

GOKHALE MEMORIAL GIRLS' COLLEGE



Minutes of the IQAC Meetings & Action Taken Report

2021-22

Minutes of Online Meeting on 29.06.2021 at 10:30 AM in Principal's Room

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 2021 followed 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. Madhuj 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 and Dr. Saurabh 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
Co-ordinator 29/6/21
IQAC

Atashi Karpha 29/6
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De

Ivy De 29.6.21
Gokhale Memorial Girls' College

Principal
Gokhale Memorial Girls' College

Dr. Goutam Mahata

Goutam Mahata 29.6.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 29.6.21.

Dr. Nabamita Chakraborty

Nabamita Chakraborty 29.6.21

Dr. Saurabh Niyogi

Saurabh Niyogi 29/6/21



Minutes of Meeting on 09.08.2021 at 10:30 PM in Principal's Room

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 informed all 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, English Department, Smt. Priti Rajak, Economics Department and Dr. Newton Biswas, 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) *Sanchita Sen* 9/8/21 **Co-ordinator**
IQAC
Gokhale Memorial Girls' College
- Dr. Ivy De *Ivy De* 9.8.21 (Chairperson)
- Dr. Goutam Mahata *G. Mahata* 9.8.21
- Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 9.8.21.
- Dr. Nabamita Chakraborty *Nabamita Chakraborty* 9.8.21
- Dr. Saurabh Niyogi *Saurabh Niyogi* 9/8/21

Atashi Karpha

Principal
Gokhale Memorial Girls' College

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) *Sanchita Sen* 16/8/21 **Co-ordinator**
IQAC
Gokhale Memorial Girls' College
- Dr. Ivy De *Ivy De* 16.8.21 (Chairperson)
- Dr. Goutam Mahata *G. Mahata* 16.8.21
- Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 16.8.21
- Dr. Nabamita Chakraborty *Nabamita Chakraborty* 16.8.21
- Dr. Saurabh Niyogi *Saurabh Niyogi* 16/8/21

Atashi Karpha 29/8
Dr. Atashi Karpha

(Chairperson)

Principal
Gokhale Memorial Girls' College



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

Agenda 1 - 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 compile a 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 arrange for the training the non-teaching staff in use of Google Tools to equip them to perform administrative functions easily and efficiently

Members present

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
Co-ordinator
31/8/21 IQAC
Gokhale Memorial Girls' College

Dr. Atashi Karpha

Atashi Karpha
31/8

Dr. Ivy De

Ivy De 31.8.21

(Chairperson)

Dr. Goutam Mahata

Gv - Mahata 31.8.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 31.8.21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 31.8.21

Dr. Saurabh Niyogi

Saurabh Niyogi 31/8/21

Principal
Gokhale Memorial Girls' College



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 Talk on 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 Career 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)

Principal
Gokhale Memorial Girls' College



Dr. Sanchita Sen

(Coordinator)
Co-ordinator
IQAC
Gokhale Memorial Girls' College



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 - *Sanchita Sen*
Dr. Sanchita Sen (Coordinator) *30/11/21* Co-ordinator
IQAC
Gokhale Memorial Girls' College

Ivy De *30.11.21*
Dr. Ivy De


Goutam Mahata *30.11.21*
Dr. Goutam Mahata

Ballari Ray Chaudhury *30.11.21*
Dr. Ballari Ray Chaudhury

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

Saurabh Niyogi *30/11/21*
Dr. Saurabh Niyogi

Atashi Karpha
Dr. Atashi Karpha (Chairperson)
Principal
Gokhale Memorial Girls' College



Minutes of meeting on 03.12.21 at 2:45 pm 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 30.11.2021 confirmed.

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 1st Class 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 student activities 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 be maintained. These feedbacks would be obtained as earlier done from 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* 3/12/21
 Co-ordinator IQAC
 Gokhale Memorial Girls' College

Atashi Karpha
 Dr. Atashi Karpha

Dr. Ivy De *Ivy De* 3.12.21 (Chairperson)

Dr. Goutam Mahata *Goutam Mahata* 3.12.21

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 3.12.21

Dr. Arijit De *Arijit De* 3.12.21

Dr. Sk. Sariful Islam *SK Sariful Islam* 3/12/21

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

Dr. Saurabh Niyogi *Saurabh Niyogi* 3/12/21

Principal
 Gokhale Memorial Girls' College



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

Agendum: 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, Personality and 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. Parallely, 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 mentorship feedback 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. 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) 7/12/21

Dr. Ivy De

Dr. Goutam Mahata

Dr. Arijit De

Dr. Sk. Sariful Islam

Dr. Nabamita Chakraborty

Dr. Saurabh Niyogi

Co-ordinator
IQAC

Gokhale Memorial Girls' College

7.12.21

7.12.21

7.12.21

SK Sariful Islam

Nabamita Chakraborty

Saurabh Niyogi

7/12/21

7/12/21

7/12/21

Dr. Atashi Karpha

(Chairperson)

Principal
Gokhale Memorial Girls' College



Minutes of Meeting on 19.02.2022 at 10:45 am in Principal's Room

Agenda 1 – Confirmation of minutes of meeting held on 07.12.2021

Agenda-2 – Discussion on different aspects of Academic & Administrative Audit 2019-20

Agenda 3 – To discuss completion of AQAR 2019-20 and submission

Agenda 4 – A.O.B.

Proceedings

Agenda 1- Minutes of meeting held on 07.12 2021 confirmed.


Agenda 2 –


- The AAA of 2019-20 was reviewed. All departments had adequately furnished data on the relevant metrics. There was one common metric for which there was a shortfall in data and the metric was related to ex-student data. Members were requested to suggest methods for maintaining ex-student data on progression and placement. Dr. Arijit De suggested that a department-wise data collection base be created and goggle forms be used to for obtaining ex-student data on progression and placement. Dr. Karpha enquired whether a Facebook page could be opened for this purpose. Members discussed the inclusion of fields such as progression, placements, success in competitive examinations and such others with relevant document upload in google form. Members agreed that the internal AAA of 2019-20 should be compiled at the earliest.
- Members agreed that the college would seek the ranks obtained by students in final university examination for the years 2016-17 to 2019-20 for assessment of student performance and outcomes that would be relevant not only for the academic audit but also for the preparation of overall self-study report of the college.
- Members agreed about the necessity of continuing the academic journal of the college and that the Journal Committee would be requested to take up the matter of ISBN number of the existing journal-whether the existing one would still be admissible or that the college should apply for a new ISBN number for the academic journal.

Agenda 3 – The procedure to be followed for completion of compilation of AQAR 2019-20 was discussed.

Agenda 4 – Members discussed the necessity of meeting at least twice a week for completing the compilation of AQAR 2019-20 and for preparation of the institution SSR for the 3rd cycle NAAC accreditation. It was resolve that the members would meet as frequently as possible to complete the compilation of AQAR 2019-20 at the earliest.

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 19/2/22  *19/2/22*

Dr. Goutam Mahata *Goutam Mahata* 19.2.22 

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 19.2.22

Dr. Arijit De *Arijit De* 19.2.22

Dr. Sk. Sariful Islam *SK Sariful Islam* 19/02/22

Dr. Nabamita Chakraborty *Nabamita Chakraborty* 19/02/22

Dr. Saurabh Niyogi *Saurabh Niyogi* 19/02/22

Dr. Atashi Karpha (Chairperson) *Atashi Karpha*



Minutes of meeting held on 23.02.22 at 11:45 am in Principal's Room

Agenda 1 – Confirmation of the minutes of the meeting held on 19.02.2022

Agenda 2 – Filling up the AQAR of 2019-20

Agenda 3 – A.O.B.

Proceedings

Agenda 1 – Minutes were read and confirmed by the Coordinator.

Agenda 2 – The discussion of AQAR 2019-20 was undertaken. Several quantitative and qualitative metrics were discussed. Coordinator informed that the reference period for AQAR for 2019-20 would be June 2019 to December 2020.

- It was decided that the previous filled in AQAR will be consulted.
- Water Audit that was conducted in December 2020 would be included in quality initiatives for the period
- The following metrics were discussed.

- Coordinator informed that feedback on curriculum design has already been obtained through Google forms
2.3.2 – student mentoring system had been drawn up.

2.5.2 - continuous internal evaluation carried out through the online mode would also be included.

2.5.3 -academic calendar disrupted due to Covid-19 pandemic would be re-instated

2.4.2 – procedures for maintaining support facilities would be included

6.1.1 – participative management through several committees to be emphasized

6.2 – strategy development and deployment method would be adopted

6.2.2 – e-governance methods to be examined. Dr. Arijit De suggested the creation and maintenance of an Event Diary to keep track of college events

7.1.6 - NSS Unit -1 would be asked to provide information on activities undertaken during covid lockdown.

7.1.7 – campus would be described as an eco-friendly one

- It was resolved that webinars conducted and successful operation of the GMGC Covid Helpline would be highlighted as two best practices and institutional distinctiveness of the institution during the period in question.

Agenda 3 – A. O. B.

- It was resolved a mentoring session of Semester VI students would be conducted in the 1st week of April 2022

Members present -

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
23/2/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Dr. Atashi Karpha (Chairperson)

Atashi Karpha

Dr. Goutam Mahata

Goutam Mahata 23.2.22

Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 23.2.22

Dr. Arijit De

Arijit De 23.2.22

Dr. Sk. Sariful Islam

SK Sariful Islam 23/02/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 23.2.22

Dr. Saurabh Niyogi

Saurabh Niyogi 23/2/22



Minutes of meeting on 16.03.2022 at 11:30 am in Principal's Room

Agendum – discussion on filling in of AQAR 2019-20 for submission

Proceedings

- It was resolved that AQAR of the college for 2019-20 would be compiled timely for submission at the earliest. The entire online format was examined by the members criterion-wise and the method of compilation decided. It was decided that different members would take up task of collecting and compiling the metrics of the criterion assigned to them.
- Members chose the best practices to be highlighted for the academic session 2019-20
- Members deliberated on future planning initiatives to be undertaken by the IQAC.

Members present -

Dr. Sanchita Sen (Coordinator)

Sanchita Sen
16/3/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Atashi Karpa
Dr. Atashi Karpha

Dr. Ivy De

Ivy De 16.3.22

(Chairperson)

Dr. Goutam Mahata

Goutam Mahata 16.3.22

Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 16.3.22

Dr. Arijit De

Arijit De 16.3.22

Dr. Sk. Sariful Islam

SK Sariful Islam 16/03/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 16/3/22

Dr. Saurabh Niyogi

Saurabh Niyogi 16/3/22



Minutes of meeting on 21.03.2022 at 11:30am in Principal's Room

Agendum – Presenting the compiled AQAR 2020-21 to a statutory body

Proceedings

Members met to examine all the metrics of the compiled AQAR 2019-20 of the college to decide on the necessary rectifications /modifications.

After reading the entire compiled format, members agreed that the AQAR 2019-20 was now ready and resolved to place it in a Teachers' Council meeting on 22.03.2022.

Members present

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 21/3/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De 21.3.22

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 21.3.22

Dr. Arijit De

Arijit De 21.3.22

Dr. Sk. Sariful Islam

SK Sariful Islam 21/3/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 21/3/22

Dr. Saurabh Niyogi

Saurabh Niyogi 21/3/22

Atashi Karpha

Dr. Atashi Karpha (Chairperson)

Principal
Gokhale Memorial Girls' College



Minutes of meeting on 28.03.2022 at 12:30 pm in Principal's Room

Agenda 1 – Confirmation of minutes of meetings held on 23.02.22, 16.03.2022 and 21.03.2022

Agenda 2 - Discussion on some of the revised metrics of online AQAR 2020-21 format

Agenda 3 – Discussion of future quality initiatives of IQAC

Proceedings

Agenda 1 - Minutes of meetings read and confirmed

Agenda 2 – The following aspects of the revised metrics and templates were taken up. It was resolved that information on these metrics would be furnished in the best possible manner.

- 1.4.1 – institution will continue to obtain curriculum design feedback from teachers and final batch of students through google form.
- 2.1.2 -number of seats filled in against the total seats reserved for the Reserved Category of students would be obtained from admission records
- 2.3.3 – departments would prepare and submit their mentor-mentee list to IQAC for determining the mentor-mentee ratio
- 2.3.3 – all details of teaching-staff would be obtained as per the require of the relevant template
- 2.5.1 – methods of internal assessment to be indicated as transparent and robust
- 2.5.2 –mechanism to deal with grievances related to internal examinations developed
- 2.6.1 – all course outcomes to be described within 200 words
- 2.6.2 – method of measurement of attainment level would be drawn up.

Agenda 3 – the IQAC members put forward the following quality initiatives to be undertaken subsequently

- (i) Stakeholders’ meeting to be held in April 2022
- (ii) Employers’ Feedback to be obtained
- (iii) Yoga and Meditation programme to be undertaken in June 2022
- (iv) Water harvesting installation to be pursued with concerned government department
- (v) Foreign language certificate courses such as French and German to be introduced as Value-added courses.
- (vi) Women’s Cell created
- (vii) To increase the number of activities under the SES REC Cell of MGNCRE
- (viii) To initiate the process to obtain NIRF rank for the College. Dr.Karpha mentioned that obtaining ISO certificates for the institution is also desirable.

Members present -

Sanchita Sen Co-ordinator
 Dr. Sanchita Sen (Coordinator) ^{28/3/22} IQAC
 Gokhale Memorial Girls' College

Atashi Karpha
 Dr. Atashi Karpha (Chairperson)
 Principal
 Gokhale Memorial Girls' College

Dr. Ivy De *Ivy De 28.3.22*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 28.3.22*

Dr. Goutam Mahata *Goutam Mahata 28.3.22*

Dr. Arijit De *Arijit De 28.3.22*

Dr. Sk. Sariful Islam *SK Sariful Islam 28/3/22*

Dr. Saurabh Niyogi *Saurabh Niyogi 28/3/22*



Minutes of meeting on 13.04.22 at 1:45 pm in Principal's Room

Agenda 1 – Confirmation of minutes of meeting held on 28.03.2022

Agenda 2 - Two-day National Seminar related discussion and resolutions

Agenda 3 – A.O.B..

Proceedings

Agenda 1 – Minutes of previous meeting confirmed.

Agenda 2 - The College Librarian Dr. Sarama Das informed all members that the Raja Ram Mohan Roy Library Foundation (RRRLF) had offered the college a grant of Two and a half lakhs of rupees for a Two-Day National Seminar titled, "ICT-enabled User Driven Library Services – Issues and Challenges".

The following resolutions were taken regarding the Seminar –

- Chairperson suggested that the seminar be held in Rotary Sadan because of its proximity to the College
- Programme schedule discussed, revised and finalized by Dr. Sarama Das.
- Registration Fees would Rs. 600/- .
- College Faculty would be allowed to register at lower fees of Rs. 300/-
- Students from all departments would be given the opportunity to attend the Seminar but on a limited basis because of paucity of seats in Rotary Sadan. It was resolved that only Semester VI students would be invited.
- Formation of different committees to take care of all aspects of the Seminar – Registration Desk, Decoration, Food, Certificates, Transportation, Printing, Photography, Felicitation, Logistics and such others.
- Other matters such as student volunteers, invitation letters, program brochure, banner, kit items, certificates etc. would be taken care of by other committee members were discussed and resolutions taken.

Agenda 3 – A.O.B.

- The tentative date for the lecture on "Gerontology" to be delivered by Sourabh Sarkar was fixed on 27th May, 2022. Document upload for AQAR 2020-21 would be in google drive links and departments would go to the relevant link of the metric and drop his/her document.
- Assignments of faculty members would be compiled carefully.

Members present -

Sanchita Sen
Dr. Sanchita Sen (Coordinator) *13/4/22*
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Dr. Ivy De *Ivy De 13.4.22*

Dr. Goutam Mahata *Goutam Mahata 13.4.22*

Dr. Arijit De *Arijit De 13/4/22*

Dr. Sk. Sariful Islam *SK Sariful Islam 13/4/22*

Dr. Nabamita Chakraborty *Nabamita Chakraborty 13/4/22*

Dr. Saurabh Niyogi *Saurabh Niyogi 13/4/22*

A. Karpha
Dr. Aashi Karpha (Chairperson)
Principal
Gokhale Memorial Girls' College



Minutes of meeting on 25.04.2022 at 11:00am in Principal's Room

Agenda 1 – Confirmation of previous meeting held on 13.04.2022

Agenda 2–Discussion on postponement of National Seminar

Agenda 3 – A.O.B

Proceedings

Agenda 1 – Minutes confirmed.

Agenda 2 –

- Coordinator proposed that all event dates be placed with the Teacher's Council before being finalized.
- Dr. Arijit De disagreed saying that some decisions have to be taken centrally (by the IQAC or the Principal) and need not be placed before all the teachers.
- Dr. Islam opined that it would be more appropriate to defer the National Seminar from 2nd May 2022 and 6th May 2022 to other convenient dates because the date was close to Id-ul-Fitre which would be celebrated on 3rd May 2022. It was pointed out by the Dr. Karpha that these dates had been initially fixed as per the convenience of the Governing Body President.
- Dr. Karpha informed that Prof. Kamalini Dasgupta had been already asked to keep the job order for flyer, brochure and invitation card on hold.
- Dr. Islam suggested that the college could apply for a bunch of ISBN numbers to be listed for availability during any publication affiliated to the college.
- Members proposed that the National Seminar dates be deferred to 23rd -24th May 2022 or to 30th -31st May 2022 and with deferment, the National Seminar be held for two days as per the requirement of RRRLF. It was resolved that the changed alternative date schedules would be conveyed to the RRRLF for their consent and approval.

Members present

Sanchita Sen Co-ordinator
25/4/22
Dr. Sanchita Sen (Coordinator) IQAC
Gokhale Memorial Girls' College

Atashi Karpha
Dr. Atashi Karpha (Chairperson)
Principal
Gokhale Memorial Girls' College

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 25.4.22
Gokhale Memorial Girls' College

Dr. Arijit De *Arijit De* 25/4/22

Dr. Sk. Sariful Islam *SK Sariful Islam* 25/4/22

Dr. Saurabh Niyogi *Saurabh Niyogi* 25/4/22

Dr. Sarama Das (Librarian) *Sarama Das* 25/04/2022



Minutes of the meeting held on 27.04.2022 at 11:00 am in Principal's Room

Agendum – Discussion related to the postponement of National Seminar

Proceedings

In continuation of the meeting held on 25.04.2022, the Chairperson and Principal Dr. Karpha informed all present that there was a confusion regarding the date of National Seminar. Originally the National Seminar was scheduled to be held for only one day and the event date fixed was 2nd May 2022. Dr. Karpha informed all that a few members had opined that this date would be inconvenient because it was just one day prior to Id-ul-Fitre, a National Holiday. Members had expressed their displeasure regarding the fact that the date had not been decided upon through discussion involving all the members and maintained that a change was certainly warranted.

After much deliberation, all members agreed that it would be convenient to defer the Seminar to the end of May 2022. Chairperson also informed that the grant being offered by the prestigious RRRLF was for a Two-day National Seminar and it was necessary for the college to comply with this stipulation. Thus, the members continued to hold the discussion on the probable dates on which the Two-day National Seminar would be conducted. The final dates decided were 23rd and 24th May 2022 and a second set of dates 30th May and 31st May 2022 were suggested as alternatives. 15th May 2022 was stipulated as the last date of submission of abstracts for the Seminar compendium.

Members present-

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 27/4/22
Co-ordinator IQAC
Gokhale Memorial Girls' College

Dr. Karpha
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De

Ivy De 27.4.22

Principal
Gokhale Memorial Girls' College

Dr. Goutam Mahata

Goutam Mahata 27.4.22

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 27.4.2022

Dr. Arijit De

Arijit De 27.4.22

Dr. Sk. Sariful Islam

Sk Sariful Islam 27/4/22

Dr. Nabamita Chakraborty

Nabamita Chakraborty 27/4/22

Dr. Saurabh Niyogi

Saurabh Niyogi 27/4/22



Minutes of meeting on 29.04.2022 at 2:00 pm in Principal's Room

- Agenda 1 – Confirmation of minutes of meetings held on 25.04.2011 and 27.04.2022
Agenda 2 – Compilation of Minutes of IQAC meetings of 2020-21
Agenda 3 – Discussion on metric-wise compilation of AQAR 2020-21 and required documents
Agenda 4 – Discussion regarding method of document upload to be adopted

Proceedings

Agenda 1- Minutes confirmed

Agenda 2 - It was resolved that coordinator would compile the minutes of IQAC meetings of 2020-21 as soon as possible and get them signed by teacher members and the Chairperson.

Agenda 3 – Coordinator informed the house that Criterion I had been partially completed. For unfinished metrics the following were to be noted –

Dr. Arijit De suggested that a separate Gmail account should be created for collecting documents on internship, project work, on-job-training etc for subjects such as CNDV, ASPV, CMEV, GEOA and ECOA. For metric 1.1.3 – documents of university assignments were to be scanned and sent to the IQAC mail by concerned faculty.

1.3.2 - the first page of the syllabus would be scanned and sent to the data folders created in new G mail accounts. Metric 3.1 would be taken care of by Dr. Islam

For 2.3.3 – notification on mentoring, list of mentor and mentees and mentoring report details would be required form all departments

Coordinator would do the editing in Metric 3.2.1, and finally required links to documents would be created. She would also edit metric 3.2.2.

3.1.4 – links to documents to be created by ASPV and ECOA departments

3.4.1 – Relevant documents to be provided by ASPV and ECOA

5.2.1 – relevant documents and other details to be provided by CEMA, CMEV, MTMA, ASPV, PSYA and PHSA

5.2.2 - Student progression compilation has been completed.

5.2.3 – Supporting documents would be required form departments

Agenda 4 - It was resolved that Dr. Saurabh Niyogi would create a new google account and set up a folder system for document upload for different metrics as required in Google Drive. He would share the relevant metric-wise folder linksto all the departments. All departments would upload their documents according to the relevant metric in the folders. The folder links would then be uploaded in the online AQAR 2020-21 format according as required for the particular metric. For the benefit of the departments, Dr. Niyogi would conduct a demonstration on 05.05.2022 on how to upload the documents in the Google Drive folders.

Members present

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* Co-ordinator
29/4/22 IQAC
Gokhale Memorial Girls' College

Atashi Karpha
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De *Ivy De* 29.4.22
Principal
Gokhale Memorial Girls' College

Dr. Goutam Mahata *Goutam Mahata* 29.4.22

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 29.4.20.22

Dr. Arijit De *Arijit De* 29.4.22

Dr. Sk. Sariful Islam *SK Sariful Islam* 29/4/22

Dr. Nabamita Chakraborty *Nabamita Chakraborty* 29/4/22

Dr. Saurabh Niyogi *Saurabh Niyogi* 29/4/22



Minutes of the meeting held on 18.05.2022 at 11.00 am in Principal's Room

Agenda 1 - Confirmation of minutes of meetings held on 25.04.2011 and 27.04.2022

Agenda 1- Opening the edit option provided by NAAC AQAR Review Officer for the submitted AQAR 2020-21 and required modification/addition

Agenda 2 – Discussion on Curriculum Design feedback

Proceedings

Agenda 1 - Dr. Arijit De initiated the discussion by stating that the AQAR 2020-21 which had been submitted on 13.05.2022 had been opened again for edit by NAAC on 14.05.2022 and several rectifications/revisions would be necessary before re-submission of the same. Members indicated that the 'edit open' option indicates that some of the documents are to be signed by the Principal and posted in the website and the link uploaded in the online AQAR 2020-21 format. Hence criterion-wise listing of such documents would be necessary. The following was listed accordingly

➤ Criterion I

1.3.1 - Data template to be compiled

1.3.2 – Required active link to the document to be posted in the certificate and signed by the Principal for upload and Coordinator would check the link.

1.4.1 – Relevant document to be signed by Principal and uploaded. Teachers' Feedback on Curriculum Design to be analyzed by the Coordinator.

➤ Criterion II

2.3.1 – excel template, notices etc. to be compiled and uploaded

2.3.1 – document to be prepared and uploaded.

➤ Criterion IV

- It was resolved that a common certificate would be drafted and signed by the Principal indicating that there is no additional information to upload in quite a few of the metrics.

➤ Criterion V

5.1.2 – attested documents of scholarships to be uploaded

5.1.3 – supporting documents on soft skill development initiatives to be uploaded. Institutional weblinks to be created and uploaded. Placement Cell report to be provided by convener. MGNCRE activity information to be provided by Coordinator. Psycho-social Support document to be printed and signed by the Principal.

5.1.4 -template to be uploaded by coordinator, video link of career counselling workshop to be provided by :Placement Cell convener for uploading

5.2.2.1 – supporting documents of student progression to be uploaded. Coordinator to upload relevant PG admission documents.

5.2.3.2 & 5.3.1.1 – Coordinator to send request for documents to the HoDs.

➤ Criterion VI

6.1.2 - Organogram to be signed by Principal and then uploaded

6.2.1 – Action Taken Report to be drafted separately and then signed by the Principal for upload. To include information such as Swayam-NPTEL Course enrolment, provision of personal Gsuite accounts to teachers, Library Orientation and list of webinars and special lectures conducted. It was indicated that a weblink for Quality Initiatives would also be created for uploading.

6.3.3.1 – Principal would issue a document certifying non-existence of academic staff college and human resource development centre in the College

6.3.4 -Coordinator to prepare the IQAC Report summary

6.5.3 – Link to Annual Report would be generated for upload and Accreditation Details filled in as required in the metric.

➤ Criterion VII

7.1.1 – Document on Safety & Security to be uploaded. Relevant document of the service provider NIS Management Limited would be scanned for uploading. The gender sensitization action plan document needed to be signed by the Principal.

7.1.2 – the KMC certificate of maintenance (e.g. waste and garbage removal document) to be obtained from college office. Geotagged photographs of washroom bins, floor bins and garden bins to be collected for uploading.

7.1.4 – geotagged photo of water tanks (college ground and roof top) to be collected for uploading

7.1.6 – Water Audit Report to be signed by Principal

7.1.7 – Principal Madam would provide a document certifying that the college has a wooden ramp and wheelchair facility to cater to the requirements of differently-abled students and that an elevator system is presently under construction.

7.1.8 – to upload photos of e-magazine, covid relief and YAAS super-cyclone relief work conducted by the students of the college.

7.2.1 – Anti-Ragging Cell and Internal Complaints Cell reports to authenticated by the Principal before uploading

Agenda 2 - IQAC coordinator presented an analysis of the data on Teacher Feedback on CBCS Curriculum for the session 2020-21 obtained in Google Form. The following were the salient points:

- Majority of the teachers felt that the CBCS syllabus can be delivered within the stipulated time
- The ratio of percentage of teachers is **54:46** in favour of the fact that the CBCS curriculum can help the students to pursue the career of choice after graduation.
- Large percentage of teachers felt that the current CBCS syllabus is not quite comprehensible to weak students.
- 48 % teachers stated that the CBCS curriculum was partially life-centric, 22 % stated that the aspect was not relevant for their specific subject and 31 % found it to be largely so.
- Majority observed that the CBCS curriculum would provide flexibility in the use of ICT methods of teaching-learning.
- Majority agreed that it was possible to take added assignments.
- Only 3 % of the teachers were members of their respective Board of Studies (BOS).
- Majority of teachers stated that it was not possible for them to reach their respective BOS and give suggestions.
- 28 % of the teachers stated that college infrastructure needed improvement.
- There was a general positive response indicating that the CBCS curriculum is likely to assist teachers to develop e-contenton platforms such as Swayam-NPTEL/MOOCs etc.

Members present
Dr. Sanchita Sen (Coordinator) *Sanchita Sen* Co-ordinator
18/5/22 IQAC
Gokhale Memorial Girls' College

Atashi Karpha 18/5/22
Dr. Atashi Karpha (Chairperson)
Principal
Gokhale Memorial Girls' College

Dr. Ivy De *Ivy De* 18-5-22
Dr. Goutam Mahata *Goutam Mahata* 18.5.22
Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury* 18.5.22
Dr. Arijit De *Arijit De* 18/5/22
Dr. Nabamita Chakraborty *Nabamita Chakraborty* 18/5/22
Dr. Saurabh Niyogi *Saurabh Niyogi* 18/5/22
Dr. Sk. Sariful Islam *SK Sariful Islam* 18/5/22



Action Taken Report - 2021-22

Academic Quality Initiatives

- AQARs for academic sessions 2019-20 and 2020-21 submitted.
- The process of conducting Administrative and Academic Audit (AAA) of 2019-20 initiated and completed. Report prepared and approved by the external members of the Audit Committee,
- 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.
 1. *Two-day International Seminar of the Department of Economics – 9th & 10th July 2021*
 2. *College level Seminar on “India-Sri Lanka relations : evolving trends & trajectories” conducted by the Department of Political Science on 17th May 2022.*
 3. *One Day International Seminar on “SDG 4: Quality Education and the Future of South Asia” conducted by the Department of Education, Gokhale Memorial Girls’ College in collaboration with Department of Economics, Dwijendralal Education College, Krishnagar, Nadia on 18th May 2022.*
 4. *Department level Special Lectures and Student Seminars conducted by several departments. Lecture series “An Evening with an Expert” continued by the Department of English for the benefit of its students.*
- Remedial classes, mock tests and revision classes conducted by several departments.
- Online Alumni Satisfaction Feedback obtained through Google Form.
- Online Guardian Satisfaction Feedback obtained through Google Form.
- Feedback obtained from faculty on quality enhancement.
- Feedback on curriculum design obtained from students and faculty through google forms.
- 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 and completed. Report prepared and approved by the external members of the Audit Committee,
- The process for reinstating the College academic journal initiated.

Principal
Gokhale Memorial Girls' College

29/8/22
Sanchita Sen
Co-ordinator
IQAC
Gokhale Memorial Girls' College



Infrastructure Augmentation

- Full utilisation of RUSA 2.0, fund of Rs 1 Crore on procurement, renovation and construction-work ongoing with PWD, procurement of books, e-resource and laboratory equipment completed under "Procurement", computer laboratory room constructed under "Renovation" by WBSIDC with RUSA funds and the 2nd instalment of RUSA 2.0 Funds applied for.

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 Career for 21st Century", conducted online by Presidency University, Bengaluru on 27th November 2021 for students of Semester V.
- Career counselling sessions conducted by faculty for the students of ASPV.
- Workshop conducted by the College by engaging competent authorities for generating basic awareness among students on the eligibility of obtaining State and Student 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 One-day National Level Webinar and Panel Discussion event titled "Academic and Professional Opportunities after Graduation in Pure Science" conducted jointly by the Departments of Chemistry, Mathematics on 10th July, 2021 with the objective of making their students aware of the diverse career opportunities and prospects after graduating in these various science streams.
- A formal student mentoring system introduced for Even-semester 2021 (June- December) students and continued on a larger scale from January 2022 to May 2022. Faculty mentored the students of their own disciplines as well those from other disciplines who were their generic students. In this way cross-mentoring of students was ensured.
- An inaugural awareness campaign on Student Credit Card Scheme conducted on 23rd December 2021 and followed by further campaigns on 27th December 2022 and 3rd January 2022 to create awareness regarding the particular scheme launched by the State Government.
- A "Student Activity Week" observed and conducted by the teacher-members of the Student Welfare Sub-Committee from 1st to 7nd January 2022 under the aegis of the Govt. of West Bengal to encourage students to showcase their talents.

Danchita Sen
29/8/22
Co-ordinator
IQAC
Gokhale Memorial Girls' College

Aranya 29/8/22
Principal
Gokhale Memorial Girls' College



- Online Parent-Teacher meetings conducted on 1st and 2nd January 2022 by all departments for students of all semesters as part of the “Student Activity Week”.
- Initiative taken by the Faculty of the Department of Psychology, members of the Counselling Cell of the college to organize group counselling of students in batches on a regular basis from 22nd February 2022 onwards on every Tuesday and with special counselling session on the same day as required in special cases and to engage the services of Ms. Yashabanti Sreemany as College Counsellor.
- Annual College Sports held on 9th March 2022.
- An online orientation programme, “WBPS College Counselling Session” on ‘Job Opportunities in Government Sector’ conducted by Unacademy on 3rd March 2022, for the students of the College.
- Students continued to be guided and facilitated for availing State and National Scholarships such as Kanyashree, Aikyashree, SVMCM and such others.
- To introduce foreign language courses for the students.

Professional Development of Staff

- 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.
- Lecture delivered on, 'Submission of SSR' in the new 2020-21 format by Sri Tushar Kanti Ghara, JDPI, Higher Education department Govt. of West Bengal and State Nodal Officer, AISHE on 5th April 2022 to disseminate information to the staff on filling in of SSR for the 3rd cycle Accreditation of the institution.

Institutional Social & Community Responsibility

- World Environment Day observed on 5th June 2021 by the NSS student volunteers in their own homes. Students of the Department of Chemistry observed the day with a video presentation of on the antiviral, antibacterial and antifungal properties of various medicinal plants and their importance in the Earth’s ecosystem.
- The GMGC Covid Helpline launched in May 2021 by the Faculty and Student members of NSS Unit-1 continued 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.
Sanchita Sen
 Co-ordinator
 IQAC
 Gokhale Memorial Girls' College
 29/8/22

Akshay
 Principal
 Gokhale Memorial Girls' College
 29/8/22



- 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 June 2021 in a super-cyclone YAAS affected area of 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.
- Significant gender sensitization efforts undertaken through workshops conducted by well-known practitioners.
- A workshop titled, "Understanding the Psycho-Sociological Aspects of Gerontology - The Audio-Visual Approach" conducted by filmmaker Sourav Sarkar on 27th April 2022. through screening of his film – Solitary Soul, to promote awareness among students regarding the life and problems of aged citizens.
- Decision taken by IQAC that departments should invite their Alumni to their current aspiring to progress to higher degree studies or placements. First of these was conducted by the Department of Physics as "Alumni Speak".

Special Observances

- A three-day mega event, "Infinite Ray"(1st to 3rd July 2021) conducted to pay homage to the protean film-maker Satyajit Ray on his Birth Centenary Year conducted by the Departments of English and CMEV in association with the IQAC. The entire event was covered by the institution's digital media partner ABP Education and included -

1. Academic webinar on Ray's Cinematic Modernity, "Satyajit o Chalachitra Adhunikata".
2. Inter-college Essay Competition, "My Tryst with Satyajit" / "Amar Satyajit", and
3. Inter-college quiz competition, "Magajashtra".
4. "Jalsaghar", a digital interface of the stalwarts who have engaged with Ray in multiple ways



- Observance of a month-long programme in September 2021 to celebrate the "Rashtriya Poshan Maah 2021" with the following events-

1. Intra-Department Student Webinar/
2. Expert Talk on "Nutrition" by Prof. Bela Bose, President, Calcutta Ekatma and on "Medicine and Diet" by nutrition educator Mr. Aritra Khan.
3. Inter-college Poster Making competition on "Combating Hidden Hunger".
4. Video compilation by the students of CNDV on the 'Health Benefits of Yoga', 'Kitchen Gardening' and on the prospects of the under-graduate Clinical Nutrition and Dietetics course.

(Signature)

Gokhale Memorial Girls' College

- Online programme conducted by students to commemorate the 125th birth anniversary of Netaji Subhas Chandra Bose.
- Online programme conducted by students to commemorate the Nation's 73rd Republic Day.
- An elaborate whole-day programme conducted in the college premises to celebrate International Women's Day on 8th March 2022, by the students of NSS Unit-1 and the Departments of Bengali, Economics, Political Science and Philosophy.
- World Health Day observed through participation in a Health Camp by the college NSS Unit-1 students and faculty members in collaboration with NGO 'Calcutta Ekatma' on 9th April 2022.
- A Two-Day National Seminar titled, "ICT Enabled User Driven Library Services: Issues and Challenges" conducted under the auspices of the Raja Ram Mohan Roy Library Foundation (RRRLF) and funded by the Ministry of Education, Govt. of India on Raja Ram Mohan Roy's 250th birth anniversary and in remembrance of the legacy of the father of Modern Indian Renaissance on 30th and 31st May 2022.

Karpha 29/8/22
 (DR. ATASHI KAPHA)
 CHAIRPERSON

Principal
 Gokhale Memorial Girls' College



Sanchita Sen 29/8/22
 (DR. SANCHITA SEN)
 IQAC COORDINATOR

Co-ordinator
 IQAC
 Gokhale Memorial Girls' College