

# GOKHALE MEMORIAL GIRLS' COLLEGE



## MINUTES OF IQAC MEETINGS HELD IN 2017-18

### *Minutes of IQAC Meeting held on 11.08.2017*

- IQAC discussed the introduction of new course programs for revenue generation and post-graduate courses in a few subjects.
- IQAC discussed full-time faculty's request to teach in other colleges.
- IQAC resolved to seek expert opinion from structural engineers for construction of additional rooms as extension of Room No. 9 that stands alone in the college lawn and construction of additional floors on top of existing College Main Building. Construction of temporary structures was ruled out in view of probable risk factors.
- IQAC deliberated on the changes that would need to be made in the college schedule with the commencement of CBCS in Honours programs and Generic Courses from the academic session 2018-19.
- Discussions were held regarding the proper use of ground floor rooms previously occupied by the PTTI.
- Discussions were held regarding setting up of virtual class room in the Science building and purchases for the same.

- IQAC discussed the opportunities to be availed by some of the Full-time Faculties for completing their doctoral research under FDP and/or attend Refresher Courses, Orientation Programmes and Special Workshops.
- IQAC proposed introduction of Study Circle Programme for faculty members.
- Faculty-Student Exchange Project with Armstrong State University (Savannah, USA) was discussed and IQAC resolved that approval of the GB would be sought.
- IQAC discussed the necessity of introducing physical education and self-defence classes for the students.
- IQAC resolves that the College would take the initiative to publish the fourth issue of the academic journal Academia: GMGC.
- IQAC resolved to continue with the NPTEL Course programmes for the students.

*Arpita* 11/8/17

Principal  
Gokhale Memorial Girls' College

### *Minutes of IQAC Meeting held on 06.02.2018*

- IQAC resolved to ask all departments to notify students regarding the self- inspection of answer scripts after declaration of the Selection Test results.
- Schedules for conducting Mock Tests for all the years were prepared.
- Physical Education class were planned to be conducted for 1<sup>st</sup> year students.
- It was decided that Toxilinks would be contacted for e-waste management.
- IQAC decided to find feasibility of construction of Kitchen for canteen.
- It was resolved that students would be notified for enrolment in NPTEL
- IQAC discussed the necessity of a second campus and resolved that College would submit an application to the State Government seeking land grant.
- A merit-cum means scholarship would be arranged for 3<sup>rd</sup> year students.

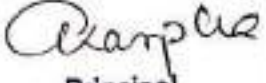


Principal  
Gokhale Memorial Girls' College

6/2/18

*Minutes of IQAC Meeting held on 13.03.2018*

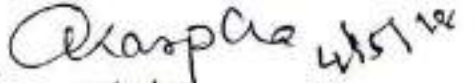
- IQAC deliberated on upgradation of library management software with library extension services (Web OPAC).
- Resolved that new CCTV cameras would be installed to supplement existing ones and a rotating camera would be installed in the library.
- Photocopying charges revised for students and teachers to be effective from next academic session.
- IQAC resolved to initiate teacher-exchange programmes.
- IQAC resolved that the departments shall be advised to conduct Special lectures, Student Seminars and Presentations all the year round for the benefit of the students.

  
Principal 12/3/18  
Gokhale Memorial Girls' College



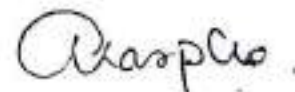
***Minutes of IQAC Meeting held on 04.05.2018***

- IQAC resolved that the internet Broadband service for the College would be extended to cater to the growing demand for such services in both administrative and academic areas of work.
- Rotating camera to be installed in the library as soon as possible.
- Discussions were held regarding the course of action for the next academic session in which the CBCS would be introduced for the first time. Significant changes would have to be made in the college timetable to accommodate the existing students reading in the old system and the new entrants in the CBCS system.

  
Principal  
Gokhale Memorial Girls' College

## ACTION TAKEN REPORT

- College applied to the University of Calcutta for affiliation in Post-graduate course in Human Rights.
- College applied to the State Government for acquiring land to build a second campus.
- College acquired furniture from WBSIDC to facilitate proper use of the newly acquired PTTI rooms in the ground floor of the main building as regular classrooms.
- College introduced new value-added courses namely, Certificate Course on Business English and Foreign Language Course Chinese Mandarin.
- The Study Circle Programme for faculty was initiated.
- The Swayam-NPTEL Certificate courses were continued.
- College submitted an application to the State government requesting grant of land on concessional basis.
- Library management software was upgraded. Higher version of LSEASE software (Web OPAC) was installed and became operational in April 2018.
- College took the initiative for a scholarship to be awarded to a 3<sup>rd</sup> year student by an external agency.
- Academic Journal was published.
- Internet bandwidth was enhanced.
- Faculty Development, Departmental Special Lectures and Student Presentations were encouraged and facilitated.
- The feasibility of construction of kitchen for canteen was examined.
- Physical Training and Self-defense classes were conducted.
- Institutional financial assistance for needy students was continued.



Gokhale Me

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# GOKHALE MEMORIAL GIRLS' COLLEGE



## MINUTES OF IQAC MEETINGS HELD IN 2018-19

### Minutes of IQAC Meeting dated 28.09.2018

**Agenda** – Discussion on DPR to be submitted to RUSA for obtaining grants under RUSA 2.0

Proceedings of the meeting -

- Chairperson informs members that the RUSA Office, Govt. of West Bengal has asked the College to submit the DPR to obtain funds under RUSA 2.0 and that the college is to be guided by the implementation rules of RUSA 2.0.
- Chairperson pointed out that an estimate of total amount Rs. 79.6 lakhs had been made previously in the DPR for RUSA 1.0 funds which was not obtained and a fresh DPR was to be submitted for funds under RUSA 2.0. However, the new DPR would have to be submitted for grant of 50 % of

*Charpita*  
Principal 28/9/18.  
Gokhale Memorial Girls' College



the total grant of Rs. 2 crores, for procurement only and that too for an amount equal to 50 % of the amount mentioned above.

- Computers and computer peripherals and other furniture could be included.
- Members opined that the newly acquired rooms would need further renovations to make them suitable for conducting classes, whence the Chairperson pointed out that renovation expenditure cannot be included in the present DPR as it would be a different category of expenditure under RUSA 2.0 grant.
- Procurement would include computers, computer peripherals, books, library resources and equipment, laboratory apparatus and instruments, storage furniture and such others. Library storage could be increased under library upgradation which was of utmost importance for storage of newly procured books. There were items previously planned to be procured from the WBSIDC such as wall cabinets, green boards, sports goods, gym equipment.
- Members agreed that the original WBSIDC quotations (which led up to the total amount of Rs. 79.6 lakhs as previously mentioned) be considered for preparing the DPR as the College was eligible for only Rs.1 Crore for the time being.
- Procurement of refrigerators would not be permitted under the RUSA guidelines but installation of LCD projectors as teaching-learning device could be considered.
- It was resolved that the fresh DPR would include:
  - (i) New computers
  - (ii) Lab Apparatus, & Equipment
  - (iii) Books, journals & e-resources
  - (iv) Computer peripherals in the Labs
  - (v) Lab working tables
  - (vi) Wall cabinets in all class rooms and in wall-space available as much as practicable
  - (vii) Green glass boards
  - (viii) Library Card printer
  - (ix) Two PCs with printer in the College Library

  
Principal  
Gokhale Memorial Girls' College

28/9/18



### Minutes of IQAC meeting held on 18.12.2018 in the Principal's Room

The meeting convened on 18.12.2018 was the first one after the reconstitution of the IQAC, with the following agenda.

- Agenda** – 1. Welcoming the members of the newly constituted IQAC.  
2. Pursuance with the RUSA Office for obtaining funds under RUSA 2.0.  
3. Submission of the pending AQARs.  
4. The new CBCS system and Internal Quality Maintenance

#### ***Proceedings:***

- The Principal and Chairperson of IQAC Dr. Atashi Karpha extended a warm welcome to the internal members of the newly constituted IQAC and expressed hope that the Cell would in the months and years to follow make its best effort to uphold the vision and mission of this esteemed 80-year institution.
- Dr. Karpha pointed out the College had previously applied for funds under RUSA 1.0 but did not receive any grant. She informed the members that RUSA, Govt. of West Bengal had asked the College to submit the DPR again to obtain funds under RUSA 2.0 and that the College was now to be guided by the implementation rules of RUSA 2.0. Following this, the College had submitted the DPR for Rs. 2 Crores and covering the estimate of expenses in the categories of new construction, renovation, upgrade and procurement. Dr. Karpha further spoke at length about the items that had been included under the category of procurement - new computers and computer peripherals, lab apparatus and equipment, books and e-resources, lab working-tables and printing machines for the library. She also mentioned that the West Bengal Small Industries Development Corporation (WBSIDC) had been approached and estimates obtained for items included in the category of renovation, such as renovation of student and staff washrooms, new wall-mounted cabinets, green glass boards in classrooms, computer peripherals and such others. As for new construction, Dr. Karpha expressed concern about the paucity of land in possession. She informed the members that the College had already made an appeal to the Govt. of West Bengal and WIDCO had made a recommendation of land for Second Campus. However, Dr. Karpha maintained that the college would be able to avail this opportunity only if that land was offered at a concessional rate. She opined that the immediate need was to continue pursuing the matter of grants under RUSA 2.0.

- Members discussed the issue of the AQARs of 2016-17 and 2017-18 that were necessary to be submitted and the IQAC coordinator Dr. Sanchita Sen suggested that work be started immediately to this effect. Data already collected for filling in AQAR 2016-17 would be checked again and additional data if any collected at the earliest. Dr. Sen also pointed out that HEIs would henceforth have to submit their AQARs online as per the revised AQAR submission rules of NAAC.
- Dr. Karpha stressed that, with the introduction of the new CBCS system from July 2018, the entire quotient of the teaching-learning process would change and would require modified academic and infrastructure facilities conducive to effective and efficient dissemination of the CBCS course curriculum. She also mentioned that the college class routine including both the existing classes under the 1+1+1 Course system and the CBCS semester system had been successfully introduced. The examination system would undergo significant change but efforts for maintaining academic quality would continue for both systems with formative evaluation methods, parent-teacher interface etc. already in place. Dr. Karpha expressed her faith in the ability of the teachers to maintain the academic and value standards of the College. In the same note it was resolved that College would continue as Local Chapter and facilitate enrolment in Swayam-NPTEL courses.

*Karpha* 18/12/2018.  
CHAIRPERSON

*Sanchita Sen* 18/12/2018

#### Members

Co-ordinator  
IQAC  
Gokhale Memorial Girls' College

*Indu* 18/12/2018  
*Ballari Ray Chaudhury* 18.12.2018  
*Dr. Kar* 18.12.2018



*Nabawita Chakrabarty* 18.12.2018

*Sannata Dey* 18.12.2018



Minutes of IQAC meeting dated 27.02.2019

Agenda -1. Taking over the responsibility of the IQAC

2. To discuss inclusion of external members in the IQAC.

- The former coordinator handed over the documents related to the IQAC to the Chairperson of IQAC.
- Chairperson and Members of the reconstituted cell discussed the inclusion of external members in various capacities in accordance with the revised NAAC guidelines of November 2017.

*Chandana* 27/2/19.  
CHAIRPERSON

*M. Anurag* 27.2.19. (IQAC Coordinator, Former)  
Members -

*Ing. Se* 27/2/19

*Gr. Math* 27/2/19

*Nabavita Chakraborty* 27/2/19

*Sanchita Dey* 27/2/19

*Sanchita Sen* 27/2/19

Co-ordinator  
IQAC

Gokhale Memorial Girls' College



### Minutes of IQAC meeting held on 12.03.2019

Agenda: 1. Submission of pending AQARs  
2. Discussion on quality initiatives to be taken

#### Proceedings:

- Discussions were held regarding the submission of AQARs pending from 2016-17 onwards according to the new online format. Suggestions were noted down regarding the data to be collected under the different metrics and special formats would be developed to obtain this data from the departments, academic and other committees and from the college office.
- It was resolved that faculty exchange programs would be planned and at least two departments – one from the Humanities section and the other from the Science section would be brought under this programme. Suggestions were put forward by the Chairperson.
- E-content to be developed by faculty members.
- No-plastic Day to be observed for at least one week and arrangements to be made by the NSS Unit-I of the College.
- Environmental Awareness Programs to be undertaken in the college campus.
- Library infrastructure to be improved and students' awareness regarding use of library services to be enhanced.

*Arpita* 12/3/19  
CHAIRPERSON

Members -

*Ing. De* 12/03/2019

*Ballavi Ray Chaudhury* 12.03.2019.

*Nabaratna Unakraborty* 12/03/2019

*Samritha Dey* 12/3/2019

*Sanchita Sen* 12/03/2019  
Co-ordinator  
IQAC  
Gokhale Memorial Girls' College





Minutes of IOAC meeting held on 26.03.2019 in the Principal's Room

- Agenda – 1. To discuss about the data to be obtained for filling in AQAR.  
2. To discuss on career counselling for students.

**Proceedings:**

- It was resolved that filling in the AQAR for 2016-17 in the new online format would require data pertaining to the year from the departments, student clubs, different committees, NSS Unit-1, the College Library and the College Office. All formats were drawn up to be distributed to these particular units.
- Required information and data to be requisitioned from the teachers in a subsequent Teachers' Council meeting.
- Request made by Jamboree Education Ltd. to conduct orientation programme for the students in TOEFEL, GRE, GMAT, ILLS was discussed.
- The various write ups needed to fill in the descriptive metrics of the online AQAR format were discussed.
- Student welfare and student representation data would be collected from the minutes of previous meetings held by the Students' Welfare Sub-Committee with the Class Representatives during the academic session 2016-17

*Charpha 26/3/19*  
**CHAIRPERSON**

**Members -**

*Ing De 26/03/2019*

*Ballarikay Chandrahury 26.03.2019.*

*G. V. Math 26.03.2019*

*Nabanita Chakraborty 26/3/2019*

*Sannath Deyssi 26/3/2019*

*Sanchita Sen 26/3/2019*  
**Co-ordinator**  
**IOAC**  
Gokhale Memorial Girls' College



Minutes of IQAC meeting held on 03.04.2019 in the Principal's Room

Agenda – 1. To send letters to the already inducted external members in the IQAC.

2. To deliberate on the new online AQAR format.

3. To discuss about the workshop on pollution management and career counselling.

**Proceedings:**

- Drafts of letters were prepared for dispatch to the external members already inducted in the newly reconstituted IQAC. Additional names proposed for inclusion in the capacity of the Local Society member, Alumni Representative and Industry Representative. The new online format of AQAR as prescribed by NAAC was discussed at length. Metrics of the old and new formats were compared and gaps in information identified. It was resolved that former members would be requested to help the new IQAC in filling in these gaps.
- Dr.Karpha informed that Dr. Kalyan Rudra, Chairman, WBPCB had been requested to conduct a workshop on pollution management. The workshop would be conducted on 23rd April 2019 and for this all arrangements are to be made.
- It was resolved that Jamboree Education Ltd. would be allowed to conduct its orientation workshop for the benefit of the students aspiring for higher studies abroad.

CHAIRPERSON *A. Karpha* 3/4/19

Members -

*Imy De* 3/04/2019

*G. R. - K. H.* 03/04/2019

*Nabanita Chakrabarty* 3/04/2019

*Samrithi Dey* 3/04/2019

*Sanchita Sen* 03/4/19

Co-ordinator  
IQAC

Gokhale Memorial Girls' College





Minutes of IQAC meeting held on 22.04.2019 in the Principal's Room

Agenda 1 - To begin the insertion of data in AQAR 2016-17 in the online portal.

2. To finalize arrangements for environment workshop.
3. To discuss feasible future eco-friendly initiatives.

**Proceedings:**

- The data format for AQAR 2016-17 was opened online. The process of filling in online was initiated and data was in several metrics of Part A. Quality initiatives which were already undertaken during the academic session 2016-17 were listed for insertion. The future plan of action were also listed.
- Dr. Karpha informed that all arrangements had been made for conducting the lecture and workshop on environmental pollution on 23.04.2017. Students had been notified about the poster display that would follow the lecture to be delivered by Dr. Kalyan Rudra. Dr. Rudra would inaugurate the display after the lecture.
- Members discussed feasible eco-friendly initiatives that would be undertaken in the immediate future. In this regard, installation of water harvesting system and solar panels were suggested and it was resolved that college would approach the concerned government departments and put requests for survey of the college building for these installations.

CHAIRPERSON

*Dr. Karpha*

*Sanchita Sen* 22/04/2019

Members -

*Indy De* 22/04/2019

*Ballari Ray Chaudhury* 22.4.2019.

*Nabanita Chakraborty* 22/4/2019

*Sannata Dey*

22/4/2019

Co-ordinator  
IQAC  
Gokhale Memorial Girls' College



## Minutes of IOAC meeting held on 24.04.2019 in the Principal's Room

Agenda -1. Procedure for collecting data on different metrics of AQAR 2016-17

2. To discuss the plan of action for the next academic year.

### Proceedings:

- It was resolved that student related data would be collected and compiled. For this, the students registered as students of the University within the reference date 30<sup>th</sup> September 2016 would be considered as enrolled students of the College. The web links for some of the AQAR metrics would be obtained from the website developer after posting the required information pertaining to the metrics in the website. All required data would be obtained from the College Administrative Office at the earliest to fill in the AQAR 2016-17. Data for some metrics would be obtained from the already submitted AISHE Nodal DCF II of the College. All relevant data from the different academic and non-academic committees and the faculty would be collected at the earliest. It was resolved that the IQAC would meet within a short time to complete the AQAR at the earliest. The Chairperson approved the selection of the Local Society and Industry Representatives in the IQAC.
- Quality initiatives to be taken in the light of the new requirements of NAAC were discussed. It was resolved that the College would undertake initiatives for enhancing library and laboratory resources for effective teaching-learning required for the new CBCS course curriculum. Feasible eco-friendly initiatives would also be undertaken in the immediate future.

CHAIRPERSON

*Arupha 24/4/19*

*Sanchita Sen*  
24/04/2019

Members -

*Ing. De 24/04/2019*

*Ballari Ray Chaudhury 24.04.2019.*

*Gov. Mah 24.04.2019*

*Nabanita Chakraborty 24/04/2019*

*Samita Dey 24/04/2019*

Co-ordinator  
IQAC  
Gokhale Memorial Girls' College





Minutes of IQAC meeting held on 30.04.2019 in the Principal's Room

Agenda- 1. To continue compilation of data for AQAR 2016-17

2. to discuss the difficulties of filling in several of the metrics of AQAR 2016-17.

Proceedings -

- Members discussed the compilation of data for online submission of AQAR 2016-17.
- IQAC coordinator pointed out that there were several metrics in the online format which would require clarification from the AQAR Support Desk.
- Several queries were raised by members regarding the metrics and how to fill them in and these were discussed at length.
- It was decided that information documents required to be uploaded in the college website would be sent at the earliest to the web developer and weblinks obtained.

CHAIRPERSON *Arpha* 30/4/19.

*Sanchita Sen*  
30/04/2019  
Co-ordinator  
IQAC  
Goldhale Memorial Girls' College

Members -

*Ing De* 30/04/2019

*Ballari Ray Chaudhury* 30.04.2019.

*Gr. Math.* 20.04.19

*Nabavita Chakraborty* 30/04/19

*Samir Dey* 30/04/19



Minutes of IQAC meeting held on 27.05.2019 in the Principal's Room

Agenda – 1) Completion of filling-in of AQAR 2016-17

2) To place the completed AQAR 2016-17 for Chairperson's perusal.

Proceedings:

- The IQAC met to complete the filling in of AQAR 2016-17 to make it ready for approval by a statutory body before the final submission.
- The IQAC coordinator placed the completed AQAR 2016-17 before the Chairperson. The entire filled-in AQAR format was read out. Modifications and alterations were made as per the suggestions made by the Chairperson. Further additions to be incorporated were also noted down. It was resolved that a tentative date would be fixed by the Chairperson for placing the filled-in and completed AQAR in the Teachers' Council/Governing body for approval.

CHAIRPERSON

Charphi 27/5/19.

Sanchita Sen 27/05/2019

Co-ordinator  
IQAC

Gokhale Memorial Girls' College

Members -

Jmy de 27/05/2019

Ballari Ray Chaudhury 27-05-2019.

Nabanita Chakrabarty 27.05.2019

Samita Dey 27/05/2019



## **ACTION TAKEN REPORT 2018-19**

- DPR submitted to obtain funds under **RUSA 2.0**.
- Process completed for the introduction of new CBCS curriculum as per the directive of the Department of Higher Education, Govt. of West Bengal and as per the rules of the University of Calcutta. Class routine for the new CBCS Curriculum drawn up and successfully introduced. New infrastructure provisions sought to be made.
- Renovations made in the newly acquired rooms in the ground floor of Main Building (PTTI Rooms) to them suitable for conducting classes.
- Mezzanine floor constructed over a portion of the renovated rooms to install new computer laboratory.
- Library books purchased with college funds. Library Orientation Programs held for the benefit of the students.
- Student career counselling facilitated.
- Discussion held with the Principal of Behala College, Kolkata for introducing a faculty-exchange program.
- Cooperation sought from Shri Shikshayatan College for faculty-exchange program.
- Environment-friendly activities undertaken. Campus-cleaning drive undertaken. Special lecture on environmental pollution organized and lecture delivered by the Chairman, Pollution Control Board of West Bengal.
- Concerned government department SWIDD approached for installation of water harvesting device in the roof of the Main building. Site survey done by the engineers of the said department.
- Elaborate formative evaluations undertaken by all departments in the form of mock tests.
- Special lectures and remedial classes conducted by all departments.
- Enrolment in NPTEL courses continued.

Dr. Atashi Kurpha (Principal)

Dr. Sanchita Sen (IQAC Coordinator)

Dr. Ivy De (Member)

Dr. Ballari Ray Chaudhury (Member)

Dr. Goutam Mahata (Member)

Dr. Nabamita Chakraborty (Member)

Dr. Saurabh Niyogi (Member)

*Atashi Kurpha*

*Sanchita Sen*

*Ivy De*

*Ballari Ray Chaudhury*

*Goutam Mahata*

*Nabamita Chakraborty*

*Saurabh Niyogi*

Co-ordinator  
IQAC  
Gokhale Memorial Girls' College





# Minutes of IQAC Meetings & Action Taken Report



## Minutes of IQAC Meeting held on 19.07.2019

### *Agenda:*

1. To contact NAAC Helpdesk to clear the problems faced in filling in certain metrics of the online AQAR format of 2016-17.
2. To discuss the execution of decisions taken in 2018-19 and pending
3. Drawing up plans for the new academic session 2019-20.

### *Proceedings:*

- NAAC Helpdesk contacted over the phone. IQAC advised to go to AnyDesk app, Metric 5.1.1 and 8 filled in with the help of the NAAC Helpdesk and problem resolved.
- A few more future plans were envisaged by the IQAC
  - (i) Introduction of Yoga and Meditation as therapeutic device for enhancing physical and mental health of students.
  - (ii) Facilitating physical and mental health of students through professional counselling and introduction of student mentoring.
  - (iii) Yoga & Meditation proposed to be introduced as a certificate course in collaboration with a registered institution.
  - (iv) Constituting a Student Counselling Cell in the college and initiation of student mentoring in college.

Members present as per list of signatories.

Dr. Sanchita Sen

*Sanchita Sen (Coordinator)*

CHAIRPERSON

Dr. Ivy De

*Ivy De*

Dr. Ballari Ray Chaudhury

*Ballari Ray Chaudhury*

Dr. Goutam Mahata

*Goutam Mahata*

Dr. Nabamita Chakraborty

*Nabamita Chakraborty*

Dr. Saurabh Niyogi

*Saurabh Niyogi*



## Minutes of IQAC Meeting held on 05.08.2019

### *Agenda*

1. Confirmation of the minutes of meeting held on 13.07.2019
2. To discuss action plans for the new academic session

### *Proceedings -*

1. It was decided to include the name of the Alumni representative as nominated by the Gokhale Memorial Girls' College Alumni Association
2. Feasibility of Teacher- Exchange programme with other colleges namely New Alipore College and Sri Shikshayatan College was discussed.
3. The Chairperson suggested that the college install rain-water harvesting and solar panels on the roof-top as an eco-friendly initiative.
4. It was proposed that the IQAC would visit the NAAC website for guidance regarding the organization of UGC National seminars in the college.
5. Departmental seminars for the newly introduced CBCS system would be required and thus organized by the college.
6. To introduce yoga in regular classes.
7. To introduce Foreign Language such as Spanish/ German/ French in the college curriculum as a value-added course to enhance students' employability skills.
8. To introduce Statistics as a generic subject.

Members present as per list of signatories.

Dr. Sanchita Sen *Sanchita Sen (Coordinator)* CHAIRPERSON *Alampas.*

Dr. Ivy De *Ivy De*

Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury*

Dr. Sourabh Niyogi *Sourabh Niyogi*

## Minutes of IQAC Meeting held on 11.09.2019

### **Agenda:**

1. Confirmation of the minutes of meeting held on 05.08.2019
2. Filling in the AQAR of 2017-18
3. Reframing the feedback form for the Students' Satisfaction Survey to include a metric for use of digital teaching -learning tools.
4. To approach government authorities for introducing the eco-friendly installations
5. Miscellaneous

### **Proceedings:**

1. Filling in of metric 7 discussed.
2. The IQAC Quality Assurance Initiatives identified and listed for the academic session 2017-18 as mentioned below –
  - (a) Introduction of Sociology as a Generic subject. Sociology introduced as a Generic Subject confirmed.
  - (b) To fill in the AQAR 2017-18, it was decided that the different college committees (Statutory and Non-Statutory) would be consulted for requisite data for the year 2017-18.
  - (c) Sets of different metrics of AQAR 2017-18 were entrusted to each IQAC member and the data would be collected by him/her from the departments, library and the college offices.
  - (d) It was decided that the External Analyst would be provided the Feedback forms for the preparation of the Stakeholders' Survey Report 2017-18.
  - (e) For undertaking eco-friendly initiatives in 2019-20, it was decided that the college would approach the authorities of SWID (State Water Investigation Directorate) for rain water harvesting and the Department of Non-Conventional Energy for installation of Solar Photo Voltaic Cells. The Chairperson also discussed the necessity of a no-plastic campus and that the college would take the necessary steps.
  - (f) Literary club activities to be increased. "Monochrome", the Literary Club magazine to be published.
  - (g) Since the college is situated opposite to a major city hospital (The SSKM), and it would use its locational advantage, the college would take its locational advantage to introduce cleaning of the college surroundings in collaboration with the Kolkata Traffic Police, as a Swachh Bharat Initiative.
  - (h) It was decided that the course outcomes and programme specific outcomes would be prepared and compiled for all Honours and Major Subjects to be posted in the college website.

Members present as per list of signatories.

Dr. Sanchita Sen

*Sanchita Sen (Coordinator)*

Dr. Ivy De

*Ivy De*

Dr. Ballari Ray Chaudhury

*Ballari Ray Chaudhury*

Dr. Goutam Mahata

*Goutam Mahata*

Dr. Sourabh Niyogi

*Sourabh Niyogi*

*Chairperson*  
CHAIRPERSON



## Minutes of IQAC Meeting held on 13.12.2019

### *Agenda:*

1. Confirmation of minutes of meeting held on 11.09.2019
2. Organising Syllabus Workshops, Career Advancement Scheme workshops and Annual Memorial Lectures.
3. Discussion on NSS Unit 1 activities
4. Miscellaneous.

### *Proceedings:*

1. IQAC Coordinator suggested that a resolution be taken for organizing a CAS workshop in 2020 and a syllabus workshop of the Department of Economics in March 2019-20.
2. The college would need to fix a date for the Annual Memorial Lecture.
3. All workshops and seminars are to be funded by the college. NSS Unit 1 too would conduct programs with advanced funding from the college.
4. Members of IQAC suggested that a Green Audit be undertaken in the college including use of water sources, use of LED lamps etcetera in the college and to contact the Green Audit Cell of the University of Calcutta.
5. To conduct Academic AA for the college as soon as possible beginning with the Academic Session 2019-20 and to collect all the information to this effect.
6. The Chairperson informed the cell about the unused caution money not claimed by the students and suggested that we the college utilize it fruitfully.
7. The college would motivate the final year students for Alumni Registration by not reclaiming the caution money.
8. A regular drive against single-use plastic within the college premises would be conducted by the themselves with poster display.
9. To continue with Blood Donation and Health Check-up Initiatives.
10. Utilize RUSA 2.0 funds
11. To facilitate and conduct group discussions and student presentation son a bi-monthly basis with regular maintenance of records.
12. To introduce Yoga as a regular training program.
13. To introduce a self-defense course such as Judo/ Karate and this would be initiated and managed by the Sports Committee.
14. It was decided that external analyst would be asked to submit the soft copy of the SSS Report of 2017-18 by 1<sup>st</sup> week of January 2020 and the hard copy of the full Stakeholders Report to the IQAC as soon as possible.

Members present as per list of signatories.

Dr. Sanchita Sen	<i>Sanchita Sen (Coordinator)</i>	<i>Chairperson</i> CHAIRPERSON
Dr. Ivy De	<i>Ivy De</i>	
Dr. Ballari Ray Chaudhury	<i>Ballari Ray Chaudhury</i>	
Dr. Goutam Mahata	<i>Goutam Mahata</i>	
Dr. Nabamita Chakraborty	<i>Nabamita Chakraborty</i>	

## Minutes of IQAC Meeting held on 07.01.2020

### **Agenda**

1. Confirmation of the minutes of meeting held on 13.12.2019
2. Making arrangements to hold a CAS workshop in the College
3. To discuss introduction of Yoga Training Classes for students

### **Proceedings –**

Agenda 1 - A tentative date of the IQAC – CAS Workshop was decided upon as 27.02.2020 at 2:00 PM with Shri. Tushar Kanti Ghara, State Nodal Officer and ADPI, Higher Education Department, govt. of West Bengal, as the honorable Speaker. There would also be a one-hour question-answer session after the lecture.

- (a) Braindrops, the Web Developer of the college would be entrusted with the task of arranging online registration for both the internal faculty and external participants from other Colleges. Spot Registration would also be considered.
- (b) Principals of other Colleges would be formally invited
- (c) Programme schedule was drawn up and different committees formed with teachers with the IQAC Coordinator as overall coordinator-
  - (a) Online Registration
  - (b) Hall Management
  - (c) Reception
  - (d) Refreshment and Food
  - (e) Posters, Flex & Certificates
  - (f) Invitation & Program Coordination
- (d) The Registration Fee for external participants was fixed at Rs.150/-.
- (e) Tentative estimates of expenses were also made and it was decided that the shortfall found after collection of registration fees would be covered by the College.

Agenda 2 - The IQAC members discussed the possibility of introducing Yoga Training classes under the aegis of the World Yoga Society.

Members present as per list of signatories.

Dr. Sanchita Sen

*Sanchita Sen (Coordinator)*

*Chairperson*  
CHAIRPERSON

Dr. Ivy De

*Ivy De*

Dr. Ballari Ray Chaudhury

*Ballari Ray Chaudhury*

Dr. Goutam Mahata

*Goutam Mahata*

Dr. Sourabh Niyogi

*Sourabh Niyogi*

Dr. Nabamita Chakraborty

*Nabamita Chakraborty*



**Minutes of Meeting held by IQAC with CAS Committee on 20.02.2020**

**Single Agenda** – Discussion with CAS committee regarding the executive committees formed for conducting the CAS Workshop and the responsibilities of the Non-teaching staff.

**Proceedings –**

The responsibilities of the executive committees were discussed and finalized,

- (a) Hall Management would involve Hall Preparation as well as guiding the participants to their seats. The College Electrician was assigned to assist the committee.
- (b) Reception committee members would confirm the online registrations and assist spot registration.
- (c) Four members of the non-teaching staff would assist the Food Committee.
- (d) Two teaching members would write the participation certificates and hand them over to the Certificate Committee members for distribution to the participants.

Members present as per list of signatories.

Dr. Sanchita Sen	<i>Sanchita Sen (Coordinator)</i>	<i>Chairperson</i> CHAIRPERSON
Dr. Ivy De	<i>Ivy De</i>	
Dr. Ballari Ray Chaudhury	<i>Ballari Ray Chaudhury</i>	
Dr. Goutam Mahata	<i>Goutam Mahata</i>	
Dr. Sourabh Niyogi	<i>Sourabh Niyogi</i>	
Dr. Nabamita Chakraborty	<i>Nabamita Chakraborty</i>	

## Minutes of Online Meetings held by IQAC during the Covid-19 Pandemic Lockdown

### Online Meet on 4th April 2020

All members present on Zoom Platform

Id - 529-512-804

Password - 176252

Agenda -

- Discussion on future academic planning
- Organizing Counselling sessions for Staff and Students, especially the 3rd Year and final batch of students to be conducted by Counsellor Dr. Shatabhisha Chatterjee.

### Proceedings -

Members discussed ways and means to ensure regular online teaching by faculty to complete the syllabus and ensure preparedness of students for examination. Members discussed the state of mind of the outgoing 3<sup>rd</sup> year students waiting anxiously for direction from the Government and University regarding the conduct of examinations in the light of the pandemic.

Members discussed the necessity and feasibility of conducting counselling sessions to help students cope with the uncertainty as classes remain suspended and exams stalled.

Members discuss the compulsion regarding the use of digital tools for smooth and regular conduct of online classes during the period of lockdown.

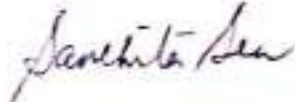
Members discuss the difficulties faced by students pertaining to internet connectivity and accessibility particularly in case of financially weak students.

Members resolve to encourage faculty to deliver as much as possible for the benefit of students.

Members resolve to encourage departments to organize online lectures/webinars.

Members discuss the possibility of providing Google Feedback Forms to current and past students to assess the efficacy of the curriculum designed for the degree courses for both the old 1+1+1 system and the new CBCS system.

  
CHAIRPERSON

  
IQAC COORDINATOR



Online Meet on 28<sup>th</sup> April 2020

All members present on Zoom Platform

Link -

<https://us04web.zoom.us/j/79669973968?pwd=MGI1SmRnYWk2NDRUaXlDVXhDc1QwQT09>

Agenda – Discussion on cultural program to commemorate the Birth anniversary of Rabindranath Tagore

Counselling sessions for 3<sup>rd</sup> Year students finalized and scheduled to be conducted from 11.05.2020 to 15.05.2020

CHAIRPERSON *Araspha*

*Sanchita Sen*  
IQAC COORDINATOR





### Online Meet on 18<sup>th</sup> June 2020

All members present on Zoom Google Meet Platform

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

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

Proceedings –

- At the outset, Chairperson Dr. Karphe pointed out the necessity of using digital tools in teaching-learning and administrative work and particularly because of the lock down of allofflinesysyems 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 amother 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. Karphe 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 simulataneously. 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 prepared for 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. Karphe*  
CHAIRPERSON

*Panchita Sen*  
IQAC COORDINATOR

**Online Meet of IQAC GMGC with Principal, Malda College on 28 th June 2020**

All members present on Google Meet Platform.

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 2<sup>nd</sup> July 2020 to 4<sup>th</sup> 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 ensured 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.

The meeting ended with thanks to the Chair and Dr. Baidya and on a positive and exuberant note as all were confident that the arrangements for hosting the event had been adequately made.

  
CHAIRPERSON


  
IQAC COORDINATOR

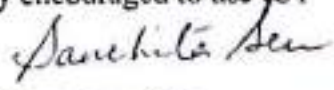




## ACTION TAKEN REPORT

- RUSA grant obtained and all processes initiated to utilize the grant for procurement, renovation and construction for enhancement of infrastructure. Initiatives for enhancing library resources with College Fund and RUSA 2.0 grant through e-tendering and initiatives taken for purchasing e-resources.
- SWAYAM-NPTEL enrolment continued.
- Capability enhancement measures - To ensure preparedness of students, Revision Classes, Mock Tests, Tutorials, Class Tests, Doubt-clearing classes, Peer-tutoring in some departments undertaken, student presentations conducted and self-inspection of answer scripts encouraged. Special Lectures arranged to enhance students' understanding of the subject.
- Career counselling facilitated by TCS and IBT.
- Workshop on CBCS syllabus of Semester 4 in Economics Honours conducted.
- Free ship and Book Bank facilities for needy and deserving students continued as an important student welfare measure.
- Parent-teacher interface to inform guardians of their wards' progress.
- Two Day Yoga and Meditation Workshop cum Training class conducted for promotion of physical and mental wellbeing of students.
- Counselling sessions held online for the College Staff and the outgoing 3rd year (Old 1+1+1 Syllabus) students to help all to cope with the unprecedented lockdown situation.
- A Three-Day Online Workshop & Training Programme at National Level for the Professional Development of Faculty and Staff titled, "Developing Skills through ICT Tools and Techniques"
- Environment-friendly initiatives - Swacchta Drives undertaken – SwacchtaPakhwada observed. No single-use plastic week observed; SWID, Govt. of West Bengal approached for initiating the installation of water-harvesting system on the roof of the Main Building.
- Several activities undertaken by the NSS Unit and Social Awareness Club such as blood donation, outreach activity in the time of natural calamity and especially Covid pandemic.
- An important motivational and counselling webinar conducted by NSS with eminent doctor Dr. Amitava Nandy on maintenance of personal and community health and hygiene during Covid times.
- A Faculty Exchange programme undertaken with Department of Economics of New Alipore College, Kolkata.
- Students facilitated by offsite hostel arrangement in collaboration with YWCA only upto mid-March 2020 due to covid situation.
- Prompt commencement of online classes immediately after the declaration of nationwide Covid 19 Pandemic Lockdown - G suite accounts created by college for all departments to facilitate online teaching-learning. Faculty encouraged to use ICT

  
Chairperson

  
IBAC COORDINATOR





# **GOKHALE MEMORIAL GIRLS' COLLEGE**



## **Minutes of the IQAC Meetings & Action Taken Report**

**2020-21**

### Minutes of the Online Meet of IQAC on 18<sup>th</sup> 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 level workshop 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 prepared for 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

(Chairperson)



Dr. Sanchita Sen

(Coordinator)



### Online Meet of IQAC GMGC with Principal, Malda College on 28.06.2020

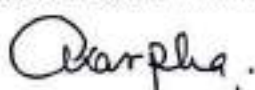
All members of IQAC were present on Google Meet Platform. Dr. Manas Baidya, Principal, Malda College also was present. Meet Link – <https://meet.google.com/vcf-dive-bxp>


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 2<sup>nd</sup> July 2020 to 4<sup>th</sup> 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-uuizc-vus>

All members present in the online meet.

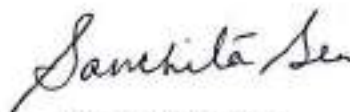
**Single Agenda**– Discussion on preparedness of the IQAC for the Three-Day ICT workshop organized in collaboration with Malda College

*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 3<sup>rd</sup> 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 Karpaha 1/7/20  
(Chairperson)



Dr. Sanchita Sen  
(Coordinator)

01/07/2020



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

Meet Link: <https://meet.google.com/vzu-fuqi-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 initiatives 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 PTI 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 online given the continuing pandemic lockdown situation.



Dr. Atashi Karpha

(Chairperson)

21/7



Dr. Sanchita Sen

(Coordinator)

21/07/2020



## 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

Agenda 2: 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

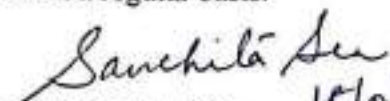
- Compilation of data for uploading of AQAR 2018-19 was discussed. Coordinator informed that data compilation up to Criterion III was completed.
- Checking of financial data was still incomplete and this would be done with the help of the office personnel.
- Coordinator informed that it was necessary 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.

#### Agenda 3

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  
(Chairperson) 18/8

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

## Minutes of Online Meeting on 10.11.2020 at 6:00 PM on Google Meet Platform

Meet Link: <https://meet.google.com/xgs-gjph-itz>

All IQAC members present 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 that she 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 21<sup>st</sup> 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 have a dedicated placement cell
- To encourage Alumni participation
- To introduce formal Student Mentoring as soon as possible when the pandemic situation ends.

  
Dr. Atashi Kapha 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-content development 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)

Dr. Ivy De

Dr. Goutam Mahata

Dr. Ballari Ray Chaudhury

Dr. Sourabh Niyogi

Dr. Nabamita Chakraborty

Sanchita Sen 10/02/2021

Dr. Atashi Karcha

(Chairperson)

Ivy De 10/2/21

Goutam Mahata 10/02/2021

Ballari Ray Chaudhury 10/2/2021

Saurabh Niyogi 10/02/21

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 3<sup>rd</sup> Cycle Accreditation

#### Proceedings

- The Manual of Standard Operating Procedure 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 Karpfa *Atashi Karpfa*

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 *Sourabh Niyogi* 31/3/21

### 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 Karpfa *Atashi Karpfa*

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 *Sourabh Niyogi* 1/4/21

### 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 Karpfa *Atashi Karpfa*

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

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

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

Dr. Sourabh Niyogi *Sourabh Niyogi* 08/04/21



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

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 1<sup>st</sup> July 2021 to 3<sup>rd</sup> July 2021 in association with the IQAC. This would include-

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

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator)

*Sanchita Sen* 29/06/2021

*Atashi Kapha*  
Dr. Atashi Kapha

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



## 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 of English Department, Smt. Priti Rajak of Economics Department and Dr. Newton 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) *Sanchita Sen 09/08/2021*
  - Dr. Ivy De *Ivy De 9/8/21*
  - Dr. Goutam Mahata *Goutam Mahata 9/8/21*
  - Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 9/8/2021*
  - Dr. Nabamita Chakraborty *Nabamita Chakraborty 9/8/21*
  - Dr. Sourabh Niyogi *Sourabh Niyogi 9/8/21*
- Atashi Karpha*  
(Chairperson)

#### 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 16/08/2021*
  - Dr. Ivy De *Ivy De 16/8/21*
  - Dr. Goutam Mahata *Goutam Mahata 16/8/21*
  - Dr. Ballari Ray Chaudhury *Ballari Ray Chaudhury 16/8/2021*
  - Dr. Nabamita Chakraborty *Nabamita Chakraborty 16/8/21*
  - Dr. Sourabh Niyogi *Sourabh Niyogi 16/8/21*
- Atashi Karpha*  
(Chairperson)



## 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 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 31/08/21*

*Atashi Kapha 31/8*  
Dr. Atashi Kapha

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

*Sourabh Niyogi 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-lppk-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 Kapha

(Chairperson)



Dr. Sanchita Sen

(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 14<sup>th</sup> 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 30/11/21*

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 30/11/21*

Dr. Nabamita Chakraborty

*Nabamita Chakraborty 30/11/21*

Dr. Sourabh Niyogi

*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 30.11.2021 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 1<sup>st</sup> Class Honours and 40 to 59 would be regarded as 2<sup>nd</sup> 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)	<i>Sanchita Sen</i> 3/12/21	Dr. Atashi Karpha	<i>Atashi Karpha</i> 3/12
Dr. Ivy De	<i>Ivy De</i> 3/12/21	(Chairperson)	
Dr. Goutam Mahata	<i>Goutam Mahata</i> 3/12/21		
Dr. Ballari Ray Chaudhury	<i>Ballari Ray Chaudhury</i> 3/12/2021		
Dr. Arijit De	<i>Arijit De</i> 3/12/21		
Dr. Sk. Sariful Islam	<i>Sk Sariful Islam</i>		
Dr. Nabamita Chakraborty	<i>Nabamita Chakraborty</i> 3/12/21		
Dr. Sourabh Niyogi	<i>Sourabh Niyogi</i> 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, 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 14<sup>th</sup> 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 1<sup>st</sup> Odd Sem mentoring for all honours and generic students by 23<sup>rd</sup> 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 23<sup>rd</sup> December 2021.

Members present -

Dr. Sanchita Sen (Coordinator)

*Sanchita Sen 07/12/2021*

*Dr. Atashi Karpha 7/12*

Dr. Ivy De

*Ivy De 7/12/21*

(Chairperson)

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

*Sourabh Niyogi 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



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 29<sup>th</sup> 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 16<sup>th</sup>

### *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 28<sup>th</sup> 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 5<sup>th</sup> 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 5<sup>th</sup> June 2021 by the NSS student volunteers in their own homes.
- Online Workshop and Lecture conducted on 14.08.2020 by NSS Unit-I 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-I 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-I of the College.

- 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-I 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 16<sup>th</sup> 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.

  
Principal  
Gokhale Memorial Girls' College



# 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 1<sup>st</sup> July 2021 to 3<sup>rd</sup> July 2021 in association with the IQAC. This would include-

- International Academic Webinar titled, "Satyajit Cinema and Modernity" on 1<sup>st</sup> July 2021 followed by presentations by the winners of the Inter-college Essay Competition.
- Inter-college Quiz Competition "Magajatra" would be held on 2<sup>nd</sup> July 2021 with Quiz Master Rajiv Sanyal
- A Panel discussion titled, "Jalshaghar", on 3<sup>rd</sup> 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 and Dr. Saurabh Niyogi would assist in assessment of the essays submitted by participants in the Essay competition held prior to 1<sup>st</sup> July 2021.

Members present as per list of signatories.

Dr. Sanchita Sen (Coordinator)

*Sanchita Sen*  
Co-ordinator 29/6/21  
IQAC

*Atashi Kapha* 29/6  
Dr. Atashi Kapha (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 9/8/21

- Dr. Sanchita Sen (Coordinator) Dr. Atashi Karpas  
Gokhale Memorial Girls' College

*Atashi Karpas*

- Dr. Ivy De *Ivy De 9.8.21* (Chairperson)
- Dr. Goutam Mahata *Gv Mahata 9.8.21* Principal  
Gokhale Memorial Girls' College
- 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*

## 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 16/8/21

- Dr. Sanchita Sen (Coordinator) *Sanchita Sen 16/8/21* Co-ordinator  
Gokhale Memorial Girls' College

Dr. Atashi Karpas

*Atashi Karpas 29/6*

- Dr. Ivy De *Ivy De 16.8.21* (Chairperson)

- Dr. Goutam Mahata *Gv Mahata 16.8.21* Principal  
Gokhale Memorial Girls' College

- 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*



## 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)

Dr. Ivy De

Dr. Goutam Mahata

Dr. Ballari Ray Chaudhury

Dr. Nabamita Chakraborty

Dr. Saurabh Niyogi

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

Ivy De 31-8-21

Gv - Mahata 31.8.21

Ballari Ray Chaudhury 31.8.21

Nabamita Chakraborty 31.8.21

Saurabh Niyogi 31/8/21

Dr. Atashi Karpha

(Chairperson)

Atashi Karpha 31/8

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 14<sup>th</sup> 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)

Co-ordinator  
IQAC

Gokhale Memorial Girls' College

Dr. Atashi Karpha (Chairperson)

Dr. Ivy De

Ivy De 30.11.21

Principal  
Gokhale Memorial Girls' College

Dr. Goutam Mahata

G. Mahata 30.11.21

Dr. Ballari Ray Chaudhury

Ballari Ray Chaudhury 30.11.21

Dr. Nabamita Chakraborty

Nabamita Chakraborty 30/11/21

Dr. Saurabh Niyogi

Saurabh Niyogi 30/11/21





## 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 1<sup>st</sup> Class Honours and 40 to 59 would be regarded as 2<sup>nd</sup> 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 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 14<sup>th</sup> 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 1<sup>st</sup> Odd Sem mentoring for all honours and generic students by 23<sup>rd</sup> 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 23<sup>rd</sup> December 2021. Members present -

Dr. Sanchita Sen (Coordinator) 7/12/21

Co-ordinator  
IQAC.  
Gokhale Memorial Girls' College

Dr. Atashi Karpha

(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. Saurabh Niyogi

Saurabh Niyogi 7/12/21

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 google 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 3<sup>rd</sup> cycle NAAC accreditation. It was resolved 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)

Co-ordinator  
IQAC

Dr. Atashi Karpha (Chairperson)

Dr. Goutam Mahata

Gokhale Memorial Girls' College

Principal

Gokhale Memorial Girls' College

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



## 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 - I 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 1<sup>st</sup> week of April 2022

Members present -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 23/2/22 Co-ordinator  
IQAC  
Gokhale Memorial Girls' College

*Atashi Karpha*  
Dr. Atashi Karpha (Chairperson)

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 Kapha*  
Dr. Atashi Kapha

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)

Co-ordinator  
IQAC

Gokhale Memorial Girls' College

Dr. Ivy De

Dr. Ballari Ray Chaudhury

Dr. Arijit De

Dr. Sk. Sariful Islam

Dr. Nabamita Chakraborty

Dr. Saurabh Niyogi

Ivy De 21.3.22

Ballari Ray Chaudhury 21.3.22

Arijit De 21.3.22

SK Sariful Islam 21/3/22

Nabamita Chakraborty 21/3/22

Saurabh Niyogi 21/3/22

Dr. Atashi Kapha

Dr. Atashi Kapha (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 -

Dr. Sanchita Sen (Coordinator) *Sanchita Sen* 28/3/22 Co-ordinator IQAC  
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

*G. 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

*Dr. Karpha*  
Dr. Atashi Karpha (Chairperson)

Principal  
Gokhale Memorial Girls' College



## 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 27<sup>th</sup> 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 -

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

Dr. Ivy De *Ivy De* 13.4.22

Dr. Goutam Mahata *G. 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

*Atashi Karpha*  
Dr. Atashi 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 6<sup>th</sup> May 2022 to other convenient dates because the date was close to Id-ul-Fitre which would be celebrated on 3<sup>rd</sup> 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 23<sup>rd</sup> -24<sup>th</sup> May 2022 or to 30<sup>th</sup> -31<sup>st</sup> 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

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

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

Dr. Ballari Ray Chaudhury *ballari raychaudhury 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. Sarana Das (Librarian) *Sarana 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 2<sup>nd</sup> 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 23<sup>rd</sup> and 24<sup>th</sup> May 2022 and a second set of dates 30<sup>th</sup> May and 31<sup>st</sup> May 2022 were suggested as alternatives. 15<sup>th</sup> 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

*G. 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 from 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 from 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 links to 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) 29/4/22 IQAC

Gokhale Memorial Girls' College

Dr. Ivy De

Ivy De 29.4.22

Dr. Goutam Mahata

G. 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

Dr. Atashi Karpha (Chairperson)

Principal

Gokhale Memorial Girls' College



## 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* 18/5/22  
Co-ordinator  
IQAC  
Gokhale Memorial Girls' College

*Atashi Karpha* 18/5/22  
Dr. Atashi Karpha (Chairperson)

Dr. Ivy De *Ivy De* 18.5.22

Principal  
Gokhale Memorial Girls' College

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 – 9<sup>th</sup> & 10<sup>th</sup> July 2021*
  2. *College level Seminar on "India-Sri Lanka relations : evolving trends & trajectories" conducted by the Department of Political Science on 17<sup>th</sup> 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 18<sup>th</sup> 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.

*Alaspha. 29/2/22*  
Principal  
Gokhale Memorial Girls' College

*Panchita 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 2<sup>nd</sup> 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 29<sup>th</sup> 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 23<sup>rd</sup> December 2021 and followed by further campaigns on 27<sup>th</sup> December 2022 and 3<sup>rd</sup> 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 1<sup>st</sup> to 7<sup>th</sup> January 2022 under the aegis of the Govt. of West Bengal to encourage students to showcase their talents.

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

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



- Online Parent-Teacher meetings conducted on 1<sup>st</sup> and 2<sup>nd</sup> 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 22<sup>nd</sup> 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 9<sup>th</sup> March 2022.
- An online orientation programme, "WBPS College Counselling Session" on 'Job Opportunities in Government Sector' conducted by Unacademy on 3<sup>rd</sup> 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 28<sup>th</sup> 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 5<sup>th</sup> April 2022 to disseminate information to the staff on filling in of SSR for the 3<sup>rd</sup> cycle Accreditation of the institution.

### *Institutional Social & Community Responsibility*

- World Environment Day observed on 5<sup>th</sup> 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.  
*Panchita Sen*  
 Co-ordinator  
 IQAC  
 Gokhale Memorial Girls' College  
 29/8/22

*Akshita*  
 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-I 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 16<sup>th</sup> 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 27<sup>th</sup> 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"(1<sup>st</sup> to 3<sup>rd</sup> 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, "Magajatra".
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.

  
 Gokhale Memorial Girls' College

- Online programme conducted by students to commemorate the 125<sup>th</sup> birth anniversary of Netaji Subhas Chandra Bose.
- Online programme conducted by students to commemorate the Nation's 73<sup>rd</sup> Republic Day.
- An elaborate whole-day programme conducted in the college premises to celebrate International Women's Day on 8<sup>th</sup> 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 9<sup>th</sup> 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 250<sup>th</sup> birth anniversary and in remembrance of the legacy of the father of Modern Indian Renaissance on 30<sup>th</sup> and 31<sup>st</sup> May 2022.

*Karpha* 29/8/22  
(DR. ATASHI KARPHA)  
CHAIRPERSON

Principal  
Gokhale Memorial Girls' College



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

Co-ordinator  
IQAC  
Gokhale Memorial Girls' College