced. New infrastructure provisions sought to be made.
- Renovations made in the newly acquired rooms in the ground floor of Main Building (PTTI Rooms) to them suitable for conducting classes.
- Mezzanine floor constructed over a portion of the renovated rooms to install new computer laboratory.
- Library books purchased with college funds. Library Orientation Programs held for the benefit of the students.
- Student career counselling facilitated.
- Discussion held with the Principal of Behala College, Kolkata for introducing a faculty-exchange program.
- Cooperation sought from Shri Shikshayatan College for faculty-exchange program.
- Environment-friendly activities undertaken. Campus-cleaning drive undertaken. Special lecture on environmental pollution organized and lecture delivered by the Chairman, Pollution Control Board of West Bengal.
- Concerned government department SWIDD approached for installation of water harvesting device in the roof of the Main building. Site survey done by the engineers of the said department.
- Elaborate formative evaluations undertaken by all departments in the form of mock tests.
- Special lectures and remedial classes conducted by all departments.
- Enrolment in NPTEL courses continued.

Dr. Atashi Karpha (Principal)

Atashi Karpha

Dr. Sanchita Sen (IQAC Coordinator)

Sanchita Sen

Dr. Ivy De (Member)

Ivy De

Dr. Ballari Ray Chaudhury (Member)

Ballari Ray Chaudhury

Dr. Goutam Mahata (Member)

Goutam Mahata

Dr. Nabamita Chakraborty (Member)

Nabamita Chakraborty

Dr. Saurabh Niyogi (Member)

Saurabh Niyogi

Co-ordinator
IQAC
Gokhale Memorial Girls' College

