

Minutes of IQAC Meeting held on 16.08.2022 with the External Members

Agendum: Self Study Report Submission and related discussion

Proceedings and Resolutions:

Members identified the requirements crucial for successful accreditation and suggested the ways and means to fulfil the same. Several suggestions were made by the external members and resolutions taken by all as follows:-

- College would seek clarification from NAAC helpdesk regarding the exact duration of the SSR and specify the period accordingly.
- A team should be built for SSR data collection and compilation. In this regard, the external members suggested micro-teams be built to work under each criterion coordinator.
- Heavy emphasis be laid on cross-mentoring (across departments) as it would be the appropriate process of mentorship. Members agreed to build mentoring teams for initiating the process of cross-mentorship. External members advised that geo-tagged photographs of the on-going mentoring sessions be maintained.
- HOI would need to sign the Mentors' reports on the demand-satisfaction ratio and upload the same in the college website.
- Mentoring resolution-related meetings be held and student-friendly actions be taken.
- Students be groomed during the mentoring sessions regarding their participation in the accreditation process.
- Appointment of a NAAC Coordinator would be desirable.
- Room measurements for each classroom would be taken as one of the SSR metric requirement.
- Student and guardian representation in the IQAC would be desirable.
- Statistics as a General Course be started at the earliest.
- Rooms with Room numbers be displayed in geo-tagged photographs.
- Internal and external academic audit shall be done.
- To have one open-air class, water harvesting, gardening, solar panel, and No-plastic Zone.
- Best Practices would need to be ongoing practices and the percentage of students benefiting from them ought to be considered. Provision of lunch box /one meal to the socio-economically challenged students of the institution was cited as an example of a Best Practice by Dr. Siuli Sarkar, Principal, Lady Brabourne College.
- Best Practices - One student-related and one environment-related practice could be shown as two Best Practices of the institution.
- Some other practices admissible as Best Practices could be (i) psychological counselling of students"
 - (ii) enrolment in Add-on Courses (of at least 30 hours duration),
 - (iii) a fee-waiver system for the students



- (iv) awareness drives for the students and staff for the development of environmental friendly behaviour
- (v) blood donation,
- (vi) social outreach and
- (vii) health and medical benefits to under-privileged students.

Internal members inquired whether the YWCA hostel provision - a collaborative effort for student aid could be shown as a best practice. External members emphasized that such practices would count as Best Practices if the monetary contribution against these were made by the faculty and not from the college fund.

- Alumni Association would organise endowment and commemorative lectures.
- Lectures and webinars organized by the Alumni would be considered as their academic contribution for the benefit of the college students
- All endowment prizes ought to be cash prizes and deemed as cash incentives to students. College prizes would also be awarded to the students receiving endowment prizes.
- The power-point presentation of the HOI should, along with college achievements and other college-related data, also present the comments and suggestions offered by the previous (2nd Cycle) NAAC Peer Team members and also the subsequent action taken by the college in compliance of the same.
- A steering committee could be created for SSR preparation and submission.
- Redress of students' grievances or sexual harassment and policy documents for all cells such as Counselling, Anti-Ragging, Sexual harassment Cell and Placement Cell should be drawn up and uploaded in the college website, in the About Us section.
- Code of Conduct for Students, Teachers and Non-teaching staff would be put up in the website.
- Institutional Website be upgraded.
- College to participate in NIRF, ISO and any other quality enhancing process under a government organisation. Certificates/Reports obtained for any two of such processes be uploaded in the institution's website.
- Environmental Committee would be created to supervise green audit.
- Membership of e-Shodh Shindhu be taken.
- Activities of Departments and Cells would need to be uploaded in the website.
- Membership of Alumni Association would be made compulsory for students,
- Authenticated seal to be created.
- Departmental data would be collected through Google Forms.



GOKHALE MEMORIAL GIRLS' COLLEGE

Members present in the IQAC meeting held on 16.08.2022 Time: 2:00 PM

SL. NO.	NAME	SIGNATURE
1	DR. ATASHI KARPHA	<i>Atasha 16/8/22</i>
2	DR. MITA BANERJEE	
3	DR. PRATIP CHOWDHURY	<i>Pratip Chowdhury 16.8.22</i>
4	DR. SIULI SARKAR	<i>Siuli Sarkar 16.8.2022</i>
5	DR. RUMA BHATTACHARYA	<i>Ruma Bhattacharya 16/8/22</i>
6	DR. HIMADRISH CHATTERJEE	<i>Himadrish Chatterjee 16/8/2022</i>
7	SMT. DEBASHREE ROY	
8	SMT. SANGEETA SEN	<i>Sangeeta Sen 16.8.2022</i>
9	DR. SANCHITA SEN (online)	
10	DR. IVY DE	<i>Ivy De 16.8.2022</i>
11	DR. BALLARI RAY CHAUDHURY	<i>Ballari Ray Chaudhury 16/8/2022</i>
12	DR. GOUTAM MAHATA	<i>Goutam Mahata 16/8/22</i>
13	DR. NABAMITA CHAKRABORTY	<i>Nabamita Chakraborty 16/8/22</i>
14	DR. SOURAV NIYOGI	<i>Sourabh Niyogi 16/8/22</i>
15	DR. SARAMA DAS	<i>Sarama Das 16/08/2022</i>
16	DR. ARIJIT DE	<i>Arijit De 16/8/22</i>
17	DR. SK. SARIFUL ISLAM	<i>SK Sariful Islam 16/08/22</i>