GOKHALE MEMORIAL GIRLS' COLLEGE

Minutes of the IQAC Meetings & Action Taken Report

2020-21

Minutes of the Online Meet of IQAC on 18th June 2020

All members present on Google Meet Platform at 6:00 PM

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

All members present in the meeting.

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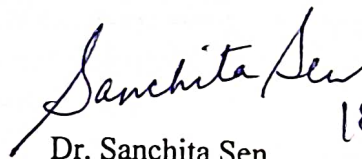
Proceedings –

- 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 alloffline systems 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 another 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 simultaneously. 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 preparedfor 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. Atashi Karpha   18/6/20

(Chairperson)

Dr. Sanchita Sen   18/6/2020

(Coordinator)

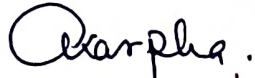# Online Meet of IQAC GMGC with Principal, Malda Collegeon 28.06.2020

All members of IQAC were present on Google Meet Platform. Dr. Manas Baidya, Principal, Malda College also was present. Meet Link – https://meet.google.com/vcf-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 assured 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. Participants would also be verbally told during the ongoing sessions to mandatorily keep their Audio and video tabs in the off mode.
- All participants would require google accounts for the hands-on training and that this account need not be the one used for registration.
- It would be necessary for all participants to have access to laptops/computers (with Windows 10 operating system) and download the Open Broadcaster Software. The link to this software download would also be provided by Mr. Chandan Sarkar through WhatsApp to the participants.
- Participants would also be required to download the following Apps –
  1) Google Meet
  2) Google Slide
  3) Google Sheet
  4) Google Class room
  5) Google Docs
- Dr. Baidya informed all, that he himself along with other faculty members from Malda College, namely Dr. Indrajit Chakraborty, Mr. Chandan Roy, Md. Rafikul Alam and Mr. Kankan Sarkar would speak on Google Tools and other ICT applications. They would be assisted by Technical Assistants, Shri. Biprateep Mondal and Shri Somnath Dutta. The speakers suggested that it would be beneficial if participants did a revision of the tools learnt by practicing during the lunch break.
- Dr. Karpha informed that the google platform would support 250 participants
- Faculty of Malda College cautioned that in case a particular speaker faced technical problem at his end then his technical session would be taken over by another faculty member to keep the session uninterrupted.

The meeting ended with thanks to the Chair and Dr. Baidya, Principal, Malda College.

Dr. Atashi Karpha 28|6|20

(Chairperson)

Dr. Sanchita Sen 28/06/2020

(Coordinator)

Emergency Online Meeting of IQAC called by the Chairperson on 01.07.2020

Meet Link: https://meet.google.com/ovk-uuze-vus
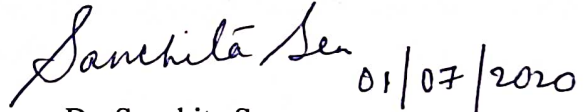
All memberspresent in the online meet.

Single Agenda– Discussion on preparedness of the IQAC for the Three-Day ICT workshop organized in collaboration with Malda College

Proceedings

- Members went through the instructions forwarded to participants regarding what to do and what not to do for successful completion of the workshop.
- The IQAC members' individual assignments during the ongoing workshop was finalized. It was decided that, members would remain alert and keep track of the digital proceedings alongside the facilitator host Web developer Braindrops for smooth conduct of the three-day workshop.
- The necessity of tools such as video capturing and editing was confirmed. This digital tool was to be discussed by the collaborator college on the 3rd day and it was decided that IQAC would request the participants to download the OBS Studio app well beforehand in their devices, preferably laptops.
- Since the workshop would involve hands-on training, it was resolved that participants' queries would be carefully monitored not only to facilitate uninterrupted training sessions but also participant satisfaction.
- Feedback forms would be essential for assessing the level of success of the workshop. Since each day new digital tools would be discussed, IQAC decided to have separate feedback for each day from the participants who attended that day's session.
- The fields to be included the feedback forms were finalized.
- E-certificate design discussed.

Dr. Atashi Karpha 1|7|20

(Chairperson)

Dr. Sanchita Sen 01|07|2020

(Coordinator)

Minutes of Online Meeting on 21.07.2020 at 4.30 pm on Google Meet Platform

Meet Link: https://meet.google.com/vzu-fuqj-wtw

All members present.

Agenda 1: Confirmation of minutes of meetings held on 18.06.2020, 28.06.2020 and 01.07.2020
Agenda 2: Discussion on matter to be included in AQAR 2017-18
Agenda 3: Discussion on College Academic Journal
Proceedings

Agenda 1: Minutes of meetings held on 18.06.2020, 28.06.2020 and 01.07.2020 were confirmed

Agenda 2 – Filling in the online AQAR 2017-18 format was discussed.

The quality initiatives and action taken report of 2016-17 were read out. the Future Plans as mentioned in AQAR 2016-17 were read. Members held discussion on the whether and how much these plans were put into action in 2017-18 and quality initiatives taken in 2017-18 were in tandem with the formulated plans.

The plan of action for 2017-18 and quality initiates undertaken were identified. It was decided that accurate data on students' scholarships would be collected from the college office and included in the metric on quality initiatives of AQAR 2017-18. The initiative on health check-up of staff and students and off-site facilities were also mentioned.Dr. Mahato mentioned that full time post vacancies be properly mentioned.Members agreed that the newly acquired PTTI rooms be renovated and turned into proper classrooms.

Agenda 3–Members held discussion on College Academic Journal. Coordinator requested the Chairperson, Dr. Karpha to re-initiate the College Academic Journal, Academia: GMGC. The procedures related to publication were discussed.

Dr. Ballari Ray Chaudhury agreed to hold a meeting with the student members of Literary Club to initiate the publication of the club magazine "Monochrome". She also suggested that this magazine be published onlinegiven the continuing pandemic lockdown situation.

Dr. Atashi Karpha   21/7

(Chairperson)

Dr. Sanchita Sen   21/07/2020

(Coordinator)

Minutes of Online Meeting on 18.08.2020 at 11.30 am on Google Meet Platform

Meet Link: https://meet.google.com/upj-kbdb-xwo All members present in the meeting.

Agenda 1: Confirmation of minutes of meeting dated 21.07.2020
Agenda2: Departmental class related discussion
Agenda 3: Uploading of AQAR 2018-19 discussed
Agenda 4: Miscellaneous other discussions

Proceedings

Agenda 1

- Discussion continued on smooth delivery of the curriculum by the faculty for ensuring maximum possible benefit to the students confined to online learning in the Covid-19 pandemic lockdown and maintain the academic standard of the college. Members admitted that Student attendance and response in online classes were not as good as in offline classes and it was necessary to ascertain how much they were being able to assimilate in online classes.

- Members admitted that there were internet connectivity issues which caused problems for the students. Members opined that if internet data is provided free of charge by the college to the students, then online classes can be conducted smoothly.

- For formative evaluation, coordinator suggested that weekly assessment tutorials be introduced. Some members suggested monthly assessments, viva voce, written tests etc. to assess students' progress and to decide what further was required to be done for the students' academic benefit.
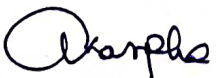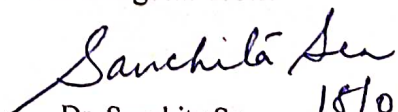
Agenda 2

- Compilation of data for uploading of AQAR 2018-19 was discussed. Coordinator informed that data compilation up to Criterion III was completed.

- Checking of financial data was still incomplete and this would be done with the help of the office personnel.

- Coordinator informed that it was necessary that the College Academic Calendar be uploaded in the college website duly signed by the Principal. The departments would be asked to maintain and update their departmental academic calendars and send a soft copy to the college mail for college records.

Agenda3

Miscellaneous issues relating particularly to quality maintenance and improvement were discussed and suggestions given.

- Provision of more student-friendly infrastructure

- Provision of incentives in the form of freeship and scholarships. Free ship was already being provided. It was decided that students would be informed about the various state and national scholarships available through workshop and lectures by competent authority.

- More online Club activities to be encouraged to infuse students locked up at home in pandemic times and engage them in fruitful and refreshing activities. It would encourage students to showcase their talents. Such activities would be conducted within the college once the pandemic time was over.

- The medicine shop owners Roy& Sen would be approached as was done earlier to draw up an understanding regarding provision of medicines to staff and students at concessional rates.

- A doctor-on-call to be brought in to look into the health matters on a regular basis.

Dr. Atashi Karpha 18/8
(Chairperson)

Dr. Sanchita Sen 18/08/2020
(Coordinator)

Meet Link: https://meet.google.com/xgs-gjph-rtz

All IQAC memberspresent in the meeting.

Agenda 1: Confirmation of minutes of online meeting held on 18.08.2020
Agenda 2: Discussion on completion of compilation of the AQAR 2017-18
Agenda 3: Quality Initiatives to be taken in view of the continuing lockdown situation

Proceedings

Agenda 1- Minutes of online meetings held on 18.06.2020, 28.06.2020, 01.07.2020 were confirmed

Agenda 2

IQAC Coordinator informed all members that compilation of AQAR 2017-18 was almost complete except for some metrics of Criterion 7 which would need further discussion. She informed all that the AQAR mentioned had already been communicated to the members and they would need to look into the existing gaps that are still there. Thereafter the said AQAR would be forwarded to the chairperson for placing in a statutory body. Coordinator pointed out that there were gaps in the available information which members would need to discuss with the Chairperson. Metrics such as on e-governance, decentralization etc. would be required to be discussed in the AQAR as per the conduct of administration in the institution. Moreover, among many best practices, the two most important needed to be identified and posted with details in the College Website. The metric on future plans of the institution was to be filled in, keeping in mind the necessity of undertaking new quality initiatives for advancement of the institution.

The chairperson said thatshe had read the AQAR 2017-18 as far as it had been compiled. She inquired about the existing blanks. The Co-ordinator sought the Chairperson's help in providing the necessary information which was provided and the following information was obtained.

- Accounts were managed with Tally software ERP 9.
- Software 21st Century GIS was used in Geography
- Data on number of applicants from Office 2 had been obtained to determine the demand ratio.
- CIE in Criterion I would include remedial classes, tutorials, Peer tutoring and such others
- Two classrooms were ICT enabled.
- There were no smart class rooms in the college
- Student mentoring had continued to remain informal in 2017-18 but customarily there was guidance and counselling by subject teachers in place.
- There was little scope for introducing innovation systems or incubation center in the institution
- No incentives were given to teachers for academic pursuits by the institution and incentives like career development opportunities were provided by external agencies such as UGC, state government and such others
- Scholarships and other forms student support were facilitated
- Teachers would be again asked to confirm their publications
- College does not have PG course. It had earlier applied to the University of Calcutta for affiliation for PG course in Human Rights. University had conducted an inspection but the affiliation was not provided.
- College had applied to the government for a land grant. The grant was provided but the price was unaffordable and the college could not avail the opportunity.

It was resolved that the rest of the data would be duly obtained and inserted to complete the AQAR 2017-18 compilation at the earliest and placed in the meeting of a statutory body, the Teachers' Council or the Governing Body

Agenda 3

IQAC Coordinator informed all that it was necessary to take more quality initiatives particularly during the ongoing pandemic lockdown situation when teaching-learning and extra-curricular activities were adversely affected. Some such initiatives suggested were –

- Continuance of online lectures, webinars, student activities as much as feasible
- Creation of more class room space by using the RUSA 2.0 funds. Chairperson informed all the college was repeatedly approaching the concerned authority for resumption of the PWD construction work which had been stopped in March 2020 because of unforeseen reasons. She expressed hope that work would resume with the intervention of the government authorities.
- MGNCRE SES REC Cell to function alongside the NSS Unit in social engagement and community work. Coordinator informed that such a cell had been already formed with a few teachers.
- Formation of an IT committee/cell.
- To nave a dedicated placement cell
- To encourage Alumni participation
- To introduce formal Student Mentoring as soon as possible when the pandemic situation ends.

Dr. Atashi Karpha   10|11|20

(Chairperson)

Dr. Sanchita Sen   10/11/2020

(Coordinator)

Minutes of Meeting on 10.02.2021 at 12:30 PM in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 10.11.2020
Agenda 2: Planning for new quality initiatives in the remaining half of academic session 2020-21
Agenda 3: Collection of data for AQAR 2018-19 and compilation

Proceedings

Agenda 1 - Minutes of meeting dated 10.11.2020 were confirmed.

The following was discussed –

- To undertake Academic and Administrative Audit annually from session 2020-21 onwards
- To improve quality of learning through assessments such as peer-tutoring, peer-assessments, self-assessment.
- To install wi-fi facility for the entire college/campus for use by teachers.
- Full digitalization of data maintained by office through software/App-based system
- Dr. Saurabh Niyogi explained the usefulness of digital tools in lecture preparation. Reviving the ICT enabled rooms of Psychology and Physics department would have to be the initial step.
- To open media center, encourage digital teaching-learning
- To again approach the authorities for installation of water harvesting and solar power systems
- To organize e-contentdevelopment workshop in college in collaboration with MOOCS or e-Pathshala etc.
- To install Solar Panels on roof top of main building.

Agenda 2

The AQAR 2018-19 format was discussed and responsibilities of compilation of metrics distributed among the members. It was decided that the departments would be asked to provide the data as early as possible by filling in the metrics already sent to their department mail. Compilation would be initiated as soon as the data was provided by the departments. Compilation of AQAR 2018-19 would take time. Uploading was tentatively fixed for August 2021 in view of the fact that teachers were committed to taking classes online and were not visiting the College frequently.

Criterion I and II would be compiled by Dr. Sanchita Sen and Dr. Ivy De
Criterion III by Dr. Goutam Mahata and Dr. Nabamita Chakraborty
Criterion IV by Dr. Sanchita Sen
Criterion V by Dr. Sourabh Niyogi, Dr. Ivy De and Dr. Ballari Ray Chaudhury
Criterion VI by Dr. Nabamita Chakraborty and Dr. Ballari Ray Chaudhury
Criterion VII by Dr. Sanchita Sen
Coordinator informed all that the format of metrics to be filled in by the departments was almost ready and could be sent to the teachers after modification.

Members present as per list of signatories

Dr. Sanchita Sen (Coordinator)	*Sanchita Sen 10/02/2021*
	Dr. Atashi Karpha (Chairperson) — *Karpha 10/2/21*
Dr. Ivy De	*Ivy de 10/2/21*
Dr. Goutam Mahata	*Goutam Mahata 10/02/2021*
Dr. Ballari Ray Chaudhury	*Ballari RayChaudhury 10/2/2021*
Dr. Sourabh Niyogi	*Saurabh Niyogi 10/02/21*
Dr. Nabamita Chakraborty	*Nabamita Chakraborty 10/02/21*

Minutes of Meeting on 31.03.2021 at 11:30 PM in Principal's Room

Single Agenda: Discussion on the SOP of SSR to be submitted for 3rd Cycle Accreditation

Proceedings

- The Manual of Standard OperatingProcedure of SSR submission was downloaded and read.
- Nature, Sources and Filling in of data on various metrics were identified and discussed.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 31/03/2021*   Dr. Atashi Karpha

Dr. Ivy De   *Ivy De 31/3/21*   (Chairperson)

Dr. Goutam Mahata   *Goutam Mahata 31/3/21*

Dr. Ballari Ray Chaudhury   *Ballari Ray Chaudhury 31/3/2021*

Dr. Sourabh Niyogi   *(signature) 31/3/21*

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Minutes Meeting on 01.04.2021 at 10:30 PM in Principal's Room

Single Agenda: Continuation of discussion on SOP

Proceedings

- Different metrics were put in different categories and data sources identified.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 01/04/2021*   Dr. Atashi Karpha

Dr. Ivy De   *Ivy De 1/4/21*   (Chairperson)

Dr. Goutam Mahata   *Goutam Mahata 01/04/21*

Dr. Ballari Ray Chaudhury   *Ballari Ray Chaudhury 1/4/2021*

Dr. Nabamita Chakraborty   *N.Chakraborty 01/04/21*

Dr. Sourabh Niyogi   *(signature) 1/4/21*

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Minutes of Meeting on 08.04.2021 at 10:30 PM in Principal's Room

Single Agenda: Continuation of discussion on SOP

Proceedings

- The templates for quantitative data were discussed.Members present -

Dr. Ivy De   *Ivy De 8/4/21*   Dr. Atashi Karpha

Dr. Goutam Mahata   *Goutam Mahata 08/04/21*   (Chairperson)

Dr. Ballari Ray Chaudhury   *Ballari RayChaudhury 8/4/2021*

Dr. Nabamita Chakraborty   *Nabamita Chakraborty 08/04/21*

Dr. Sourabh Niyogi   *(signature) 08/04/21*

All IQAC members were present in the meeting.

Single Agenda: Discussion on upcoming mega event "Infinite Ray"

Proceedings

Chairperson informed all that the Departments of English and Communicative English had completed the arrangements for the upcoming three-day mega event, "Infinite Ray" to be held from 1st July 2021 to 3rd July 2021 in association with the IQAC. This would include-

- International Academic Webinar titled, "Satyajit Cinema and Modernity on 1st July 2021followed by presentations by the winners of the Inter-college Essay Competition.
- Inter-college Quiz Competition "Magajastra"would be held on 2nd July 2021 with Quiz Master Rajiv Sanyal
- A Panel discussion titled, "Jalshaghar", on 3rd July 2021 with eminent film personalities such as Sharmila Tagore, Aparna Sen, Dhritiman Chatterjee, Barun Chanda and Siddhartha Chatterjee and film expert Dr. Madhuja Mukherjee with Ashoke Vishwanathan as Moderator.

Chairperson informed all that the entire event was planned and designed by the two departments. IQAC members would be involved in assisting the faculty of both departments in various capacities on the days on which the events were to be conducted. IQAC members Dr. Nabamita Chakraborty Dr. Sourabh Niyogi would assist in assessment of the essays submitted by participants in the Essay competition held prior to 1st July 2021.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator)   *Sanchita Sen* 29\06\2021   Dr. Atashi Karpha *(signature)*

Dr. Ivy De   *Ivy De* 29/6/21   (Chairperson)

Dr. Goutam Mahata   *Goutam Mahata* 29\6\21

Dr. Ballari Ray Chaudhury   *Ballari Ray Chaudhury* 29/6/2021

Dr. Nabamita Chakraborty   *Nabamita Chakraborty* 29|06|21

Dr. Sourabh Niyogi   *Sourabh Niyogi* 29|06|21

<u>Minutes of Meeting on 09.08.2021 at 10:30 PM in Principal's Room</u>

Agenda 1: Confirmation of minutes of meeting dated 10.02.2021, 31.03.2021, 01.04/2021, 08/04/2021 and 29/06/2021

Agenda 2: To check AQAR 2018-19 and upload the same on the NAAC portal

Agenda 3: To initiate the process for uploading of AQAR 2019-20

Agenda 4: Some issues of future Planning

Proceedings

Agenda 1 – The filled in AQAR 2018-19 was checked by the members and then uploaded by the Chairperson on the NAAC portal. Coordinator pointed out that it would be opened for edit by the NAAC personnel in two or three days' time and members would need to stay alert.

Agenda 2

- It was discussed that AQAR 2019-20 was required to be uploaded as soon as possible. In this regard, it was decided to circulate the blank format of metrics pertaining to the departments and request them to submit the data within a two-week period. The departments would be asked to follow the same procedure as they did while filling in the formats for the previous AQARs submitted online.

Agenda 2

- There was a discussion on whether it was necessary to continue publishing a hard copy of the College Magazine. Dr. Saurabh Niyogi opined that in pandemic times when everything was been conducted online it would suffice to have a Web Magazine managed by students themselves, creation of student blog would become possible and contributions of external writers could be included too. Other members maintained that screening of articles written by students and proof checking to maintain an evaluative control of matter to be published for public reading would require monitoring by the faculty members and cannot be left to the students' discretion.
- Members maintained that it was necessary to reorganize the College Website. Chairperson agreed to meet the website committee for the purpose.
- Chairperson maintained that the Anti-ragging Cell and the Sexual Harassment Cell which were already constituted would function as the Grievance Redressal Cell too. These committees would meet the students at stipulated dates to look into their problems if any.
- Chairperson maintained that the SC/ST Cell would adequately serve as the Equal Opportunity Cell.
- Chairperson informedall that formation of Information Technology Cell with the teachers as members was necessary for conducting all online teaching-learning, extra-curricular and teachers' career advancement initiatives as well as for maintenance of records. Three of the faculty were recommended namely Sri Sudipto Mondal of English Department, Smt. Priti Rajak of Economics Department and Dr. Newtan Biswas of Education Department.
- It was proposed that a workshop on e-content development would be conducted for the benefit of teachers.
- Gender-sensitization would be undertaken for the students. The Alumni Association of the College would be requested to conduct a workshop. The Social Awareness Club of the College would organize invited lectures.
- A Formal Mentoring System would be planned by the IQAC.
- A qualified counsellor would be recruited for conducting formal psychological counselling of students once the pandemic times were over and normal offline mode of activity was restored.

- Chairperson suggested that Nobel Laureate Abhijit Banerjee be contacted for conducting a webinar on contemporary issues.
- The Research Cell would be revived and student participation enhanced.
- The RED Cell of the SES REC under MGNCRE would be constituted and MOUs signed with NGOs to involve the students and faculty in community work on a regular basis. It was understood that it was not possible for the women-oriented institution to adopt a far-away village for social engagement. Instead, MOUs would be drawn up with local institutions engaged in community work and adopt local low-income areas such as city slums for social work.
- Classroom facilities would be extended. Wi-fi systems for teaching would be installed in the event that institutions reopened, attendance restricted for maintaining covid protocol and necessity arose for conducting classes in a blended mode from the College itself.
- Discussion was held regarding finding a better venue for sports and introducing newer opportunities for the students when college reopens.

Members present as per list of signatories

- Dr. Sanchita Sen (Coordinator)   Dr. Atashi Karpha
- Dr. Ivy De   (Chairperson)
- Dr. Goutam Mahata
- Dr. Ballari Ray Chaudhury
- Dr. Nabamita Chakraborty
- Dr. Sourabh Niyogi

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Minutes of Meeting on 16.08.2021 at 10:30 PM in Principal's Room

Single Agenda: Final edit of AQAR 2018-19 submitted on 09.08.2021

All members present.

Proceedings

The HEI portal of the college was opened and edit page read. All metrics which required editing, changes etc. were noted and procedures discussed. Members resolved to edit and resend within 15 days of AQAR edit open as stipulated by NAAC

Members present as per list of signatories

Dr. Sanchita Sen (Coordinator)   Dr. Atashi Karpha

Dr. Ivy De   (Chairperson)

Dr. Goutam Mahata

Dr. Ballari Ray Chaudhury

Dr. Nabamita Chakraborty

Dr. Sourabh Niyogi

Minutes of Meeting on 31.08.2021 at 12:00 Noon in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 16.08.2021
Agenda 2: SACT related discussion
Agenda 3: Conduct of offline classes after college reopens post-pandemic and maintenance of records
Agenda 4: Training for the teaching and non-teaching staff
Proceedings

Agenda1 - Minutes of meeting dated 16.08.2021 confirmed.

Agenda 2

- Members resolved that the College authority would meet the State Approved College Teachers (Contract) in subsequent Teachers' Council meeting and discuss their responsibilities regarding their college hours and other assignments. Dr. Chakraborty suggested that it would be appropriate for HODS to provide a report on monthly performance as regards the duties assigned to the SACT by the department and the College.

Agenda 3

- Members suggested that the college authority should obtain a feedback on syllabus completion planning from the HOD.
- Hods would be advised to submit a compiled report at the end of the month, of classes allotted and taken by the faculty mentioning the percentage of syllabus completion.
- Offline practical classes would be started for the lab-based subjects from November 2021 onwards. Students would be asked to attend college in groups and group-wise student attendance maintained – an innovative teacher endeavor.
- The college authority would decide in consultation with the teachers how to conduct regular classes in blended mode from November 2021 when the college reopens.
- Chairperson informed all that college would provide personal Gsuite accounts to all teachers for smooth conduct of classes, meetings and evaluations.

Agenda 4

- Simplified software-based training programs would be conducted for office staff. These programs would be kept open for the participation by the non-teaching staff of other colleges too
- Officials of Vigyan Chetana Bhavan would be visited by the members for conducting IPR workshops for the benefit of the teaching staff
- E-content development training programs would be conducted for the teachers.
- New Foreign Language certificate courses would be introduced for the students
- College would try to arrange for Google tools training classes for the non-teaching staff to equip them to perform administrative functions easily.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 31/08/2021*   Dr. Atashi Karpha *Akarpha 31/8*

Dr. Ivy De *Ivy de 31/8/21*   (Chairperson)

Dr. Goutam Mahata *Goutam Mahata 31/8/21*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 31/8/2021*

Dr. Nabamita Chakraborty *Nabamita Chakraborty 31/8/21*

Dr. Sourabh Niyogi *[signature] 31/8/21*

Minutes of online meeting with SACT, CNDV on 15.09.2021 at 8.00 PM on Google Meet Platform

Meet Link: https://meet.google.com/hzq-hppk-jee All members present.

Single Agenda: Discussion on conduct of Rashtriya Poshan Maah 2021 by the CNDV Department

It was proposed by Smt. Pratyasha Agarwal, SACT, Dept. of CNDV that the Rashtriya Poshan Maah 2021 be observed during the entire month of September by the Department of Clinical Nutrition and Dietetics in collaboration with the IQAC of the College. Several events were suggested by her. However, since the college was still in a lockdown situation all events selected would be conducted online.

The following events were tentatively selected -

- An intra-departmental student competition Webinar with presentations by students of the CNDV department

- Expert Talkon dietary needs of infants by Retd. Prof. Bela Bose, President of NGO Ekatma and on Medicine and Diet by Mr. Aritra Khan, Nutrition Educator

- Inter-college Poster-making Competition on the Topic – Combating Hidden Hunger

- Video Compilation by students on health benefits of Yoga, Kitchen Gardening and Carrer Prospects of the CND course

Smt. Agarwal said that she would contact all the external experts who would be required to assess the presentations and posters. She also requested the IQAC members to extend their help when required. IQAC members would be present in the online events.

Dr. Atashi Karpha

(Chairperson)

Dr. Sanchita Sen   15/09/2021

(Coordinator)

Minutes of IQAC meeting with Academic Audit Committee on 30.11.2021 at 11:45 AM in Room LT2

Single agenda: Discussion on the conduct of AAA for the College for the session 2019-20

Proceedings

IQAC met with the teacher members of the Internal Academic Audit Committee to discuss the procedure of conducting AAA for session 2019-20. IQAC members discussed the metrics of Academic Audit and pointed out that these metrics would be the same as those applicable for filling in the Annual Quality Assurance Reports (AQARs) submitted by the institution for each academic session. Departments would need to comply. They would need to collect data as required. All supporting documents would be required. But both hard and soft copies of documents would be considered valid. Members of the Audit Committee would need to distribute the responsibility of checking all data of all departments conveniently among themselves as time was a constraint. The metrics were read out. it was decided that departments would prepare their reports tentatively by 14th December 2021 and submit the same to the Audit Committee for checking and evaluation.

Members of Audit Committee would complete the review, sign a report for their respective departments and submit to the IQAC. Shortfalls would be mentioned and departments would be made aware.

After all departments were evaluated by the internal auditors, IQAC would prepare a report of the AAA and submit it to the college authority. The report would then be placed before the auditors from the Governing Body.

Members present -

Dr. Sanchita Sen (Coordinator)   *Sanchita Sen 30/11/2021*   Dr. Atashi Karpha

Dr. Ivy De   *Ivy De 30/11/21*   (Chairperson)

Dr. Goutam Mahata   *Goutam Mahata 30/11/21*

Dr. Ballari Ray Chaudhury   *ballari Ray Chaudhury 30/11/2021*

Dr. Nabamita Chakraborty   *Nabamita Chakraborty 30/11/21*

Dr. Sourabh Niyogi   *30/11/21*

Minutes of meeting on 03.12.21 at 2:45pm in Principal's Room

Agenda 1: Confirmation of minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021
Agenda 2: Discussion on the conduct of AAA
Agenda 3: Discussion on mentoring and feed back

Proceedings

Agenda 1 - Minutes of meeting dated 09.08.2021, 16.08.2021, 31.08.2021, 15.09.2021 and 30.11.2021confirmed.

Agenda 2

- Process of result analysis for inferring on course learning outcomes discussed. Result analysis would be considered for batch of 2019. Score 60 and above would be 1stClass Honours and 40 to 59 would be regarded as 2nd class Honours. Score 30-35 would qualify as general only.
- For Academic Audit, all student related data on activities, research publications of teachers, Alumni contribution, Staff and Student welfare would be highlighted. It would be mandatory to provide the minutes of departmental meetings. For Administrative Audit information on staff, infrastructure and facilities and studentactivities were to be highlighted.
- Student facilitation in the period prior to the introduction of formal mentoring would be highlighted.
- It was resolved that Student Feedback Forms meant for the Student Satisfaction Survey must be anonymous. Required changes to be made in the existing frame. Hard copies of the same to eb maintained. These feedbacks would be obtained as earlier done form the current last batch of students (admitted in 2019). They would now be Semester V students from whom feedback would be obtained at the end of Semester VI around May 2022. Cross subject feedback metric already included in the original form as student assessment of General subject teachers. Members suggested that a metric on student welfare be included but Chairperson opined that this metric would fetch widely varying responses.

Agenda 3:

- IQAC members agreed that it was necessary to make further study on how to construct a mentoring feedback form to make one easier for the student mentee to respond.
- It was resolved that mentoring be started immediately with the current Odd Sem students of Semester I, III and V. Chairperson suggested that there be at least two sessions of mentoring in one semester.Guidelines of mentorship to be discussed in a Teachers' council meeting with the mention of previous IQAC resolutions regarding introduction of formal mentorship.
- Coordinator proposed that it would be convenient to merge mentorship sessions with tutorial periods.
- Mentorship feedback would be obtained from the current Semester V students in April / May 2022 when the same students would be in Semester VI with prior notification. It was proposed that tentatively one mentoring session for Honours students of Sem I, III and v would be done in December 2022 and 2 mentoring sessions for generic subject students in January 2022.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 3/12/2021*

Dr. Atashi Karpha *Karpha 3/12*
(Chairperson)

Dr. Ivy De *Ivy De 3/12/21*

Dr. Goutam Mahata *Goutam Mahata 3/12/21*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 3/12/2021*

Dr. Arijit De *Arijit De 3/12/21*

Dr. Sk. Sariful Islam *Sk Sariful Islam*

Dr. Nabamita Chakraborty *Nabamita Chakraborty 3/12/21*

Dr. Sourabh Niyogi *[signature] 3/12/21*

Minutes of Meeting on 07.12.2021 at 2.45 PM in Principal's Room

Single Agenda: Discussion on Mentorship prior to its introduction in a subsequent TC meeting

Proceedings

- IQAC met to discuss the proposal of mentorship to be put in the upcoming TC meeting with a presentation on how to mentor. A broad outline of the methods of mentoring was chalked out which would include mentoring the students on - Academics, Life skills, Career skills, Social skills, Personalityand Extra-curricular activities. Teachers would be informed that the IQAC had discussed the introduction of formal mentorship in previous meetings held both online and in the college. Teachers would be made aware that mentoring could not be formally introduced as the institution was in a lockdown situation and students were not coming to college and in-person mentoring was not possible. But that it had been previously resolved by the IQAC that mentoring would be introduced as soon as the college re-opened *(Ref. Minutes of meeting dated 10.11.2020 and 09.08.2021).*Now that the College had reopened on 16.11.2021, it would be necessary to introduce formal mentoring sessions for all current students of the College. Since students of different semesters would attend on different days in accordance with a blended mode of teaching, all departments would accordingly assign mentees to mentors (full-time teachers) to conduct mentoring sessions for both Honours students as well as the Generic subject students. Honours students would be directly mentored by their Honours subject teachers. Parallelly, they would also be mentored by their respective Generic subject teachers. It was clarified that mentoring by generic subject teachers would ensure the working of a cross-mentoring system.

- Teachers would be informed that it was necessary to obtain a mentorshipfeedback from the students and this should be obtained from the last batch of students in an academic session. There would be two separate mentorship feedbacks – (i) an Honours mentorship feedback to be obtained from the last batch of honours students student at the end of Semester VI before the Sem-end exam begins. (ii) a feedback from Semester IV (even Semester) for Generic subject Mentorship after they had completed two years of mentorship by generic subject teachers.

- Current Semester V students would experience only Honours mentorship. Mentorship activities would then be duly included in the AQAR 2020-21.

- Departments would submit a comprehensive report of all mentoring sessions to the IQAC

- Student facilitation/counselling undertaken in the period prior to the introduction of Formal Mentoring would be highlighted in the AAA of 2019-20 and departments would prepare their own reports to be included in their profiles for the AAA. The same would be done for academic sessions 2015-16 to 2018-19.

- Departments would submit the data for AAA by 14th December 2021 to the Academic Audit Committee.

- Departments would select tutorial dates or other convenient dates for mentoring and conduct mentoring with proper notification. They would also send comprehensive reports to the IQAC form academic session 2020-21 onwards.

- Departments would be notified by the Principal to complete 1st Odd Sem mentoring for all honours and generic students by 23rd December 2021, prepare mentorship reports and send them to IQAC by mail.

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- Chairperson of IQAC Dr. Karpha requested the teachers to complete at least one session of mentoring of all Odd Semester students (Honours and Generic) by 23rd December 2021.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen 07/12/2021*

Dr. Atashi Karpha *Karpha. 7/12*

(Chairperson)

Dr. Ivy De *Ivy De 7/12/21*

Dr. Goutam Mahata *Goutam Mahata 7/12/21*

Dr. Arijit De *Arijit De 7/12/21*

Dr. Sk. Sariful Islam *SK Sariful Islam*

Dr. Nabamita Chakraborty *Nabamita Chakraborty 7/12/21*

Dr. Sourabh Niyogi *[signature] 7/12/21*

ACTION TAKEN REPORT 2020-21

Academic Quality

➤ Enrolment in SWAYAM-NPTEL courses continued.

➤ Provision of personal G-suite accounts to the faculty members for facilitating smooth online teaching-learning; formative and summative evaluations; conduct of departmental and college administrative functions.

➤ Library Orientation Programmes (LOPs) conducted online for faculty and students for disseminating information regarding availability, remote access and use of e-resources available on Nlist (INFLIBNET) and those purchased for the Central Library from well-known publishing companies.

➤ National and International Level Webinars conducted.

➤ Online feedback on Curriculum Design obtained from Students and Faculty through Google Form.

➤ Online Alumni Satisfaction Feedback obtained through Google Form.

➤ Online Guardian Satisfaction Feedback obtained through Google Form.

➤ Reports on conduct of classes and syllabus completion obtained by the College authority from the Faculty to maintain the academic standard.

➤ Parent-Teacher interface continued in the online mode.

➤ The process of conducting Administrative and Academic Audit (AAA) of 2019-20 initiated.

Infrastructure Augmentation

➤ Full utilisation of RUSA 2.0 fund of Rs 1 Crore - (a) on new 'Construction' ongoing till date with PWD, Govt. of West Bengal (b) procurement of books, e-resources and laboratory equipment under "Procurement" (c) construction of Computer Room, renovation in classrooms and renovation of Principal's Room and College Offices under "Renovation" by WBSIDC.

➤ Utilisation of College fund for repair of damages caused to the building due to super cyclone AMPHAN.

Student Benefit and Welfare

➤ Needy students identified during the Covid Pandemic Lockdown. Students provided with mobile devices for uninterrupted attendance in online classes. Special student assistance in the form of Tuition Fee waivers and reductions provided.

➤ Career and counselling workshops for students – (i) Career Counselling Orientation Programme for the Students of Semester V organized by the Placement Cell of the College by Catalyst, West Bengal. (ii) A Career Awareness and Counselling Programme titled, "Building a Cutting Edge

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Career for 21st Century", conducted online by Presidency University, Bengaluru on 27th November 2021 for students of Semester 5;

➤ Workshop conducted by competent authorities for generating basic awareness among students on the eligibility of obtaining State and National Scholarships.

➤ An online Webinar on Post-Graduation and Doctoral Opportunities Abroad in association with Jamboree Education Pvt. Ltd. to disseminate information on eligibility requirements to apply for MS and Ph.D programs in USA and UK, other affordable degree options, how to apply for scholarships, living costs, settlement options etc. on 29th September, 2021

➤ A formal student mentoring system introduced for Even-semester 2021 (June- December) students.

➤ College collaborates with Young Women's Christian Association (YWCA) to provide offsite Hostel facility to outstation students. However, during the covid pandemic lockdown starting 16th

Professional Development of Staff

➤ A Three-Day Online National Workshop & Training Programme at National Level for the Professional Development of Faculty and Administrative Staff titled, "Developing Skills through ICT Tools and Techniques" in collaboration with Malda College, Malda, West Bengal.

➤ State-Level Workshop conducted on 28th June 2021 on Career Advancement Scheme (CAS) for the benefit of the Teaching staff by Shri Tushar Kanti Ghara, ADPI, Dept. of Higher Education, Govt. of West Bengal and State Nodal Officer, AISHE.

Institutional Social & Community Responsibility

➤ World Environment Days observed - On 5th of June, 2020 through planting of saplings by the Staff and Students in their own homes to counter the destruction wrought by super cyclone AMPHAN in the State, while maintaining Covid-19 lockdown protocol and on 5th June 2021 by the NSS student volunteers in their own homes.

➤ Online Workshop and Lecture conducted on 14.08.2020 by NSS Unit-1 with eminent physicians and oncologist Dr Amitabha Nandy to raise health awareness and hygiene during pandemic times.

➤ The GMGC Covid Helpline launched in May 2021 by the Faculty and Student members of NSS Unit-1 to provide 24X7 online facilitation to the covid affected people of West Bengal and neighbouring states during the devastating second wave of Covid-19 pandemic.

➤ The MGNCRE SES REC Cell formed with faculty members for the improvement and enhancement of campus environment quality and off-campus community engagement.

➤ Psycho-social Support (PSS) activities conducted the Department of Psychology under the Beat Covid Campaign of the SES REC Cell with assistance by the faculty and student members of NSS Unit-1 of the College.

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- Psychological interactive sessions conducted by the Department of Psychology -Specialised interaction addressing the grief experiences of students who have suffered from a loss of beloved one in the Covid-19 pandemic time.

- Relief work initiated by the NSS unit-1 members in May 2021 in super-cyclone YAAS affected areas of Gosaba, South 24 Parganas District.

- The College Covid-19 Cell formed to monitor the observance of Covid-19 protocol in the college premises following the reopening of the institution on 16th November 2021. Students of all semesters and their guardians invited to an online lecture "E Classrooms to Real Classrooms - the Road Ahead" by Dr. Kunal Sarkar, eminent Cardiac Surgeon on 11.12.2021.

- Negotiation started with Calcutta Ekatma, an NGO for signing MOU for conducting social work and two slums of Kolkata visited by NSS students for surveying dietary needs of mother and child - in tune with the objectives of the MGNCRE SES-REC Cell of the College under the guidance of Calcutta Ekatma.

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