

Minutes of IQAC Meetings & Action Taken Report



Minutes of IQAC Meeting held on 19.07.2019

Agenda:

1. To contact NAAC Helpdesk to clear the problems faced in filling in certain metrics of the online AQAR format of 2016-17.
2. To discuss the execution of decisions taken in 2018-19 and pending
3. Drawing up plans for the new academic session 2019-20.

Proceedings:

- NAAC Helpdesk contacted over the phone. IQAC advised to go to AnyDesk app, Metric 5.1.1 and 8 filled in with the help of the NAAC Helpdesk and problem resolved.
- A few more future plans were envisaged by the IQAC
 - (i) Introduction of Yoga and Meditation as therapeutic device for enhancing physical and mental health of students.
 - (ii) Facilitating physical and mental health of students through professional counselling and introduction of student mentoring.
 - (iii) Yoga & Meditation proposed to be introduced as a certificate course in collaboration with a registered institution.
 - (iv) Constituting a Student Counselling Cell in the college and initiation of student mentoring in college.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)* CHAIRPERSON *Akarpal*

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Goutam Mahata *Goutam Mahata*

Dr. Nabamita Chakraborty *Nabamita Chakraborty*

Dr. Saurabh Niyogi *Saurabh Niyogi*

Minutes of IQAC Meeting held on 05.08.2019

Agenda

1. Confirmation of the minutes of meeting held on 13.07.2019
2. To discuss action plans for the new academic session

Proceedings -

1. It was decided to include the name of the Alumni representative as nominated by the Gokhlae Memorial Girls' College Alumni Association
2. Feasibility of Teacher- Exchange programme with other colleges namely New Alipore College and Sri Shikshayatan College was discussed.
3. The Chairperson suggested that the college install rain-water harvesting and solar panels on the roof-top as an eco-friendly initiative.
4. It was proposed that the IQAC would visit the NAAC website for guidance regarding the organization of UGC National seminars in the college.
5. Departmental seminars for the newly introduced CBCS system would be required and thus organized by the college.
6. To introduce yoga in regular classes.
7. To introduce Foreign Language such as Spanish/ German/ French in the college curriculum as a value-added course to enhance students' employability skills.
8. To introduce Statistics as a generic subject.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)* CHAIRPERSON *Alampas.*

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Saurabh Niyogi *Saurabh Niyogi*

Minutes of IQAC Meeting held on 11.09.2019

Agenda:

1. Confirmation of the minutes of meeting held on 05.08.2019
2. Filling in the AQAR of 2017-18
3. Reframing the feedback form for the Students' Satisfaction Survey to include a metric for use of digital teaching -learning tools.
4. To approach government authorities for introducing the eco-friendly installations
5. Miscellaneous

Proceedings:

1. Filling in of metric 7 discussed.

2. The IQAC Quality Assurance Initiatives identified and listed for the academic session 2017-18 as mentioned below –

(a) Introduction of Sociology as a Generic subject. Sociology introduced as a Generic Subject confirmed.

(b) To fill in the AQAR 2017-18, it was decided that the different college committees (Statutory and Non-Statutory) would be consulted for requisite data for the year 2017-18.

(c) Sets of different metrics of AQAR 2017-18 were entrusted to each IQAC member and the data would be collected by him/her from the departments, library and the college offices.

(d) It was decided that the External Analyst would be provided the Feedback forms for the preparation of the Stakeholders' Survey Report 2017-18.

(e) For undertaking eco-friendly initiatives in 2019-20, it was decided that the college would approach the authorities of SWID (State Water Investigation Directorate) for rain water harvesting and the Department of Non-Conventional Energy for installation of Solar Photo Voltaic Cells. The Chairperson also discussed the necessity of a no-plastic campus and that the college would take the necessary steps.

(f) Literary club activities to be increased. "Monochrome", the Literary Club magazine to be published.

(g) Since the college is situated opposite to a major city hospital (The SSKM), and it would use its locational advantage, the college would take its locational advantage to introduce cleaning of the college surroundings in collaboration with the Kolkata Traffic Police, as a Swachh Bharat Initiative.

(h) It was decided that the course outcomes and programme specific outcomes would be prepared and compiled for all Honours and Major Subjects to be posted in the college website.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)*

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Goutam Mahata *Goutam Mahata*

Dr. Sourabh Niyogi *Sourabh Niyogi*

Alexander
CHAIRPERSON

Minutes of IQAC Meeting held on 13.12.2019

Agenda:

1. Confirmation of minutes of meeting held on 11.09.2019
2. Organising Syllabus Workshops, Carrer Advancement Scheme workshops and Annual Memorial Lectures.
3. Discussion on NSS Unit 1 activities
4. Miscellaneous.

Proceedings:

1. IQAC Coordinator suggested that a resolution be taken for organizing a CAS workshop in 2020 and a syllabus workshop of the Department of Economics in March 2019-20.
2. The college would need to fix a date for the Annual Memorial Lecture.
3. All workshops and seminars are to be funded by the college. NSS Unit 1 too would conduct programs with advanced funding from the college.
4. Members of IQAC suggested that a Green Audit be undertaken in the college including use of water sources, use of LED lamps etcetera in the college and to contact the Green Audit Cell of the University of Calcutta.
5. To conduct Academic AA for the college as soon as possible beginning with the Academic Session 2019-20 and to collect all the information to this effect.
6. The Chairperson informed the cell about the unused caution money not claimed by the students and suggested that we the college utilize it fruitfully.
7. The college would motivate the final year students for Alumni Registration by not reclaiming the caution money.
8. A regular drive against single-use plastic within the college premises would be conducted by the themselves with poster display.
9. To continue with Blood Donation and Health Check-up Initiatives.
10. Utilize RUSA 2.0 funds
11. To facilitate and conduct group discussions and student presentation son a bi-monthly basis with regular maintenance of records.
12. To introduce Yoga as a regular training program.
13. To introduce a self-defense course such as Judo/ Karate and this would be initiated and managed by the Sports Committee.
14. It was decided that external analyst would be asked to submit the soft copy of the SSS Report of 2017-18 by 1st week of January 2020 and the hard copy of the full Stakeholders Report to the IQAC as soon as possible.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)*
Dr. Ivy De *Ivy De*
Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*
Dr. Goutam Mahata *Goutam Mahata*
Dr. Nabamita Chakraborty *Nabamita Chakraborty*

Akantha
CHAIRPERSON

Minutes of IQAC Meeting held on 07.01.2020

Agenda

1. Confirmation of the minutes of meeting held on 13.12.2019
2. Making arrangements to hold a CAS workshop in the College
3. To discuss introduction of Yoga Training Classes for students

Proceedings –

Agenda 1 - A tentative date of the IQAC – CAS Workshop was decided upon as 27.02.2020 at 2:00 PM with Shri. Tushar Kanti Ghara, State Nodal Officer and ADPI, Higher Education Department, govt. of West Bengal, as the honorable Speaker. There would also be a one-hour question-answer session after the lecture.

- (a) Braindrops, the Web Developer of the college would be entrusted with the task of arranging online registration for both the internal faculty and external participants from other Colleges. Spot Registration would also be considered.
- (b) Principals of other Colleges would be formally invited
- (c) Programme schedule was drawn up and different committees formed with teachers with the IQAC Coordinator as overall coordinator-
 - (a) Online Registration
 - (b) Hall Management
 - (c) Reception
 - (d) Refreshment and Food
 - (e) Posters, Flex & Certificates
 - (f) Invitation & Program Coordination
- (d) The Registration Fee for external participants was fixed at Rs.150/-.
- (e) Tentative estimates of expenses were also made and it was decided that the shortfall found after collection of registration fees would be covered by the College.

Agenda 2 - The IQAC members discussed the possibility of introducing Yoga Training classes under the aegis of the World Yoga Society.

Members present as per list of signatories.

Dr. Sanchita Sen

Sanchita Sen (Coordinator)

Chairperson
CHAIRPERSON

Dr. Ivy De

Ivy De

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury

Dr. Goutam Mahata

Goutam Mahata

Dr. Sourabh Niyogi

Sourabh Niyogi

Dr. Nabamita Chakraborty

Nabamita Chakraborty

Minutes of Meeting held by IQAC with CAS Committee on 20.02.2020

Single Agenda – Discussion with CAS committee regarding the executive committees formed for conducting the CAS Workshop and the responsibilities of the Non-teaching staff.

Proceedings –

The responsibilities of the executive committees were discussed and finalized,

- (a) Hall Management would involve Hall Preparation as well as guiding the participants to their seats. The College Electrician was assigned to assist the committee.
- (b) Reception committee members would confirm the online registrations and assist spot registration.
- (c) Four members of the non-teaching staff would assist the Food Committee.
- (d) Two teaching members would write the participation certificates and hand them over to the Certificate Committee members for distribution to the participants.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)* *Arpita*
CHAIRPERSON

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Goutam Mahata *Goutam Mahata*

Dr. Sourabh Niyogi *Sourabh Niyogi*

Dr. Nabamita Chakraborty *Nabamita Chakraborty*

Minutes of Online Meetings held by IQAC during the Covid-19 Pandemic Lockdown

Online Meet on 4th April 2020

All members present on Zoom Platform

Id - 529-512-804

Password – 176252

Agenda –

- Discussion on future academic planning
- Organizing Counselling sessions for Staff and Students, especially the 3rd Year and final batch of students to be conducted by Counsellor Dr. Shatabhisha Chatterjee.

Proceedings –

Members discussed ways and means to ensure regular online teaching by faculty to complete the syllabus and ensure preparedness of students for examination. Members discussed the state of mind of the outgoing 3rd year students waiting anxiously for direction from the Government and University regarding the conduct of examinations in the light of the pandemic.

Members discussed the necessity and feasibility of conducting counselling sessions to help students cope with the uncertainty as classes remain suspended and exams stalled.

Members discuss the compulsion regarding the use of digital tools for smooth and regular conduct of online classes during the period of lockdown.

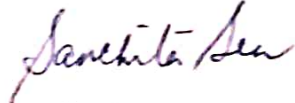
Members discuss the difficulties faced by students pertaining to internet connectivity and accessibility particularly in case of financially weak students.

Members resolve to encourage faculty to deliver as much as possible for the benefit of students.

Members resolve to encourage departments to organize online lectures/webinars.

Members discuss the possibility of providing Google Feedback Forms to current and past students to assess the efficacy of the curriculum designed for the degree courses for both the old 1+1+1 system and the new CBCS system.


CHAIRPERSON


IQAC COORDINATOR



Online Meet on 28th April 2020

All members present on Zoom Platform

Link -

<https://us04web.zoom.us/j/79669973968?pwd=MG1tSmRnYWk2NDRUaXlDVXhDc1QwQT09>

Agenda – Discussion on cultural program to commemorate the Birth anniversary of Rabindranath Tagore

Counselling sessions for 3rd Year students finalized and scheduled to be conducted from 11.05.2020 to 15.05. 2020

CHAIRPERSON *Arpita*

Sanchita Sen
IQAC COORDINATOR



Online Meet on 18th June 2020

All members present on Zoom Google Meet Platform

Meeting URL: <https://meet.google.com/mgw-gisq-baw>

Single Agenda – To discuss the possibility of collaborating with Malda College to organize an online national workshop on of ICT tools and techniques for the benefit of Faculty and Administrative staff

Proceedings –

- At the outset, Chairperson Dr. Karpha pointed out the necessity of using digital tools in teaching-learning and administrative work and particularly because of the lock down of allofflinesysyems due to the Covid-19 pandemic. She opined that it would be appropriate for a premier institution as Gokhale Memorial Girls' College to take the initial step by organizing a national workshop for disseminating the knowledge of the use of ICT tools not only to the Staff of the College but also to teachers and administrative staff of institutions across the country. She also suggested that the College collaborate with amother institution to organize such a workshop.
- Members of IQAC resolved to accept the proposal of Chairperson IQAC to collaborate with Malda College regarding the ICT workshop.
- It was decided that the workshop would be held for three consecutive days covering all aspects of Google tools and video capturing and video editing with OBS, website development and such others.
- The dates would be decided in consultation with Dr. Manas Baidya, Principal, Malda College
- The tentative title of the workshop would be -“How to use ICT in Teaching, Learning and Administrative Work in Higher Education System”
- Dr. Karpha requested the members to go through the program plan tentatively prepared and forwarded to her by Malda College and put in the suggestions regarding how to conduct the event.
- It was decided that since this would be a training program, the trainers would demonstrate online and participant would practice simulataneously. Thus they would get a hands on training and this would require every participant to keep a proper device in hand, laptop or an android phone.
- A program flyer would be prepared for circulation.
- The College web developer Braindrops would be asked to give the online logistic support before and after the event, make arrangements for online registration and payment, host and monitor the online meet, provide feedback forms and keep the record of participation for providing e-certificates.
- A feedback form would be provided for each day and participation certificates would be provided on submission of feedback for each day.



Dr. Karpha
CHAIRPERSON

Sanchita Sen
IQAC COORDINATOR

Online Meet of IOAC GMGC with Principal, Malda College on 28 th June 2020

All members present on Google Meet Platform.

Meet Link –<https://meet.google.com/vef-dive-bxp>

Single Agenda – Discussion in continuation of the online meeting held on 18.06.2020

Proceedings –

- Dr. Karpha confirmed that the dates of the three-day ICT workshop as decided in consultation with the Principal, Malda College would be from 2nd July 2020 to 4th July 2020 and the same had been communicated to the entire staff of the College.
- Dr. Manas Baidya, Principal, Malda College mentioned the names of the trainers who would facilitate and all trainers were the faculty and/or administrative staff of Malda college and competent to conduct the training workshop.
- The coordinator informed all that the event flyer had been circulate, registration was ongoing, feedback form and e-certificates designs were finalized.
- Dr. Baidya opined that it was necessary to give proper instructions to participants for successful hosting of the entire three-day event. Coordinator and members ensured that proper instructions would be given to the participants along with the meet links both via email and also in WhatsApp group created for the participants.

The meeting ended with thanks to the Chair and Dr. Baidya and on a positive and exuberant note as all were confident that the arrangements for hosting the event had been adequately made.

Karpha

CHAIRPERSON

Sanchita Sen

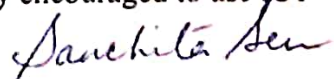
IOAC COORDINATOR



ACTION TAKEN REPORT

- RUSA grant obtained and all processes initiated to utilize the grant for procurement, renovation and construction for enhancement of infrastructure. Initiatives for enhancing library resources with College Fund and RUSA 2.0 grant through e-tendering and initiatives taken for purchasing e-resources.
- SWAYAM-NPTEL enrolment continued.
- Capability enhancement measures - To ensure preparedness of students, Revision Classes, Mock Tests, Tutorials, Class Tests, Doubt-clearing classes, Peer -tutoring in some departments undertaken, student presentations conducted and self- inspection of answer scripts encouraged. Special Lectures arranged to enhance students' understanding of the subject.
- Career counselling facilitated by TCS and IBT.
- Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted.
- Free ship and Book Bank facilities for needy and deserving students continued as an important student welfare measure.
- Parent-teacher interface to inform guardians of their wards' progress.
- Two Day Yoga and Meditation Workshop cum Training class conducted for promotion of physical and mental webeing of students.
- Counselling sessions held online for the College Staff and the outgoing 3rd year (Old 1+1+1 Syllabus) students to help all to cope with the unprecedented lockdown situation.
- A Three-Day Online Workshop & Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"
- Environment-friendly initiatives - Swachta Drives undertaken – SwachtaPakhwada observed. No single-use plastic week observed; SWID, Govt. of West Bengal approached for initiating the installation of water-harvesting system on the roof of the Main Building.
- Several activities undertaken by the NSS Unit and Social Awareness Club such as blood donation, outreach activity in the time of natural calamity and especially Covid pandemic.
- An important motivational and counselling webinar conducted by NSS with eminent doctor Dr. Amitava Nandy on maintenance of personal and community health and hygiene during Covid times.
- A Faculty Exchange programme undertaken with Department of Economics of New Alipore College, Kolkata.
- Students facilitated by offsite hostel arrangement in collaboration with YWCA only upto mid-March 2020 due to covid situation.
- Prompt commencement of online classes immediately after the declaration of nationwide Covid 19 Pandemic Lockdown - G suite accounts created by college for all departments to facilitate online teaching-learning. Faculty encouraged to use ICT


CHAIR PERSON


IBAC COORDINATOR



ACTION TAKEN REPORT (CONTD.)

tools for teaching the syllabus. Faculty encouraged to upload study material in the College Website during Covid-19 lockdown to facilitate the students unable to access the College Library physically

- Stakeholders' feedback obtained - Comprehensive hard copy feedback obtained from the 3rd year students and their guardians for preparing the Student Satisfaction Survey 2019-20; Online feedback obtained from the Alumni. Feedback obtained from teachers and students on both Old (1+1+1 sys.) and CBCS Curriculum design.
- Online feedback obtained from teachers and students on both Old (1+1+1 sys.) and CBCS Curriculum design through Google Forms for assessing the efficacy of the course curriculum.
- Departments encouraged to organize lectures and webinars during the Covid-19 lockdown period to maintain and enhance academic quality.
- Online admission process continued. Strict Covid protocol maintained in the College premises during the June-July 2020 admissions.
- Hostel facility provided in collaboration with the YWCA, but only till mid-March 2020 because of the subsequent covid pandemic lockdown.



Arpita
CHAIR PERSON

Sanchita Sen
IQAC COORDINATOR