

Minutes of Meeting NAAC/CGC/1 dt. 22.7.21

An online emergency meeting of internal members of IQAC and NAAC was held at 7 this evening of 22 July 2021 regarding initiation of SSR and attended by

1. Dr. Satya Upadhyaya, Principal
2. Dr. Suparna Bhattacharya, Coordinator, IQAC and Member, NAAC Steering Committee
3. Dr. Lekhraj Balmiki, Member, NAAC Steering Committee,
4. Dr. Debashis Biswas, Member, NAAC Steering Committee
5. Prasenjit Makur, Member, NAAC Steering Committee.

The meeting was chaired by the Principal and the following decisions were unanimously taken regarding:

1. Planning for forthcoming NAAC: Keeping in mind the SWOT, members opined that we need to immediately focus on (a) Parents' Feedback, (b) Parents' Online Meet and (c) Making the students' whatsapp groups more transparent by asking students to join with the name in their admit card, use the photo pasted in the form and provide university registration number as information about the self
2. Preparation of IIQA and SSR

Since IIQA cannot be attempted till the AQAR for 2021-21 isn't uploaded, members decide to focus on preparation of AQAR as soon as the University examination concludes. Keeping in view the forthcoming NAAC assessment, members decide to begin working on the following criterion:

Criterion 1: Prasenjit Makur and Dr. Debashis Biswas

Criterion 2: Prasenjit Makur

Criterion 3 & 4: Dr. Lekhraj Balmiki

Criterion 5: Dr. Debashis Biswas

Criterion 6 & 7: Dr. Suparna Bhattacharya

The meeting concludes with thanks to the Chair.

NOTICE: IQAC/21-22/2

Minutes of the Meeting dated 17.08.21

The second online meeting of the IQAC for the academic year 2021-22 was held on 17.08.21 at 3 p.m. through googlemeet (<https://meet.google.com/ryn-kdob-ipd>).

The following members were present:

1. Dr. Satya Upadhyaya, Principal & Secretary
2. Dr. Suparna Bhattacharya, Coordinator, IQAC
3. Dr. Debashis Biswas, Member
4. Dr. Lekhraj Balmiki, Member

The meeting was chaired by Principal, Dr. Satya Upadhyaya.

The meeting focused on ensuring an error-free and timely collection of data for the AQAR 2020-21 and Dr. Lekhraj Balmiki's request for supervising Criterion 2 was unanimously accepted and Prasenjit Makur assigned the charge of supervising Criterion 1. (See Annexure 1 for detailed schedule)

Principal expressed happiness with the strategy of building information archive through google form collection of teachers profile and departmental academic and cocurricular details. IQAC requested Principal to fix a deadline for data submission within 31.08.21.

The meeting concluded with thanks to the chair.

Annexure 1

CRITERION	AQAR 20-21	IIQA & SSR
PART A Yearly Status Report - Part A	SB	
CRITERION 1 CURRICULAR ASPECTS	PM	PM & DB
CRITERION 2 TEACHING-LEARNING ASPECTS	LRB	PM
CRITERION 3 RESEARCH INNOVATION & EXTENSION	DB	LRB
CRITERION 4 INFRASTRUCTURE & LEARNING PROCESS	LRB	LRB
CRITERION 5 STUDENT SUPPORT & PROGRESSION	DB	DB
CRITERION 6 GOVERNANCE, LEADERSHIP & MNGT	SB	SB
CRITERION 7 INSTITUTIONAL VALUES & BEST PRACTICES	SB	SB

NOTICE: IQAC/21-22/3

A meeting of the IQAC was held on 3.9.21 at 2.30 in the Principal's chamber. The following members attended:

- a. Dr. Satya Upadhyaya, Principal
- b. Prof. Maitreyee Bhattacharya, Member, G.B.
- c. Dr. Suparna Bhattacharya, Coordinator, IQAC
- d. Dr. Debashis Biswas, Member, IQAC
- e. Dr. Amalesh Patra (Invitee)

The meeting was presided by the Principal.

1. Agenda 1. Review of the PBAS submitted by Dr. Amalesh Patra for his promotion from 2nd to 3rd stage under CAS

After a thorough scrutiny of the PBAS submitted by Dr. Patra, the members of IQAC express satisfaction and seek Principal's view. Dr. Upadhyaya expresses satisfaction and is requested by IQAC Coordinator to take up necessary steps for seeking Expert Nominee from DPI and University.

IQAC Coordinator emphasizes the need for expediting all promotions under CAS and informs that Juthika Panday has been specially urged to submit her PBAS for her promotion from Stage 2 to 3 which was due in 2016. She has been extended all help. Dr. Lekhraj Balmiki has submitted his PBAS online on 30.8.21 and members have scrutinized and made necessary suggestions. Dr. Dhananjay Shaw has informed IQAC that he needs a few days to arrange documents from his previous college and will submit within a month. Arkajyoti Jana has informed of a timely submission within the due date of promotion.

2. Registration of Alumni Association

IQAC Coordinator emphasizes the need for registering the Alumni Association of a college founded in 1963. She requests Principal to arrange a competent legal practitioner to facilitate the process and volunteers all help in preparing the paper work with the assistance of Debashis Biswas.

3. Preparation for Academic, Administrative and Green Audit

Principal welcomes the suggestion and informs that GB has already recommended Green Audit. Academic Audit can be conducted following the process mentioned by CU while the administrative audit can be internally conducted.

4. Proposal for opening of new academic and vocational courses

Principal welcomes the IQAC proposal ahead of the coming up of the second campus. She asks all HODs to convene a departmental meeting and deliberate on the new academic and vocational courses that can be introduced. The suggestions will be reviewed by IQAC and forwarded to the GB for final decision.

5. Adoption of Eco-conservational measures like solar panel etc

IQAC praises Principal's creation of a medicinal plant corner which is maintained by the NSS. IQAC also requests setting up of solar panel.

Meeting concludes with thanks to the chair.

NOTICE: IQAC/21-22/4

Dt. 24.09.21

An emergency meeting of the IQAC and NAAC subcommittee for the academic year 2021-22 has been convened on Friday, 24.09.21 at 9 p.m. through google meet to review the AQAR 20-21.

All members are requested to attend.

Members

1. Dr. Satya Upadhyaya, Principal
2. Dr. Ramaprasad Bhattacharya, Joint DPI(UGC) & NGC &DDO, State NCC officer
3. Prof. Maitreyee Bhattacharya
4. Sri Sandipan Saha, Councillor
5. Dr. Nayeem Anis, Member & TR in GB
6. Dr. Suparna Bhattacharya, Co-ordinator
7. Dr. Debashis Biswas, Member
8. Dr. Lekhraj Balmiki, Member
9. Prasenjit Makur, Member
10. Arkajyoti Jana, Member

NOTICE: IQAC/21-22/5

A meeting of all members of the IQAC and NAAC subcommittee was held on Friday, 23.11.21 at 11 a.m. in the Principal's chamber.

The following members were present:

1. Dr. Satya Upadhyaya, Principal
2. Dr. Suparna Bhattacharya, Co-ordinator
3. Dr. Debashis Biswas, Member
4. Dr. Lekhraj Balmiki, Member
5. Prasenjit Makur, Member
6. Arkajyoti Jana, Member

Agenda:

1. Review of the AQAR 20-21 preparatory work

Dr. Balmiki and Dr. Bhattacharya shared the details of the portions of filled-up criterion and sought opinions regarding a few points. Principal and the members engaged in detailed discussion since the AQAR 2021 is still unattempted

2. NAAC preparations

It is decided that a workshop and a seminar will be organized for all teachers and office staff to update them with the recent developments in ICT and e-governance.

All Sub Committee Convener are requested to submit hard copy and soft copy of yearly (2018-19 ,2019-20 2020-21) report within 250 words along with photographs in the college. website@calcuttagirlscollege.ac.in

3. Misc.

NOTICE: IQAC/21-22/6

Dt. 30.03.22

A meeting of the IQAC internal committee meeting was held on 05.04.22 at 3p.m. in the Principal's chamber.

The following members attended:

1. Dr. Satya Upadhyaya, Principal
2. Prof. Maitreyee Bhattacharya
3. Dr. Nayeem Anis, Member & TR in GB
4. Dr. Suparna Bhattacharya, Co-ordinator
5. Dr. Debashis Biswas, Member
6. Dr. Lekhraj Balmiki, Member
7. Prasenjit Makur, Member
8. Arkajyoti Jana, Member
9. Juthika Panday (Invitee)

The meeting was chaired by the Principal

Agenda:

1. Review of PBAS of Juthika Panday, Assistant Professor, Dept of Bengali (for promotion from Stage 2 to 3 under CAS) and Dr. Lekhraj Balmiki, Assistant Professor, Dept of Political Science Bengali (for promotion from Stage 1 to 2 under CAS).

The members went through the PBAS submitted by Juthika Panday, Assistant Professor, Dept of Bengali (for promotion from Stage 2 to 3 under CAS) and Dr. Lekhraj Balmiki, Assistant Professor, Dept of Political Science Bengali (for promotion from Stage 1 to 2 under CAS). Each of the PBAS was found satisfactorily in order. Principal consequently decided that necessary steps will be taken for seeking the names of the DPI and University nominees for promotion.

2. Submission of AQAR 20-21

It is decided that the AQAR for 20-21 will be completed within 8 April 2022 and the task of working on IIQA and SSR will be taken up immediately. Each IQAC member is requested to expedite the process.

The meeting concludes with thanks to the chair.

Dr. Suparna Bhattacharya
Coordinator, IQAC

Dr. Satya Upadhyaya
Principal & Secretary