

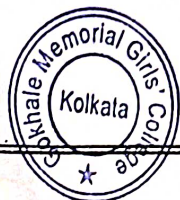
Minutes of IQAC meeting with all external and internal members
dated 17.12.22

Minutes and Resolutions

Confirmation of the minutes of the meeting held on 16.08.22.

Initial discussion on compliance to the suggestions given in the previous meeting. The members supported the decision to submit the IIQA on or before the 30th of December 2022.

1. Discussion was held related to uploading of documents.
2. Dr R. Bhattacharya mentioned that all individual certificates for all students receiving scholarships need to be submitted. She gave her valuable inputs through practical demonstration of the data in the website of her own institution to the criterion coordinators. She also mentioned that all documents uploaded had to be mandatorily signed and authenticated by the HOI.
3. List of Mentor-Mentee needs to be prepared and monitored by the Mentoring Committee. The schedule, mentor-mentee ratio, mentoring policy documents, need to be shared with the NAAC Committee.
4. Discussion of selection of Student and Guardian Representatives of the IQAC as external members. Selection strategy of the same was discussed. It was finalised that representatives would be selected before the IIQA submission. The guardian would be selected by the HOI and the student would be shortlisted from representatives of all departments and finally selected by the HOI.
5. All NAAC related documents need to be there in the website in the form of links and should be one click away from accessibility. If confidential documents are given in a password protected form, this password needs to be provided to NAAC.
6. The opening of the Statistics course as a general degree course was emphasized by the external members, as soon as possible.
7. Dr Himadrish Chatterjee mentioned that water harvesting could be a waste of money, whereas installation of a solar panel could be a better option.



Gokhale Memorial Girls' College



8. A self-declaration would be submitted with the IQA, Affiliation order need collected from the University and uploaded subject-wise. For the submission IQA, there are 5 specific requirements. Dr R. Bhattacharya mentioned and demonstrated these 5 requirements from her college website IQAC section.

9. Best Practice related discussion

Social Outreach was discarded as a best practice by few members, as (Dr Pratip Chowdhury in particular) it is a once-a-year event.

Similarly, Psychological Counselling also hasn't been there for the stipulated 5 year tenure, and hence cannot be a best practice either.

10. Dr Himadrish Chatterjee suggested computer education for under-privileged students. College computers may be used and our students may train them. He also suggested adult continuous education. This could be shown as a best practice for future NAAC.

11. The Psychological Counselling Cell needs to upload geo-tagged photographs. Docs from 2020 and attendance of students needs to be there in the college website.

12. Social awareness Club identifies the needs of students and situations and meets them.

13. An Annual Memorial lecture is held, funded by an endowment made by a faculty of the college

14. The IQAC presentation for NAAC needs to contain month-wise data.

15. For Criterion 4, all Computers and laptops which are in perfectly working condition, need to be numbered. Asset Numbering for all furniture, computers and all other accessories should be entered in asset register.

16. Wifi bill needs to be uploaded in the portal as evidence of wifi connection.

17. If Softwares are used, screenshots of the same are to be uploaded.

18. Total purchase from 1 crore RUSA fund to be entered in a Cash Book and maintained.



GOKHALE MEMORIAL GIRLS' COLLEGE

Members present in the IQAC meeting held on 17/12/2022

SL.NO	NAME	SIGNATURE
1	DR. ATASHI KARPHA	<i>Atashi Karpha</i>
2	DR. MITA BANERJEE	<i>MBanerjee 17.12.22.</i>
3	DR. PRATIP CHOWDHURY ✓	<i>Pratip Choudhury 17.12.22</i>
4	DR. SIULI SARKAR ✓	
5	DR. RUMA BHATTACHARYA ✓	<i>Ruma Bhattacharya 17/12/2022</i>
6	DR. HIMADRISH CHATTERJEE ✓	<i>Himadrish Chatterjee 17/12/2022</i>
7	SMT. DEBASHREE ROY ✓	
8	DR. INDRANI DUTT CHOUDHURI ✓	<i>Indrani Choudhuri Dutt 17.12.22</i>
9	SMT. SANGEETA SEN ✓	<i>Sangeeta Sen 17-12-22</i>
10	DR. SANCHITA SEN	<i>Sanchita Sen 17/12/2022</i>
11	DR. IVY DE	<i>Ivy De 17-12-2022</i>
12	DR. BALLARI RAY CHAUDHURY	
13	DR. GOUTAM MAHATA	<i>Goutam Mahata 17.12.2022</i>
14	DR. NABAMITA CHAKRABORTY	<i>N.Chakraborty 17.12.2022.</i>
15	DR. SAURABH NIYOGI	<i>Saurabh Niyogi 17/12/22</i>
16	DR. SARAMA DAS	<i>Sarama Das 17/12/2022</i>
17	DR. ARIJIT DE	<i>Arijit De 17/12/22</i>
18	DR. SK. SARIFUL ISLAM	<i>SK Sariful Islam 17/12/2022</i>