

GOKHALE MEMORIAL GIRLS' COLLEGE



MINUTES OF IQAC MEETINGS 2016-17 & ACTION TAKEN REPORT

Minutes of IQAC meeting held on 5.04.2016

- The IQAC Coordinator presents the report of the IQAC on the NAAC peer team visit to the college in 2015, and informs the members about the satisfaction expressed by the peer team with respect to the academic and administrative processes in the college. She informs that the peer team has expressed its appreciation of the optimum and innovative use of the limited space of the college, and its recommendation of the opening of new PG courses and other vocational courses and the construction of a second campus for the growth of the Institution.
- Planning for Time-table discussed.
- Reconstitution of the Building Committee discussed.
- Suggestions made for introduction of PG Diploma Courses, affiliated to the University of Calcutta, for more revenue generation in the college. Two courses were proposed to be introduced for the time-being and applications to be sent to the higher education Directorate, Government of West Bengal. It was also discussed that course-coordinators and Guest Lecturers would be appointed for the same. Casual staff would be newly appointed and /or existing casual staff assigned.

- Additional budget proposed to be sanctioned for College Exhibition, Student Activities and Departmental Seminars.
- General Courses were proposed to be introduced in statistics and/ or Sociology, and / or Journalism and Mass Communication.

Minutes of IQAC meeting held on 15.07. 2016

- The IQAC Committee decided to collect the Feedback Forms from various stakeholders comprising of the Management, Teaching faculty Non-teaching staff, Alumni and Students. Student feedback analyses and result analyses would be completed. College Office would provide all required financial data for filling in the AQAR at the earliest.
- Third year Selection Test dates were finalized.
- Tentative date for College Exhibition was fixed.
- Discussions were undertaken for organizing the Annual Foundation Day (responsibility would be given to the three Student Clubs) and the Satyendra Prasanna Annual Memorial Lecture in the College.
- It was proposed to make the Academic Journal of the College accessible on the Internet.
- The Regular Events like Sports, Karate, Self-defense training health check-ups, blood donation camps would be continued.
- It was resolved that a Sanitary Napkin vending machine and an Incinerator would be installed for the convenience of students.

Minutes of IQAC meeting held on 10.02.2017

- The IQAC Committee reiterated the urgency to acquire feedbacks from all stakeholders for filling –up the AQAR.
- The IQAC discussed the prospect of introducing Short-term meditation classes for students and teachers.
- The possibility of introduction of post-graduation courses in some subjects was discussed. It was proposed that the CCTV facility would be extended to areas that were hitherto not being properly guarded.
- The Student Clubs would be asked to submit the plan of activities for the next Academic Year.

Minutes of IQAC meeting held on 21.03.2017

- The IQAC resolved that the Academic Sub-Committee besides analyzing the results would also work for the improvement of the academic atmosphere of the college through active interactions with the Principal, Students, Teachers and Non-teaching Staff.
- The Library was proposed to be modernized
- The regularity of Supplementary/ Remedial/ Peer-tutoring Classes should be ensured.
- It was desirable to introduce PG courses in subjects having higher faculty strength.

ACTION TAKEN REPORT

- ☞ NSS activities expanded.
- ☞ Relevant authorities approached and applications submitted for the introduction of PG Diploma Course in HRD and General Course in Sociology
- ☞ Laboratories modernised.
- ☞ Bar-coding in College Library continued.
- ☞ Final results analysed by the Academic Sub-committee to ensure maintenance and enhancement of the academic standard
- ☞ Feedback obtained from all stake-holders and analysed for ensuring better management and working of the College
- ☞ Computerised student database maintained in office.
- ☞ Off-site hostel facility sought to be provided to the students through collaboration with Young Women's Christian Association (YWCA).
- ☞ Relevant authorities approached to bring about maximum utilisation of newly acquired space through planning & financing.
- ☞ Technology-enriched learning initiated with College becoming a local chapter of NPTEL, a MHRD initiative.
- ☞ Regularity of Supplementary/ Remedial classes maintained.
- ☞ Female hygiene and environmental protection ensured

- ☞ Responsibility of organising the events of College Foundation Day Celebration given to the student clubs.
- ☞ Adequate budget sanctioned for College Exhibition and for organising Special Lectures in different departments.